

TOWN OF HIGHGATE
Selectboard Meeting
Thursday, January 8, 2026 @ 6:30pm
Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated

ZOOM LINK: <https://us02web.zoom.us/j/86281786223>

Executive Session / Personnel @ 6pm did not take place.

A. Call to Order & Pledge of Allegiance

The meeting was called to order by Merry Souza, Vice Chair @ 6:30pm, followed by the Pledge of Allegiance. **This meeting was a hybrid of in-person and Zoom video.** Participants were in-person unless otherwise noted.

Highgate Selectboard Members – Merry Souza, Chair; Richard Flint; Chad Carr

Absent – Vern Brosky III – Vice-Chair

Highgate Office Staff – Wendi Dusablon, Town Clerk & Public Meetings Clerk; Fredi Hayes, Town Administrator; Shelley Laroche, Town Treasurer & DTC

Public – Ryan Bates (via Zoom); James Guilmette; Alice (Sue) Cota; Ty Choiniere; Richard J. Noel; Keith Ploof; Scott Bessette; Cindy Reid

B. Moment of Silence

Merry asked for a moment of silence in memory of Jacob King.

C. Selectboard Reorganization

Motion by Richard Flint to nominate *Merry Souza* as *Chair of the Highgate Selectboard*. The motion was seconded by Chad Carr. There were no other nominations – **APPROVED**.

Motion by Richard Flint to nominate *Vern Brosky III* as *Vice-Chair of the Highgate Selectboard*. The motion was seconded by Chad Carr. There were no other nominations – **APPROVED**.

D. Public Comments

- Sue Cota stated that personal income tax papers now only need to be retained for three years, not seven, but check in with your accountant for more information. The criteria is probably different for businesses.
- Richard Noel asked if there was any movement with addressing the issues on the Highgate Falls bridge (Route 207). Fredi speaks with VTrans frequently about lots of things. No new news to share on the bridge.
- Richard Noel asked if there was any movement with purchasing the Paws for Thought building. We will be working on doing a feasibility study with the trustees and go from there.
- Richard Noel asked if people are aware at the state level of our plans for the village core property and Cathedral Square. State reps did attend the site visit at the property in the fall.

E. Town Clerk – Wendi Dusablon

- Motion by Chad Carr to approve the minutes from *December 4, 2025 (regular meeting)*, as written. The motion was seconded by Richard Flint – **APPROVED**.
- Motion by Richard Flint to approve the minutes from *December 10, 2025 (public works interviews)*, as written. The motion was seconded by Chad Carr – **APPROVED**.
- Motion by Richard Flint to approve the minutes from *December 17, 2025 (tri-board meeting with MVR)*, as written (minutes prepared by Swanton Town). The motion was seconded by Chad Carr – **APPROVED**.

- Motion by Richard Flint to approve the minutes from December 18, 2025 (regular meeting / budget meeting), as written. The motion was seconded by Merry Souza – **APPROVED.**
- Town Meeting Day 2026 – Tuesday, March 3rd. Polls will be open 7am – 7pm at Highgate Arena. We will work with Jes and the arena with play off hockey schedules that week. There are seven positions on the ballot for election this year: Cemetery Commissioner 5-year term; Library Trustee 4 years remaining on a 5-year term; Library Trustee 5-year term; Moderator for ensuing year; Selectboard Member 2 years remaining on a 3-year term; Selectboard Member 3-year term; Town Clerk 3-year term. Consent of candidate forms and petitions with a minimum of 25 (1%) registered voter signatures are due to Wendi by Monday, January 26th @ 5pm if you want your name to appear on the Town Meeting Day ballot. Warned article petitions are due with a minimum of 125 (5%) registered voter signatures by Thursday, January 15th @ 4pm. We already have the VNA / Hospice petitions with enough signatures for their appropriation article. The Town Meeting Day warning is in draft form and has been sent to the Selectboard members prior to this meeting. It is short compared to last year. Elected officials / tax date / VNA article / CIP / Highway Fund / General Fund. The warning is ready for signature if there are no changes. Motion by Chad Carr to sign the Town Meeting Day 2026 Warning, as presented and discussed. The motion was seconded by Richard Flint – **APPROVED.** Ballots will be available in early February for absentee voting. Contact Wendi to get yours, 802-868-5002, wdusablon@highgatevt.org, stop by the office, or use the My Voter Page. A list of all the appointed positions will be posted soon with letters of interest due in early March. The Town Meeting Day informational meeting will be Thursday, February 19th as part of the regular Selectboard meeting. More information can be found at the end of these minutes and will also be in the town report.
- Wendi and Shelley are working on putting the town report together to get the draft off the printers in mid- January.
- We have a new CLA 67.09% which dropped quite a bit again since last year. We will start our townwide reappraisal process in 2026 to be completed in the August / September 2027. Tyler Technologies will have a satellite website linked to our website in the coming months with a timeline and all the information for folks to access. More info to follow as that becomes available.
- Dog licensing started over again on Jan. 5th. Flyers were sent to anyone who previously licensed a dog, or that we know has a dog and needs to license. Deadline before fees go up is April 1st by 4pm. Our vaccination clinic will be March 28th at the arena. All the info is on the flyer and can be found at the end of these minutes.
- Land postings and excess weight permits are also starting over again and information was mailed out on those also. It has been a busy first week back in the office across the board.
- The 2026 meeting schedule has been finalized for Selectboard / DRB / Planning Commission. It can be found at the end of these minutes.
- Sand is available for Highgate residents behind the public works department. Bring your own shovel and pails. Not for commercial use. Please be kind and save some for the next person.
- HVFD is waiting for a good snowfall to schedule their duct tape derby and sliding party. Stay tuned for more info and if Mother Nature cooperates!
- Ty Choiniere has submitted a letter of interest to fill an empty seat on the Planning Commission that has been vacant for over a year. He wishes to be appointed until March 2026. He will attend the January and February meetings, if appointed, and submit a new letter if he wishes to continue. Wendi is in favor of this appointment, Scott Bessette as well. Motion by Richard Flint to appoint Ty Choiniere to the Planning Commission until March 2026. The motion was seconded by Chad Carr – **APPROVED.**
- The COAL for Ray's Used Cars & Salvage is under the Selectboard section.

F. Town Treasurer – Shelley Laroche

- Motion by Chad Carr to approve and sign the check warrants. The motion was seconded by Richard Flint – **APPROVED.**

- The delinquent tax balance as of 12/31/25 is \$205,722.20. The tax sale process is moving along slowly. The list of delinquent taxes in the town report will be as of 12/31/25 and will include a new code FT – future tax sale.
- Auditors will be back in house on Jan. 14th to complete the audit and hopefully begin the single audit.
- The town budget has been finalized, and those amounts are reflected in the Town Meeting Warning that was already approved earlier in this meeting (copy is at the end of these minutes). After all the edits and changes from the budget meeting the proposed tax increase on the town side on a \$250,000.00 assessed property is \$42.64. The town tax rate will be .5548. Each department is to be commended for doing very well and keeping costs down whenever possible.
- The town report is in the works and going well.

G. Town Administrator – Fredi Hayes

- We are done with this phase of the arena project (roof and entry way / new office for Jes), with some hiccups. We are looking to relaunch the HART group – Highgate Arena Renovation Team to continue to improve the arena and meet the needs of the community as it changes and grows. There will be more information submitted to the town report about HART and looking for volunteers.
- Fredi will be working with graduate students at UVM in their public administration program. They will be working on a project for us related to the VCMP property and doing a couple of presentations and holding community meetings.

H. Selectboard Items

- **Demolition Services Proposal Selection** – Richard Noel asked if any contractors are out of the running because they did not meet the requirements. A document was shared on the check-in table with all the bids and bid requirements. A copy of that document is attached to the end of these minutes. Once someone is selected, they will work with Fredi and the board. None of the submissions were perfect. Some require more info, some did not meet requirements. All except Tanner's met the initial requirements. Ty asked about choosing a different contractor for each property and the costs associated with that. Motion by Richard Flint to award the proposal to *Guilmette's Handyman Services*. The motion was seconded by Chad Carr – **APPROVED**. Motion by Chad Carr for Guilmette's Handyman Services to work with the Town Administrator on producing a final contract for the work, to be signed at a later meeting. The motion was seconded by Richard Flint – **APPROVED**. Mr. Guilmette clarified that he does have the proper insurance coverage. Shelley needs to see worker's compensation verification. Fredi will work with Mr. Guilmette on these things. He asked if the property @ 28 Mill Hill was ready to come down. We need a completed contract, and he needs a deposit to get going.
- **Water Feasibility Study** – option A is to create a new community water source, option B is to extend the water line from the airport region up to the village core. Option A is significantly less money. Fredi is asking the board to allow her to explore the option of their choice, she needs permission and directive, to include identified lands from the study, one of which is on MVSD property, known as the Cassidy lot, owned by the school district. Ty asked if the town owned any land that is being considered – no. Fredi explained that option B would run between 14 million – 18 million dollars, and option A would run between 5 million – 7 million. Scott Bessette challenged the cost for a community well / water system and why it would be so expensive, which Fredi elaborated on. Motion by Richard Flint to direct the Town Administrator to explore the community well water source option identified in the feasibility report. The motion was seconded by Chad Carr – **APPROVED**. Wendi asked that, for the record, it be explained why this is coming up now, when up until very recently all we have discussed was the wastewater system, and now we need a community water source? Fredi explained that a) the village needs access to clean and safe water in town which has been identified in multiple town plan documents through the years and b) Cathedral Square /

- Village Core property / economic development opportunities will require it. Richard Noel asked about the arena well. That will not work for this, because we do not have a 200' radius around it as required for a community water source. There is a lot of grant funding available for this, which needs to be explored. Scott elaborated further on the lack of communication he feels to town boards and the community as a whole with this process. If this had come up back when we were voting on just wastewater that vote might have turned out differently, as it only passed by five votes to begin with. More to come on this topic as we explore option A.
- NRPC Agreements – these agreements have been previously discussed and will fund the abatement and remediation of contaminants on the VCMP property. The loan is able to be done without a public vote due to the length of less than one year and a term of zero percent interest during the term. Richard Noel asked about the timeline. Fredi stated we are waiting on a letter from the EPA. We already have met the requirements, just waiting on approval and working with NRPC. We have an RFQ coming out for someone to supervise the asbestos and lead removal. Hoping for cleanup in weeks, if not sooner. Richard Flint asked if it would be done by Memorial Day weekend. HOPEFULLY. Mr. Guilmette asked if all the contractors are lined up – yes, they are. He also asked more about the lead removal. We have to follow all state and federal regulations. Motion by Richard Flint to authorize the Town Administrator to sign and administer the NRPC Brownfield Program, Brownfield Clean-Up Revolving Loan Fund Loan Agreement. The motion was seconded by Chad Carr – **APPROVED**. Motion by Chad Carr to authorize the Town Administrator to sign and administer the NRPC Brownfield Program, Brownfield Clean-Up Revolving Loan Fund Grant Agreement. The motion was seconded by Richard Flint – **APPROVED**.
 - Cathedral Square Option Extension – Cindy Reid from Cathedral Square was present. Our current option agreement expires in June 2026, this extension moves the deadline to 6/30/27. Motion by Richard Flint to approve the extension to the option agreement with Cathedral Square. The motion was seconded by Chad Carr – **APPROVED** 2 YES - Merry & Chad / 1 NO - Richard. The second part of this is to allow Fredi to handle the administration of the extension with Cathedral Square. Executive session is warned to further discuss this with Cindy, and the board would like her to stay. Motion by Richard Flint to authorize the Town Administrator to sign and administer the agreement with Cathedral Square. The motion was seconded by Chad Carr – **APPROVED**. Richard voted yes on the second part because he feels like he had no choice with the first motion already passing. Ty asked, on the record, if any of the plans for that property had changed at all. Nothing has changed. The fact that we don't have a water source is slowing this way down. The agreement is being extended to see if we can get water to the VCMP property. Many feel that this is being rushed. Scott spoke from the Planning Commission's perspective and info presented to them never mentioned water until very recently. The impact to the town is changing and we are getting in deeper and deeper, spending more money and assuming more responsibility. The wastewater system was presented to us as a done deal to get that property up and running. We are opening ourselves up to more liability. Scott noted that we are also responsible for tanks and pumps as part of the wastewater system which was new information. At what point will the voters have a say in any community water system? This is snowballing and we need a lot more town input. We need to slow it down and get back to basics. Fredi noted we have received community input since 2017 and she can't comment on the time before she got here in June 2025. Scott provided examples of projects in town that were "grant funded" that continue to cost us money – the arena and the sidewalks. Grant funding does not mean these things do not burden the taxpayers in the future. Cindy from Cathedral Square has been working on this project for over two years and she was contacted by town leaders at that time. The town came to them. Cindy was told at that time that we could accommodate water and wastewater for the Cathedral Square project, assuming the arena well would work. It won't. Cathedral Square thought what they needed was already here. It's not. Which is why everything has gotten this far along. They do not want to give back any of the funding commitments. Cindy wants this to work, and they need water to do so. Shelley asked, in the event that water won't happen here, or if it is voted down and the

- development just does not come to fruition, can the funding be applied to a different project in a different community. No, it cannot. It is competitive funding and is for this project and can't be transferred. It is a combination of private / state / federal funds. Cindy will stay for executive session. The board would like Richard Noel and Scott Bessette to stay also. Ty added that, not to pat Fredi on the back, but she is doing what needs to happen based on what was missing and by gathering the information needed if this ever comes to a town vote for water. We will have the information to make a decision.
- Dispatch – we don't have any other options for dispatching, and they know it. This contract is \$11,820.00 more than last year for ambulatory and fire dispatching services, a total of \$52,650.00 to cover 7/1/26 – 6/30/27 with the City of St. Albans. Motion by Richard Flint to accept the FY2026/2027 dispatch contract in the amount of \$52,650.00. The motion was seconded by Chad Carr – **APPROVED**.
 - COAL – this certificate of approved location (COAL) for Ray's Used Cars and Salvage has already been reviewed by the DRB and the Zoning Administrator. This is a standard letter, signed annually for them to continue to operate. Motion by Richard Flint to sign the COAL for Ray's Used Cars and Salvage for a one-year term. The motion was seconded by Chad Carr – **APPROVED**.
 - 2026 Town Meeting Info – this year's informational session will be held as part of the regular Selectboard meeting on Thursday, Feb. 19th @ 6:30pm. A zoom link will be available. Fredi will not be present at this meeting.

I. Other Business

- Ty asked if the used pumper / tanker from Canada has been purchased yet for HVFD. Yes, we will have it by February. We will follow protocol on selling our current truck, we do already have an interested buyer.

Motion by Richard Flint to exit the regular meeting @ 7:48pm. The motion was seconded by Chad Carr – **APPROVED**.

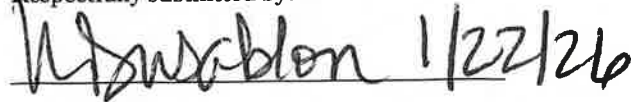
J. Executive Session

Pursuant to VT State Statute, Section 313: Motion by Richard Flint to have Scott Bessette, Richard Noel, Cindy Reid, and Fredi Hayes join the Selectboard in executive session @ 7:48pm to discuss legal and contractual matters relating to the current option agreement with Cathedral Square. The motion was seconded by Chad Carr – **APPROVED**. Motion by Richard Flint to have Scott Bessette and Fredi Hayes join the Selectboard in executive session to discuss personnel matters relating to the Public Works Department. The motion was seconded by Chad Carr – **APPROVED**. Motion by Richard Flint to exit executive session @ 9:20pm. The motion was seconded by Chad Carr – **APPROVED**. Motion by Richard Flint to enter into the regular Selectboard meeting @ 9:21pm. The motion was seconded by Chad Carr – **APPROVED**. Motion by Chad Carr to appoint Richard Flint as Fire Commissioner. The motion was seconded by Merry Souza – **APPROVED**. Motion by Chad Carr to authorize Fredi Hayes to submit CHIP pre-applications in the future as they receive, review, and approve requests. The motion was seconded by Richard Flint – **APPROVED**.

K. Adjournment

Motion by Chad Carr to adjourn the meeting @ 9:25pm. The motion was seconded by Richard Flint – **APPROVED**.

Respectfully submitted by:

 1/22/26

Wendi Dusablon
Town Clerk & Public Meetings Clerk

Minutes Approved by:



Highgate Selectboard

Highgate VT

Town Meeting 2026

Consent of Candidate forms & Nominating Petitions are available for the following positions to be voted on by Australian Ballot on Town Meeting Day - March 3, 2026

Consent of Candidate forms & Nominating Petitions are due to Wendi Dusablon, Town Clerk, no later than Monday, January 26, 2026 @ 5:00pm in order for your name to appear on the ballot!

minimum signature requirement is 25 registered voter signatures on petitions

CEMETERY COMMISSIONER	5-YEAR TERM
LIBRARY TRUSTEE	4 YEARS REMAINING ON 5-YEAR TERM
LIBRARY TRUSTEE	5-YEAR TERM
MODERATOR	FOR THE ENSUING YEAR
SELECTBOARD MEMBER	2 YEARS REMAINING ON 3-YEAR TERM
SELECTBOARD MEMBER	3-YEAR TERM
TOWN CLERK	3-YEAR TERM

Consent of Candidate forms & petitions will be available starting Tuesday, December 23, 2025, by visiting our website, stop by the office during regular business hours, or contact the office to have paperwork mailed or emailed to you:

- Town website www.highgatevt.org - look for the "TOWN MEETING DAY 2026" LINK
- Office Hours are Monday - Thursday 9am - 4pm (excluding holidays / holiday schedule)
- Call or email Wendi @ 802-868-5002 wdusablon@highgatevt.org
- Town drop-box (rear entrance) is also available for returning paperwork

2026 Town Meeting Warning ~ Highgate Vermont

The legal voters of the Town of Highgate, Vermont, are hereby notified and warned to meet at the Highgate Sports Arena (243 Gore Road) in the Town of Highgate on Tuesday, March 3, 2026 between the hours of seven o'clock in the forenoon (7:00am), at which time the polls will open, and seven o'clock in the evening (7:00pm), at which time the polls will close, to vote by Australian ballot upon the following Articles of business:

ARTICLE #1: To elect the following town officers:

- a) One Cemetery Commissioner for a term of 5 years
- b) One Library Trustee for a term of 4 years remaining on a 5 year term
- c) One Library Trustee for a term of 5 years
- d) One Moderator for the ensuing year
- e) One Selectboard Member for a term of 2 years remaining on a 3 year term
- f) One Selectboard Member for a term of 3 years
- g) One Town Clerk for a term of 3 years

ARTICLE #2: Shall the voters of the Town of Highgate set the final date of payment for FY2026/2027 property taxes to be **Thursday, October 29, 2026** with payments to be received in the town office by 4:00pm?

ARTICLE #3: Shall the voters of the Town of Highgate vote to raise, appropriate, and expend the sum of **\$7,423** for the support of the **VNA & Hospice of the Southwest Region** to provide services to residents of the Town?

ARTICLE #4: Shall the voters of the Town of Highgate appropriate **\$731,500** to meet the expenses and liabilities of the **Capital Improvement Plan**, with an estimated **\$663,800** to be raised by taxes?

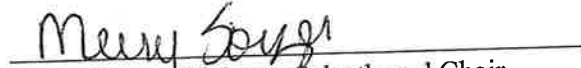
ARTICLE #5: Shall the voters of the Town of Highgate appropriate **\$1,333,807** to meet the expenses and liabilities of the **Highway Fund**, with an estimated **\$975,357** to be raised by taxes?

ARTICLE #6: Shall the voters of the Town of Highgate appropriate **\$1,638,955** to meet the expenses and liabilities of the **General Fund**, with an estimated **\$737,139** to be raised by taxes?

2026 Town Meeting Warning ~ Highgate Vermont

Dated at Highgate Vermont this 8th of January, 2026:


Attest: Wendi Dusablon, Highgate Town Clerk


Merry Souza, Highgate Selectboard Chair


Richard Flint, Highgate Selectboard Member


Chad Carr, Highgate Selectboard Member

Vernon Brosky III, Highgate Selectboard Vice-Chair

- **NOTE: The Town of Highgate no longer holds a floor meeting, as voted on in March 2024. Voting is fully Australian ballot between 7am – 7pm on Tuesday, March 3, 2026 @ Highgate Sports Arena, located @ 243 Gore Road.**
- Register to vote by contacting the Town Clerk 802-868-5002 or wdusablon@highgatevt.org, or visit the My Voter Page at <https://mvp.vermont.gov/>. Same day voter registration is also available at the polls.
- Absentee ballots are available upon request – contact the Town Clerk directly, stop by, or request yours through the My Voter Page (info above).
- Return ballots at the polls on March 3rd, by mail, during our public office hours 9am – 4pm Monday – Thursday, or by using our secure drop box at the rear entrance of the Municipal Bldg. Ballots must be received by the Town Clerk by 7pm on March 3, 2026, in order to be counted.
- The Town Meeting Informational Meeting will be held on Thursday, February 19, 2026 @ 6:30pm, as part of the regularly scheduled Selectboard meeting. Attend in-person or participate remotely via Zoom with the following link: <https://us02web.zoom.us/j/88920887436>.

PUBLIC NOTICE



The Town of Highgate

2026 TOWN MEETING INFORMATION SESSION

THURSDAY, FEBRUARY 19, 2026 @ 6:30PM

*AS PART OF THE REGULARLY SCHEDULED SELECTBOARD MEETING
@ HIGHGATE MUNICIPAL BUILDING - 2996 VT ROUTE 78*

PARTICIPATE IN-PERSON OR USE THE ZOOM LINK:

<https://us02web.zoom.us/j/88920887436>

REMINDERS.....

- ✓ *Town Meeting Day is Tuesday, March 3, 2026 – polls will be open at Highgate Sports Arena from 7am – 7pm @ 243 Gore Road. WE NO LONGER HAVE A FLOOR MEETING ON TOWN MEETING DAY – FULLY AUSTRALIAN BALLOT VOTING – AS VOTED ON IN MARCH 2024.*
- ✓ *Absentee ballots will be available in early to mid- February and can be requested by contacting the Town Clerk, Wendi Dusablon, at 802-868-5002, wdusablon@highgatevt.org, by stopping by the office, or through the “My Voter Page” <https://mvp.vermont.gov/>.*
- ✓ *Voter registration is available at the town office, through the “My Voter Page”, or same day voter registration is available at the polls.*

Town of Highgate, VT

2025-2026

Tax Rates

HOMESTEAD

Education	1.4017
General Fund	0.1659
Highway Fund	0.2293
Capital Fund	0.1378
Veterans Exemptions	0.0031
Article 6—VNA	0.0017

TOTAL HOMESTEAD

TAX RATE 1.9395

NON-HOMESTEAD

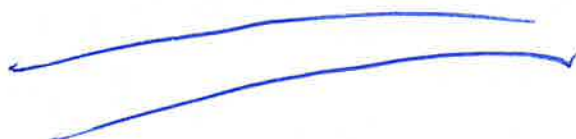
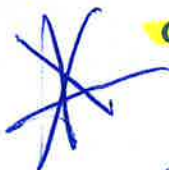
Education	1.6833
General Fund	0.1659
Highway Fund	0.2293
Capital Fund	0.1378
Veterans Exemptions	0.0031
Article 6—VNA	0.0017

TOTAL NON-HOMESTEAD

TAX RATE 2.2211

2025-2026 tax rates approved by the Highgate Selectboard on August 7, 2025

Common Level of Appraisal (CLA) = 67.09%
last updated January 2026



Dog licensing will begin on Monday, January 5, 2026

It's Time To License Your Dog(s) Again
With The Town of Highgate

REMINDER

2026 DOG LICENSES ARE DUE BY WEDNESDAY, APRIL 1 @ 4:00PM!

ON OR BEFORE APRIL 1, 2026 @ 4PM

Neutered/Spay \$15.00 per dog

Non-Neutered/Spay \$19.00 per dog

FEEES GO UP AFTER APRIL 1, 2026

Neutered/Spay \$24.00 per dog

Non-Neutered/Spay \$28.00 per dog



****NOTE**** Dogs that remain unlicensed as of May 1, 2026 will result in municipal fines being issued, per dog, per our ordinance. This will be in addition to licensing fees. Please license your dog(s) ON TIME.

PROOF OF RABIES VACCINATION REQUIRED

Please also let us know if you no longer have your dog(s).

OUR OFFICE HOURS ARE MONDAY-THURSDAY 9AM-4PM. YOU CAN ALSO LICENSE YOUR DOG(S) BY MAIL, BY USING OUR SECURE DROP-BOX AT THE REAR ENTRANCE OR ONLINE AT WWW.HIGHGATEVT.ORG (\$3.00 fee to use any card). PLEASE MAKE SURE WE HAVE VALID RABIES PAPER-WORK ON FILE IF YOU CHOOSE THE ONLINE OPTION. THANK YOU.

DOG & CAT VACCINATION CLINIC

SATURDAY, MARCH 28, 2026

@ HIGHGATE SPORTS ARENA—243 GORE ROAD

9am—10am

HIGHGATE RESIDENTS ONLY

10am—Noon

ALL ARE WELCOME

date, time, location subject to change, visit our website and FaceBook page for updates

Attending Vet: Sheryl Wilkins

Dog / Cat Rabies \$15.00; Cat Distemper \$25.00; Dog Distemper / Parvo \$25.00

Get both vaccines for \$35.00

HIGHGATE DOG LICENSES WILL BE AVAILABLE AT CLINIC

cash or check only at the clinic for vaccinations and licenses — NO CARDS

DOGS MUST BE ON A SHORT LEASH + 1 CAT PER CRATE. — CRATE REQUIRED!

Questions? Please contact Wendi Dusablon, Town Clerk
802-868-5002 wdusablon@highgatevt.org PO Box 189, Highgate VT 05459

2026 TOWN OF HIGHGATE ~ APPROVED MEETING SCHEDULE

SELECTBOARD – meetings start @ 6:30pm

DEVELOPMENT REVIEW BOARD – meetings start @ 6:00pm

PLANNING COMMISSION – meetings start @ 6:00pm

MONTH	SELECTBOARD	DEV. REVIEW	PLANNING
JAN. 2026	JAN. 8 + 22	JAN. 15 <small>APPLY BY DEC. 29 @ 10AM</small>	JAN. 20
FEB. 2026	FEB. 5 + 19	FEB. 12 <small>APPLY BY JAN. 26 @ 10AM</small>	FEB. 17
MAR. 2026	MAR. 5 + 19	MAR. 12 <small>APPLY BY FEB. 23 @ 10AM</small>	MAR. 17
APR. 2026	APR. 2 + 16	APR. 9 <small>APPLY BY MAR. 23 @ NOON</small>	APR. 21
MAY 2026	MAY 7 + 21	MAY 14 <small>APPLY BY APR. 27 @ 10AM</small>	MAY 19
JUNE 2026	JUNE 4 + 18	JUNE 11 <small>APPLY BY MAY 21 @ 10AM</small>	JUNE 16
JULY 2026	JULY 16	JULY 9 <small>APPLY BY JUNE 22 @ 10AM</small>	JULY 21
AUG. 2026	AUG. 6 + 20	AUG. 13 <small>APPLY BY JULY 27 @ 10AM</small>	AUG. 18
SEPT. 2026	SEPT. 3 + 17	SEPT. 10 <small>APPLY BY AUG. 24 @ 10AM</small>	SEPT. 15
OCT. 2026	OCT. 1 + 15	OCT. 8 <small>APPLY BY SEPT. 21 @ 10AM</small>	OCT. 20
NOV. 2026	NOV. 5 + 19	NOV. 12 <small>APPLY BY OCT. 26 @ 10AM</small>	NOV. 17
DEC. 2026	DEC. 3 + 17* <small>*BUDGET SESSION ONLY</small>	DEC. 10 <small>APPLY BY NOV. 23 @ 10AM</small>	DEC. 15
JAN. 2027	JAN. 7 + 21	JAN. 14 <small>APPLY BY DEC. 28 @ 10AM</small>	JAN. 19

www.highgatevt.org

www.facebook.com/TownofHighgateVT

Phone: 802-868-5002

www.instagram.com/townofhighgatevt

Meetings listed will also offer a Zoom link. Contact the town office or visit our website or social media pages for further information on specific meetings and how you can participate. Meetings may be subject to change based on availability of a quorum, weather conditions, or other factors. Please check our website or social media pages for updated information which will be posted as it becomes available. Thank you.

SAND IS AVAILABLE FOR HIGHGATE RESIDENTS



- **Please access ONLY the sand pile behind the Public Works Department at the Highgate Municipal Building.**
- **Bring your own shovel & bucket(s).**
- **NO TRUCK LOADS OR TRAILER LOADS – we want to make sure there is enough sand available for all Highgate residents that need it. Please don't ruin it for others.**
- **FOR HIGHGATE RESIDENTS PERSONAL USE / NOT FOR BUSINESS USE.**
- **Contact the Public Works Dept. with any questions, 802-868-4697 x207 or publicworks@highgatevt.org**

THANK YOU AND BE SAFE OUT THERE

Highgate Fire is bringing back our

HIGHGATE COMMUNITY

**DUCT TAPE DERBY & SLIDING PARTY
AT CARTER HILL**

2026 Date coming soon!

**Bring a sled, bring your family, bring your friends,
and let's come together for an afternoon filled
with neighbors, laughter, and some winter fun!**



**While we are awaiting a good snowfall to blanket the hill,
start looking for the perfect box to make your derby entry
and enjoy the fun of building it as a family over winter break!**

Follow Highgate Fire and the Town of Highgate
on Facebook & Instagram for event updates!



RFP for Demo Services, Proposal Breakdowns

Organized in alphabetical order only

All Proposal Cost Table.

Proposer	28 Mill Hill Only Proposal	14 St Armand Only Proposal	Both Properties Simultaneously Proposal
FRL Trucking & Excavating	\$34,700	\$96,000	\$130,700
Goodhue Excavation	\$39,550	\$96,400	\$135,950
Guilmette's Handyman Services	\$41,500	\$77,500	\$114,000
King's Trucking & Excavating	\$27,500	\$79,000	\$92,000
Menard Handyman & Property Maintenance Services	\$40,000	\$95,000	\$135,000
Tanners Excavation & Tree Removal	\$30,000	\$70,000	\$100,000

Requirements of the proposals based on the posted RFP and Q&A:

1. Received by Wednesday, December 17th, 2025, by 4pm
2. Attended the required site visit on December 8th, 2025 at 10am.
3. Provided a minimum of seven (7) paper proposal packets.
4. Include references for projects of similar scope.
5. All pricing must be guaranteed through the 2026 calendar year.
6. Provide (or be able to provide) proof of insurance and all required licenses.

**Town
Of
Highgate**

BK: 213 PG: 56
INST: 00105001

RECEIVED FOR RECORD
Jan 08, 2026 08:00:00P
WENDI DUSABLON
TOWN CLERK
HIGHGATE, VT

**TOWN OF HIGHGATE
CERTIFICATE OF APPROVED LOCATION
OF A SALVAGE YARD (COAL)**

January 8, 2026

Frank Erickson
Vermont DEC/ Salvage Yard Program
1 National Life Drive- Davis Building
Montpelier, VT 05620-3704

✓ 1/9/26

Re: Ray's Used Cars & Salvage LLC, 22 VT Route 78, Highgate

To whom it may concern:

This letter concerns the application of Ronald and Lyne Vincent, Landowner, and Corey Hoague of Ray's Used Cars and Salvage LLC, Applicant, located at 22 VT Route 78, for a Certificate of Approved Location (C.O.A.L.) dated 12/1/2025 to locate and operate a junkyard on the land and premises in the Town of Highgate. The application and property as depicted in the attached drawing and updated aerial imagery, and in the Land Use Permit #6F0635, has been reviewed by the Zoning Office and Development Review Board and forwarded to the Town of Highgate Selectboard with the comments that all cars and material should be kept behind the fencing and no dumping of cars or material should take place after hours.

The application was heard and acted upon by the Selectboard of Highgate pursuant to the provisions of 24 V.S.A. 2251-2257 on January 8, 2025. The Selectboard approved the C.O.A.L. for this business based on the understanding that the owners will continue to maintain compliance with all necessary State and Local permits and requirements.

This certificate is valid for one (1) year from the date of issuance, subject to the provisions of the State Statute or Municipal Ordinance presently or here-after appertaining thereto. This certificate is for the exclusive use of the named applicant and is not assignable. The application fee has been paid and all other assessments authorized by 24 V.S.A. 2256 have been paid.

Sincerely,

Merry Souza

o/b/o: Highgate Selectboard

Cc: Ronald & Lyne Vincent ✓
Corey Hoague ✓
Town Clerk/Land Records ✓
Selectboard ✓
Zoning Files ✓

Sent 1/9/26
WDS

PO Box 189
2996 Vermont Route 78
Highgate, VT 05459

Phone: 802-868-4697
Fax: 802-868-3064
www.highgatevt.org

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townadmin@highgatevt.org

Wendi Dusablon
Town Clerk &
Public Meetings Clerk
Ext. 201
wdusablon@highgatevt.org

Shelley Laroche
Town Treasurer &
Delinquent Tax Collector
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Luke/ Cody
Public Works Dept.
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Merry Souza
Richard Flint
Vern Brosky III
Chad Carr
Highgate Selectboard