

**TOWN OF HIGHGATE**  
**Selectboard Meeting**  
**Thursday, February 5, 2026 @ 6:30pm**  
**Approved Minutes**

NOTE: All actions taken are unanimous unless otherwise stated

ZOOM LINK: <https://us02web.zoom.us/j/82039445763>

**A. Call to Order & Pledge of Allegiance**

The meeting was called to order by Merry Souza, Chair @ 6:34pm, 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; Vern Brosky III, Vice-Chair (arrived @ 7:15pm); Richard Flint; Chad Carr

**Highgate Office Staff** – Wendi Dusablon, Town Clerk & Public Meetings Clerk; Fredi Hayes, Town Administrator; Shelley Laroche, Treasurer & Delinquent Tax Collector

**Public** – Alice (Sue) Cota; James Guilmette ; Sheryl Troville ; Kevin Turner ; Betsy Fournier, HLCC; Scott Bessette (Zoom); Ryan Bates (Zoom); Skyeler (Zoom)

Motion by Chad Carr to amend the agenda to move the Mill Hill demo contract conversation after public comment. The motion was seconded by Richard Flint – **APPROVED.**

**B. Public Comments**

- Richard Flint congratulated Andrew Britch, HVFD firefighter of the year.
- Sue Cota has been circulating the 2025 town report.

**C. 28 Mill Hill Demolition Contract**

Bids for this demo work were read aloud at a previous meeting and the board accepted and selected the bid from Guilmette's Handyman Services, contingent on the final contract which is being discussed tonight. This contract has been reviewed by the town attorney, as are all our contracts. Our attorney asked us to change the structure of the fee payment for protection of the town and town funds. The down payment amount in the contract is 10%. The board asked Mr. Guilmette if he still wanted to proceed with the work. Mr. Guilmette stated this is not fair to him and he has never seen a down payment that low, and had he known he would have figured this into his bid. Merry used the airport project as an example that 10% is standard. He has equipment on the site already, so he feels he has no choice. Mr. Guilmette had questions about the rest of the payment schedule. Shelley would like motions made with regard to the payment schedule, but she would still want someone to advise her that the job was completed and done satisfactorily. As long as this is done, Shelley will pay him before the next meeting, so he does not have to wait. Shelley has what she needs as far as workers comp insurance information. Fredi inquired about pollution liability insurance. Mr. Guilmette stated he has an email from Fredi that she has what she needs. The 10% down payment is not in the check warrant, with a motion Shelley will cut this check on Monday. The schedule in the contract is as follows: 10% upon execution of the agreement and confirmation of the start date; 25% upon first half of the work completion and town verification; 25% upon second half of the work completion and town verification; remaining 40% after final acceptance, including town verification that all terms of the RFP and the agreement have been complied with. Motion by Richard Flint to approve the contract and for Mr. Guilmette to pick up the 10% initial deposit check on Monday, February 9, 2026. The motion was seconded by Chad Carr – **APPROVED.** Motion by Richard Flint for

Shelley to cut the initial 10% deposit check for Mr. Guilmette prior to the next check warrant. The motion was seconded by Chad Carr – **APPROVED**. Mr. Guilmette will be in on Monday 2/9/26 around 11am. He also stated he needs a copy of the asbestos report for 28 Mill Hill, he has not seen it, Fredi will send it. Fredi believes she sent it, Mr. Guilmette replied that he was told that NRPC had it. He plans to begin the work on Tuesday, February 10, 2026, as long as it isn't -10 degrees and it will be all cleaned up in about a week or so. NOTE: further in the meeting, prior to the other business section, another motion was made, circling back to this topic: Motion by Richard Flint to issue Mr. Guilmette final payment on the 28 Mill Hill demo project upon property inspection by one or more Selectboard members. The motion was seconded by Chad Carr – **APPROVED**.

Merry reminded everyone to please sign in to this meeting.

#### **D. Town Clerk – Wendi Dusablon**

- Motion by Merry Souza to approve the minutes from *January 22, 2026*, as written. The motion was seconded by Richard Flint – **APPROVED**.
- ***Town Meeting Updates:*** Polls will be open on Tuesday, March 3, 2026 from 7am – 7pm at the arena. NO FLOOR MEETING as voted on and approved in 2024. Our informational meeting will be at the Selectboard meeting 2/19/26 at 6:30pm. Absentee ballots can be requested any time – Wendi is just waiting on school ballots – which we should have on February 10<sup>th</sup>. We have quite a few requests already, please contact Wendi to be added to the list – wdusablon@highgatevt.org / 802-868-5002 / stop by the office / or use the My Voter Page. Town reports are in circulation and can be found at Desorcie's Market / Town Offices (lobby and drop box) / Highgate Library & Community Center / Highgate Arena / Martin's General Store / OC McCuin & Sons. There is also a pdf version on our website. Town offices will close early the day before Town Meeting 3/2/26 closing at noon – we are also closed to the public on Wednesday 3/4/26 to clean up from the election after a 16 hour day! Ballot / tabulator testing is happening on Feb. 11<sup>th</sup> at 10am at the town offices and this process is open to the public. MVSD has published their annual warning and their info session will be in the MVU library on Feb. 17<sup>th</sup> at 7pm with a zoom link offered also. The appointed position list is published, letters of interest due by 2/26/26 to Wendi. Copies of everything just mentioned can be found at the end of these minutes.
- Dog licensing is ongoing we have 120 licensed currently with many more to go – last year we licensed 855! Our vaccination clinic is 3/28/26 at the arena from 9am – noon. Swanton is considering hosting a clinic also and I will share information if this happens.
- Motion by Richard Flint to exit the regular meeting and enter into the liquor control board. The motion was seconded by Chad Carr – **APPROVED**. Motion by Richard Flint to approve the following applications: *Martin's General Store / Gilbert Gagner* – second class license and tobacco license; *Tyler Place Inc* – third class hotel license. The motion was seconded by Chad Carr – **APPROVED**. Motion by Richard Flint to exit the liquor control board and enter back into the regular meeting. The motion was seconded by Chad Carr – **APPROVED**.

#### **E. Town Treasurer – Shelley Laroche**

- Motion by Chad Carr to accept and sign the check warrants. The motion was seconded by Richard Flint – **APPROVED**.
- Delinquent tax balance is \$189,193.68.
- The town report is out, the audit pages are missing because the audit is not complete. They were here back on Jan. 14<sup>th</sup> and digging into grants and Fredi has a list to get to Jordan. We are in their top three municipalities with large amounts and complicated grants that we have on our plate. It's a process with several funding stacks for each project, which will take time.

We have to complete this process before moving on to the single audit which is due to the federal government by the end of March.

**F. Town Administrator – Fredi Hayes**

- Zoning department update – rescheduled.
- HLCC update – Betsy Fournier, Highgate Library and Community Center Director, was present for this update. She submitted information ahead of this meeting which is also attached to the end of these minutes. She shared 2025 year end metrics / administrative and facilities updates / weekly programming / partnerships and school programs / as well as a February 2026 newsletter. HLCC will be purchasing a new shed for the yard with grant funds. Betsy is looking for Selectboard members to participate in their upcoming Pie Day contest on March 14<sup>th</sup>, to judge pies or make a pie. Judging will begin around 10am on 3/14. Richard Flint volunteered to attend. Betsy also asked about the feasibility study at 5 Gore Road (former Paws for Thought building). Fredi had recently reached out to Mr. & Mrs. Wilkins and they were under the impression that we would have this on the ballot in March and, if approved, making an offer by spring. We did not accomplish this deadline, for many reasons. As a result, they will be putting the building on the market for sale this spring. Mr. & Mrs. Wilkins have been very forthcoming about this, and we greatly appreciate their patience with us as we tried to work through it. We will not be moving ahead with the feasibility study. Fredi had recently reached out to NorthEast Structural Engineering but has since let them know this will not be moving forward. Betsy asked how and when this information was going to be conveyed to the library trustees. Basically, Paws for Thought is off the table. Richard asked if the trustees were even on board with the PFT concept. The December conversation was inconclusive, then it stalled, the feasibility study did not happen, and the question didn't make the ballot for March. Betsy stated that HLCC has not heard from Fredi on this issue since that meeting on December 4<sup>th</sup>. Fredi spoke about the price of a feasibility study which could run \$40,000.00 - \$50,000.00 with no guarantee that it would work for a library.
- Fredi will be out of town Feb. 6 – Feb. 26, hopefully with no delay. She will be unreachable during that time and her email reply will contain info to reach other staff members in her absence.

**G. Selectboard Items**

- AOT mileage certificate - Merry read aloud from the AOT highway mileage certificate for 2026. Class 1 roads 0.00 / Class 2 roads 20.92 / Class 3 roads 42.90 / State Highways 22.6895 / for a total of 86.515 miles. Also listed are Class 4 roads 3.86 / legal trails 4.29. There are no changes noted from the previous year. Motion by Chad Carr to sign the AOT highway mileage certificate for 2026. The motion was seconded by Richard Flint – **APPROVED.**
- RFQ for qualified environmental professional oversight selection and contract approval – A limited request for qualifications process was completed by NRPC and the town to acquire a qualified environmental professional (QEP) due to the limited firms that are qualified for both asbestos and lead in the state of Vermont. This is a requirement of the brownfield project happening at 14 St. Armand Road. We only received one response from Clay Point. We have worked with them previously and Fredi has no objections to them doing the work. Richard asked for more information. This is grant funded, to be hired by the town because we are contracted with NRPC for the brownfield project and it is a requirement of the overall project. The pricing seems to be on par and there are very few firms licensed to complete the work as advertised. Fredi talked with Greta at NRPC and the contract for the QEP will be before the board at the next meeting. Motion by Chad Carr to select and work with Clay Point Associates to complete the work as described in the RFQ for qualified environmental professional oversight. The motion was seconded by Richard Flint – **APPROVED.**

- RFQ for water testing selection – we are following the Brooks Act standards to make us qualified in the selection process for federal and state funding. We met all the requirements as well as have advertised and solicit directly. This process is only regarding water testing. Fredi shared more information on the funding stack and costs of the testing, possibly as much as \$30,000.00. We have funds in the CIP and can use a planning advance. After selection there will be a contract, no upfront costs. Richard asked where CHIP comes into play. That would be during the construction phase of the actual Cathedral Square facility. The town is not interested in financing CHIP projects, so they need to get their own financing. Richard had more questions about CHIP. Fredi elaborated on matching funds and making us more competitive for grant funds. We received proposals from Otter Creek and Aldrich & Elliott. Otter Creek we are currently working with on the wastewater project. A&E we worked with on the airport project. A&E also did the water feasibility study. We are looking at who is best for the project, not just looking at costs. After a decision is made a contract will be sent for review. Shelley added we have worked with both firms and you can't go wrong with either one. Merry has sat in meetings with both firms and felt Otter Creek spoke in a way and presented information in a way she could understand. Motion by Richard Flint to select and work with Otter Creek to complete the work as described in the RFQ for public water system engineering, planning, and testing services. The motion was seconded by Chad Carr – **APPROVED.**

*Vern Brosky III arrived at the meeting @ 7:15pm.*

- Planning advance and priority list applications - a motion is needed by the Selectboard for town staff to submit applications to CWSRF / DWSRF for the planning advance and priority list for water utility work. A planning advance is only paid back to the state if a project is constructed and should be considered a grant with a possible local match. This does not obligate the town to build anything but is a grant to pay for some of the exploration of what a water utility could be. Motion by Richard Flint to give Fredi permission to apply for state funding / planning advance. The motion was seconded by Chad Carr – **APPROVED.** (CWSRF = Clean Water State Revolving Fund / DWSRF = Drinking Water State Revolving Fund)
- Shelley circled back to the Mill Hill demo conversation - as mentioned in the initial discussion in section C. Motion by Richard Flint to issue Mr. Guilmette final payment on the 28 Mill Hill demo project upon property inspection by one or more Selectboard members. The motion was seconded by Chad Carr – **APPROVED.**

#### **H. Other Business**

- Sheryl Troville, Boone Drive resident, asked about the highway mileage certificate approved earlier. She asked for more information on what it is. This is how the state pays municipalities to go towards roads based on how many town owned roads are in town. This is state aid, and we received about \$40,000.00 quarterly. This certificate needs to be filed annually with AOT. Mrs. Troville asked if Boone Drive was included. No, it was not. This is not a town owned or maintained road. It was noted that several other people in the room live on roads that are not owned or maintained by the Town of Highgate. Merry noted that the town stands strong on their decision to not accept Boone Drive as a town road, as previously discussed and voted on. This is well documented. Motion by Richard Flint to agree with Merry's statement. The motion was seconded by Vern Brosky III – **APPROVED.** Merry further stated that, per our attorney, the issues are between the residents of Boone Drive and the Leducs, not the town. Mrs. Troville asked for this in writing, Fredi can request it. As far as the board and the town are concerned, we are done with this discussion of taking over Boone Drive.

Motion by Chad Carr to exit the regular meeting @ 7:21pm. The motion was seconded by Vern Brosky III – **APPROVED.**

**I. Executive Session**

Pursuant to VT State Statute, Section 313: Motion by Chad Carr to enter into executive session @ 7:21pm with Fredi Hayes to discuss contracts. The motion was seconded by Vern Brosky III – **APPROVED.** Motion by Vern Brosky III to exit executive session @ 8:20pm. The motion was seconded by Chad Carr – **APPROVED.**

**J. Adjournment**

Motion by Vern Brosky III to adjourn the meeting @ 8:22pm. The motion was seconded by Chad Carr – **APPROVED.**

Respectfully submitted by:

Wendi Dusablon 2/19/26

Wendi Dusablon  
Town Clerk & Public Meetings Clerk

Minutes Approved by:

Mary Gorge 2/19/26

Highgate Selectboard

## TOWN MEETING DAY IN HIGHGATE TUESDAY, MARCH 3, 2026

- Polls will be open Tuesday, March 3, 2026 from 7am – 7pm at Highgate Sports Arena, 243 Gore Road.
- **NO FLOOR MEETING** – we are a fully Australian ballot voting town, as voted on and approved in March 2024.
- Informational meeting on all Town Meeting Day articles (town articles) will be held on Thursday, February 19, 2026 @ 6:30pm as part of the regular Selectboard meeting at the Town Offices.
- Absentee ballots will be available in early February, contact Wendi to request yours at any time to get on the list. Early voting will also be available at the town offices during regular hours once ballots (town & school) are received.
- 2025 Town Reports are available starting Jan. 27, 2026 at the following locations: Town Office (entry way and drop box locations); Desorcie's Market; OC McCuin & Sons; Martin's General Store; Highgate Library & Community Center; Highgate Sports Arena. A digital version will be on our website in mid-February at [www.highgatevt.org](http://www.highgatevt.org). You can also contact Wendi to have a town report mailed to you.
- The town offices will close at noon on Monday, March 2<sup>nd</sup>. The town offices will be closed on Wednesday, March 4<sup>th</sup>.

*Wendi Dusablon, Highgate Town Clerk*  
802-868-5002  
[wdusablon@highgatevt.org](mailto:wdusablon@highgatevt.org)

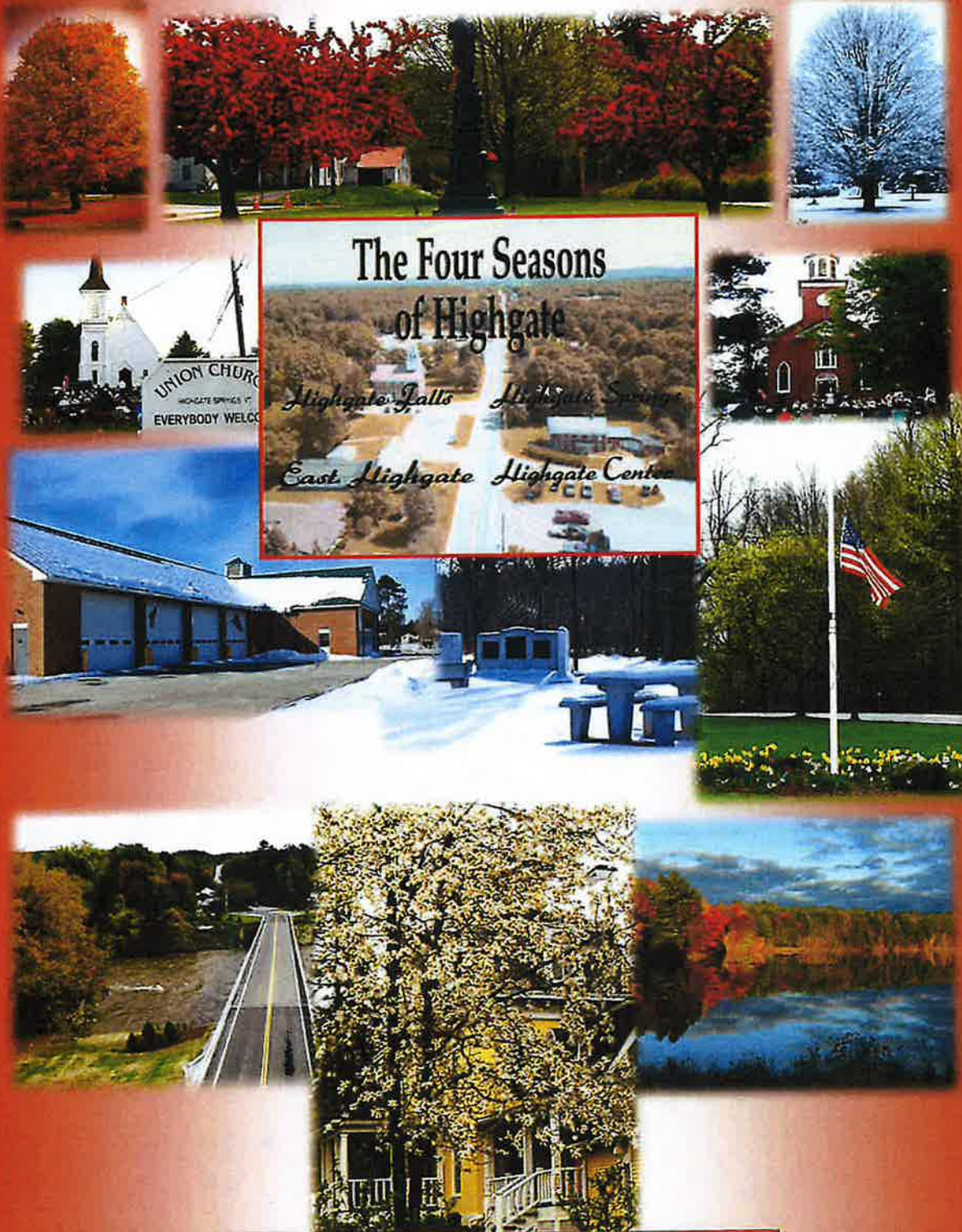
PICK UP YOUR COPY TODAY  
AT THE FOLLOWING LOCATIONS OR  
CALL / EMAIL TO HAVE ONE MAILED

DESORCIE'S MARKET - OC McCUIN & SONS -  
MARTIN'S GEN'L STORE - TOWN OFFICE LOBBY OR  
DROP BOX - HIGHGATE LIBRARY - HIGHGATE ARENA

802-868-5002 wdsablon@highgatevt.org

THERE WILL BE A PDF ON THE WEBSITE IN FEBRUARY

## 2025 HIGHGATE VT TOWN REPORTS



Cover designed and all photos taken by Highgate resident Kevin B. Loomis

**WARNING ANNUAL MEETING  
MISSISQUOI VALLEY SCHOOL DISTRICT**

The legal voters of the Missisquoi Valley School District, consisting of the Towns of Franklin, Highgate, and Swanton, are hereby notified, and warned to meet to transact the following business by Australian ballot in their respective polling places hereinafter named for each of the above referenced towns on March 3, 2026 at the polling places and times hereinafter listed.

ARTICLE I To elect from the legal voters of said District the following officers:

- A. A Moderator for a term of one (1) year,
- B. A MVSD School Director for a term of three (3) years from Franklin,
- C. A MVSD School Director for a term of three (3) years from Highgate,
- D. A MVSD School Director for a term of three (3) years from Swanton,
- E. A MVSD School Director for the one (1) remaining year of a three (3) year term from Highgate,

ARTICLE II Shall the voters of the Missisquoi Valley School District approve the School Directors to expend \$52,440,854 which is the amount the School Directors have determined to be necessary for the ensuing fiscal year? The District estimates that this proposed budget, if approved, will result in a per pupil education spending of \$12,351, which is 1.3% higher than the per pupil spending for the current year.

ARTICLE III Shall the voters of the Missisquoi Valley School District approve the School Directors to expend \$1,270,500 for a parking lot and lighting replacement project at Missisquoi Valley Union Middle and High School?

ARTICLE IV Shall the voters of the Missisquoi Valley School District authorize the Board of Directors of the said School District to borrow money to pay the current expenditures in anticipation of taxes and to sign notes for that purpose?

Said persons and voters warned are further notified that voter qualification, registration, absentee voting, and voter procedures shall be in accordance with Chapters 43 and 51 of Title 17 VSA.

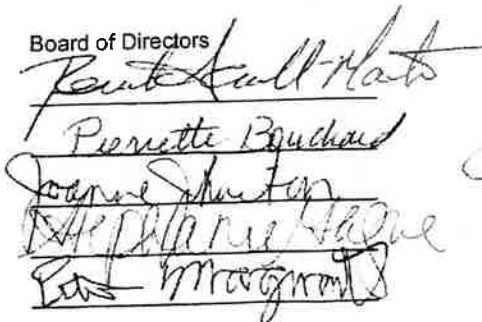
The legal voters of the School District are further notified that an Informational Meeting will be held in person at Missisquoi Valley Union High School Library and electronically via Zoom on February 17, 2026 at 7:00 p.m. for the purpose of explaining the budget items to the voters. The link to access this virtual meeting will be posted on the MVSD Website, mvdschools.org, and MVSD social media prior to the meeting.

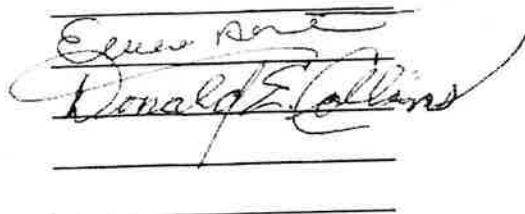
**POLLING PLACES AND TIMES**

FRANKLIN- Franklin Town Hall, 5336 Main Street, Franklin; from 7:00 a.m. to 7:00 p.m.  
HIGHGATE- Highgate Sports Arena, 243 Gore Rd, Highgate Center, from 7:00 a.m. to 7:00 p.m.  
SWANTON-Swanton Village Municipal Complex, First & Elm Streets, Swanton; from 7:00 a.m. to 7:00 p.m.

Dated this January 27, 2026

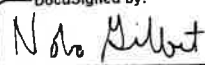
Board of Directors





Received and Recorded this 1/28/2026

District Clerk

DocuSigned by:  
  
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## 2026 Town Meeting Warning ~ Highgate Vermont

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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?

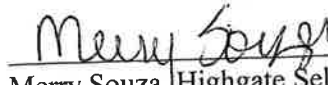
**ARTICLE #6:** Shall the voters of the Town of Highgate appropriate **\$1,638,955** to meet the expenses and liabilities of the **General Fund**, with an estimated **\$737,139** to be raised by taxes?

# 2026 Town Meeting Warning ~ Highgate Vermont


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Dated at Highgate Vermont this 8<sup>th</sup> of January, 2026:

  
Attest: Wendi Dusablon, Highgate Town Clerk

  
Merry Souza, Highgate Selectboard Chair

  
Richard Flint, Highgate Selectboard Member

  
Chad Carr, Highgate Selectboard Member

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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](mailto: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 3<sup>rd</sup>, 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>.

# BUDGET FACTS

## Proposed Budget

**\$52,440,854**

With state test scores up in all subject areas, this budget will maintain **LEVEL SERVICES** with only **1.3%** increase in cost per student.

## Equalized Tax Rate Impact

Our district equalized tax rate is **DOWN** again this year by \$0.02 bringing it to **\$1.40** before townwide property value adjustments are factored in.

## A Special Article for the MVU Parking Lot

Our community has consistently asked for renovations to the MVU parking lot. Because this will add about **\$0.04** to the tax rate, we are putting this decision to an individual vote to ensure it truly reflects the majority opinion.

Note that while this project will include lighting upgrades, it will not change the footprint or traffic flow pattern of the parking lot.



**Vote on Tuesday,  
March 3rd!**

Missisquoi Valley School District  
100 Robin Hood Dr, Suite 2  
Swanton, VT 05488

Local Postal Customer

PRSR STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM RETAIL

In addition to the information provided here, we encourage everyone to attend our **Informational Meeting at MVU on Tuesday, February 17 at 7:00 PM**. A Zoom link and more budget information can be found on our website at [mvdschools.org](http://mvdschools.org)

## Frequently Asked Questions

**Q: Where can I review the entire budget and tax rate information?**



Visit the budget page on our website, [mvdschools.org](http://mvdschools.org).

**Q: What is the Special Article for the MVU Parking Lot?**



This means the vote for the school budget and the vote for funds to fix the MVU parking lot will be separate items on the ballot. Voters can choose to approve both, only one, or neither.

**Q: Test scores are up in all subjects? Did I read that right?**



That's right! State test scores in MVSD are up **12%** in Literacy, **6%** in Math, and **8%** in Science! Additionally, enrollment is stable, and average daily attendance is at **95%**!

**Q: How can the equalized tax rate go down if spending doesn't?**



Tax rates are calculated using a wide variety of factors, and individual district spending per student is just a small part. State level tax planning is the main driver of tax changes this year.



# TOWN OF HIGHGATE POSITIONS FOR APPOINTMENT BY THE HIGHGATE SELECTBOARD

Appointments will take place on *Thursday, March 5, 2026 ~ after Town Meeting Day*

## SUBMIT LETTERS OF INTEREST TO HIGHGATE TOWN CLERK, WENDI DUSABLON BY 4PM ON THURSDAY, FEBRUARY 26, 2026.

Tree Warden	1-year term	Development Rev. Board Member	3-year term
Animal Control Officer	1-year term	Development Rev. Board Member	3-year term
NW Regional Planning Rep.	1-year term	Planning Comm. Member	2 years remaining on a 3-year term
NW Regional Planning Rep.	1-year term	Planning Comm. Member	3-year term
Transportation Advisory Rep.	1-year term	Recreation Comm. Member	2-year term
Delinquent Tax Collector	1-year term	Recreation Comm. Member	2-year term
NW Solid Waste Dist. Rep.	3-year term	HART* Comm. Members (5)	1-year terms
Road Commissioner	1-year term	NW Rail Trail Council Rep.	1-year term
Communications Union Dist. Rep.	1-year term	Fire Commissioner	1-year term

- ~ Office hours are Monday – Thursday 9am – 4pm (closed to the public on Fridays)
- ~ By mail – Town of Highgate, PO Box 189, Highgate, VT 05459, Att: Wendi
- ~ Use our secure drop box located at the rear entrance of the Municipal Building
- ~ by email [wdusablon@highgatevt.org](mailto:wdusablon@highgatevt.org)

\*HART = Highgate Arena Renovation Team

WANT TO VOTE

ABSENTEE FOR

TOWN MEETING ??

CONTACT WENDI OR

STOP BY THE OFFICE

802-868-5002

WDUSABLON@HIGHGATEVT.ORG

OFFICIAL BALLOT  
ANNUAL TOWN MEETING  
HIGHGATE, VERMONT  
MARCH 3, 2026

INSTRUCTIONS TO VOTERS

- Use BLACK Pen to fill in the oval, DO NOT USE PENCIL.
- To vote for a person whose name is printed on the ballot, fill in the oval to the right of the name of that person.
- To vote for a person whose name is not printed on the ballot, write the person's name in the blank space provided and fill in the oval to the right of the write-in line. Please use block letters and stay within the box provided for write-ins.
- Do not vote for more candidates than the "VOTE for NOT MORE THAN #" for an office.
- If you make a mistake, tear, or deface the ballot, return it to an election official and obtain another ballot. DO NOT ERASE.

CEMETERY COMMISSIONER	MODERATOR	TOWN CLERK
for a term of five years <input type="radio"/> Vote for not more than ONE	for the ensuing year <input type="radio"/> Vote for not more than ONE	for a term of three years <input type="radio"/> Vote for not more than ONE
KEVIN SPEARS <input type="radio"/>	(Write-in) <input type="radio"/>	WENDI DUSABLON <input type="radio"/>
(Write-in) <input type="radio"/>	<b>SELECTBOARD MEMBER</b>	(Write-in) <input type="radio"/>
<b>LIBRARY TRUSTEE</b>	for a term of two years remaining on a three year term <input type="radio"/> Vote for not more than ONE	
for a term of four years remaining on a five year term <input type="radio"/> Vote for not more than ONE	CHRISTOPHER LAPAN <input type="radio"/>	
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	
<b>LIBRARY TRUSTEE</b>	<b>SELECTBOARD MEMBER</b>	
for a term of five years <input type="radio"/> Vote for not more than ONE	for a term of three years <input type="radio"/> Vote for not more than ONE	
REBECCA MANNING <input type="radio"/>	CHAD CARR <input type="radio"/>	
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	

TOWN ARTICLES

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?

YES

NO

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?

YES

NO

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?

YES

NO

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?

YES

NO

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?

YES

NO

**OFFICIAL BALLOT  
ANNUAL TOWN MEETING  
HIGHGATE, VERMONT  
MARCH 3, 2026**

**INSTRUCTIONS TO VOTERS**

- Use BLACK Pen to fill in the oval. **DO NOT USE PENCIL.**
- To vote for a person whose name is printed on the ballot, fill in the oval to the right of the name of that person.
- To vote for a person whose name is not printed on the ballot, write the person's name in the blank space provided and fill in the oval to the right of the write-in line. Please use block letters and stay within the box provided for write-ins.
- Do not vote for more candidates than the "VOTE for NOT MORE THAN #" for an office.
- If you make a mistake, tear, or deface the ballot, return it to an election official and obtain another ballot. **DO NOT ERASE.**

<b>CEMETERY COMMISSIONER</b> for a term of five years Vote for not more than ONE	<b>MODERATOR</b> for the ensuing year Vote for not more than ONE	<b>TOWN CLERK</b> for a term of three years Vote for not more than ONE
<b>KEVIN SPEARS</b> <input type="radio"/>	(Write-in) <input type="radio"/>	<b>WENDI DUSABLON</b> <input type="radio"/>
(Write-in) <input type="radio"/>	<b>SELECTBOARD MEMBER</b> for a term of two years remaining on a three year term Vote for not more than ONE	(Write-in) <input type="radio"/>
<b>LIBRARY TRUSTEE</b> for a term of four years remaining on a five year term Vote for not more than ONE	<b>CHRISTOPHER LAPAN</b> <input type="radio"/>	
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	
<b>LIBRARY TRUSTEE</b> for a term of five years Vote for not more than ONE	<b>SELECTBOARD MEMBER</b> for a term of three years Vote for not more than ONE	
<b>REBECCA MANNING</b> <input type="radio"/>	<b>CHAD CARR</b> <input type="radio"/>	
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	

**TOWN ARTICLES**

**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?

YES   
NO

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YES   
NO

**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?

YES   
NO

**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?

YES   
NO

**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?

YES   
NO

*Town of Highgate*  
**BALLOT / TABULATOR**  
**TESTING**

TOWN OF HIGHGATE STAFF WILL BE  
PERFORMING BALLOT / TABULATOR TESTING  
IN PREPARATION FOR TOWN MEETING DAY

THIS PROCESS IS OPEN TO THE PUBLIC

Wednesday, February 11, 2026 @ 10am  
Highgate Municipal Bldg.



## **Quarterly Report: Highgate Library and Community Center (HLCC)**

Presented to: Town of Highgate Selectboard

Date: Thursday, February 5<sup>th</sup> 6:30 pm

### **Executive Summary**

As we conclude 2025, the HLCC is proud to report a successful year of growth and community engagement. We welcomed nearly 5,000 patrons through our doors this past year, serving as a vital hub for lifelong learning and connection. Our staff remains dedicated to implementing resident feedback to ensure our programming meets the evolving needs of Highgate.

### **2025 Year-End Metrics**

- Total Patrons Served (2025): 4,952
- December 2025 Visitation Highlights:
  - Adults: 250 visitors
  - Youth (Kids & Teens): 187 visitors
  - Peak Hours: 10:00 AM – 2:00 PM remains the most active window for adults and young children, while teen engagement peaks significantly in the afternoons (2:00 PM – 5:00 PM).

### **Administrative & Facilities Update**

- Staffing: No new hires or staffing changes to report currently.
- Projects: There are currently no active or upcoming capital projects.
- Facilities: No issues with equipment, facilities, or logistics to report.

### **Weekly Community Programming**

We continue to offer consistent weekly programming to foster community ties:

- Muffin Monday: Mondays, 10:00 AM – 11:00 AM (Seniors 55+).
- Coffee & Crafts: Tuesdays, 10:30 AM – 11:30 AM (Adults).
- Books & Babies: Wednesdays, 10:30 AM – 11:30 AM (Children & Caregivers).
- Switch and Snack Teen program Thursday's 3 pm -5 pm
- Sensory Saturdays: 1st Saturday of the month, 9:30 AM – 12:00 PM (All ages).
- Story Time Saturday: 3rd Saturday of the month, 10:00 AM – 10:30 AM.

### **Partnerships & School Programs**

Our collaboration with Highgate Elementary via the Crossroads program continues through the winter and spring:

- Wellness Wednesdays: A mid-week focus on health and community at the HLCC.
- Library Helpers: Students assist with seasonal preparations on Tuesdays and Thursdays.
- Spring Preview: The "Library Sprouts" Crossroads program is scheduled to begin March 11, 2026.

### **Upcoming Events**

See Newsletter handout.

Looking for 1 or 2 Select board members to be judges at our upcoming Pie Day contest

To receive our monthly newsletter scan the QR code.



Thank you,

Betsy Fournier -HLCC Library Director

Email -[librarian@highgatevt.org](mailto:librarian@highgatevt.org) Phone- 802.868.3970

# Newsletter

## February 2026



### Special Library Events:



### **TAKE YOUR CHILD TO THE LIBRARY DAY**

February 7th, 2026

10 AM - 12 PM

Join us at Highgate Library and Community Center for a puppet story time with Ms. Virginia, a puppet-making craft, and our "Snow Much Fun" reading challenge raffle drawing.

*Valentine's Day  
Card making*

FEBRUARY 14  
9:30 TO 11:30

Come to the library to make a Valentine's Day card for a sweetie! This program is free for all ages! Materials are provided by the library; just bring your creativity!



### **Stuffed Animal Sleep over**

February 27<sup>th</sup> Drop off 5:00 PM - 6:30 PM  
Story Time with Cookies 6:30 and 6:50

February 28<sup>th</sup> Pick Up 10:00 AM - 11:30 AM  
Munchkins & Milk, Story Show, and  
Veal!



## *Book Sale*

February 23<sup>rd</sup> - March 7<sup>th</sup>

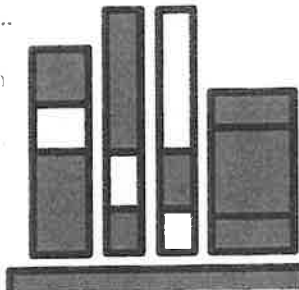
Monday - Thursday

10 am - 5 pm

Saturday 9 am - 12 pm

books including...

- Adult fiction
- adult non-fiction
- children's books
- games, puzzles..



ALL  
PROCEEDS  
BENEFIT THE  
LIBRARY!

### Special Reminder:

We have snowshoes to check out!



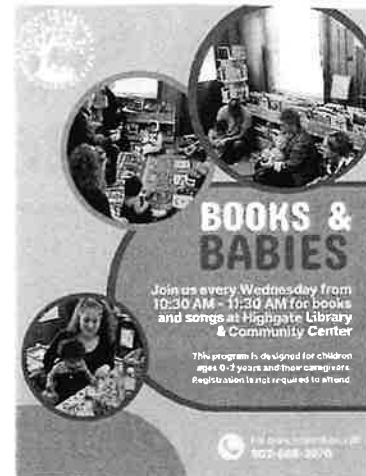
### Library Closures:



## **We are Closed PRESIDENTS DAY**

Monday February 16th  
We will reopen Tuesday at  
10 AM

## Weekly Library Events:



### **EVERY WEEK AT HIGHGATE LIBRARY & COMMUNITY CENTER:**

- **Muffin Monday** will run every Monday morning from 10 AM - 11 AM and for seniors 55+. Join our established group for a coffee or tea and morning treat.
- **Coffee & Crafts** will run every Tuesday afternoon from 2 PM - 3 PM for our adult patrons. Enjoy a cup of coffee or tea while making a small craft.
- **Books & Babies** will run every Wednesday morning from 10:30 AM to 11 AM for children and their caregivers. There is a story time followed by play time in the library.
- **Switch & Snacks Starting February 26<sup>th</sup>** will run every Thursday afternoon from 3 PM to 5 PM for teens. Teens can come play our Nintendo Switch and have a snack after school.
- **No Sensory Saturday this month! Instead we will have our special event.**
- **Story Time Saturdays** will run every THIRD Saturday morning from 10 AM to 10:30 AM for children and their caregivers. There will be a story read as well as open play in the library. Open to all ages.

**How to Stay Connected:**



District 8  
Certcode 0609-0

**CERTIFICATE OF HIGHWAY MILEAGE  
YEAR ENDING FEBRUARY 10, 2026**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2026 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: [aot.mileagecertificates@vermont.gov](mailto:aot.mileagecertificates@vermont.gov) or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of HIGHGATE in FRANKLIN County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

**PART I - CHANGES TOTALS - Please fill in and calculate totals.**

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				
Class 2	20.920				
Class 3	42.90				
State Highway	22.695				
<b>Total</b>	<b>86.515</b>				
* Class 1 Lane	0.000				
* Class 4	3.86				
* Legal Trail	4.29				

\* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

- 1. NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- 2. DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- 3. RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- 4. SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below.

**PART III - SIGNATURES - PLEASE SIGN.**

Signatures of Selectmen/ Aldermen/ Trustees:

Mary Souza Richard Blot

Signature of T/C/V Clerk:

Mousablon

Date Filed:

2/5/26

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED:

Representative, Agency of Transportation

DATE:

**TOWN OF HIGHGATE, VERMONT**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Public Water System**  
**Engineering, Planning, and Testing Services**

The Town of Highgate, Vermont is seeking Statements of Qualifications from qualified engineering firms with experience in hydrogeology, groundwater testing, and public water system permitting in Vermont. Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104.

The selected firm will assist the Town with a Groundwater Availability Study, test well drilling, and other applicable testing to evaluate the feasibility of groundwater sources in support of a potential municipal public water system. Services may include testing, planning, preliminary engineering, regulatory coordination, and preparation of technical reports to support future permitting, planning, and funding decisions.

The study will focus on an approximately 20-acre parcel on Gore Road, commonly known as the Cassidy Property (0 Gore Road), with permission granted by the Missisquoi Valley School District.

**Issue Date: January 26, 2026**

**Qualifications Due: Thursday, February 5, 2026, by 4:00 PM**

Statements of Qualifications may be submitted electronically or by mail and will be evaluated based on experience, qualifications, familiarity with Vermont regulations, and demonstrated ability to perform the required services. Fee proposals are not requested at this time.

Complete RFQ documents and submission instructions are available on the Town of Highgate website: <https://www.highgatevt.org/>



**REQUEST FOR QUALIFICATIONS  
Public Water System  
Engineering, Planning, and Testing Services**

Issue Date: January 26th, 2026

Due Date: Thursday, February 5th, 2026, by 4pm

**Project Overview.**

The Town of Highgate, Vermont (the "Town") is in the process of obtaining Statements of Qualifications from qualified architectural/engineering firms detailing the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Required professional services will include but are not limited to testing, planning, preliminary engineering services, design- and construction-related services, preparation of bidding and contract documents, participation in the evaluation of bids received, and monitoring and inspection of construction activities to ensure compliance with plans and specifications associated for the Town of Highgate Water Utility project.

The purpose of this RFQ is to identify a qualified firm with demonstrated experience in hydrogeology, groundwater testing, and public water system permitting in Vermont. The Town is exploring the development of a municipal public water system to support current and future community needs. As part of this effort, the Town seeks to complete a Groundwater Availability Study to evaluate the feasibility of groundwater sources and to support regulatory review and permitting. The study is expected to inform future planning, engineering, and funding decisions related to public water infrastructure. Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. Selection will be based on qualifications, experience, and demonstrated ability to perform the required services. Fee proposals are not requested at this stage.

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal and state funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

The Town of Highgate shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town of Highgate shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services.

**Property Details.**

The Project will take place primarily on an approximately 20-acre parcel located on Gore Road, commonly known as the “Cassidy Property” (0 Gore Road). The property is owned by the Missisquoi Valley School District, which has formally granted permission, by motion, for the Town to access and use the site for hydrogeologic and hydrologic investigation purposes. The parcel is not currently used for agricultural production, commercial activity, or residential housing. Routine maintenance of the property is limited to annual haying of the available grassed areas. An option agreement for an easement with the Missisquoi Valley School District is currently under development to satisfy applicable regulatory requirements.

**Scope Services (Anticipated).**

The selected firm will be expected to provide professional engineering and hydrogeologic services that may include, but are not limited to, the following:

- Review of existing data, reports, and relevant background information
- Identification and evaluation of potential groundwater sources
- Development of a groundwater testing and evaluation plan
- Coordination and oversight of test well installation, pumping tests, and monitoring (as applicable)
- Groundwater yield and sustainability analysis
- Evaluation of potential impacts to nearby wells, surface waters, and environmental resources
- Coordination with the Vermont Department of Environmental Conservation (DEC) Drinking Water and Groundwater Protection Division
- Preparation of technical memoranda and reports suitable for permitting and funding applications
- Participation in meetings with Town staff, boards, commissions, and regulators as needed

The final scope will be negotiated with the selected firm.

**Proposal Evaluation.**

Evaluation of the qualification proposal will consider the following factors:

- Demonstrated experience and knowledge of staff expected to work on the contract of project requirements and scope of work;
- Demonstrated experience with similar groundwater and public water system projects;
- Written presentation, including the ability to relay complex information in a publicly friendly manner; and
- Familiarity with Vermont hydrogeology and regulatory requirements as well as demonstrated understanding of the project, town, and approach

**Project Schedule**

The Town of Highgate seeks to have the necessary assessments and testing of the site completed as soon as possible.

**Submission & Questions Instructions.**

- Qualified firms/candidates interested in being considered for this project must submit an electronic copy or 1 (one) paper copy each of: (1) letter of interest; (2) statement of qualifications and experience of staff persons who will be involved with the project; (3) references; and (4) related prior experience. Submit the requested information to TOWNADMIN@highgatevt.org OR PO BOX 189, Highgate Center, VT 05459 “ATTN: FREDI HAYES”; no later than 4pm on Thursday, February 5th, 2026 in order to receive consideration.
  - Email submissions must be provided in PDF or DOCX format.
  - Mailed submissions must include at least one (1) complete, bound paper copy.
- Late or incomplete submissions will not be considered. The Town assumes no responsibility for submissions that are misplaced, damaged, delayed, or otherwise not received due to mail, courier, or delivery service issues.

**Town Contact Information**

Fredi Hayes, Town Administrator

Phone: (802) 868-4697 ext. 203

Email: Townadmin@highgatevt.org

Mailing Address: ATTN:FREDI HAYES, PO BOX 189, 2996 RT78, Highgate, VT. 05459

1/20/2026

**TOWN OF HIGHGATE  
REQUEST FOR QUALIFICATIONS**

**QUALIFIED ENVIRONMENTAL PROFESSIONAL OVERSIGHT FOR  
ASBESTOS AND LEAD ABATEMENT - PHASE 1  
14 ST. ARMAND ROAD & 3111 VT ROUTE 78**

*Due Date: Tuesday, February 3, 2026 by 4pm*

*Visit our website for full details: [www.highgatevt.org](http://www.highgatevt.org)*



**REQUEST FOR QUALIFICATIONS**  
**Qualified Environmental Professional Oversight**  
**for Asbestos and Lead Abatement, Phase 1**  
**at 14 St. Armand Road & 3111 VT Route 78**

Issue Date: January 20th, 2026

Due Date: Tuesday, February 3rd, 2026, by 4pm

**Project Overview.**

The Town of Highgate is soliciting qualifications, a cost proposal, and schedule from Qualified Environmental Professional (QEP) to complete:

1. Asbestos and lead abatement bidding services based on technical design specifications included within an approved Analysis of Brownfields Cleanup Alternatives (ABCA) and Corrective Action Plan (CAP);
2. Asbestos and lead abatement project monitoring and management services to implement the CAP and in accordance with the US Environmental Protection Agency (EPA) Brownfields Cleanup Funding agreements from Northwest Regional Planning Commission; and
3. Preparation of completion reporting for the Department of Health and EPA cleanup grant funder.

The Town of Highgate is funding this work with a Brownfield Cleanup Grant from the Northwest Regional Planning Commission's (NRPC) Brownfield Cleanup Revolving Loan Fund, which is in turn funded by the U.S. Environmental Protection Agency (EPA). Consultants are required to comply with all pass through requirements of these programs. Copies are available on request. The QEP for this project will work under the direction of the Town of Highgate, with assistance from the NRPC.

**Property Details.**

The Project will occur on an approximately 0.76-acre parcel (Lot 1) and a 1-acre parcel (Lot 2) that are to be subdivided and encompass what is the former Machia Estate site located at 14 St. Armand Road (SMS# 2017-4707) and the southeast portion of the former Town Garage site located at 3111 VT Route 78 (SMS# 2017-4716) in Highgate, Vermont (collectively referred to as the "Site"). The Site hosts a former residence and slab-on-grade garage (former livery) located on the former Machia Estate parcel, and exterior portions consist of vacant, partially vegetated areas. The Site has formerly operated as a filling station, salvage yard, restaurant, barber shop, and a foundry and machine shop. Each newly configured parcel (Lot 1 and Lot 2) on the site has an approved Analysis of Brownfields Cleanup Analysis (ABCA) and Corrective Action Plan (CAP), prepared by VHB. The following assessments have been completed for the site:

- In 2017, JCO (now VHB) conducted two independent Phase I Environmental Site Assessment, one for the former Machia Estate property and one for the former Town Garage property to support potential property transfer.
- In 2017, JCO (now VHB) conducted a Phase 2 Environmental Site Assessment for both the Machia Estate and former Town Garage property. JCO subcontracted with Clay Point Associates, Inc. (CPAI) to complete bulk sampling of building materials for PCBs, asbestos, and lead-based paint were additionally conducted during this investigation. The results of the building material sampling are further detailed in JCO's Phase II Environmental Site Assessment Investigation Report dated January 23, 2018 and included as Appendix C of the ABCA/CAP.
- VHB performed a Phase I ESA in 2024 for the Library parcel to provide environmental due diligence. The new 1-acre parcel (referenced above) that is part of the Site will incorporate part of the formerly known Library parcel.
- VHB conducted a Supplemental Investigation in 2024 to refine the extent of antimony, arsenic, cadmium, lead, and PAH impacts identified in shallow soil at the Site in the 2017 Phase II ESA.
- CPAI prepared a December 18, 2025 Design Document for Removal of Asbestos Containing Materials, which is included as Appendix E of the ABCA/CAPs that describes the asbestos abatement methodologies and procedures that should be followed by the selected bidder during removal of asbestos-containing materials the buildings on the Site.
- On September 11 and September 24 of 2025, CPAI collected building material samples within the planned demolition waste stream for lead TCLP analysis; the results are provided in Appendix C of the ABCA/CAP.
- Appendix 6 within CPAI's December 18, 2025 Design Document for Removal of Asbestos Containing Materials in Appendix E of the ABCA/CAP details the management of lead-based paint building materials.

As soon as asbestos and lead abatement are complete, the Town of Highgate will demolish the buildings, including disposing of all building materials that are not hazardous (demolition stream building material waste). Remaining soil contamination will be addressed prior to or in conjunction with redevelopment of the site at a later date.

#### **Submittal Requirements.**

Each proposal should include the following:

- A one-page description of the team's qualifications and past experience managing EPA funded brownfields cleanup projects, and expected time each team member is expected to devote to the project.
- Expected cost and fee schedule, itemized.
- Expected schedule for deliverables.
- Expected project schedule for bidding services and project completion.

#### **Proposal Evaluation.**

Evaluation of the qualification proposal will consider the following factors:

- Demonstrated experience and knowledge of staff expected to work on the contract of project requirements and scope of work; (30%)

- Demonstrated experience in effectively working under EPA Brownfields funded agreements and with the State of Vermont Brownfields program (25%)
- Written presentation, including the ability to relay complex information in a publicly friendly manner (20%)
- Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services. (25%)

**Project Schedule**

The Town of Highgate seeks to have the building material abatement complete as soon as possible and prior to the summer construction season.

**Contracting Provisions.**

The selected consultants will be subject to pass-through provisions of the NRPC's Cooperative Agreement with US EPA and Standard Contract requirements. See attachment A and B.

**Submission & Questions Instructions.**

- All questions should be directed to Fredi Hayes at [townadmin@highgatevt.org](mailto:townadmin@highgatevt.org)
- Qualifications should be submitted to Greta Brunswick at [gbrunswick@nrpcvt.com](mailto:gbrunswick@nrpcvt.com)

**ATTACHMENT A**

**Northwest Regional Planning Commission**

**Sub-Grant Agreement with the Town of Highgate**

Consultants are advised to review the Sub-Grant Agreement, especially as it relates to requirements that will be passed through to the consultant on all contracts.

**ATTACHMENT B**

**U.S. Environmental Protection Agency**

**Cooperative Agreement with NRPC**

Consultants are advised to review the Cooperative Agreements, especially as it relates to requirements that will be passed through to the grantee (Town of Highgate) and their contractors.