

TOWN OF HIGHGATE
Selectboard Meeting
Thursday, January 2, 2025 @ 6:30pm
Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated

ZOOM LINK: <https://us02web.zoom.us/j/84922746386>

Vern Brosky III called the meeting to order @ 6:03pm, followed by the Pledge of Allegiance.

Executive Session: Motion by Ben Lowell to enter into executive session @ 6:05pm for personnel where premature general public knowledge would place the town and / or the individuals involved at a substantial disadvantage. The motion was seconded by Merry Souza – **APPROVED**. Present for this executive session (held in the front office) were: Vern Brosky III; Merry Souza; Ben Lowell; Kyle Lothian; Shelley Laroche; Carrie Johnson. Motion by Kyle Lothian to exit executive session @ 6:29pm. The motion was seconded by Merry Souza – **APPROVED**. Motion by Merry Souza to enter into the regular Selectboard meeting at 6:30pm. The motion was seconded by Kyle Lothian – **APPROVED**.

A. Call to Order & Pledge of Allegiance

This meeting had previously been called to order, prior to the warned executive session, and the Pledge of Allegiance had already been recited. **This meeting was a hybrid of in-person and Zoom video.** Participants were in-person unless otherwise noted.

Highgate Selectboard Members – Vern Brosky III, Chair; Merry Souza, Vice-Chair; Ben Lowell; Kyle Lothian (*Richard Flint arrived @ 7:09pm*)

Highgate Office Staff – Wendi Dusablon, Town Clerk & Public Meetings Clerk; Carrie Johnson, Town Administrator (interim); Shelley Laroche, Treasurer & DTC

Public – Woody Rouse; Josh Ramsdell; Josh Aldrich; Mike Roberge; Richard J. Noel; Shawn Cheney; Alice (Sue) Cota; Dennis Boucher (NWAT); Mark Gilbert

B. Public Comments

None

C. Selectboard Items

- **Budget Review** – our last meeting on 12/19 was where the nuts and bolts of the budget were reviewed and Vern thanked those that participated in that process. Everything will be finalized by signing the warning on Jan. 16th for Town Meeting Day on March 4th. Informational meetings will be scheduled and there will be further discussion on that under the Town Clerk section of this meeting. Vern shared that based on the town budget proposal as it stands now it will be a tax rate of 0.5373 for the FY2026 cycle, with a total municipal budget of \$2,280,523.00, a difference of \$172,491.00 over our current budget.
- **Recruitment Services Bid Opening** – bids were due on 12/23/24 by 2pm for recruitment services for our new Town Administrator search. We received three bids which were opened and read aloud: Vermont League of Cities and Towns \$13,500.00; MGT \$25,001.50; Baker Tilly \$29,500.00. Richard Noel had questions about the process from here and further information, for example – timelines, for each bid were shared. The Selectboard will continue this discussion in executive session.

- Ambulance Services Bid Opening – bids were due on 12/30/24 by 2pm and we received two bids, which were opened and read aloud. Each was for a three-year contract bid beginning 7/1/25.
 - Missisquoi Valley Rescue – based on population of 3,472 and 3% increase per year
 - 2025-2026 \$87,009.00 \$25.07 per capita
 - 2026-2027 \$89,619.27 \$25.82 per capita
 - 2027-2028 \$92,307.84 \$26.59 per capita
 - AmCare Ambulance Service – based on population of 3,564 and 4% increase per year
 - FY 2026 \$86,258.00 \$24.20 per capita
 - FY 2027 \$89,708.32 \$25.17 per capita
 - FY 2028 \$93,296.65 \$26.18 per capita

Neither bid includes dispatching fees. Sue Cota asked if the voters would be making the decision again this round, expressing her opinions and concerns. The board appreciates her input. Neither party was invited to the bid opening, but this is an open meeting and there were three MVR members in attendance, who introduced themselves. We can invite both firms to a future meeting. This is a contractual discussion and the Selectboard will continue to discuss this in executive session.
- Village Core Monthly Update – Rebecca Manning had asked for a monthly update. The pole barn relocation was discussed and the need to be mindful of the monitoring wells at the transfer station site. Those can be decommissioned next year, and the state is fine with where we wish to place the pole barn. Carrie continues to work with Greta on the village wastewater project. Progress is being made as they continue to communicate with Otter Creek Engineering. There are challenges with where the public water source will be. Carrie has been working with Shelley also on grant funding and what to report and when to keep everything on track. The VCMP committee will meet on Jan. 8th at 6pm.
- Franklin Road Discontinuance – site visit and public hearing for this will be held Saturday, Jan. 4th at 10am at the intersection of Franklin Road and Route 78, followed by a public hearing at the town offices. This is correcting a legal deficiency that should have happened years ago. There will be no discussion at the site visit. There is a small section to discontinue that is now grass and no longer used. It will then be the job of the surveyor to determine who owns the land underneath. After the hearing the document(s) will be recorded in the land records. This has been noticed to the public, and those directly affected have been sent a mailing from the attorney’s office.
- VT 250 Anniversary Resolution – motion by Merry Souza to adopt and sign this resolution. The motion was seconded by Ben Lowell – **APPROVED**. A copy is attached to the end of these minutes. Vern will serve as the town’s point of contact for now.
- VT Land Trust / Brosseau Farm – we have been notified that VT Land Trust will be purchasing the development rights for the Brosseau Farm on Brosseau Road for \$875,000.00. Wendi noted that these documents were already recorded at the end of 2024.
- Vermont Public Utility Cell Tower Filing – we have been notified of the PUC filing for cell tower connection for T-Mobile. The 50-page document is on the table for review.

D. Town Treasurer – Shelley Laroche

- Motion by Merry Souza to approve and sign the check warrants. The motion was seconded by Kyle Lothian – **APPROVED**.
- The delinquent tax balance is \$145,238.93. The tax sale process will begin after Town Meeting Day.
- Shelley has been working on the single audit and doing a lot of digging. She needs to submit info to the state by March 1st.
- Town report submission date is Jan. 10th.
- Sue thanked Shelley for her work on the delinquent taxes and the payment plan option.

- Richard Noel asked about the Library Steering Committee appointees. Each of the four boards involved is being tasked with appointing a member and bringing that name forward to the Selectboard.

E. Town Clerk – Wendi Dusablon

- Motion by Merry Souza to approve the minutes from December 5, 2024, as written. The motion was seconded by Richard Flint – **APPROVED**.
- Motion by Merry Souza to approve the minutes from December 19, 2024, as written. The motion was seconded by Kyle Lothian – **APPROVED**.
- Motion by Richard Flint to approve the ice rental contract for the 2024-2025 season with Milton Youth Hockey Association in the amount of \$185.00 per hour. The motion was seconded by Merry Souza – **APPROVED**.
- Town Meeting Day 3/4/25 – there are eight positions on the ballot this cycle. Consent of candidate forms and petitions with 1% registered voter signatures (25) are due 1/27/25 by 5pm. Petitions for warned articles to be included on the Town Meeting Day warning are due 1/16/25 by 4pm with 5% registered voter signatures (126). There are at least two petitions out there for articles that Wendi is aware of – VNA / Hospice appropriation request and the ATVs on all public roads question. We will see what we get by the deadline, but anticipate both coming in to be included as part of the warning. The Town Meeting Day warning will be prepared soon and will need to be approved and signed at your meeting 1/16/25 to be included as part of the town report. Wendi will get a draft out ahead of time for review. Ballots will be ordered immediately after the 1/27/25 deadline so we should be ready for absentee and early voting by the second week of February. Polls will be open 7am – 7pm at Highgate Sports Arena on Tuesday, March 4, 2025. This will be fully Australian ballot voting – **no floor meeting** - as voted on and approved from the floor last March. We do need to figure out our informational meeting. From the floor last year at the end of the meeting it was voted on to hold an informational meeting within FIVE DAYS preceding the first Tuesday in March. Which limits when we can do this. We can have more than one informational meeting, as part of a regular meeting, or add a special meeting. It was decided to have our two regular meetings in February (2/6 and 2/20) and to hold the informational meeting on Thursday, February 27th to meet the five-day criteria. Wendi highly suggested a different venue. We have some hot topics on the ballot – ambulances and ATVs to name a few, and this will draw a crowd. We will try to secure the Highgate School gymnasium on Feb. 27th at 6:30pm for the informational meeting. Wendi asked the board how they wanted to handle the ambulance question with the voters. The board would like it to go to a vote, as it did in 2022. In 2022 the ambulance question had its own ballot and was presented as two separate questions. She will dig up that information from 2022 and share it with the board so they can decide how they wish to proceed.

F. Other Business

Richard Flint shared some updates on the relocation efforts of Franklin County Field Days, as he arrived late due to being at that meeting tonight also. They are considering a new site, close by to their current location, and are hopeful for one more year where they are, but it looks like FCFD will be a thing of the past, at this point. There was discussion and questions on who actually owns the land – state or federal – and why they are being mandated to leave. Mark Gilbert stated it is ridiculous if they have to move all that infrastructure 300 yards to the proposed new property – owned by Mr. Harrison. The town and FCFD feel they have been lied to several times and in many ways.

Motion by Merry Souza to end the regular meeting @ 7:40pm. The motion was seconded by Ben Lowell – **APPROVED**.

G. Executive Session

Motion by Merry Souza to enter into executive session @ 7:40pm with Carrie Johnson for personnel, contracts, and legal, where premature general public knowledge would place the town and / or the individuals involved at a substantial disadvantage. The motion was seconded by Ben Lowell – **APPROVED**. Motion by Ben Lowell to exit executive session @ 8:53pm. The motion was seconded by Richard Flint – **APPROVED**.

Motion by Ben Lowell to award the contract for recruitment services for the Town Administrator search to Vermont League of Cities and Towns (VLCT). The motion was seconded by Richard Flint – **APPROVED**.

Motion by Merry Souza to authorize a raise for the Zoning Administrator to \$27.00 per hour up to 23 hours per week. The motion was seconded by Kyle Lothian – **APPROVED**.

H. Adjournment

Motion by Richard Flint to adjourn the meeting @ 8:56pm. The motion was seconded by Merry Souza – **APPROVED**.

Respectfully submitted by:

Wendi Dusablon 1/16/25

Wendi Dusablon
Town Clerk & Public Meetings Clerk

Minutes Approved by:

Vern Brosky III 1/16/25

Vern Brosky III
Selectboard Chair



Vermont 250th Anniversary Resolution 2025

A resolution of the Town of Highgate, State of Vermont, supporting the Vermont 250th of Anniversary Commission;

PO Box 189
2996 Vermont Route 78
Highgate, VT 05459
Phone: 802-868-4697
Fax: 802-868-3064
www.highgatevt.org

Town Administrator
Ext. 203
townadmin@highgatevt.org

Shelley Laroche
Town Treasurer &
Delinquent Tax Collector
Ext. 204
slaroche@highgatevt.org

Wendi Dusablon
Town Clerk
IRB, Planning & Selectboard Clerk
Ext. 201
wdusablon@highgatevt.org

Carolyn Towsley
Zoning Administrator
Zoning@highgatevt.org
Extension 209

Public Works Dept.
Nick Scott
publicworks@highgatevt.org
Ext. 207

Highgate Selectboard
Vern Brosky III
Richard Flint
Ben Lowell
Merry Souza
Kyle Lothian

WHEREAS, Vermont Governor Phil Scott signed an executive order to create the Vermont 250th Anniversary Commission on December 15, 2020, to plan, encourage, develop, coordinate, and promote observances and activities to be held in Vermont in commemoration of the historic events associated with the 250th anniversary of the 1776 signing of the Declaration of Independence, the Revolutionary War between 1775 and 1777, the founding of Vermont in 1777, and the creation of the political foundations of the United States of America;

WHEREAS, the Vermont 250th Anniversary Commission hopes to engage all 252 cities and towns through their many programs, projects, and events over the next several years, thereby inspiring future leaders and celebrating Vermonters' contributions to the nation over the last 250 years;

WHEREAS, by adoption of the Vermont 250th Anniversary Commission, we hope to inspire Vermonters to learn from the history, legacy, and context of the past to build stronger communities for the future.

RESOLVED, the Town of Highgate officially establishes a liaison or local committee made up of a diverse group of citizens or individual to work with the Vermont 250th Anniversary Commission on any or all activities. The participant(s) Town is a voluntary role and there will be no compensation for participation.

RESOLVED, that a copy of this resolution be sent to the Vermont 250th Anniversary Commission.

ADOPTED by the Highgate Selectboard, the State of Vermont, on January 2, 2025.

Vern Brosky III Richard Flint
Merry Souza Ben Lowell
Richard Flint

**NOTICE OF PUBLIC HEARING TO CONSIDER THE DISCONTINUANCE OF
A PORTION OF FRANKLIN ROAD (TOWN HIGHWAY #3)**

Interested persons and persons owning or interested in lands through which Town Highway #3 (also known as Franklin Road) may pass or abut at its former intersection with Vermont Route 78 are hereby warned of a public hearing to be held by the Selectboard of the Town of Highgate. The Selectboard will consider the discontinuance of approximately 263 feet of the portion of Town Highway #3 located at the former intersection of said Town Highway #3 and VT-78, north of the current existing intersection. Pursuant to 19 V.S.A. § 709, the proceedings will commence with an examination of the premises, convening at the current intersection of Town Highway #3 and VT-78. No testimony shall be accepted at the site visit. Immediately following the examination of the premises, the Selectboard of the Town of Highgate will meet at the Highgate Town Offices to receive testimony from any interested parties. The Selectboard shall issue a written decision within 60 days of the hearing.

- | | |
|---|--|
| Date of Examination and Hearing: | January 4, 2025 |
| Time of Examination: | 10:00 a.m. |
| Location of Examination: | Site visit beginning at the current intersection of Franklin Road and VT-78. |
| Time of Hearing: | Immediately following examination. |
| Location of Hearing: | Highgate Town Offices,
2996 Vermont Route 78 |
| Description of Highways: | The Selectboard will consider the discontinuance of approximately 263 feet of the portion of Town Highway #3 located at the former intersection of said Town Highway #3 and VT-78, north of the current existing intersection. |

**Vermont Land
Trust**



8 Bailey Ave,
Montpelier, VT 05602

P (802) 223-5234

info@vlt.org
vlt.org

December 11, 2024

Selectboard
Town of Highgate
PO Box 189
Highgate Center, VT 05459

Carrie Johnson townadmin@highgate.org
Richard Flint richard.flint@fnesu.org
Vern Brosky III vbrosky@highgatevt.org
Merry Souza msouza@highgatevt.org
Kyle Lothian klothian@highgatevt.org
Ben Lowell blowell@highgatevt.org

Re: Acquisition of Development Rights; Brosseau Farm

Dear Members of the Selectboard:

We had notified you earlier that the Vermont Land Trust (VLT) was applying for a grant from the Vermont Housing and Conservation Board (VHCB) to acquire development rights and perpetually conserve the Brosseau farm in Highgate. VHCB subsequently approved this application on May 9, 2024.

This letter is to notify you, per Title 10 V.S.A. Section 6302(d), that the Vermont Land Trust will be closing on the purchase of the **"Grant of Development Rights, Conservation Restrictions, Option to Purchase, and Right of Enforcement of the United States"** (the "Grant") on 293 acres of land located south of Brosseau Road for \$875,000.00 which will be co-held by the Vermont Land Trust, Inc. and Vermont Housing and Conservation Board.

A copy of the Grant is available upon request and will be sent to the Highgate Town Clerk for recording immediately following closing. For more information about this transaction, please contact Tucker Malone, (802) 582-9225, tucker@vlt.org.

Sincerely,

Vanessa Wedlund
Legal Project Manager

Regional Offices:

226 Bridge Street
P.O. Box 850
Richmond, VT 05477
P (802) 434-3079

Bluffside Farm
171 Scott Farm Road
Newport, VT 05855
P (802) 748-6089

The King Farm
128 King Farm Road
Woodstock, VT 05091
P (802) 457-2369

SPRINGER LAW OFFICE, PLLC
Attorney At Law

118 Maplewood Avenue, Suite C-3
Portsmouth, NH 03801
Telephone: (603) 319-8741
Fax: (603) 319-8743
e-mail: jspringer@springerlaw.com

December 16, 2024

Selectboard
Town of Highgate
PO Box 189
2996 VT RT 78
Highgate, VT 05459

RE: Petition of T-Mobile Northeast LLC Pursuant to 30 V.S.A. § 248a(k), Requesting a Certificate of Public Good for a de minimis collocation upon a Wireless Telecommunications Facility at 243 Gore Road, Highgate, VT

Dear Selectboard:

Enclosed please find a Petition and associated documents in support of a petition on behalf of T-Mobile's application to the Vermont Public Utilities Commission. The Petition and documents were e-filed with the Vermont Public Utilities Commission.

If you have any questions, please let me know.



Jonathan S. Springer

cc: T-Mobile Northeast LLC

REQUEST FOR PROPOSALS

*Recruitment Services Request
Highgate, Vermont
December 5, 2024*

Proposals Due: 2pm on *Monday, December 23, 2024*

PROJECT DESCRIPTION

Project Summary

The Town of Highgate is requesting proposals for Recruitment Services to assist with the search for a new Town Administrator.

Context and Background

Highgate is a rural town in Northwestern Vermont on the Canadian border with a population of approximately 3,500. The town is governed by a 5-member Selectboard.

Timeframe

Proposals are due at 2 pm on Monday, December 23rd, 2024. Consultants will be notified of selection by the Interim Town Administrator on or before Thursday, January 9th, 2024. Work is expected to begin shortly after contract execution.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided in the RFP for the project broken down by task. Including:
 - a. Describe the project approach and overview of engagement, including a detailed scope of work with associated list of tasks broken down by task and team member with organizational chart.
 - b. Describe the schedule and proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan in the RFP serves to illustrate a general process and structure for creating the plan, the Town is very much open to and interested in hearing any new/creative approaches to this type of plan and our approach.

3. **Proposed Schedule** – Provide a schedule that includes completion of work task and deliverables, as well as key meetings and comply with timeline given in the RFP.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours and expenses for completing each phase of the proposed scope of work.

5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects;
6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.
7. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including outside covers, cover letter, table of contents and resumes.

All information submitted becomes property of Highgate upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to or withdraw the RFP. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obliges the Town of Highgate to award a contract.

Submission Requirements

Respondents should submit one printed copy of their response by 2pm on **Monday, December 23, 2024** in a sealed envelope clearly labeled “Recruitment Services Bid.”

Municipality/Local Project Manager Contact Information

Carrie Johnson
Interim Town Administrator
Town of Highgate
PO. Box 189
Highgate, VT. 05459
Ph: (802) 868-4697 ext. 203
Townadmin@highgatevt.org

If you have any questions about this project or the RFP, please address them in writing via US. mail or email to Carrie Johnson. We will respond to all questions in writing within 7 days and it will be posted on the Town’s website. Both the question and response will be shared with all other consultants. Deadline for questions is December 13th at 4 p.m.

RFP Schedule Summary:

Requests for Proposals due – 2pm on Monday, December 23rd, 2024.
Consultant selection by Selectboard – Thursday, January 2nd, 2024 at 6:30 p.m.
Project Work to begin – Upon Contract execution.
Completion Date to be negotiated with the Selectboard

Proposal Selection: Proposals will be reviewed by the Highgate Selectboard. A short list of consultants may be selected for interviews.

Proposal Evaluation: Respondents will be evaluated according to the following factors:

1. Price
2. Bidder's ability to perform within the town's preferred time limits
3. Bidders' experience and reputation, including previous experience with the town.
4. Quality of service, and materials if applicable.
5. Bidders' ability to meet insurance or bonding requirements and any other terms or conditions.
6. Bidders' financial responsibility.
7. Nature and size of bidder organization.
8. Any other factors the appropriate municipal panel (AMP) determines are relevant in connection with this bid.
9. Bidders' ability to provide future service, maintenance, and support.
10. Bidders who are suspended or debarred are automatically disqualified.

Final Consultant Selection:

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements:

The Town will negotiate the final contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters a written contract with the municipality. The Town is not liable for any cost incurred by the consultant prior to issuance of a contract.



January 2, 2025

Town Administrator Recruitment Services Bid Award

PO Box 189
2996 Vermont Route 78
Highgate, VT 05459

Phone: 802-868-4697
Fax: 802-868-3064

www.highgatevt.org

Carrie Johnson
Interim Town Administrator
Ext. 203
townadmin@highgatevt.org

Shelley Laroche
Town Treasurer &
Delinquent Tax Collector
Ext. 204
slaroche@highgatevt.org

Wendi Dusablon
Town Clerk
ARB, Planning & Selectboard Clerk
Ext. 201
wdusablon@highgatevt.org

Carolyn Towsley
Zoning Administrator
Zoning@highgatevt.org
Extension 209

Public Works Dept.
Nick Scott
publicworks@highgatevt.org
Ext. 207

Highgate Selectboard
Vern Brosky III
Richard Flint
Ben Lowell
Merry Souza
Kyle Lothian

The Town of Highgate received the following bids by 12/23/24:

1. Vermont League of Cities and Towns (VLCT) \$13,500
2. bakertilly \$29,500
3. MGT \$25,001.50

The Highgate Selectboard awarded the recruitment services bid to VLCT on 1/2/25.

Thank you bidders for taking the time and effort to submit a bid.

On behalf of the Highgate Selectboard,

Carrie Johnson
Interim Highgate Town Administrator

REQUEST FOR PROPOSALS

*Ambulance Services Request
Highgate, Vermont
December 31, 2024*

Proposals Due: 2pm on Monday, December 30, 2024

PROJECT DESCRIPTION

Project Summary

The Town of Highgate is requesting proposals to provide Ambulance Services to the residents of Highgate Vermont.

Context and Background

Highgate is a rural town in Northwestern Vermont on the Canadian border with a population of approximately 3,500.

Timeframe

Proposals are due at 2 pm on Monday, December 30th, 2024. Bidders are directed to submit a sealed bid, the details are explained further in the RFP.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed explanation of how the bidder will provide service to the community. Please include:
 - a. Describe the service to be provided, an overview of equipment and staffing support, including a detailed scope of work broken down by task and team member with organizational chart.
 - b. Proposal shall be for a term of three years, broken down annually.
3. **Project Budget** – Provide a detailed budget broken down by task. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours and expenses for the ambulance service.
4. **Qualifications and Staffing** – Provide a qualifications profile of the company and sub-consultants (if applicable), including the role of each consultant on the team with organizational staffing chart. Also provide detailed information on the organization, including the name of the firm, year established, including a description of relevant experience providing similar services;
5. **References** - A minimum of three (3) professional references for whom a similar service has been completed within the last five (5) years.
6. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including outside covers, cover letter, table of contents and resumes.

All information submitted becomes property of Highgate upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to or withdraw the RFP. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obliges the Town of Highgate to award a contract.

Submission Requirements

Respondents should submit one printed copy of their response by 2pm on **Monday, December 30, 2024** in a sealed envelope clearly labeled “Ambulance Services Request.”

Municipality/Local Project Manager Contact Information

Carrie Johnson
Interim Town Administrator
Town of Highgate
PO. Box 189
Highgate, VT. 05459
Ph: (802) 868-4697 ext. 203
Townadmin@highgatevt.org

If you have any questions about this project or the RFP, please address them in writing via US. mail or email to Carrie Johnson. We will respond to all questions in writing within 7 days and it will be posted on the Town’s website. All questions and responses will be shared with all other consultants. Deadline for questions is December 19th at 2 p.m.

RFP Schedule Summary:

Requests for Proposals due – 2pm on Monday, December 30th, 2024.
Ambulance Service Work to begin – July 1, 2025

Proposal Selection: Proposals will be reviewed by the Highgate Selectboard.

Proposal Evaluation: Respondents will be evaluated according to the following factors:

1. ~~Price~~
2. Bidder’s ability to perform within the towns preferred time limits
3. Bidders experience and reputation, including previous experience with the town.
4. Quality of service, and materials if applicable.
5. Bidders ability to meet insurance or bonding requirements and any other terms or conditions.
6. Bidders financial responsibility.
7. Nature and size of bidder organization.
8. Any other factors the appropriate municipal panel (AMP) determines are relevant in connection with this bid.
9. Bidders ability to provide future service, maintenance, and support.
10. Bidders who are suspended or debarred are automatically disqualified.

Contract Requirements:

The Town will negotiate the final contract terms upon selection. All contracts are subject to review by the municipality’s legal counsel. The contract shall not start until the successful applicant enters a written contract with the municipality. The Town is not liable for any cost incurred by the consultant prior to issuance of a contract.



January 2, 2025

PO Box 189
2996 Vermont Route 78
Highgate, VT 05459

Phone: 802-868-4697
Fax: 802-868-3064

www.highgatevt.org

Ambulance Bid Summary

The Town of Highgate received the following bids by 12/30/24:

Carrie Johnson
Interim Town Administrator
Ext. 203
townadmin@highgatevt.org

Shelley Laroche
Town Treasurer &
Delinquent Tax Collector
Ext. 204
slaroche@highgatevt.org

Wendi Dusablon
Town Clerk
ARB, Planning & Selectboard Clerk
Ext. 201
wdusablon@highgatevt.org

Carolyn Towsley
Zoning Administrator
Zoning@highgatevt.org
Extension 209

Public Works Dept.
Nick Scott
publicworks@highgatevt.org
Ext. 207

Highgate Selectboard
Vern Brosky III
Richard Flint
Ben Lowell
Merry Souza
Kyle Lothian

1. Amcare bid:

FY2026	\$86,258.00
FY2027	\$89,708.32
FY2028	\$93,296.65
3 Yr Total	\$269,262.97


2. Missiquoi Valley Rescue (MVR) bid:

FY2026	\$87,009.00
FY2027	\$89,619.27
FY2028	\$92,307.84
3 Yr Total	\$268,936.11

The Highgate Selectboard opened the ambulance bids on 1/2/25.

Thank you bidders for taking the time and effort to submit a bid, the Selectboard expects to put this question on the town meeting day ballot.

On behalf of the Highgate Selectboard,


Carrie Johnson
Interim Highgate Town Administrator



MISSISQUOI VALLEY RESCUE, INC.

Serving Swanton & Highgate, Vermont



Emergency
911

P.O. Box 22
Swanton, Vermont 05488
Fax: 802-868-9092

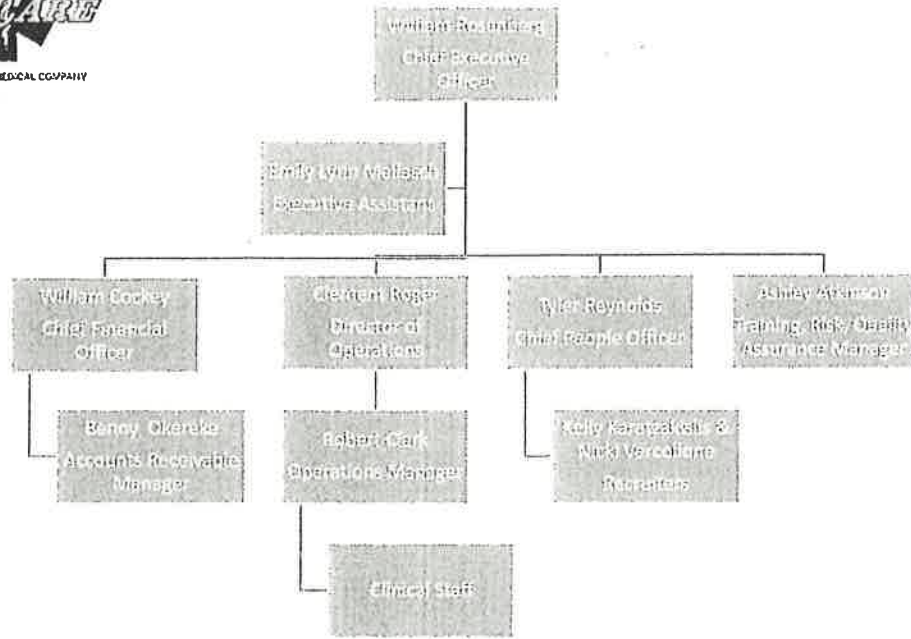
Business
802-868-2352

MVR Proposal		
3 Year Term – July 1st 2025 to June 30th 2028		
3% Increase Per Year		
Year	Total	Per-Capita
2025-2026	\$87,009.00	25.07
2026-2027	\$89,619.27	25.82
2027-2028	\$92,307.84	26.59

Utilizing a
Population
of 3,472

Per cover letter sent

Our organizational chart is provided below.



The annual cost is outlined below for the services proposed to be provided and detailed above, the same Annual cost is utilized and outlined in the Project Budget and represents annual escalations of 4%.

Budget Year	Per Capita Cost ¹	Annual Cost
FY 2026	\$24.20	\$86,258.00
FY 2027	\$25.17	\$89,708.32
FY 2028	\$26.18	\$93,296.65

¹Utilizing a population of 3,564

Highgate VT

Town Meeting 2025

Consent of Candidate forms & Nominating Petitions are available for the following positions to be voted on by Australian Ballot on Town Meeting Day - March 4, 2025

Consent of Candidate forms & Nominating Petitions are due to Wendi Dusablon, Town Clerk, no later than Monday, January 27, 2025 @ 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	5-YEAR TERM
MODERATOR	FOR THE ENSUING YEAR
SELECTBOARD MEMBER	2-YEAR TERM
SELECTBOARD MEMBER	2-YEAR TERM
SELECTBOARD MEMBER	1 YEAR REMAINING ON 3-YEAR TERM
SELECTBOARD MEMBER	3-YEAR TERM
TOWN TREASURER	3-YEAR TERM

Consent of Candidate forms & petitions will be available starting Monday, December 9, 2024 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 2025" 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

