

**The ARPA Committee Report  
to the  
Town of Roxbury Selectboard  
Detailing  
Citizen Project Requests**

**January 2023**

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### ***In Appreciation:***

The Roxbury American Rescue Plan Act (ARPA) Committee volunteers wish to thank:

- members of the Community who took the time to participate in this phase of the ARPA process by attending public forums and providing feedback in our Surveys
- those in the Community who offered up ideas and worked with their assigned ARPA Committee Advisor on delving into the details of their specific project requests
- those outside of Roxbury who graciously assisted the Committee with our due diligence. This list includes the Vermont League of Cities & Towns, management at CV Fiber & allEarth Rail, our neighboring Towns of Northfield & Randolph, the Tech Group, Washington Electric Cooperative, Green Mountain Power and the Randolph Community Garden
- the Town Office and Web Master who helped us keep the Community abreast on just what the Committee was up to

### ***Executive Summary:***

The end goal of the Roxbury ARPA Committee to-date has been the generation of a ranked list of requested projects for the Selectboard.

The following table contains the ranked Survey #2 results for the 17 requests, as the Town Garage request was offered up both as "...on Same Site" or "...on Alternative Site".

Rank	Project
1	Complete Community Center Renovations
2	Roxbury Volunteer Fire Department - Backup Generator
3	Community Garden & Public Water Supply
4	Roxbury Town Electrification
5	Roxbury Volunteer Fire Department - Radio Repeaters
6	Speed Feedback Radar Signs
7	IT Audit
8	Digitize Land Records and Make Available Online
9	Roxbury Village Sidewalks
10	Town Garage on Same Site
11	Fixing Intersections - West Hill Road with Oxbow and Rice Tract
12	Civic Work Group
13	Fixing Intersections - West Hill Road with Carrie Howe Road
14	Active Transportation Master Plan
15	Town Garage on Alternative Site
16	Burying Utility Lines
17	Roxbury Village Park

Survey #1 was run in September 2022 to both gather project requests and to rank the criteria the Committee used in generating an ARPA related score for each Project. 39 confirmed voters and/or taxpayers took the opportunity to give the Committee an idea on the importance of the criteria and to offer up suggestions for various projects. In addition, several email requests were forwarded to the Committee via the Town Office.

Survey #2 was run in December 2022 to give Roxbury citizens the chance to make their voices heard in ranking the final list of Projects. 56 confirmed voters and/or taxpayers took this opportunity to give the Selectboard an idea on their appetite for the various projects.

### ***Overview:***

The Town of Roxbury has been allocated \$211,988.53 of the \$1,900,000,000,000.00 (Trillion) spent by the US Government on the 2021 American Rescue Plan Act. Requirements stipulate that this money must be allocated to qualifying projects by 31-Dec-24 and it must be spent by 31-Dec-26.

This report represents the Town of Roxbury's completion of Phase 1 in this process.

Phase 2 is where the Selectboard decides on which Project(s) to fund using the Town's ARPA dollars.

Phase 3 is implementing the ARPA funded Project(s) either by the Selectboard directly or as oversight of one or more sub-Committees. Each ARPA funded Project could be expected to have its own Scoping, Design & Implementation lifecycle.

### ***The ARPA Committee***

The Selectboard commissioned the Roxbury ARPA Committee at their July 25<sup>th</sup> meeting. The volunteers serving on the ARPA Committee got right to work holding their first meeting on July 28<sup>th</sup>. Since inception, the Roxbury ARPA Committee has:

- met 15 times as a committee over the last 5 months of 2022
- conducted 2 public forums
- run 2 public surveys
- had an ARPA specific discussion with the Director, Federal Funding Assistance Program at the Vermont League of Cities & Towns who also kindly vetted Drafts of the process documents we had to create
- held discussions with Managing Executives of both CV Fiber & allEarth Rail
- assisted the Selectboard in meeting the Sept 15<sup>th</sup> deadline for executing a matching funds agreement by providing a Recommendation letter which included explicit Memorandum of Understanding Appendix 1 stipulations designed purely for the benefit of Roxbury citizens
- in the normal course of business during 2022, sent & received over 1,000 emails amongst the Committee, Project requestors and other outsiders; no metrics for phone calls were maintained
- kept to the established timeline as published in August 2022 and submitted this report to the Selectboard at their first meeting in January 2023
- along with the usual requirements for posting agenda's & meeting minutes, generated Newsy updates, posters, several Front Porch Forum postings as well as the following documents:

ARPA Committee Guidelines  
Project Funding Request Form  
A Letter to the Selectboard for a CV Fiber Decision  
CV Fiber Summary (discussion notes)  
ARPA Requested Projects List  
This Report to the Roxbury Selectboard

ARPA Committee Timeline  
ARPA Committee Scoring Sheet  
ARPA Survey #1 Results  
allEarth Rail Summary (discussion notes)  
ARPA Survey #2 Results

### **Process:**

The ARPA Committee started at the end of July with Federal guidelines and a looming Sept 15<sup>th</sup> deadline for the Town of Roxbury to decide on whether to go for the CV Fiber match.

Working back from Sept 15<sup>th</sup>, the nearest Selectboard meeting of Sept 6<sup>th</sup> became the Committee's first external deadline. Knowing this date, along with various Committee member planned travel schedules and after much discussion on how best to proceed, the Committee created the ARPA Committee Guidelines (Appendix 1) and the ARPA Committee Timeline (Appendix 2).

During August it was agreed that our process outline would be:

- generate a recommendation letter (for or against) to the Selectboard for September 6<sup>th</sup>
- run a survey in September to solicit project requests
- run multiple public forums during September to explain our process and highlight the survey
- use October and November to explore submitted project requests with requestors
- create an ARPA score for each project based on an average of the Committee's opinion on how well they each felt each project adhered to our filtering criteria
- run a survey in December so Roxbury voters and taxpayers could rank the final list of projects
- create a report for the Selectboard with our Community ranked list and our work to-date

As part of this process design there was the need to create forms to support the process. To that end the Committee crafted a Project Funding Request Form and an ARPA Committee Scoring Sheet.

We were fortunate to be able to schedule time with Ms. Katie Buckley Director, Federal Funding Assistance Program at the Vermont League of Cities & Towns. We reviewed with her a list of pre-submitted questions as well as draft copies of our process documents. We also discussed a couple of the projects we had already been given. It was a substantive conversation as reflected in the Committee minutes of 25-Aug-22 (Appendix 3).

The Project Funding Request Form (Appendix 4) asked project requestors to provide contact information, a detailed description of their project and to speak to a list of our 8 criteria:

1. **Community Benefit** - Why do this project and how does it benefit the Roxbury Community as a whole? What percentage of the Roxbury Community will be served or benefit from this project?
2. **Cost** - What is the total project cost? Please provide a detailed spending plan with funding amounts tied to project milestones. Also, the potential total value in terms of any tax rate savings of our ARPA award is .23 per 1,000. Will the allocation of ARPA monies to this project eliminate or lessen the need to draw on public funds or not?
3. **Sustainability** - Will additional funding beyond the ARPA award be needed? Will there be a need for budgeted ongoing operational & maintenance costs? If so, how much and funded by whom?
4. **Leverage** - have outside Grant opportunities been explored & identified for this project to help leverage our ARPA commitment? If so, please provide specifics.
5. **Implementation** - does the project require studies, permitting or professional design plans? What is the duration of the project after having received approval from the Selectboard? Can you identify any risks or unknowns with this project? Do you have a project plan showing key tasks, time frames and milestones? If so, please provide.

6. **Town Plan** - does this project align with the vision laid out in the 2021 Town Plan? If so, how?
7. **Urgency** - is this project urgent or critical to the Town or Roxbury Community?
8. **Infrastructure** - does this project address an ARPA infrastructure need such as community revitalization, broadband, municipal operations? If so, please explain.

The ARPA Committee Scoring Sheet (Appendix 5) was defined to convey to the Selectboard the opinion of the ARPA Committee on how well we thought a given project adhered to the criteria we had defined.

The public was asked in Survey #1 (Appendix 6) to rank the criteria in order of importance. This allowed the Committee to assign a weight to the respective criteria. Based on that survey the Public Weight row on the ARPA Score Sheet was updated:

Scoring	Community Benefits	Reduce Cost to Taxpayers	Long Term Sustainability	Leverages Grant Resources	Ease of Implementation	Town Plan	Urgency	Infrastructure
1	Benefits a small percentage of Roxbury.	No	Requires considerable funds from non-ARPA sources to launch and maintain	The proposal is solely sponsored by Roxbury. No opportunity for grants. No matching funds identified.	High complexity. Requires 12+ months to implement.	Expected outcomes are not aligned with the priorities articulated in the Town Plan.	Not at all urgent	No
2	Benefits a moderate percentage of Roxbury.		Requires minimal funds from non-ARPA sources to launch and maintain	Some opportunity for grants possible. Roxbury remains the primary sponsor.	Moderate complexity. Requires 3-12 months to implement.	Expected outcomes are somewhat or casually related to the Town Plan.	Moderate urgency	
3	Benefits a moderate-to-large percentage of Roxbury.	Yes	ARPA funds adequate to achieve project objective(s).	The proposal has grants identified that extend & leverage Roxbury's ARPA funds.	Light complexity. Can be implemented in 3 months or less.	Expected outcomes are highly relevant to the priorities articulated in the Town Plan.	Immediate need	Yes
<b>Public Weight</b>	8	5	6	3	2	1	4	7
<b>Score</b>								

Projects received through emails and Survey #1 were parceled out amongst the Committee members who then acted as advisors. The Committee Advisors assisted project requestors in completing their Project Funding Request Forms and delving down into the specifics of their request. This due diligence resulted in the Project Write-Ups published in the ARPA Requested Projects List (Appendix 12).

In December, once the Project request write-ups were completed and Survey #2 was underway, the Committee began the process of scoring. Per the table above and as an example, if one said a project had a:

- Community Benefits of 3 then the Score would become  $8 \times 3 = 24$
- Reduce Cost to Taxpayers of 1 then the Score would become  $5 \times 1 = 5$
- etc...

The bottom Score row gets summed together and that becomes that Committee Member's ARPA Score for that project.

For this exercise a spreadsheet was provided to each Committee member to facilitate the scoring. The results from all 5 Committee member spreadsheets were aggregated into a Master Score Sheet where

the Total Scores for each project were Averaged and that became the Official ARPA Average Score (Appendix 7).

Project	Official ARPA Avg Score	Member 1 Weighted Score	Member 2 Weighted Score	Member 3 Weighted Score	Member 4 Weighted Score	Member 5 Weighted Score
Active Transportation Master Plan	71.0	98	48	92	43	74
Burying Utility Lines	57.4	61	50	80	50	46
Civic Work Group	66.2	86	69	76	63	37
Community Garden & Public Water Supply	76.8	72	88	63	66	95
Complete Community Center Renovations	91.8	96	98	87	106	72
Digitize Land Records and Make Available Online	67.8	70	68	95	66	40
Fixing Intersections - West Hill Road with Carrie Howe Road	61.0	59	58	57	65	66
Fixing Intersections - West Hill Road with Oxbow and Rice Tract	66.6	59	58	85	65	66
IT Audit	83.6	82	86	100	88	62
Roxbury Town Electrification	68.6	89	50	90	47	67
Roxbury Village Park	72.8	72	48	90	104	50
Roxbury Village Sidewalks	67.0	73	57	76	71	58
Roxbury Volunteer Fire Department - Backup Generator	95.8	94	97	101	102	85
Roxbury Volunteer Fire Department - Radio Repeaters	98.6	83	108	107	102	93
Speed Feedback Radar Signs	81.8	67	105	94	86	57
Town Garage on Same or Alternative Site	74.6	85	66	86	79	57

Again, the Official ARPA Average Score column indicates an average of how well the Committee Members thought each project's writeup met the criteria we had laid out.

As previously mentioned, Survey #2 was run in December 2022 to give Roxbury citizens the chance to make their voices heard in ranking the final list of Projects. 56 confirmed voters and/or taxpayers took this opportunity to give the Selectboard an idea on their appetite for the various projects.

Here are the ranked Survey #2 results (Appendix 8) for the 17 requests, as the Town Garage request was offered up both as "...on Same Site" or "...on Alternative Site".

Rank	Project
1	Complete Community Center Renovations
2	Roxbury Volunteer Fire Department - Backup Generator
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14	Active Transportation Master Plan
15	Town Garage on Alternative Site
16	Burying Utility Lines
17	Roxbury Village Park

### ***CV Fiber:***

To get the most current information for an informed decision and not be dependent on hearsay, the Committee arranged a video chat with Ms. Jennille Smith, Executive Director of CV Fiber. This too proved to be a substantive conversation as reflected in the Committee minutes of 11-Aug-22 (Appendix 9). This meeting was followed up with several emails to confirm specific points. The chat and emails formed the basis for the Committee's Recommendation Letter to the Selectboard (Appendix 10) complete with its suggested Memorandum of Understanding Appendix 1 stipulations crafted solely for the benefit of Roxbury citizens.

At the meeting on Sept 6<sup>th</sup> the Selectboard approved a \$20,000 ARPA allocation to CV Fiber and pushed back the claw-back evaluation month from August 2024 to July 2024. A copy of the executed agreement with CV Fiber is attached (Appendix 11) to this report.

Having made the Sept 15<sup>th</sup> deadline, the \$20,000 allocation amount was therefore matched by the Vermont Communications Broadband Board. This means Roxbury now has \$40,000 at CV Fiber which is to be used solely in offsetting the out-of-pocket costs for Roxbury citizens connecting to CV Fiber. If you currently have an Internet connection speed lower than 25Mb down and 3Mb up or you aren't now connected to the Internet, you qualify for a one-time \$125.00 connection cost offset drawn on this reserve when you connect to CV Fiber.

Per the executed agreement's Appendix 1 stipulations, the Selectboard can revisit the CV Fiber allocation in July 2024 to assess progress. The signed contract allows for clawing back some or all of our allocation if progress is deemed to be unacceptable. This timing allows for the re-allocation of any clawed back ARPA dollars in the final months of 2024 before the Federal ARPA Allocation deadline of 31-Dec-24.

As of September 2022, CV Fiber is expecting to begin construction of its fiber network in Roxbury in the 4<sup>th</sup> quarter of 2023 or the 1<sup>st</sup> quarter of 2024.

### ***Open Project Requests:***

Appendix 12 contains the write-ups done for each of the 16 requested projects.

### ***Closed or Merged Project Requests:***

The following 11 requests were among those submitted to the Roxbury ARPA Committee. These project requests were each researched and 10 of them were either merged into another project request or closed. 1 project request was closed after having been taken on by the Selectboard.

**Request 1:** a portion on behalf of the Town to CVFiber so Roxbury benefits from the State of Vermont Community Broadband Board matching funds (ie. 20k becomes 40k, due to expire when \$1.5M is fully expended or on 15-Sep-22)

**Disposition:** this request was closed as it was met on Tuesday 06-Sep-22 when the Selectboard approved an allocation to the CV Fiber Match program in the amount of \$20,000.



**Request 2:** a portion towards new Village Center items where matching grants may be available

**Disposition:** this request was withdrawn by the requestor as an ARPA project once the Planning Commission had organized an information session on grants available to everyone but single-family homeowners in the Village Center.

**Request 3:** establishing High Speed Fiber Optic Internet

**Disposition:** this request was closed by the requestor after the ARPA Committee had met with CV Fiber Executives and could report back that CV Fiber expects construction in Roxbury to begin in the 4th quarter of 2023 or 1st quarter of 2024. State of a TDS construction schedule is unknown.

Appendix 13 is a copy of the CV Fiber Discussion Summary.

**Request 4:** developing Downtown Municipal Sewer and Water that supports safe handling of sewage and allow for permitting/establishment of small business (cafe/bar/restaurant/gathering venue) in town.

**Disposition:** on Monday 03-Oct-22 the Selectboard announced they are pursuing this matter and that it is no longer an ARPA item. It is known that Waitsfield has 90% funding on the first \$3.9M for their waste-water project.  $10\% \text{ of } 3.9\text{M} = \$390,000$  that Waitsfield must fund (...with their ARPA dollars?).

**Request 5:** commence study for re-establishing commuter rail and Amtrak stop in Roxbury. Utilizing major utility already existing in town of which Roxbury currently sees little to no benefit.

**Disposition:** this request was closed by the requestor after discussions with allEarth Rail (AER) on the state of Rail in Central Vermont. As with CV Fiber, to get the most current information for an informed decision and not be dependent on hearsay, the Committee arranged a discussion with AER executives. AER President, Charlie Moore attended our meeting via Teams and General Counsel David Mullett kindly attended in person. This too proved to be a substantive conversation as reflected in the Committee Discussion Summary (Appendix 14). In the end it was deemed outside the scope of the Roxbury ARPA initiative due to the extended timeframes involved.

**Request 6:** create a system of multi-purpose trails for non-motorized recreation such as hiking/ walking, cross country & back country skiing, horseback riding, snowshoeing, hunting and possibly mountain biking. Trails could use existing Roxbury State Forest roads with connections through private lands (with permission for both) to create loops. Library would handle equipment rentals. Cost request is for \$15k-20k+.

**Disposition:** this request was merged into the application for a Municipal Grant to fund the creation of a Master Plan for Outdoor Activities more recently known as an Active Transportation Master Plan.

**Request 7:** burying utility lines

**Disposition:** this request was merged into a similar request to Bury Overhead Utility Lines. The combined request deals with both the aesthetics in the new Village Center as well as grid resiliency throughout Roxbury.

**Request 8:** encourage incentives for creation of businesses in town

**Disposition:** there are several requests dealing with Town infrastructure improvements. It was thought items such as Sidewalks, Wastewater and traffic calming Speed Signs are important steps towards incentivizing business activity in Town. The sidewalks and wastewater together will probably be in the 3M-5M range so our \$211k pot will not go far.

The Committee also felt that ARPA funds should best be committed to projects benefitting most of the Community with strong public need and not just those of a business owner.

**Request 9:** would like to see a well-equipped emergency/disaster site for residents

**Disposition:** this request was closed by the requestor as discussions with the Selectboard and the Fire Department allowed for reporting back that the Village School is a Red Cross certified Disaster site. The school is equipped with a generator, cots, blankets, ready-to-eat meals (MRE's) and some medicines. Having a generator allows those with personal medical equipment to plug in as needed.

Additionally, we were able to supply utility company instructions for registering on their Life Support Equipment List. As well as advise that for small scale, limited disasters calling 911 is what one should do. The Fire Department has assisted many folks with non-fire related issues and are happy to help or point one in the right direction.

Though not a disaster site for the Town, at the Selectboard meeting on 05-Dec-22 the Board did agree to have a filter installed on the Community Center water system. The filter will be like what they use in the Town Office and it will eliminate the bad odor.

Lastly, one project is for "Completing Community Center Renovations". Once this work is finished, using the Community Center as a Warming Station in times of localized emergency relief may become more comfortable.

**Request 10:** safety for the people projects

**Disposition:** this request was closed after correspondence with the requestor revealed it was really with regards to the Town Garage request. The requestor was most concerned about the well-being of Town employees working in a deteriorating structure.

**Request 11:** building a safe walking/biking path along (but not on) 12A

**Disposition:** this request was merged into the application for a Municipal Grant to fund the creation of a Master Plan for Outdoor Activities more recently known as an Active Transportation Master Plan.

Respectfully Submitted on 09-Jan-2023,

The Roxbury ARPA Committee

Rene J. Bouchard, Chair  
Brock Freyer  
Don Randall  
Elizabeth Carney  
Sean Cummings

# Appendix 1

## ARPA Committee Guidelines

**Guidelines for the  
Town of Roxbury, VT  
ARPA PUBLIC INPUT COMMITTEE**

**I. NAME**

This body shall be known as the American Rescue Plan Act (ARPA) Public Input Committee, herein after known as the "ARPA Committee."

**II. PURPOSE**

The purpose of the ARPA Committee shall be to assist the Town of Roxbury's Selectboard in determining appropriate uses for the \$211,938.56 ARPA award. The ARPA Committee shall make a prioritized list of recommendations to the Selectboard for spending.

Final decision on spending will be made by the Selectboard.

**III. DURATION**

The ARPA Committee shall exist upon formation on Monday 25-Jul-2022 by the Roxbury Selectboard in its duly warned meeting until the obligation of all ARPA funds or 31-Dec-2024, whichever comes first.

**IV. DUTIES AND FUNCTIONS**

The duties and functions of the ARPA Committee shall include, but not be limited to:

1. Keeping apprised of ARPA rules & conditions using VLCT.org and other resources
2. Communicate and collaborate with Town staff/officials and committees, as appropriate
3. Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate
4. Provide public education on Roxbury's ARPA award, eligible uses, and applicable guidelines
5. Develop a plan for completing the Purpose that includes a timeline with milestones and deliverables
6. Develop a solicitation and selection process to vet requests for funding and guide the allocation of funds that will include scoring criteria, proposals, key dates (information meeting for applicants, application due date, date recommendations will be made to the Selectboard), a point of contact for requests, etc.
7. Work closely with idea project owners during the process outlined above as needed
8. Carrying out community engagement and outreach to invite and collect ideas/applications from the voters and taxpayers of Roxbury
9. Gather and review proposals and applications
10. Encourage applicants explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications
11. Score applications and proposals
12. Seek Roxbury voter & taxpayer ranking of final list of proposed ARPA allocations
13. Make recommendations to the Roxbury Selectboard

- note that the ARPA figure of \$211,938.56 is our original allocation. In December 2022 the Town rec'd an additional amount of \$49.97 bringing the total to \$211,988.53

**V. MEMBERSHIP**

The ARPA Committee shall have no more than 6 and no less than 3 members having been appointed by the Town of Roxbury Selectboard

**VI. OFFICERS AND DUTIES**

The members shall elect a Chair and Secretary for the duration of the ARPA Committee.

**VII. MEETINGS**

The ARPA Committee is a Town of Roxbury committee and shall comply with Open Meeting Law (OML). The Secretary of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and ensuring that all requirements of this law are observed as it relates to the ARPA Committee.

The ARPA Committee shall decide its own meeting schedule and structure.

**VIII. PUBLIC PARTICIPATION AND INVOLVEMENT**

Public participation and involvement in the Committee's work is a high priority. The Committee will support the Selectboard in soliciting ideas, working with idea project owners and receiving feedback from the voters and taxpayers of Roxbury pertaining to ARPA awards and uses of the funding.

# Appendix 2

## ARPA Committee Timeline

## ARPA Committee Timeline

as at 31-Aug-22

Date *	Item	Notes
Thu 01-Sep-22 7:00pm-8:00pm	ARPA Informational Public Meeting	a. Committee purpose, process & timeline b. project submission form c. score sheet criteria d. surveys (rank criteria, rank projects) e. introduce Town Website ARPA Page and materials found there f. mention CV Fiber Summary sheet for public to read/digest g. encourage attendance at Sep 6 <sup>th</sup> Selectboard meeting to let them know thoughts on CV Fiber to assist in their ultimate decision
Tue 06-Sep-22 to Fri 30-Sep-22	Conduct Survey to Rank Criteria and solicit ideas	Still working on. Will announce availability on Front Porch Forum and Town Website
Tue 06-Sep-22 7:00pm???	Selectboard Meeting	present Selectboard with Committee CV Fiber recommendation
Sat 17-Sep-22 11:30am-12:30pm	ARPA Informational Public Meeting	a. quick review of first Public mtg b. solicit ideas
Fri 30-Sep-22 11:59:59pm	Deadline for Project Submission	
Fri 02-Dec-22	Deadline for Project Review	Committee has reviewed all projects by this date
Fri 09-Dec-22 to Fri 23-Dec-22	Conduct Survey to Rank Projects	
Sat 24-Dec-22 to Sun 08 Jan 23	Prepare Selectboard Package	a. compile survey results b. summarize findings c. build binders for Selectboard/Committee members
Mon 09-Jan-23	Selectboard Meeting	Present Committee Project findings to Selectboard

\* dates are subject to change as warranted



# **Appendix 3**

**Minutes of 25-Aug-22 (VLCT Discussion)**

**ROXBURY ARPA COMMITTEE MEETING**  
**MINUTES OF AUGUST 25, 2022**  
**10:01AM – 11:11AM**  
**THIS MEETING WAS HELD IN PERSON AT COMMUNITY HALL**

**MEMBERS PARTICIPATING:** Don Randall, Rene Bouchard, Sean Cummings,  
Via MS Teams: Brock Freyer, Katie Buckley VLCT.

Meeting called to Order at 10.01am

The meeting started off with a discussion with our invited guest, Katie from VLCT.

1. *Please talk a little about our Roxbury award. We have an NEU Amount: \$74,223.62 and a County Amount: \$137,714.94 totaling \$211,938.56. Why the different designation and can we treat these as one or is there a distinction or difference in how these amounts can be spent and/or reported on?*

The different designation came about because in most parts of the Country there are Counties. Initially the thought was that those monies would have to go back to the Treasury or stay with the State. Much lobbying was done by VLCT and others and the US Treasury allowed for transferring the County amounts to our Municipalities.

Roxbury can simply think in terms of the total amount only. There is no distinction for the Town in spending or reporting. It will all be reported to the US Treasury as spending down our \$211,938.56 amount.

2. *Please talk a little about our reporting requirements. Just annual? What will we need to provide and to whom?*

The award is between Town of Roxbury and US Treasury. The Town has an annual reporting requirement directly with the US Treasury. Because we chose the Standard Allocation and with an ARPA amount less than 10M, our projects do not need to be categorized. Spending should be booked to Government Services so things will be fairly simple. Reporting will be dollars spent and a narrative.

3. *Please talk about how we can use these ARPA monies given the US Treasury categories and our Standard Allowance election.*

It is recommended that all spending really be funneled through Category 6.1 Government Services. It is very broad encompassing pretty much anything a Town Government would spend monies on. In the case of Roxbury, there are few restrictions except it just needs to be things under the umbrella of things that governments typically provide.

4. *Have you seen Towns preferring to spend their ARPA monies on one project or splitting up over several?*

Katie said it runs the gamut in that every town is different in their priorities. It really is our choice.

5. *Please talk a little about projects. Specifically, we have a few examples:*
- a. *There is a suggested project to replace our Town Garage and we're not sure if it fits the categories, reasons for replacement are:*
    - i. *cheap 1970's structure has a footprint too small for equipment meaning new expensive equipment sits outside all year*
    - ii. *walls and roof leak in summer and subsequently ice up during winter (think glacier)*
    - iii. *"heated" with inefficient oil furnace*
    - iv. *could opt to rebuild in place or move to a different location (out of town/floodplain)*

Many Towns are considering replacing their Town Garages. Fact is maintenance on Town Garages is typically put off and put off so many Towns are in our position.

Yes, ARPA funds under 6.1 can go towards this. If it is in a flood and if a new site were to be chosen, then ARPA money could be spent on acquiring new land too.

If you built or designated the building a Municipal Building and could house the Fire Department there too, then there may be the ability to get a FEMA grant for the Fire Department portion.

- b. *at a recent Selectboard they confirmed that funding for a proposed sidewalk project is a State grant with a 20% town cost. Since not Federal dollars and per your June 2022 ARPA Information slide deck, I believe this project's town cost is coverable by ARPA. Is this true?*

Yes.

- c. *category-wise, where would one place monies spent on:*
  - i. *completing the build-out of a public park (walkways, picnic tables, etc...)*

Yes it could be spent on that. The Town owns the land, so it is okay.

- ii. *the establishment of walking/biking loop trails*

We explained to Katie that these walking/biking trails would be on a combination of state, private and municipal lands. Yes ARPA can fund this. She suggested we consider writing a municipal planning grant to create a Master Plan on Outdoor Activities typically done by hiring a consultant. This would look at all outdoor recreational assets in the Town. It may take about a year but having done a planning & feasibility study will bump the grant application up in the eyes of the State in terms of

funding. Even better would be talking to other towns and creating a consortium as this really looks good for an application.

Rene: will speak to Lucinda Sullivan on the Planning Committee

Katie: will forward an email with links to grants and Master Plan info

*iii. upgrading volunteer fire department radio equipment*

We explained to Katie the facts concerning Capital Fire radio equipment upgrades. Don explained that what was really needed are Fireman Radios and Truck Repeaters. He said Chief Mike is looking at all this now.

Katie asked if the state was providing assistance to the upgrade of the Capital Fire equipment and Don said yes.

Knowing how difficult the grant application software with FEMA is to work with, she wondered if perhaps someone at the State could deal with trying to secure upgrade monies for the area Towns.

Katie: offered to send an email to a contact she has to enquire on State assistance in filing a FEMA request for area fire department radio equipment monies

*6. Do you have any feedback on our Draft Submission Form and Score Sheet to help us refine that process? Are we in line with other Towns?*

Your materials are really in line with other Towns and you seem further ahead in your process than others as well. The need for specific changes did not jump out at her.

We thanked Katie for her input from VLCT, she said they would be glad to talk to us again when we are further into the projects.

2. Additions/Deletions to Agenda

- a. Voting – a discussion was held on Rene’s email from this AM dealing with Voting and the attached Calendar. The voting suggestion was to assist us in developing a recommendation and pros/cons for the Selectmen. Though a majority of the Committee was present it was agreed to hold off until next week on this.
- b. A quick discussion was held on the calendar and it was agreed that Brock set up a Teams mtg for 9:00am on Wednesday 31-Aug.

3. Approve Minutes – skipped due to time constraints

4. A discussion was held on CV Fiber. It was agreed to hold off until next week's mtg.

5. A discussion was held on the Draft Project Submission Form. A correction was made from Town Hall to Town Office

6. A discussion was held on the Draft Survey Rene had circulated for Survey Monkey. We reviewed the document in terms of entry validation and the information notes on the Criteria section. Sean is going to try putting together the draft survey in Survey Monkey. We are shooting for a release to the Public on Friday 02-Sep.

***Action Items:***

- Rene to get in touch with Planning Committee on a Master Plan for Outdoor Activities
- Katie to send along an email with links for outdoor grants and info on Master Plans
- Katie to send an email to a State contact enquiring about any firefighter radio equipment FEMA grant monies
- Brock to set up Teams mtg for Wed 31-Aug @ 9:00am
- Rene to confirm Community Center for 31-Aug @ 9:00am and @ 7:00pm
- Sean to work on draft survey

It was confirmed that the next meeting is Wednesday 9 am

Meeting Adjourned 11.11am

# Appendix 4

## Project Funding Request Form



# Appendix 5

## ARPA Committee Scoring Sheet



## Roxbury ARPA Score Sheet

Project:

Total Score: \_\_\_\_\_

**Community** - How does this request benefit the Roxbury community as a whole and at what percentage?

**Cost** - The potential tax rate savings impact could be .23 cents per 1,000 so will the allocation of ARPA funds to this project reduce costs to taxpayers?

**Sustainability** - Would the project need to be funded in future budgets to cover long-term expenses?

**Leverage** - How does this request leverage outside grant resources?

**Implementation** - What is needed to implement this request and is there a detailed project plan (ie. studies, permitting, design plans...)?

**Town Plan** - How is the project relevant to the Town Plan?

**Urgency** - Is there an urgent need for this request?

**Infrastructure** - Does the project address a critical infrastructure need such as community revitalization, broadband and municipal operations?

Scoring	Community Benefits	Reduce Cost to Taxpayers	Long Term Sustainability	Leverages Grant Resources	Ease of Implementation	Town Plan	Urgency	Infrastructure
1	Benefits a small percentage of Roxbury.	No	Requires considerable funds from non-ARPA sources to launch and maintain	The proposal is solely sponsored by Roxbury. No opportunity for grants. No matching funds identified.	High complexity. Requires 12+ months to implement.	Expected outcomes are not aligned with the priorities articulated in the Town Plan.	Not at all urgent	No
2	Benefits a moderate percentage of Roxbury.		Requires minimal funds from non-ARPA sources to launch and maintain	Some opportunity for grants possible. Roxbury remains the primary sponsor.	Moderate complexity. Requires 3-12 months to implement.	Expected outcomes are somewhat or casually related to the Town Plan.	Moderate urgency	
3	Benefits a moderate-to-large percentage of Roxbury.	Yes	ARPA funds adequate to achieve project objective(s).	The proposal has grants identified that extend & leverage Roxbury's ARPA funds.	Light complexity. Can be implemented in 3 months or less.	Expected outcomes are highly relevant to the priorities articulated in the Town Plan.	Immediate need	Yes
<b>Public Weight</b>	8	5	6	3	2	1	4	7
<b>Score</b>								

# Appendix 6

## Survey #1 Results

## ARPA

### Results from Survey #1

as at 17-Nov-22

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The Roxbury ARPA Committee ran their first survey from Fri 09-Sept-22 to Fri 30-Sep-22. This survey asked verifiable voters and property owners to rank the criteria for scoring projects as well as provide suggested projects on which to spend our ARPA award.

The Survey collected 43 responses in total, 4 of which were from paper copies that had to be manually entered after contacting and working with the respondents.

Of the 43, we had to remove 4 responses as having unverifiable contact information in Question 4.

Survey respondent #19 filled in Question 4 as Anonymous.

Survey respondents #23,33,34 skipped Question 4 entirely.

After deleting the 4 unverifiable responses, the Survey officially contained 39 responses.

Accepted projects are all to be filtered through this common set of eight criteria.

**Community** - Why do this project and how does it benefit the Roxbury Community as a whole?

**Cost** - What is the total project cost?

**Implementation** - does the project require studies, permitting or professional design plans?

**Infrastructure** – does this project address an ARPA infrastructure need such as community revitalization, broadband, municipal operations?

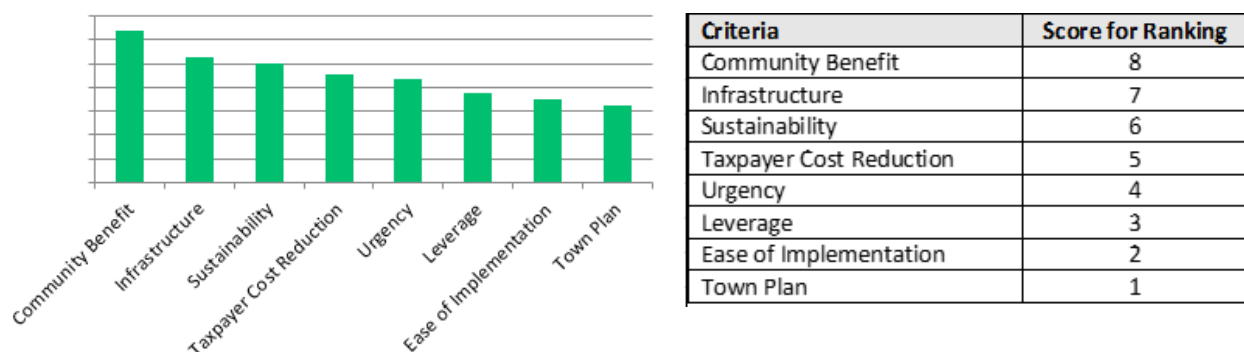
**Leverage** - have outside Grant opportunities been explored & identified for this project to help leverage our ARPA commitment?

**Sustainability** - Will additional funding beyond the ARPA award be needed? Will there be a need for budgeted ongoing operational & maintenance costs? If so, how much and funded by whom?

**Town Plan** - does this project align with the vision laid out in the 2021 Town Plan?

**Urgency** – is this project urgent or critical to the Town or Roxbury Community?

The following charts detail the results from criteria ranking as well as the resulting score to be applied by the Committee where 8 is most important and 1 is least important.



The ARPA Committee wishes to thank all those who participated in Survey #1.

## Town of Roxbury ARPA Funding – Survey #1

Last Day to Submit: Friday 30-Sep-22

### No Internet?...No Problem!

Complete this survey and drop off at the Town Office  
or mail: ARPA Committee c/o Town Office PO Box 53, Roxbury, VT 05669

Roxbury is receiving \$211,938.56 in American Rescue Plan Act (ARPA) funds. Roxbury citizens are being asked to take this first of two surveys. This survey assists the ARPA Committee by having you rank the criteria being used to score all projects. It also collects any project ideas you might have on spending these funds. More information can be found on the Town of Roxbury ARPA webpage.

### 1. Project Scoring Criteria Questions to consider when ranking in the chart below:

**Community Benefit** - How does this request benefit the Roxbury community as a whole and at what percentage?

**Taxpayer Cost Reduction** - The potential tax rate savings impact could be .23 cents per 1,000 so will the allocation of ARPA funds to this project reduce costs to taxpayers?

**Sustainability** - Would the project need to be funded in future budgets to cover long-term expenses?

**Leverage** - How does this request leverage outside grant resources?

**Ease of Implementation** - What is needed to implement this request and is there a detailed project plan (ie. studies, permitting, design plans...)? How long to completion?

**Town Plan** - How is the project relevant to the Town Plan?

**Urgency** - Is there an urgent need for this request?

**Infrastructure** - Does the project address a critical infrastructure need such as community revitalization, broadband or municipal operations?

	1 - Most Important	2	3	4	5	6	7	8 - Least Important
Community Benefit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taxpayer Cost Reduction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of Implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Town Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Urgency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Town of Roxbury ARPA Funding – Survey #1

Last Day to Submit: Friday 30-Sep-22

### 2. Are you a Roxbury...

☐ Voter ☐ Property Owner ☐ Voter & Owner ☐ Neither

### 3. *Optional* – After reviewing the attached **ARPA Ideas List**, which can also be found on the Town of Roxbury ARPA webpage, describe any additional project(s) or idea(s) that you would like to see receive ARPA funding:

### 4. **Mandatory** - Complete your survey by providing us with your contact information. This will be used only by the ARPA Committee to confirm you are a Roxbury voter or property owner and to follow-up on any project(s) or idea(s) of yours that we may wish to pursue.

**Name (first & last...please print):**

**Email or phone:**

# Appendix 7

Official ARPA Average Score

**ARPA**  
**Committee's Master Score Sheet**  
**as at 26-Dec-22**

<b>Project</b>	<b>Official ARPA Avg Score</b>	<b>Member 1 Weighted Score</b>	<b>Member 2 Weighted Score</b>	<b>Member 3 Weighted Score</b>	<b>Member 4 Weighted Score</b>	<b>Member 5 Weighted Score</b>
Active Transportation Master Plan	71.0	98	48	92	43	74
Burying Utility Lines	57.4	61	50	80	50	46
Civic Work Group	66.2	86	69	76	63	37
Community Garden & Public Water Supply	76.8	72	88	63	66	95
Complete Community Center Renovations	91.8	96	98	87	106	72
Digitize Land Records and Make Available Online	67.8	70	68	95	66	40
Fixing Intersections - West Hill Road with Carrie Howe Road	61.0	59	58	57	65	66
Fixing Intersections - West Hill Road with Oxbow and Rice Tract	66.6	59	58	85	65	66
IT Audit	83.6	82	86	100	88	62
Roxbury Town Electrification	68.6	89	50	90	47	67
Roxbury Village Park	72.8	72	48	90	104	50
Roxbury Village Sidewalks	67.0	73	57	76	71	58
Roxbury Volunteer Fire Department - Backup Generator	95.8	94	97	101	102	85
Roxbury Volunteer Fire Department - Radio Repeaters	98.6	83	108	107	102	93
Speed Feedback Radar Signs	81.8	67	105	94	86	57
Town Garage on Same or Alternative Site	74.6	85	66	85	79	57

# Appendix 8

## Survey #2 Results



## ARPA

### Results from Survey #2

as at 03-Jan-23

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The Roxbury ARPA Committee ran their second survey from Fri 09-Dec-22 to Fri 23-Dec-22. This survey asked verifiable voters and property owners to rank the final list of requested projects.

The Survey collected 59 responses in total, 2 of which were from paper copies where 1 had to be manually entered after contacting and working with the respondent.

Of the 59, we had to remove 3 responses as having unverifiable contact information in Question 2. Survey respondents #12, 17 & 42 skipped Question 2 entirely. After deleting the 3 unverifiable responses, the Survey officially contained 56 responses.

The following list details the sorted results from the Requested Project ranking.

<i>Projects (sorted by score)</i>		<i>Score</i>
1	Complete Community Center Renovations	12.73
2	Roxbury Volunteer Fire Department - Backup Generator	10.64
3	Community Garden & Public Water Supply	10.25
4	Roxbury Town Electrification	9.82
5	Roxbury Volunteer Fire Department - Radio Repeaters	9.66
6	Speed Feedback Radar Signs	9.66
7	IT Audit	9.41
8	Digitize Land Records and Make Available Online	8.89
9	Roxbury Village Sidewalks	8.59
10	Town Garage on Same Site	8.48
11	Fixing Intersections - West Hill Road with Oxbow and Rice Tract	8.46
12	Civic Work Group	8.32
13	Fixing Intersections - West Hill Road with Carrie Howe Road	8.23
14	Active Transportation Master Plan	8.18
15	Town Garage on Alternative Site	7.82
16	Burying Utility Lines	7.14
17	Roxbury Village Park	6.7

The ARPA Committee wishes to thank all those who participated in Survey #2.

## Town of Roxbury ARPA Funding - Survey #2

Please rank our scoring criteria with 1 being the most important to you and 17 being the least important.

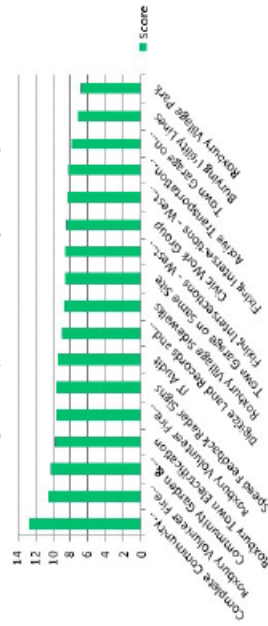
	Rank	1	2	3	4	5	6	7	8	9
Active Transportation Master Plan		8.93%	5	5.36%	3	1.79%	1	3.57%	2	3.57%
Buying Utility Lines		7.14%	4	0.00%	0	5.36%	3	3.57%	2	5.36%
Civic Work Group		1.79%	1	3.57%	2	0.00%	0	5.36%	3	3.57%
Community Garden & Public Water Supply		7.14%	4	5.36%	3	7.14%	4	7.14%	4	9.93%
Complete Community Center Renovations		10.71%	6	10.71%	6	12.50%	7	14.29%	8	5.36%
Digital Land Records and Make Available Online		3.57%	2	5.36%	3	3.57%	2	1.79%	1	3.57%
Filing Intersections - West Hill Road with Carrie Howe Road		3.57%	2	1.79%	1	7.14%	4	5.36%	3	3.57%
Filing Intersections - West Hill Road with Oxbow and Rice Tract		3.57%	2	8.93%	5	3.57%	2	1.79%	1	3.57%
IT Audit		5.36%	3	1.79%	1	7.14%	4	3.57%	2	12.50%
Roxbury Town Electrification		12.50%	7	0.00%	0	8.93%	5	1.79%	1	5.36%
Roxbury Village Park		0.00%	0	7.14%	4	1.79%	1	5.36%	3	3.57%
Roxbury Village Sidewalks		3.57%	2	5.36%	3	7.14%	4	7.14%	4	3.57%
Roxbury Volunteer Fire Department - Backup Generator		7.14%	4	17.86%	10	7.14%	4	1.79%	1	8.93%
Roxbury Volunteer Fire Department - Radio Repeaters		3.57%	2	5.36%	3	3.57%	2	1.79%	1	3.57%
Speed Feedback Radar Signs		5.36%	3	5.36%	3	21.43%	12	3.57%	2	1.79%
Town Garage on Alternative Site		8.93%	5	5.36%	3	3.57%	2	5.36%	3	3.57%
Town Garage on Same Site		7.14%	4	8.93%	5	1.79%	1	7.14%	4	5.36%

	10	11	12	13	14	15	16	17	Total	Score %								
Active Transportation Master Plan	10.71%	6	8.93%	5	5.36%	3	7.14%	4	5.36%	3	5.36%	5	8.93%	3	56	8.18		
Buying Utility Lines	7.14%	4	1.79%	1	16.07%	9	3.57%	2	8.93%	5	12.50%	7	10.71%	6	5.36%	7.14		
Civic Work Group	5.36%	3	7.14%	4	7.14%	4	3.57%	2	5.36%	3	3.57%	2	10.71%	6	3.57%	2	56	8.32
Community Garden & Public Water Supply	3.57%	2	7.14%	4	3.57%	2	7.14%	4	5.36%	3	3.57%	2	1.79%	1	1.79%	1	56	10.25
Complete Community Center Renovations	0.00%	0	5.36%	3	3.57%	2	0.00%	0	1.79%	1	1.79%	1	0.00%	0	0.00%	0	56	12.73
Digital Land Records and Make Available Online	8.93%	5	5.36%	3	7.14%	4	8.93%	5	5.36%	3	5.36%	3	3.57%	2	3.57%	2	56	6.69
Filing Intersections - West Hill Road with Carrie Howe Road	10.71%	6	5.36%	3	1.79%	1	7.14%	4	10.71%	6	7.14%	4	5.36%	3	5.36%	3	56	8.23
Filing Intersections - West Hill Road with Oxbow and Rice Tract	7.14%	4	7.14%	4	5.36%	3	7.14%	4	7.14%	4	7.14%	4	5.36%	3	5.36%	3	56	8.45
IT Audit	12.50%	7	12.50%	7	1.79%	1	8.93%	5	3.57%	2	1.79%	1	1.79%	1	1.79%	1	56	9.41
Roxbury Town Electrification	5.36%	3	10.71%	6	1.79%	1	7.14%	4	3.57%	2	1.79%	1	1.79%	1	1.79%	1	56	9.82
Roxbury Village Park	0.00%	0	7.14%	4	8.93%	5	12.50%	7	8.93%	5	5.36%	3	10.71%	6	14.29%	8	56	6.7
Roxbury Village Sidewalks	7.14%	4	3.57%	2	10.71%	6	10.71%	6	10.71%	6	3.57%	2	3.57%	2	5.36%	3	56	8.59
Roxbury Volunteer Fire Department - Backup Generator	3.57%	2	3.57%	2	3.57%	2	5.36%	3	1.79%	1	1.79%	1	5.36%	3	3.57%	2	56	10.64
Roxbury Volunteer Fire Department - Radio Repeaters	3.57%	2	1.79%	1	5.36%	3	1.79%	1	10.71%	6	7.14%	4	3.57%	2	5.36%	3	56	9.66
Speed Feedback Radar Signs	7.14%	4	5.36%	3	3.57%	2	3.57%	2	1.79%	1	16.07%	9	3.57%	2	1.79%	1	56	9.66
Town Garage on Alternative Site	3.57%	2	0.00%	0	1.79%	1	7.14%	4	3.57%	2	5.36%	3	14.29%	8	17.86%	10	56	7.82
Town Garage on Same Site	3.57%	2	7.14%	4	1.79%	1	1.79%	1	1.79%	1	5.36%	3	8.93%	5	17.86%	10	56	8.48

(Projects sorted by score)  
Rank the following suggested ARPA Projects (1=most important)

Rank	Project	Score
1	Complete Community Center Renovations	12.73
2	Roxbury Volunteer Fire Department - Backup Generator	10.64
3	Community Garden & Public Water Supply	10.25
4	Roxbury Town Electrification	9.82
5	Roxbury Volunteer Fire Department - Radio Repeaters	9.68
6	Speed Feedback Radar Signs	9.66
7	IT Audit	9.41
8	Digital Land Records and Make Available Online	8.89
9	Roxbury Village Sidewalks	8.59
10	Town Garage on Same Site	8.48
11	Filing Intersections - West Hill Road with Oxbow and Rice Tract	8.46
12	Civic Work Group	8.32
13	Filing Intersections - West Hill Road with Carrie Howe Road	8.23
14	Active Transportation Master Plan	0.10
15	Town Garage on Alternative Site	7.82
16	Buying Utility Lines	7.14
17	Roxbury Village Park	6.7

- \* weighted score is calculated by:
  - project ranked as 1 gets a weight of 17, 2 gets 16, etc...
  - multiply the number of people scoring a project 1 by the weight in item a.
  - add together the calculated weights for a project in item b.
  - divide item c by the number of participants (26)



## **Roxbury ARPA Committee**

### **Survey #2 – Requested Project List Ranking**

This is an important survey. It is your opportunity as a member of the Roxbury Community to help our Selectboard gauge public sentiment to the list of requested projects submitted to the ARPA Committee.

Your preferences are important and this is how you can make your voice heard.

Please rank the listing on the other side of this page using numbers 1 thru 17 where 1 is “most important” and 17 is “least important”. There can be no duplicates...example: please do not put three number 1’s.

For those without a computer who wish to see details for these projects, know that the Roxbury Free Library has a computer. You can use that device to go to the ARPA page on the Town Website and open-up the “ARPA Requested Projects List (12/08)” document link that you see there.

As with Survey #1 we require your printed name & contact information for verification against the Voter Checklist or Lister’s Property Owner Grand List. It is also for follow-up purposes only if needed to make your choices count. Surveys handed in without contact information will be considered unverifiable will not be counted.

Surveys can be left off at the Country Store and Town Office through the end-of-day Friday 23-Dec-22.

Thank you for taking the time to help the Town out by prioritizing this ARPA Requested Project List.

Sincerely,

The Roxbury ARPA Committee

08-Dec-22

## Roxbury ARPA Committee

### Survey #2 - Requested Project List Ranking

Rank the list below with your preferences where 1 is "most important" and 17 is "least important." There needs to be no duplicate numbers between 1 and 17.  
Responses are due by end-of-day Friday 23-Dec-22 and can be left at the Country Store or the Town Office.

Project	Rank
Active Transportation Master Plan	
Burying Utility Lines	
Civic Work Group	
Community Garden & Public Water Supply	
Complete Community Center Renovations	
Digitize Land Records and Make Available Online	
Fixing Intersections - West Hill Road with Carrie Howe Road	
Fixing Intersections - West Hill Road with Oxbow and Rice Tract	
IT Audit	
Roxbury Town Electrification	
Roxbury Village Park	
Roxbury Village Sidewalks	
Roxbury Volunteer Fire Department - Backup Generator	
Roxbury Volunteer Fire Department - Radio Repeaters	
Speed Feedback Radar Signs ( <i>Town &amp; Warren Mountain Rd</i> )	
Town Garage on Alternative Site	
Town Garage on Same Site	

Name (please print) \_\_\_\_\_ \* required

Contact (Phone or email) \_\_\_\_\_ \* required

# **Appendix 9**

**Minutes of 11-Aug-22 (CV Fiber Video Discussion)**

**ROXBURY ARPA COMMITTEE MEETING**  
**MINUTES OF AUGUST 11, 2022**  
**10:00AM – 11:31AM**  
**THIS MEETING WAS HELD IN PERSON AT COMMUNITY HALL**

**MEMBERS PARTICIPATING:** Chair Rene Bouchard, Elizabeth Carney (via Teams), Sean Cummings, Brock Freyer, Bill Hansen, Don Randall

**PUBLIC:** Jennille Smith, CV Fiber (via Teams)

1. The meeting was called to order at 10:00 am
2. Discussion with Jennille Smith, Executive Director of CV Fiber

*Asked her to talk about how the rollout is going and where does Roxbury stand?*

- a. currently doing make ready work in Calais. Will be installing the network cabinet and hoping to light up subscribers next year
- b. based on current calendar, Roxbury construction should start in 4<sup>th</sup> qtr 2023 with first parts of Roxbury up in 1<sup>st</sup> qtr of 2024
- c. the network is being built North to East/West to South, so Roxbury is at the end
- d. working on the network buildout 12 months out of the year with contractors

*Asked her to talk about the statement that no folks or roads with underground utilities will be served.*

- a. CV Fiber will serve underground utilities. It will be done case by case as they may also look at adding poles. They plan to work with underground contractors in the buildout.
- b. environmental issues have to be considered
- c. they are in a state of constant reassessment and may work with others such as EC Fiber to have them buildout parts of the network like East Roxbury

*Follow-up question on ability to hook up some Roxbury folks sooner. Brock in East Roxbury mentioned he is on EC Fiber made available to him as were stringing Fiber past his house. This led to a discussion on "loopholes"*

- a. Loophole has to do with geography and terrain. If you need to get the network from point a to point b, you can use ARPA funding to go through that territory because it connects to underserved territories, even if some subscribers weren't underserved.

*Some folks are off grid with Solar, etc... Will CV Fiber serve them as well?*

- a. yes, though not as part of first buildout. These would probably be in the next Phase after 3+ years

*Since Roxbury as a whole has limited to no cell service, TDS is most likely providing Phone or a Voice over IP / Internet bundle. Will CV Fiber/Waitsfield Telecomm offer a similar phone service?*

- a. primary mission is high speed internet
- b. they have had discussions about phone and TV.
  - they plan to offer a phone service
  - they do not plan to offer TV since high speed internet allows for easy streaming

*Roxbury has a small pot of dollars. How much remains of the 1.5M Broadband match?*

- a. 600k or so has been claimed so there are monies still available for a match

*Would committing dollars speed up our rollout?*

- a. CV Fiber is coming to Roxbury. Committing ARPA will not impact when or change the priority.

*How would a donation be used?*

- a. monies donated and matched will only be used within Roxbury
- b. it can only be put to underserved households where underserved is defined as having speeds less than 25Mb upload and 3Mb download
- c. Towns get to specify in an attachment to the MOU how they want the monies used. CV Fiber recommends putting towards the costs of “drops” and hooking up Community Centers and public gathering places

*How do they know which households are underserved?*

- a. working with a firm named Crowd Fiber to see by address if household is eligible

*What sort of oversight or reporting would be provided on our donated funds to monitor the burn down rate?*

- a. though the donated monies end up in CV Fibers main bank account, each Town’s donation is being setup as a grant on their books
- b. each Town will have separate grant numbers and they will receive invoicing and statements on those accounts

*The MOU Allocation form shows a per home connection cost of \$1,650. Given Roxbury’s demographics this may be a challenge for many. What can be done about this?*

- a. this is where some towns are lowering the connection costs for all underserved locations using the matched ARPA monies
- b. as part of connecting a home up, CV Fiber could ask if they needed help as grants and subsidies could be made available

*Example of a home being located 1,300 feet away from Warren Mountain Road and where the drop would be.*

- a. drop is at the pole
- b. homeowner could lay conduit if thought they could do so cheaper than CV Fiber
- c. CV Fiber has been having internal discussions and the policy is not set yet, but maybe up to 400’ CV Fiber pays to install the conduit and over 400’ the customer pays. Again policy is not yet set.

*Request was made to see how other Towns are allocating their ARPA monies.*

- a. Jennille suggested speaking with Orange and Waterbury as two towns with executed MOU’s
- b. Brock to follow-up on this

### **Action Items**

- Brock to try and speak with Orange and Waterbury ARPA folks on their allocation plans
- Bill to speak with a friend at TDS to try and understand what’s up with the fiber strung on Tracy Hill and high-speed internet in downtown Roxbury

3. Additions/Deletions to Agenda
  - a. approve minutes of 28-Jul-22 ☐ tabled until next meeting
  - b. set date for next meeting ☐ Wednesday 17-Aug-22 at 10:00am
4. Approve Committee Guidelines

No changes cited and noted we could amend in the future if warranted. Motion to approve was made by Bill, seconded by Don and passed 6-0

5. Approve Web Updates

Request to note that the list of projects recv'd to-date is not in priority order. It was agreed to state such. A motion to approve was made by Bill, seconded by Don and passed 6-0

6. Discuss getting us ready for a Public rollout
  - a. VLCT chat
    - i. Rene noted he had not heard back from an email sent to VLCT in hopes of having them chat to us. He will follow up with Tammy to see who assisted her and Dave in taking the Standard Allocation position in April 2022. He'll try speaking with her.
  - b. Mtg topics
    - i. At our next meeting we need to consider, besides CV Fiber, how we will score projects and a submission form

***Action Items***

- Rene to follow-up with Tammy on VLCT contact

7. Other Business – Sean will commence setup of Survey on SurveyMonkey this week.

With no further business to discuss the meeting was adjourned at 11:31am.



# **Appendix 10**

**Recommendation Letter to the Selectboard with Attachments (CV Fiber)**

To: Town of Roxbury Selectboard

From: Town of Roxbury ARPA Committee

Date: 04-Sep-22

RE: Recommendation on Vermont Communications Broadband Board/CV Fiber Match

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A Special Meeting of the ARPA Committee was convened on Saturday 03-Sep-22 after our public Informational Meeting of Thursday 01-Sep-22.

For your information and consideration, along with this memo you will find attached the latest CV Fiber Memorandum of Understanding (MOU) with a draft MOU Appendix 1 and a Summary of the voice & email communications held on the Town's behalf with Jennille Smith, Executive Director of CV Fiber.

The following are our recommendations.

*1) Should the Town of Roxbury participate in the VCBB / CV Fiber Match?*

Yes, the Committee voted 4 in favor, 0 against and 2 absent. Primary reasons for support were cited as:

- a) participation doubles our contribution and will be spent solely within Roxbury
- b) we can attach stipulations to our allocation such that it can be directed to helping Roxbury citizens
- c) per the latest Roxbury Town Plan, 71% of the Town are either unserved or underserved as at 2019. Where underserved is defined as connections being less than 25Mb down and 3Mb up. Per CV Fiber, ARPA monies can only be allocated to locations meeting this speed criteria
- d) per an email with Tim Sullivan who pointed us to the Vermont Department of Public Service spreadsheet as at 31-Oct-21, Roxbury has 516 buildings and of those 318 or 61% are underserved locations
- e) we can attach the stipulation that unspent allocated monies as at 31-Aug-24 can be returned for re-allocation before the 31-Dec-24 deadline
- f) talk to anyone about TDS and odds are it will not be favorable
- g) fast & reliable broadband internet is vital to promoting better information sharing and connecting family & friends

*2) How much should the Town allocate to this initiative?*

The Committee supports the allocation of \$30,000 to the VCBB/CV Fiber Match.

*3) What stipulations should the Town include on our MOU Appendix 1?*

- a) the Town of Roxbury ARPA contribution and the resulting VCBB match should be credited solely to the Roxbury citizen out-of-pocket costs for connecting a location with a per location maximum not-to-exceed credit amount of \$200.

*Selectboard FYI...*By specifying a maximum \$200 figure the Committee estimates it would allow assisting 300 locations. Per the Vermont Department of Public Service as at 31-Oct-21, there are 318 underserved locations in Town. It is unknown how many of these 318 locations in Roxbury will make the switch to CV Fiber.

- b) the Town of Roxbury reserves the right to claw back all or a portion of any of its unspent allocated \$30,000 in ARPA monies as at 31-Aug-2024. This is so that Roxbury has the option to re-allocate those ARPA dollars before the US Treasury 31-Dec-2024 deadline. A determination on the exercising of this Reserved Right will be made in early September 2024 in consultation with CV Fiber.
- c) Per Jennille Smith of CV Fiber, the Town of Roxbury ARPA allocation and the resulting VCBB match, will be booked as a Roxbury Grant within the CV Fiber accounting system. At the end of the buildout phase in Roxbury or 30-Nov-2026, whichever comes first, the Town of Roxbury would like to see any remaining funds within this Roxbury Grant account be allocated amongst existing Roxbury CV Fiber customers who initially qualified as unserved or underserved as defined by the ARPA/CV Fiber rules.

*Selectboard FYI...*concerning points a., b. & c., these are predicated on a Jennille email of 22-Aug-2022. In there she states:

"The town will decide how it wants to allocate the monies, it can be decided by the town and put into a writing and shared with CVFiber. It's addressed in the exhibit broadly, knowing that the town could decide specifics later. The contribution can be returned to the town if not allocated; toward that end, we can add this to the exhibit: If ARPA funds appropriated from TOWN remain unspent in this process following the deadline under which to spend the funds, that portion of any unspent funds shall be returned to the Town."

The US Treasury Final Rule states that any funds not obligated by 31-Dec-2024 and/or any funds not expended on those obligations by 31-Dec-2026 must be returned to the US Treasury. To that end we have opted to re-allocate in both points b. & c. rather than accept back funds which the Town then must hand back to the Treasury.

**CVFiber**  
**Investment in Broadband in Town of Roxbury**  
**Agreement**

This Agreement between CVFiber, a Vermont Communications Union District formed under Title 30 V.S.A. Chapter 82, whose principal address is 29 Main St, Suite 4, Montpelier, VT 05602 ("CVFiber" or the "District"), and the Town of Roxbury, with a usual place of business at 1664 Roxbury Rd., Roxbury, VT 05669 ("Town"), sets forth the terms of an agreement related to the contribution of Town ARPA grant funds to CVFiber for investment in fiber to the home to provide a minimum of 100 Mbps symmetrical broadband Internet service. Town and CVFiber are collectively referred to herein as the "Parties", or individually as a "Party".

Whereas, the Parties desire to accelerate the deployment of broadband to unserved and underserved areas and make it available at its most affordable rate; and

Whereas, the Parties recognize the need and value of using grant funds to accelerate construction activities and reduce the need for debt financing, in order to reduce subscriber rates; and

Whereas, CVFiber is a body politic formed under Title 30 V.S.A. Chapter 82 as a Communications Union District ("CUD") for the purpose of delivering communications services and the operation of a communications plant and as such is a non-profit, municipal organization comprised of twenty-one towns and cities with a mission to bring fiber-optic, high-speed, reliable, and affordable broadband to every unserved (no internet) and underserved (served with less than 25/3 Mbps) home and business with electric utility service in its district (the "CVFiber Community Network"); and

Whereas, Town is a member town of CVFiber and shares in its mission of bringing fiber-optic 100 Mbps symmetrical high-speed, reliable, and affordable broadband to every home and business in the Town;

Whereas, the American Rescue Plan Act of 2021 ("ARPA"), Pub. L. No. 117-2, 42 U.S.C. 801 establishes the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund implemented by the United States Secretary of the Treasury under final rule 31 CFR 35 and the State of Vermont through the passage of H.315 in Act 9 of 2021 (the "Fiscal Recovery Funds"); and

Whereas, Congress declared one of the primary uses of the Fiscal Recovery Funds allocated to cities, towns, and villages in Vermont through the Local Government/Non-Entitlement funds and County Government funds as the necessary investments in broadband infrastructure; and



Whereas, the Vermont Community Broadband Board, in its latest Construction RFP, posted 1/18/2022 made available to each CUD a matching fund for any ARPA contribution commitments made by Towns prior to September 15th, 2022; and CVFiber has committed to using those matching funds in the Town; and

Whereas, the investment in fiber infrastructure throughout the CVFiber district will cost many times the amount of grant funding that is available from the Federal and State government grants and therefore CVFiber will issue municipal revenue bonds, which are covered by subscriber fees for service and will therefore increase our minimum rates for services; and

Whereas, the contribution by the Town will directly reduce the amount CVFiber will need to borrow and therefore increase affordability by decreasing subscriber fees;

NOW THEREFORE:

- 1) **Agreement.** The Parties agree to invest \_\_\_\_\_ of ARPA Funds designated for the Town in the CVFiber Community Network (Town Broadband Investment) by transferring such funds from Town to CVFiber under the transfer authority granted under 603(c)(3) to a special-purpose unit of State or local government. The Parties agree that none of the funds being transferred have been generated by the Town's taxing or assessment power as such is prohibited under 30 V.S.A. 3056.
- 2) **CVFiber Agreement.** In anticipation of and in reliance upon receipt of Town Broadband Investment, as and when stated herein, CVFiber agrees to begin CVFiber Community Network construction activities and to deploy broadband services in accordance with the business plan as funding, materials, contractors, and weather permits. Construction activities also include the necessary pole inventory, detailed design, and pole and conduit make ready work. While it is CVFiber's intent to offer service within three to four years to all unserved and underserved addresses in its member towns, it reserves the right to change specific deployment schedules to accommodate changes in design, engineering updates, or availability of labor or materials. CVFiber agrees to ensure compliance with [all grant award terms and conditions](#) (See Attachment 1) including all applicable laws and regulations. CVFiber shall expend the Town Broadband Investment solely for lawful and appropriate purposes as a subrecipient of such funding, in compliance with 31 CFR 35 and such other statutes, rules and regulations as may be applicable.
- 3) **Town Contribution, Schedule and Payment.** The Town asserts that it requested the Fiscal Recovery Funds allocated to the Town by July 15, 2021, through the [State of Vermont Portal](#). The Town asserts that it has or shall sign up for an active registration with the federal [System for Award Management \(SAM\)](#). The Town agrees to contribute and assign a portion of its ARPA Funds in the amount of the Town Broadband Investment by transferring such funds to CVFiber.

If the Town receives more than the amount identified in Section 1 in ARPA Funds the Town may elect to transfer any additional funds to CVFiber by notifying CVFiber in writing. Town shall keep CVFiber informed of any information regarding the timing and amount of Town ARPA Funds. Town shall comply with any reporting obligations established by the Treasury as it relates to the award.

- 4) **CVFiber Deliverables and Schedule:** Deliverables shall include a timetable, annual budget and audit reports. The Parties agree that the contribution of the funds will not change the construction schedule for the complete build-out of the Town. The funds may be used for investment in broadband infrastructure such as pole inventory, high level design, detailed design, pole and conduit make ready, pole attachments, physical construction, public building connections, underserved installations, or as detailed by the Town's selections in Appendix I. CVFiber must obligate all Town ARPA Funds by December 31, 2024 and expend such funds by December 31, 2026 in accordance with regulations, as amended.
- 5) **Broadband Network:** CVFiber shall use best efforts to plan, construct and deploy a suitable broadband network for the Town's unserved and underserved areas meeting the following minimum standards:
  - a. Symmetrical 100 Mbps download speed and upload speeds; or
  - b. Acceptable standard market standard speeds using reasonable efforts where it is not viable or where impracticable, including due to excessive cost, buildability due to factors such as geography or topography, or as otherwise required for compliance under statutes, rules or regulations as may be applicable.
- 6) **Reporting and Indemnification**
  - a. CVFiber shall cooperate with the Town to provide such information and documents in CVFiber's possession and/or control to enable the Town to comply with applicable reporting requirements imposed by 31 CFR Part 35 or such other statutes, rules or regulations as may be applicable.
  - b. CVFiber shall indemnify and hold harmless the Town from any and all suits, actions or claims of any character brought for or on account of any claims or damages for personal injury or property damage resulting from or in any way associated with CVFiber's services under this Agreement, willful misconduct and negligence exempted.
  - c. With respect to the transfer of the Town's ARPA funds to CVFiber, CVFiber shall indemnify and hold harmless the Town from any

claims, actions, investigations or proceedings against the Town for recoupment of the Town's ARPA funds transferred to CVFiber herein where such claims, investigations or proceedings result from CVFiber's wrongful or unlawful expenditure of any or all of the Town Broadband Investment transferred to CVFiber.

- 7) **Program Support.** As CVFiber becomes operational and cashflow positive, the District intends to work with the State and others to implement programs to increase accessibility and affordability. If there becomes a way in the future that the District can assist towns that have made these Local Fiscal Recovery Fund investments in broadband infrastructure to address accessibility and affordability, the District will make a good faith effort to do so.
- 8) **CVFiber Policy.** It is CVFiber's policy to
- a. Offer low rates consistent with covering the costs to construct, operate, finance, maintain, access, and sustain the network;
  - b. Commit to transparency in accordance with Vermont's Open Meeting and Public Records laws;
  - c. Publicize a clear rate structure as soon as possible;
  - d. Prioritize network access to unserved and underserved addresses that do not have at least a reliable 25/3 Mbps service and, as far as possible, offer service at all these addresses by 2025;
  - e. Diligently pursue the additional funding and financing necessary to build the CVFiber Community Network;
  - f. Provide universal access to Internet service at speeds of a minimum of 100/100 Mbps for every address connected to the electrical grid that had less than a reliable 25 Mbps download or less than 3 Mbps upload as of the Vermont Public Service Department 2021 data;
  - g. Contract with a reliable, professional operator to manage the service offered to residents, businesses and government facilities;
  - h. Provide for ongoing network maintenance and repair to maximize performance and minimize disruptions and outages;
  - i. Provide high-quality technical support;
  - j. Maintain the CVFiber Community Network infrastructure as a public asset;
  - k. Provide regular updates on its progress to member towns; and
  - l. Act as a resource on broadband to member towns.
- 9) **Confidentiality**  
Each Party is a body politic and subject to the Vermont Open Meeting law, 1 V.S.A. §§ 310-314, and the Access to Public Records law, 1 V.S.A. §§ 315-320. As such, board and committee meetings are open to the public unless there is statutory justification for entering into an executive session, 1 V.S.A. § 313. Any records in possession must be disclosed to the public upon request

unless the document is exempt from the disclosure requirement. Such exemptions include, but are not limited to, protections for “trade secrets . . . which gives its user or owner an opportunity to obtain business advantage over competitors” and records related to the “negotiation of contracts”. 1 V.S.A. § 317. Town shall not seek such exempt records without entering into a confidentiality agreement with CVFiber.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CVFiber

By: \_\_\_\_\_  
Name: Jerry Diamantides  
Title: Chair, CVFiber Governing Board

Date: \_\_\_\_\_

Town of Roxbury

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Chair, Select Board

Date: \_\_\_\_\_



Appendix 1  
CVFiber – Town of Roxbury  
ARPA Fund Allocation Form

The Town of Roxbury elects to use its ARPA Broadband Investment Grant Funds and the matching Vermont Community Broadband Board (VCBB) Grant Funds in the following manner:

**Connecting Households**

- the Town of Roxbury reserves the right to review specific plans for construction and connections
- the Town of Roxbury ARPA contribution and the resulting VCBB match should be credited solely to the Roxbury citizen out-of-pocket costs for connecting a location with a per location maximum not-to-exceed credit amount of \$200.

**Reallocating Unspent ARPA Allocation**

- the Town of Roxbury reserves the right to claw back all or a portion of any of its unspent allocated \$30,000 in ARPA monies as at 31-Aug-2024. This is so that Roxbury has the option to re-allocate those ARPA dollars before the US Treasury 31-Dec-2024 deadline. A determination on the exercising of this Reserved Right will be made in early September 2024 in consultation with CV Fiber.
- Per Jennille Smith of CV Fiber, the Town of Roxbury ARPA allocation and the resulting VCBB match, will be booked as a Roxbury Grant within the CV Fiber accounting system. At the end of the buildout phase in Roxbury or 30-Nov-2026, whichever comes first, the Town of Roxbury would like to see any remaining funds within this Roxbury Grant account be allocated amongst existing Roxbury CV Fiber customers who initially qualified as unserved or underserved as defined by the ARPA/CV Fiber rules.

Attachment 1

NEU AWARD TERMS AND CONDITIONS

[Attach PDF file]

## **ARPA Committee**

### **Summary of CV Fiber Discussion and Emails**

#### **as at 31-Aug-22**

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#### *Overview:*

For three weeks in August 2022 Roxbury's ARPA Committee has been in extended communications with Ms. Jennille Smith, Executive Director of CV Fiber. Ms. Smith addressed the Committee via Teams on Thursday 11-Aug-22. That discussion was preceded with an emailed list of our questions to her. The teleconference was followed up with questions posed via several emails.

At issue is whether Roxbury should allocate some of its' ARPA monies to CV Fiber. There exists an offer by the Vermont Community Broadband Board (VCBB) to 100% match any donated ARPA funds made before a 15-Sep-22 deadline. The VCBB set aside \$1.5M towards this match. So, if Roxbury allocated \$10K, we would have a total of \$20K designated to be spent only within the Roxbury community.

Additionally, Ms. Smith shared with the Committee what is termed as a Memorandum of Understanding "MOU". That initial MOU was superseded by an updated MOU via email on 16-Aug-22. It was described to the Committee as just having removed the need to have the CV Fiber Governing Board approve the document given we are close to the deadline.

*The following is an understanding of what we have been told:*

#### **Network Buildout**

1. CV Fiber is coming to Roxbury regardless of our participation in the VCBB ARPA funds matching program
2. CV Fiber is building out their network North to South. They are in Calais now and will build East-West and South with Roxbury at the bottom of their buildout
3. CV Fiber may work with other networks such as EC Fiber in building out the network
4. Schedule may change but it is currently anticipated that construction in Roxbury will begin the 4<sup>th</sup> quarter of 2023 or the 1<sup>st</sup> quarter of 2024
5. CV Fiber will serve up underground utilities to those roads and locations with it. It will be done case by case and they will be working with underground contractors to make it happen. They may also look to add poles and environmental issues must be taken into account.
6. Internal discussions at CV Fiber are still happening in perhaps having CV Fiber pay to install conduit up to 400' with the subscriber footing the bill for greater than 400'. Still TBD.
7. CV Fiber will connect underserved locations first where underserved is defined as those locations with internet speeds less than 25Mb up and 3Mb down. They are working with CrowdFiber to assist in identifying underserved locations.
8. Off grid locations will be built out in the next phase, probably in 3+ years

#### **ARPA Allocation**

1. As at 11-Aug-22, approximately \$600K remains available through the VCBB matching program
2. ARPA monies allocated to CV Fiber will only be spent within Roxbury

## **ARPA Committee**

### **Summary of CV Fiber Discussion and Emails**

#### **as at 31-Aug-22**

---

3. Committing ARPA monies to CV Fiber will have no impact on the construction schedule
4. ARPA funds can only be used for connecting the unserved and underserved where underserved is defined as those locations with internet speeds less than 25Mb up and 3Mb down.
5. Within the CV Fiber accounting system, Roxbury's ARPA allocation along with the match will be booked as a Grant to the town
6. The Town can attach stipulations to the "MOU Appendix 1 - ARPA Funds Allocation Form". These stipulations can include items such as:
  - a. ARPA funds to offset only the subscriber out-of-pocket installation cost
  - b. Unused ARPA funds as at 31-Aug-2024 will be returned to the Town so that we can re-allocate those ARPA dollars prior to the US Treasury 31-Dec-24 deadline for allocation

#### **MOU Change of Note (between initial and 16-Aug versions)**

1. In the Reporting and Indemnification section, it went from "CV Fiber shall provide the Town with regular updates on the use of the contributed funds" to a more limited and annual reporting statement as needed to comply with Treasuries Final Rule 31 CFR Part 35.

With regards to this update, the reader should know that in the teleconference our desire to track the "grant" account burn down rate and how the funds were being applied with perhaps quarterly reporting was discussed. Therefore, seeing CV Fiber then switch this section, unannounced, to be an annual clause seems less than transparent.

#### **Other Considerations**

1. Still in discussion phase, but CV Fiber through Waitsfield Telecom will look to provide a bundled phone service
2. CV Fiber will not provide a TV service as most folks stream
3. Locations already having 25+Mb internet speeds will be ineligible for ARPA offsets. Per the Town Plan of 2021, 71% of internet locations are underserved as at 2019.
4. With regards to the stipulations in the MOU Appendix 1, the stipulations are important as by default CV Fiber recommends saying funds go towards cost of drops. Where the "cost of drops", estimated at \$1,650, is their cost and not the subscribers as-yet-to-be-determined direct out-of-pocket costs.
5. Grants & Subsidies may be available for qualifying households and CV Fiber is looking to work with an organization named Equal Access to Broadband. During the subscriber onboarding process they could screen for households who may qualify.
6. Per the recently obtained State of Vermont Construction Program RFP (pages 4 & 5), we see that all non-allocated matching funds at VCBB after 15-Sep-22 will be allocated to the CUD's based on their territory percentage of unserved & underserved locations. CV Fiber will therefore receive 9.38% of any unallocated matching funds.

# **Appendix 11**

**Executed CV Fiber Agreement**

**CVFiber  
Investment in Broadband in Town of Roxbury  
Agreement**

This Agreement between CVFiber, a Vermont Communications Union District formed under Title 30 V.S.A. Chapter 82, whose principal address is 29 Main St, Suite 4, Montpelier, VT 05602 (“CVFiber” or the “District”), and the Town of Roxbury, with a usual place of business at 1664 Roxbury Rd., Roxbury, VT 05669 (“Town”), sets forth the terms of an agreement related to the contribution of Town ARPA grant funds to CVFiber for investment in fiber to the home to provide a minimum of 100 Mbps symmetrical broadband Internet service. Town and CVFiber are collectively referred to herein as the “Parties”, or individually as a “Party”.

Whereas, the Parties desire to accelerate the deployment of broadband to unserved and underserved areas and make it available at its most affordable rate; and

Whereas, the Parties recognize the need and value of using grant funds to accelerate construction activities and reduce the need for debt financing, in order to reduce subscriber rates; and

Whereas, CVFiber is a body politic formed under Title 30 V.S.A. Chapter 82 as a Communications Union District (“CUD”) for the purpose of delivering communications services and the operation of a communications plant and as such is a non-profit, municipal organization comprised of twenty-one towns and cities with a mission to bring fiber-optic, high-speed, reliable, and affordable broadband to every unserved (no internet) and underserved (served with less than 25/3 Mbps) home and business with electric utility service in its district (the “CVFiber Community Network”); and

Whereas, Town is a member town of CVFiber and shares in its mission of bringing fiber-optic 100 Mbps symmetrical high-speed, reliable, and affordable broadband to every home and business in the Town;

Whereas, the American Rescue Plan Act of 2021 (“ARPA”), Pub. L. No. 117-2, 42 U.S.C. 801 establishes the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund implemented by the United States Secretary of the Treasury under final rule 31 CFR 35 and the State of Vermont through the passage of H.315 in Act 9 of 2021 (the “Fiscal Recovery Funds”); and

Whereas, Congress declared one of the primary uses of the Fiscal Recovery Funds allocated to cities, towns, and villages in Vermont through the Local Government/Non-Entitlement funds and County Government funds as the necessary investments in broadband infrastructure; and

Whereas, the Vermont Community Broadband Board, in its latest Construction RFP, posted 1/18/2022 made available to each CUD a matching fund for any ARPA contribution commitments made by Towns prior to September 15th, 2022; and CVFiber has committed to using those matching funds in the Town; and

Whereas, the investment in fiber infrastructure throughout the CVFiber district will cost many times the amount of grant funding that is available from the Federal and State government grants and therefore CVFiber will issue municipal revenue bonds, which are covered by subscriber fees for service and will therefore increase our minimum rates for services; and

Whereas, the contribution by the Town will directly reduce the amount CVFiber will need to borrow and therefore increase affordability by decreasing subscriber fees;

NOW THEREFORE:

- 1) **Agreement.** The Parties agree to invest \$20,000.00 of ARPA Funds designated for the Town in the CVFiber Community Network (Town Broadband Investment) by transferring such funds from Town to CVFiber under the transfer authority granted under 603(c)(3) to a special-purpose unit of State or local government. The Parties agree that none of the funds being transferred have been generated by the Town's taxing or assessment power as such is prohibited under 30 V.S.A.3056.
- 2) **CVFiber Agreement.** In anticipation of and in reliance upon receipt of Town Broadband Investment, as and when stated herein, CVFiber agrees to begin CVFiber Community Network construction activities and to deploy broadband services in accordance with the business plan as funding, materials, contractors, and weather permits. Construction activities also include the necessary pole inventory, detailed design, and pole and conduit make ready work. While it is CVFiber's intent to offer service within three to four years to all unserved and underserved addresses in its member towns, it reserves the right to change specific deployment schedules to accommodate changes in design, engineering updates, or availability of labor or materials. CVFiber agrees to ensure compliance with all grant award terms and conditions (See Attachment 1) including all applicable laws and regulations. CVFiber shall expend the Town Broadband Investment solely for lawful and appropriate purposes as a subrecipient of such funding, in compliance with 31 CFR 35 and such other statutes, rules and regulations as may be applicable.
- 3) **Town Contribution, Schedule and Payment.** The Town asserts that it requested the Fiscal Recovery Funds allocated to the Town by July 15, 2021, through the State of Vermont Portal. The Town asserts that it has or shall sign up for an active registration with the federal System for Award Management (SAM). The Town agrees to contribute and assign a portion of its ARPA Funds in the amount of the Town Broadband Investment by transferring such funds to CVFiber.

If the Town receives more than the amount identified in Section 1 in ARPA Funds the Town may elect to transfer any additional funds to CVFiber by notifying CVFiber in writing. Town shall keep CVFiber informed of any information regarding the timing and amount of Town ARPA Funds. Town shall comply with any reporting obligations established by the Treasury as it relates to the award.

- 4) **CVFiber Deliverables and Schedule:** Deliverables shall include a timetable, annual budget and audit reports. The Parties agree that the contribution of the funds will not change the construction schedule for the complete build-out of the Town. The funds may be used for investment in broadband infrastructure such as pole inventory, high level design, detailed design, pole and conduit make ready, pole attachments, physical construction, public building connections, underserved installations, or as detailed by the Town's selections in Appendix I. CVFiber must obligate all Town ARPA Funds by December 31, 2024 and expend such funds by December 31, 2026 in accordance with regulations, as amended.
- 5) **Broadband Network:** CVFiber shall use best efforts to plan, construct and deploy a suitable broadband network for the Town's unserved and underserved areas meeting the following minimum standards:
  - a. Symmetrical 100 Mbps download speed and upload speeds; or
  - b. Acceptable standard market standard speeds using reasonable efforts where it is not viable or where impracticable, including due to excessive cost, buildability due to factors such as geography or topography, or as otherwise required for compliance under statutes, rules or regulations as may be applicable.
- 6) **Reporting and Indemnification**
  - a. CVFiber shall cooperate with the Town to provide such information and documents in CVFiber's possession and/or control to enable the Town to comply with applicable reporting requirements imposed by 31 CFR Part 35 or such other statutes, rules or regulations as may be applicable.
  - b. CVFiber shall indemnify and hold harmless the Town from any and all suits, actions or claims of any character brought for or on account of any claims or damages for personal injury or property damage resulting from or in any way associated with CVFiber's services under this Agreement, willful misconduct and negligence exempted.
  - c. With respect to the transfer of the Town's ARPA funds to CVFiber, CVFiber shall indemnify and hold harmless the Town from any



claims, actions, investigations or proceedings against the Town for recoupment of the Town's ARPA funds transferred to CVFiber herein where such claims, investigations or proceedings result from CVFiber's wrongful or unlawful expenditure of any or all of the Town Broadband Investment transferred to CVFiber.

- 7) **Program Support.** As CVFiber becomes operational and cashflow positive, the District intends to work with the State and others to implement programs to increase accessibility and affordability. If there becomes a way in the future that the District can assist towns that have made these Local Fiscal Recovery Fund investments in broadband infrastructure to address accessibility and affordability, the District will make a good faith effort to do so.
- 8) **CVFiber Policy.** It is CVFiber's policy to
  - a. Offer low rates consistent with covering the costs to construct, operate, finance, maintain, access, and sustain the network;
  - b. Commit to transparency in accordance with Vermont's Open Meeting and Public Records laws;
  - c. Publicize a clear rate structure as soon as possible;
  - d. Prioritize network access to unserved and underserved addresses that do not have at least a reliable 25/3 Mbps service and, as far as possible, offer service at all these addresses by 2025;
  - e. Diligently pursue the additional funding and financing necessary to build the CVFiber Community Network;
  - f. Provide universal access to Internet service at speeds of a minimum of 100/100 Mbps for every address connected to the electrical grid that had less than a reliable 25 Mbps download or less than 3 Mbps upload as of the Vermont Public Service Department 2021 data;
  - g. Contract with a reliable, professional operator to manage the service offered to residents, businesses and government facilities;
  - h. Provide for ongoing network maintenance and repair to maximize performance and minimize disruptions and outages;
  - i. Provide high-quality technical support;
  - j. Maintain the CVFiber Community Network infrastructure as a public asset;
  - k. Provide regular updates on its progress to member towns; and
  - l. Act as a resource on broadband to member towns.
- 9) **Confidentiality**

Each Party is a body politic and subject to the Vermont Open Meeting law, 1 V.S.A. §§ 310-314, and the Access to Public Records law, 1 V.S.A. §§ 315-320. As such, board and committee meetings are open to the public unless there is statutory justification for entering into an executive session, 1 V.S.A. § 313. Any records in possession must be disclosed to the public upon request

unless the document is exempt from the disclosure requirement. Such exemptions include, but are not limited to, protections for "trade secrets . . . which gives its user or owner an opportunity to obtain business advantage over competitors" and records related to the "negotiation of contracts". 1 V.S.A. § 317. Town shall not seek such exempt records without entering into a confidentiality agreement with CVFiber.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 13 day of SEPTEMBER, 2022.

CVFiber

By: *Jerry Diamantides*  
Name: Jerry Diamantides  
Title: Chair, CVFiber Governing Board

Date: 14Sep22

Town of Roxbury

By: *[Signature]*  
Name: Jon G. FFE  
Title: Chair, Select Board

Date: 9/13/22

Appendix 1  
CVFiber – Town of Roxbury  
ARPA Fund Allocation Form

The Town of Roxbury elects to use its ARPA Broadband Investment Grant Funds and the matching Vermont Community Broadband Board (VCBB) Grant Funds in the following manner:

**Connecting Households**

- the Town of Roxbury reserves the right to review specific plans for construction and connections
- the Town of Roxbury ARPA contribution and the resulting VCBB match should be credited solely to the Roxbury citizen out-of-pocket costs for connecting a location with a per location maximum not-to-exceed credit amount of \$125.

**Reallocating Unspent ARPA Allocation**

- the Town of Roxbury reserves the right to claw back all or a portion of any of its unspent allocated \$20,000 in ARPA monies as of 31-Aug-2024, payment to be received by 15-Sept-2024 by Town of Roxbury. This is so that Roxbury has the option to re-allocate those ARPA dollars before the US Treasury 31-Dec-2024 deadline. A determination on the exercising of this Reserved Right will be made on 31-July-2024 in consultation with CV Fiber.
- Per Jennille Smith of CV Fiber, the Town of Roxbury ARPA allocation and the resulting VCBB match, will be booked as a Roxbury Grant within the CV Fiber accounting system. At the end of the buildout phase in Roxbury or 30-Nov-2026, whichever comes first, the Town of Roxbury would like to see any remaining funds within this Roxbury Grant account be allocated amongst existing Roxbury CV Fiber customers who initially qualified as unserved or underserved as defined by the ARPA/CV Fiber rules.

Attachment 1

NEU AWARD TERMS AND CONDITIONS

[Attach PDF file]

# Appendix 12

ARPA Requested Projects List  
*(Project Write-ups)*

# Roxbury ARPA Committee

## Citizen Submitted Project Listing

### as at 02-Jan-2023

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**Project:** Active Transportation Master Plan  
**Project Address:** Roxbury

**Public Rank:** 14/17  
**ARPA Score:** 71.0

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***Project Description:***

Development of an Active Transportation Master Plan for Roxbury: Active transportation, defined as human-powered modes of transportation, has been shown to boost local economic activity, improve physical and mental health, offer affordable transportation options and support numerous environmental objectives.<sup>1</sup> By virtue of being in a scenic rural location, any Active Transportation infrastructure that is developed in Roxbury will also double as recreational infrastructure that can be integrated into the various surrounding recreational resources. The development of Active Transportation infrastructure can improve access to residents and visitors of all ages and abilities in ways that the current road system cannot. Further, the Roxbury Town Plan (2021) acknowledges that while there are currently limited walking and cycling paths, having them would be beneficial to the Town's transportation goals. The safe raised sidewalks and the development of a transportation hub, as identified as priorities in the town plan, can be integrated into this Active Transportation Master Plan.<sup>2</sup>

The proposed project would be to engage a consultant to work with Roxbury citizens and stakeholders to develop an Active Transportation Master Plan that supports Roxbury's economic, infrastructure and social objectives.

***Community Benefit:***

The development of an Active Transportation Master Plan will position Roxbury to seek funding from a broad spectrum of Federal, State and private sources to design, build and maintain the infrastructure, as determined by an expert-led, consultative process. Without a plan, Roxbury is at a disadvantage relative to other communities who have developed similar plans when seeking funding. As a prime example, if Roxbury had an Active Transportation Plan in place, the ARPA funding could have been used for the development of a particular project. Further, the Master Plan will provide the community with a professional and transparent rationale for the development of any Active Transportation projects. The proposed project would benefit all members of the Roxbury community with increased accessible transportation options. It would also benefit members of adjacent communities who travel through Roxbury for work or leisure activities.

***Cost:***

The Master Plan cost estimate furnished by VLCT is \$20,000. The use of funds would go primarily toward consultant time and the interim project deliverables would be determined by the Selectboard, any sub-Committee if created and the consultant with the final deliverable being an Active Transportation Master Plan.

***Sustainability:***

Yes, additional funding will be needed, but as mentioned under Community Benefit, this plan serves as a

catalyst for the development of Active Transportation infrastructure that will stimulate economic activity and improve the overall quality of life in the community. This is the first step in determining the additional funding requirements and sustainability will be integrated into the Master Plan.

***Leverage:***

At this point, other grant opportunities have not been fully explored but several providers of grants in this space are active in Vermont. These programs include:

- VOREC Community Grant Program
- Recreational Trails Program
- Enhancement of Recreation Stewardship and Access (ERSA) Trail Grants
- Land and Water Conservation Fund
- Northern Border Regional Commission Grant

***Implementation:***

No, this study does not require studies, permitting or professional design plans. However, the Selectboard and any sub-Committee if created will need to develop an RFP to identify the consultants that would be able to successfully complete this project. The main risk would be that the plan developed is not well-suited to Roxbury. However, this risk can be mitigated by developing a comprehensive and clear RFP that requires consultation with the community members through various modalities.

A 6-9 month time frame should be adequate for the completion of the plan and any supporting materials.

***Town Plan:***

Yes, the plan aligns with the Town Plan in the Transportation section (see Project Description), but also in support of housing and demographic objectives.

***Urgency:***

While not an urgent project, the longer Roxbury goes without such a Master Plan, the further it is away from attracting resources to develop this much-needed, modern transportation infrastructure.

***Infrastructure:***

This project will primarily address community revitalization by offering accessible, climate neutral and safe transportation options to residents.



### *References*

1. National Recreation and Park Association, 2014. "Active Transportation and Parks and Recreation."  
[https://www.nrpa.org/contentassets/f768428a39aa4035ae55b2aaff372617/activetransportation\\_final\\_high.pdf](https://www.nrpa.org/contentassets/f768428a39aa4035ae55b2aaff372617/activetransportation_final_high.pdf)
2. Roxbury 2021 Municipal Plan. [https://roxburyvt.files.wordpress.com/2022/04/roxbury-town-plan-2021\\_final.pdf](https://roxburyvt.files.wordpress.com/2022/04/roxbury-town-plan-2021_final.pdf)

**Project:** Burying Utility Lines  
**Project Address:** Town-wide

**Public Rank:** 16/17  
**ARPA Score:** 57.4

---

***Project Description:***

This project is a merged request concerning the burying of utility lines in conjunction with the Sidewalk project and as a town-wide project over time.

Overhead utility lines are subject to disruption issues brought on by weather, accidents & vegetation. The burying of utility lines improves the resiliency of the overall utility and communications infrastructure. It also improves the aesthetics of an area.

Buried utility lines will reduce or eliminate the need to release potentially harmful herbicides into the local environment under the guise of maintaining utility rights of way.

At the Selectboard meeting on 28-Nov-22 we learned that the town does have some say over utility line installations.

***Community Benefit:***

Will it help the majority of the Roxbury Community? Yes, it could mean fewer power disruptions to residents. Reliable power and communications are an important component to a well-managed town. It could also mean less herbicides getting in the air we all breathe and the water we all drink.

***Cost:***

Unknown as estimates needed on a case by case. In terms of the Sidewalk project, incorporating the necessary conduit infrastructure when this project is done will be a good upgrade for the Village Center. In terms of spreading out through the town up into the Hills where weather & vegetative related issues are more common is something that could be planned for and rolled out over time.

***Sustainability:***

There may be some planned expenses over time if a scheduled town-wide effort is undertaken.

***Leverage:***

The Federal Govt recently passed the Infrastructure Investment and Jobs Act (IIJA) which creates funding opportunities open to Vermont to facilitate electric grid modernization for the purpose of preventing outages and enhancing the resilience of the electric grid. Grants associated with this program and perhaps other initiatives could possibly be sought.

***Implementation:***

Two phases of this project are seen. One to incorporate with any underground work done in the Village Center in the coming years. The other is to be scheduled over time in tandem with Utility providers.

***Town Plan:***

Yes, as it actions the stated goal to "Manage land use in order to encourage protection of open lands, support for commercial business, revitalization of the village, protection of the forests, streams and wildlife habitat.". It is believed that buried lines do not require the application of potentially dangerous herbicides.

***Urgency:***

This is believed to be a low urgency. It is opportunistic in terms of Village Center underground work and hopefully not just optimistic in terms of the rest of us.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure as it deals with the Towns Power Grid Resiliency.

**Project:** Civic Work Group  
**Project Address:** Roxbury Town Office

**Public Rank:** 12/17  
**ARPA Score:** 66.2

---

***Project Description:***

This project is to "Create a Civic Work Group (like the New Deal Civil Work Program) where local people can work for the town such as cleanup, assisting seniors, driving, etc. and be compensated for their work."

In the request and subsequent conversations regarding this project, the idea does come from the FDR-era Civil Works Administration. That old program only ran for one year in 1933-34, but put 4 million Americans to work cleaning, repairing and building things in that economically uncertain time.

Similarly, in Roxbury, the program could employ or coordinate volunteers to beautify public ways and places in Roxbury, either through litter removal, planting of ornamental or otherwise ecologically beneficial plants (ie. tackling Knotweed infestations along the Dog/Third Branch rivers).

In terms of helping older residents, one service could be coordinating rides for seniors or those otherwise with disabilities for food shopping, doctor's visits, etc. or perhaps just so they can make a connection to Green Mountain transit bus. This would be a smaller version of the "Free-Wheelin" organization that has been in operation since 2019 in the Mad River valley, which per their website, says they end up providing ~100 rides on average per month. Necessary home repair or yard work for seniors was something also mentioned.

***Community Benefit:***

As originally framed by the requestor, this would benefit mostly older residents, who comprise a significant proportion of the population in Roxbury, or those with disabilities of any age and many of this demographic have very limited/fixed incomes.

The benefits would be aesthetic and environmental for all while also benefiting older residents who need help. Other kinds of work might exist which could benefit families with children, possibly child care/ supervision/ activities for kids related, so that the proposed program would encompass the whole age demographic of Roxbury.

***Cost:***

An ARPA grant award could be used to pay residents reasonable compensation or reimburse for costs of doing the work depending on the type of work. Proposed funding with \$1000-\$2000 and returning the funds to the ARPA fund if they not used and not enough civil work requests are made within the Federal ARPA funds allocation timeframe.

Estimated ARPA Request: \$1,500.00

### *Sustainability:*

If well received the Selectboard can decide on whether or not to apportion funds from the town and or other grant monies/donations to keep this program going after the ARPA award money is exhausted.

This could be a temporary program until the ARPA funding apportioned runs out, during which time it could be considered a pilot program, depending on how many relevant requests for work are received and how popular and or useful it proves to be during the pilot program period.

Perhaps the pilot period could be to July 2024 like with CV Fiber, so that progress can then be evaluated and the remaining funds re-allocated before the 31-Dec-24 ARPA allocation deadline.

### *Leverage:*

Specific grants or other funding sources to fund such a program have not yet been identified. Modeling a Civil work program on a large Federal emergency program from 90 years ago has the obvious issue of scale and funding sources being different in this different age.

A precedent for this kind of program per se at a municipal level that could serve as a model for Roxbury has also not yet been identified.

### *Implementation:*

The mechanics of implementing such a scheme are thought to be:

1. appoint a Civic work program (volunteer?) manager and or Committee
2. identify projects or needs for town beautification/environmental cleanup that perennially remain unaddressed around the town
3. advertise (town website, Newsy, posters in Roxbury village/E Rox., town/board mtg, etc...) for soliciting requests from senior residents, and residents in general. Possibly create different posters, beforehand, develop criteria for what a qualified assistance recipient should be (age, income, etc.)
4. solicit also, by means similar to #3 above, for those interested in possibly doing certain kinds of work, and qualify those individuals by a certain set of criteria
5. match Request respondents to available Civic workers identified in 3 & 4, respectively
6. monitor progress of request fulfillment and reimburse/pay Civic workers

### *Town Plan:*

Yes, as this project addresses stated goals about bringing community members together in organized activities, as well as the ability for older residents and those with disabilities to remain in their homes and have mobility.

*Urgency:*

It is thought to be moderately urgent project however it may be necessary to put out information regarding such an assistance program before we know exactly how urgently such a program is needed.

We may find that there are a number of issues that townspeople have that are urgent in nature but that we were unaware of. Environmental clean-up and town beautification needs are probably largely evident if one walks the roads and rivers of Roxbury. Knotweed is thought of by many as an ecological problem but solving that problem may be largely out of scope of a Civic work pilot program, just as an example.

*Infrastructure:*

Yes, this project addresses ARPA Infrastructure as it pertains to Government Services.

This project would directly impact the cleanliness of roads, rivers and near rails as well. It would create another type of infrastructure, which is social in nature. This is an important point, and gets back to the root of the New Deal legacy.

It might make sense to try establishing this program, even if it is initially apportioned very little money. It would in essence start to create that infrastructure of support for residents while also providing a structure for augmenting the incomes of residents here and there.



**Project:** Community Garden & Public Water Supply  
**Project Address:** Roxbury Town Office

**Public Rank:** 3/17  
**ARPA Score:** 76.8

---

***Project description:***

Organization and setup of a Community Garden for the residents of the Town of Roxbury on a parcel already designated by a Town of Roxbury public park, located in a flood plain beside the Third Branch headwaters of the White River. The park was established in 1999 but not developed further as a park and is underutilized. There is no designated parking, but there are open field portions which are mowed and river access, and a grade to Vt-12A which is manageable for access.

***Community Benefit:***

The benefits of establishing a Community Garden for the whole of Roxbury are many. First, residents from around the town can share resources and knowledge around growing fruits, vegetables, herbs, nuts, Medicinals, apiculture, etc. The social interaction value of such a project cannot be overstated. As project sponsor, I have discussed with Randolph residents who have started a community garden in Randolph village over the last couple years, and they constantly extolled the virtue of this aspect: people who otherwise wouldn't know each other formed meaningful connections while making something happen on an ongoing basis. It provided fresh greens for their elementary school and homeless. Working in the garden was therapeutic for individuals with disabilities and mental health issues. Depending on how the garden is organized, either collectively or into separate plots, or a hybrid, produce can be grown and distributed, sold, or just eaten by the gardeners/ their families.

The site has easy and plentiful access to water, from the river and presumably a high water table: this project could double as a site for backup potable water access for Roxbury residents who are suffering lack of water due to droughts, water quality issues, etc. at their own homes. As the project sponsor, I have talked to several people already who have suffered having no drinking water at home in 2022. I met all of them at the good but very slow spring along 12A in Northfield, several miles north. There is a demonstrated need for a publicly accessible backup water source for Roxbury residents. *(Note: at the ARPA Committee Meeting of 07-Dec-22 it was discussed that the Fire Dept does have an outside spigot drawing very good water from an Artesian Well. This could solve the stated need for a public potable water source. The Garden would of course still require water, but it could draw from the adjacent brook or a shallow well without needing to be potable.)*

What percentage of the Roxbury Community will be served or benefit from this project?

The vast majority of Roxbury residents could be served. I have talked to several people interested in helping, including those who would set up beehives, lend expertise in garden layout and bed preparation, initial tilling of earth, etc.

**Cost:**

The main expenses which an ARPA grant award would make possible are:

1. Road material, gravel etc. for parking area/ road access. \$1800. Estimate for 2-3 dump trucks of road sand/gravel.
2. Fencing for garden, including solar electric fencing. Roxbury is pretty wild, and deer are likely to snack on the garden unless there is a pretty serious fence around the perimeter. \$250-\$400
3. Water pump, hoses, etc. - \$400. This could be electric with solar panels mounted to a shed/greenhouse.
4. Shed/greenhouse. Using the labor of volunteers, this part can be built for about \$1200.
5. \$350. An initial budget for establishment of a beehive.
6. \$1500. Budget to acquire VT cold-hardy fruit and nut trees to anchor a perennials section of the garden.

Estimated ARPA Request: \$5,650.00

In my understanding of it, there would be a neutral impact on public funds.

**Sustainability:**

This project can continue to an intensity at the will and interest of participants. There would be minimal additional monetary resources required on an ongoing fashion from the town, probably none.

**Leverage:**

Specific grants have not been identified yet but may be available, however they may not be necessary. In-kind support is likely available. A great resource nearby is the Roxbury Fish Hatchery, which is known to give away high-nutrient fish fertilizer, which is a waste product frequently given away to nearby farmers. The community garden could probably make use of this resource.

**Implementation:**

Full implementation is expected to take about a year, or perhaps a bit more than a growing season.

**Key Tasks:**

1. Finalize a list of interested residents and assign responsibilities (eg. this person for apiculture, this person for perennial trees, this person to coordinate individual garden plots, etc.)
2. Seek input from interested participants on a draft garden layout plan. Decide if there will be a shed, greenhouse, water pump, etc.)
3. Submit Application to VTrans for a road access. Deliver and grade road material for a parking access.



4. A volunteer with a tractor tills the parts of the field which will have beds or will be otherwise planted.
5. Fencing installed to define the area of the garden per plan.

The project doesn't require studies but would probably require an approval from VTrans for an access point (a state "driveway permit") to an area where some cars (or a tractor, for instance) could be safely and easily parked). This is an agricultural field permit, which are \$0, but the permit form is still required to be filed.

Full implementation would be a little over a year, as a garden takes time to come to fruition, literally.

***Town Plan:***

This project addresses stated goals about bringing community members together in organized social activities, as well as food security. Any residents who want to, may learn from others how to grow things to eat for themselves from other townspeople who are participating.

***Urgency:***

Though of low to moderate urgency given we have never had one, a community garden addresses food security and social aspects, of the ARPA goal of community resilience. The spectrum of low to moderate is a function of perspective. It is believed that renters and people whose properties do not allow for gardens will see tremendous value from a Community Garden space.

Having a public water access point is critical. Some people just don't have very secure water sources, and well drilling is just really expensive. There are a lot of people around who can't just afford to 'get' a new well when they run out of potable water. (*Note: see note at bottom of Community Benefit*)

***Infrastructure:***

A community garden is a public garden/park and is a revitalization project. It is a community resource on many levels and just the efforts of a few people can demonstrate the value of this kind of endeavor to many Roxbury residents.

**Project:** Complete Community Center Renovations  
**Project Address:** 1650 Roxbury Rd, Roxbury VT 05669  
PO Box 61 Roxbury VT 05669

**Public Rank:** 1/17  
**ARPA Score:** 91.8

---

***Project Description:***

Proposed project is to complete the renovations to the Roxbury Community Hall/Senior Center, with a priority to make this public building ADA accessible.

The scope of the project would include building a wheelchair ramp to the rear entry, completing the wheelchair accessible bathroom by installing fixtures and handrails, widening the hallway between the two ends of the building and relocate and upgrade the kitchen to the back of the building. Other important improvements to enhance the safe use of the building would be to install a water filtration system to remove hydrogen sulfide from the water, and lead paint containment through careful priming and topcoat painting of doors and trim.

The primary phase of the renovation would focus on the first floor of the building. Detailed tasks and the associated costs are attached, as well as the expectations for who will complete the work, and when.

***Community Benefit:***

The entire Roxbury community can benefit from these renovations and improvements.

Ensuring accessibility to all ages and abilities, reducing hazards such as lead paint and enhancing the aesthetics of the site will encourage multi-generational use of the building. It is already used as the Roxbury Senior Center, for public meetings, potlucks, crafting groups, the annual Library book sale, and other activities. The improvements will lead to even greater utilization by the community.

***Cost:***

We are requesting \$19,000 of ARPA funds. The cost of building materials is at an all time high, and renovations are likely to be more than expected as the project is prolonged. Because the Community Hall Committee has already raised \$19,000 for renovations, we are requesting the same as a "matching grant." Any money not spent in this initial phase will be applied to the second floor renovations at a future date. See attached sheet with expected projected costs, but keep in mind that if volunteer labor cannot be organized, the Committee and/or town will need to hire a contractor to complete the work. All the costs are estimated.

***Sustainability:***

As with any building, there are ongoing maintenance expenses to keep the building operational and safe. However, the proposed renovations will likely be a one-time cost, and annual operational costs will be standard after that (such as heating, etc.).

The ramp will require additional snow removal in the winter, or to have a roof constructed that sheds snow. Water filtration will require annual or semi-annual maintenance. The existing kitchen appliances are relatively new and in good condition, and there is even a new dishwasher that could be installed and utilized.

Renovation and restoration of the second floor (Phase II) is not considered in this proposal.

***Leverage:***

The Community Hall/Senior Center Committee already has ~\$19,000 earmarked for these renovations, and the request for ARPA funds will supplement that. A combination of ARPA and Committee funds is anticipated to cover all the costs, and any left-over monies could be applied to other improvements or the Phase II renovations to the upper story of the building (not included in this proposal).

***Implementation:***

Fortunately, much of the major work on the first floor of the building has already been completed. The two parts of the building have been secured together and insulated, the framing, plumbing and electrical work is largely ready to hook up to fixtures and appliances.

The project is likely to need a review of ADA requirements, and renewal of building permits. We are hopeful that most of the work will be completed by volunteers with some building skills (drywall, painting, tiling, demolition of walls) but some professionals will need to be hired, including for ramp construction, water filtration installation, heating duct installation and possibly lead paint hazard mitigation. Town insurance will cover all volunteers, but any outside contractors will be required to carry their own insurance policy. See attached.

***Town Plan:***

Yes, this proposed project aligns with the 2021 Town Plan. One of the goals of the plan is to “provide cultural opportunities in Roxbury” with the objective to “increase utilization of existing facilities within the village.” One way to accomplish this goal and objective is to seek funding for and complete the renovations on the Community Center, making it accessible to all, and a pleasure to use by community members.

***Urgency:***

The project has urgency in that it was only partially completed before the Covid pandemic hit, and then was put on hold. Since then, building material costs have risen considerably. It would be good to see this project through to completion. It is also imperative to make a municipal building where public meetings are held open and accessible to all residents, regardless of mobility abilities.

*Infrastructure:*

Yes, this proposal addresses ARPA infrastructure needs, in particular community revitalization (providing a safe and enjoyable location for cultural activities such as Senior Center lunches, various potlucks and crafting), and also ensures municipal operations (as the location for Select Board and other governance body meetings) follow laws surrounding accessibility.

Community Center Renovations Proposal, 2022

Task	Projected Cost of materials	projected cost of labor	Who will do the work	Timeline of completion	notes
<b>complete bathroom (plumbing and electric are already installed and inspected)</b>					
install fixtures (ADA sink, toilet, handrails)	\$300.00		volunteer	winter 2022/23	
install interior bathroom door	\$200.00		volunteer	winter 2022/23	
finish hanging remaining drywall, mud, tape walls	\$100.00		volunteer	winter 2022/23	some insulation and drywall are at site
hang wainscoting or barn boards on back wall of bathroom			volunteer	winter 2022/23	look for repurposed materials, could use boards already in building
tile bathroom floor	\$500.00		volunteer	winter 2022/23	use remnant tile?
install water filtration system	\$2000.00	\$500.00	professional	winter 2022/23	
install electrical boxes, lights/fan	\$300.00		volunteer	winter 2022/23	
<b>complete new kitchen/back room</b>					
finish insulating stairwell wall	\$500.00		volunteer	winter 2022/23	some insulation is at site
install (2) exterior doors to rear stairwell	\$800.00		volunteer	winter 2022/23	one door on site, will need to purchase second door
hang all drywall, mud and tape walls	\$1000.00		volunteer	winter 2022/23	cost is for more drywall, mud, tape
sand and refinish wood floor	??	??	professional	winter 2022/23	floor may need to be built up if interior ramp is not possible
install electrical boxes, lights	\$500.00	\$500.00	professional	winter 2022/23	not clear if kitchen is wired yet
install stove vent through north wall of building	\$500.00	\$300.00	professional	winter 2022/23	
bring plumbing through wall, install sink	\$1000.00	\$1000.00	professional	winter 2022/23	not clear if kitchen plumbing is installed
install stove, fridge, dishwasher			volunteer	winter 2022/23	
build countertop for serving food	\$1000.00		volunteer	winter 2022/23	look for repurposed materials
hang cabinets, shelving	\$1000.00		volunteer	winter 2022/23	look for repurposed or used cabinets
build short ramp to connect to main part of building (~4" rise)	\$500.00			winter 2022/23	
paint all new drywall	\$500.00		volunteer	winter 2022/23	cost is for primer and paint
install finish trim, baseboards	\$1000.00		volunteer	winter 2022/23	
install heating ducts to back room (from basement)			professional	winter 2022/23	
<b>main room improvements</b>					
rent dumpster for construction/demolition waste removal	\$1000.00		professional	winter 2022/23	
demolish walls of old kitchen, remove linoleum, cabinetry etc.			volunteer	winter 2022/23	cabinets could be repurposed in new kitchen
demolish old bathroom walls, disconnect plumbing			volunteer	winter 2022/23	
build and install small utility sink in northwest corner (optional)			volunteer	winter 2022/23	not a high priority
lead paint hazard mitigation in main room (windows and doors), repair and reglaze large front windows	\$500.00	\$1000.00	volunteer or professional if required	winter 2022/23	
cosmetic painting of fake wood paneling and drawers	\$500.00		volunteer	spring 2023	
build ADA compliant ramp at rear gable end of building	\$2000.00	\$1000.00	professional	spring 2023	



**Project:** Digitize Land Records and Make Available Online  
**Project Address:** Town Office

**Public Rank:** 8/17  
**ARPA Score:** 67.8

---

***Project Description:***

This project is to "Digitize Land Records so they are available online for a fee". The project really has two components. One phase is the digitization of Roxbury's land records which is already ongoing at the Town office. The other component is to make the digitized land records available online for a fee.

Looking at the Town Meeting minutes in the 2013 Annual Report on p55, the Town appropriated monies towards a digitization project specifically for the purpose of protecting records & history from damage. The digitizing of land records is extremely important to the Town in terms of document preservation. An important part of this preservation is storing the electronic files or at least a copy of them, offsite. We are told that the digitized records are stored with the contracted company Avenu.

Additional benefits of digitizing land records include improved customer experience at the Town office in accessing land records at the computer kiosk and by also lessening the load on Town personnel in taking time out of their other business to assist.

In the almost 10 years since 2013 the Town has back-scanned 14 years of land records. This pace of back-scanning brings into focus that a small amount of ARPA funds could provide a short-term job to someone in Town 1 or 2 days a week, 3 hrs a day for some amount of time to help this project progress. The goal being to have 40 years of scanned land records which is the minimum required by researchers and the same goal the Randolph Town Clerk is pursuing.

The second component of this request deals with making the land records available online. Towns and Cities in VT work with a handful of software vendors in making their files available online for a fee. From the Vermont Municipal Clerks and Treasurers Association website we see that the neighboring Towns of Northfield and Randolph have a portion of their land records online. Being online and available for a fee would make these land records accessible to taxpayers, attorneys, realtors and other consumers of this data 24 hours a day 7 days a week. Should the Selectboard opt to do this, it is believed that as a part of the onboarding process vendors could assist with scanning in some land records.

***Community Benefit:***

Will it help the majority of the Roxbury Community? Indirectly, by having these land records digitized it would mean that with proper off-site file storage, Roxbury's land records are backed up and secure should any untoward event occur at the Town Office. Roxbury citizens will not lose access to their land records.

In addition, quicker retrieval of self-serve information by Town office staff, taxpayers, attorneys, realtors and other consumers of this data would make for less work on the part of Town staff having to retrieve books from the vault.

If the land records were online, it would mean access 24x7 for taxpayers and those relying on this information for business independent of Town office working hours.

***Cost:***

As an ongoing project by existing personnel this is a sunk cost already being borne by taxpayers. However, if one wanted to speed the process and lift some of the mundane tasks from the Town Office staff, it could make for a meaningful short-term job for a Roxbury resident working 3 hrs a day for 1-or-2 days a week. Paid piece work, say \$150-\$200 per book and with proper training, their output could sit to the side until Town Office staff quality-control check the work and release the file as finished.

***Sustainability:***

There may be some planned expenses if a scheduled effort like this is undertaken to complete the already existing land record digitization project. Some licensing or maintenance costs may be required if the Town opts to go online.

***Leverage:***

Under a CARES Act Grant in 2020, Randolph had their software vendor scan an additional 9 years of historical records. Not sure if any grants are available to Roxbury in 2022.

***Implementation:***

Given the Town's current approach, this is clearly a long-term project.

***Town Plan:***

No.

***Urgency:***

Though of some importance, this is believed to be considered a low urgency project.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure in terms of Government Services.

**Project:** Fixing Intersections – West Hill Road with Carrie Howe  
**Project Address:** West Hill with Carrie Howe

**Public Rank:** 13/17  
**ARPA Score:** 61.0

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***Project Description:***

This project request is meant to address the intersection of West Hill Rd with Carrie Howe.

Traffic on these roads has greatly increased over time. The issue of speed around this intersection is of concern. Numerous fender benders have occurred and the speeds on Carrie Howe by commuters and visitors can make the merger from West Hill Road precarious. In addition, folks tend to encroach on lanes of travel when coming off West Hill Road.

We believe the simplest solution is to convert West Hill to Carrie Howe into a T by closing off the existing section heading towards 12A, clipping the corner of the West Hill Road/Carrie Howe triangle to make a right hand turn off West Hill towards 12A doable.

A study by the Town may find drainage issues or site lines a consideration and perhaps simpler to close off the opposite and that is ok. Whatever is the easiest way to fix this intersection is fine.



***Community Benefit:***

Will it help the majority of the Roxbury Community? No, but it will increase road safety for those commuting, passing thru or daily driving.

***Cost:***

Unknown at this time, pending a study by the Town.



***Sustainability:***

No additional ongoing costs are envisioned once this is in place.

***Leverage:***

Not sure, but perhaps grants such as these may be applicable for safer roadways.

- Rural Surface Transportation Grant?
- Highway Safety Improvement?
- Vermont Town Highway Class 2 Program?
- Vermont Systemic Local Road Safety Program?

It is known that the Town of Warren in their efforts to calm traffic within the Village has been awarded a \$114,312 Downtown Transportation Fund grant for traffic and speeding reduction. Construction is slated to begin in Spring 2023.

***Implementation:***

It is assumed it will take some time to study (roadway, drainage and environmental), design/engineer and then re-construct this intersection. Probably 12+ months.

***Town Plan:***

No

***Urgency:***

It is believed to be a low urgency request.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure in terms of Public & Road Safety.

<b>Project:</b>	Fixing Intersections—West Hill Rd with Oxbow & Rice Tract	<b>Public Rank:</b>	11/17
<b>Project Address:</b>	West Hill with Oxbow/Rice Tract	<b>ARPA Score:</b>	66.6

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***Project Description:***

This project request is meant to address the intersection of West Hill Rd with both Oxbow and Rice Tract.

Traffic on these roads has greatly increased over time. The issue of speed around these corners has resulted in the deaths of multiple pets and livestock. Fearing something worse to come, we are seeking to have speeds on this section of road brought under control. It is now not uncommon for people to be biking, walking and running in this area.

We believe the simplest solution is to make this a four way stop.



***Community Benefit:***

Will it help the majority of the Roxbury Community? No, but it will bring peace of mind to nearby residents and increase public safety as again, it is not uncommon for people to bike, walk and run in this area.

***Cost:***

Stop signs already exist on Oxbow and Rice Tract so only two additional signs for West Hill Road are

being requested. We have been told a Stop Sign costs \$100, so for two it would be \$200 plus poles and installation.

***Sustainability:***

No additional ongoing costs are envisioned once this is in place.

***Leverage:***

Not thought necessary for such a small request.

***Implementation:***

We know that three 35mph signs were installed in a morning on West Hill Road. So two additional signs should not take long.

***Town Plan:***

Yes, in spirit. The 2021 Town Plan is all about improving the quality of life for the Town and it's residents. This request brings peace of mind to area residents and enhances Public Safety.

***Urgency:***

Area residents have approached Town Officials in the past over this issue and now feel a greater degree of urgency with grandchildren visiting and the observation of increased pedestrian traffic. It is believed to be critical.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure as it lands squarely in the realm of Public Safety.

Project: IT Audit  
Project Address: Town Office

Public Rank: 7/17  
ARPA Score: 83.6

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***Project Description:***

The purpose of this proposal is to have an operational IT Audit performed by an outside 3<sup>rd</sup> party on current systems and system processes used at the Roxbury Town Office. In today's world it is critical to know what software is being used in day-to-day operations, where all that computer data is stored, how it is protected, if it is backed up and if the backups are tested regularly to see if they can be relied upon in case they are needed.

Unplanned events that can impact Town Services include but are not limited to:

- *outside attacks* - phishing (Selectboard Minutes 20-Sep-21), ransomware, etc...
- *hardware failure* - computer hard drive, motherboard, etc... (Selectboard Minutes 06-Sep-16)
- *disasters* – fire, flood, etc...
- *deletions* – accidental file deletions, accidental file overwrites, etc...

The IT Audit goals would be:

- document the universe of software and applications relied on at the Town Office
- document where the files, spreadsheets & databases being generated/updated are stored and how they are safeguarded
- development of a Plan that identifies & ranks any opportunities for improvements that can be budgeted for and implemented over time

Unfortunately, we know things sometimes do not run smoothly. In Sep 2016 Tammy was having computer problems that necessitated 3<sup>rd</sup> party retrieval of data from her (failed?) hard drive.

Then some ill-defined (phishing?) event occurred in September 2021 on Roxbury Town email systems. A perhaps similar event is unfolding in Fall 2022 in the Town of Stowe. The forensic analysis of their email systems has taken weeks and turned up 13 or more impacted accounts.

- was a similar extensive analysis done in Roxbury?
- were desktop computers deleted and re-built as a precaution?
- were steps taken to harden remote access to Town computers by the Listers?
- are log files generated by the firewall being analyzed regularly to help identify any suspicious network to internet traffic?

In the event of a disaster, Town personnel and the Town IT Managed Services partner need to be ready to quickly respond. An IT Audit is another step in securing Town systems because a little pre-planning in disaster recovery will go a long way in minimizing any disruption to the Town Office and the essential services they provide us.

***Community Benefit:***

Will it help the majority of the Roxbury Community? No, not like the CV Fiber Match. But it would help to minimize the duration of Town Services being impacted in the event of a disaster.

***Cost:***

The cost for the IT Audit request with The Tech Group is estimated to be in the \$1,000 - \$2,000 range. They believe results can be achieved quickly and have offered to have the conversation at our convenience.

***Sustainability:***

It is envisioned that the Town will be required to spend some future monies but until an analysis is performed, those estimates are unknown.

***Leverage:***

Unknown

***Implementation:***

Probably talking 1-3 months for meetings, documenting systems & data and developing a Plan. The documentation of systems & data could be achieved with a mix of a questionnaire, site visit observations and follow-up questions. The end-results being the development of a Plan for the Selectboard and Tammy.

***Town Plan:***

Proper administration of data and security is outside the scope of the Planning Commissions Town Plan.

***Urgency:***

I believe this to be critical but do understand it all depends on ones risk tolerance.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure as it pertains to Municipal Services.



**Project:** Roxbury Town Electrification  
**Project Address:** Site To-Be-Determined

**Public Rank:** 4/17  
**ARPA Score:** 68.6

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***Project Description:***

This project is to deploy the benefits of solar electricity and electric heat pumps to Town buildings.

In moving to Solar and outfitting Town Buildings with cold climate electric heat pumps, the Town will:

- self generate electric power offsetting existing electrical costs
- insulate itself from the price volatility and climate implications of oil and gas furnaces

A calculated ROI will need to be generated. On-site renewable energy generation and electrification of heating sources has proven to be financially beneficial for many towns, municipalities, and businesses with the rise of solar installations, and decrease in equipment pricing and installed costs over the last 10 years.

Outfitting Town properties with Solar has been discussed in the past (see Selectboard minutes 19-Apr-21 – Energy Coordinator). These properties include Town Hall, Community Center, Library, Fire Department and the Town Garage. In speaking with the Project Owner and Town Energy Coordinator, Nicholas Laskovski, he related that in Vermont we can share credits from a single solar installation with multiple meters, known as Virtual Net Metering. This sharing of power credits led to the thought of perhaps locating a Solar Install on the property between the Fire Department & Town Hall and sharing the credits from the power generated across all the above Town meters.

One option has the installation being elevated something like Lawson's Brewing carport (Waitsfield VT) allowing for the skating rink to be placed under it meaning much less shoveling for skaters (parents). This could take the place of installing Solar panels on each Town structure.

Oftentimes, a consolidated solar project achieves economies of scale that will save overall project costs by consolidating parts and labor, however, open space, dual purpose use, aesthetics, and permitting (among other topics), should be considered prior to excluding multiple (behind the meter) building installations.

At the Selectboard meeting on 25-Jul-22, the Board was faced with increased fuel oil costs from Gillespie's. The buildings relying on oil saw substantial increases in the pre-buys. This generated much discussion on how to best proceed.

***Community Benefit:***

Will it help the majority of the Roxbury Community? Yes, by offsetting Town electric bills with power generated from the sun.

**Cost:**

The cost for the project request is estimated to be in the range of \$200K-\$300K with 80% or more being offset with a grant(s).

It is projected that a 100kW solar project would be well suited for the Town. This sizing covers existing Town building electrical needs as defined by an analysis of past electric bills. It also would cover the costs for installing 10 electric heat pumps in the various Town buildings to provide heating and cooling needs and offset most if not all fossil fuel reliance. Finally, there would be approximately 20% overhead allowing for future growth.

With a 25+ year life expectancy, it is projected that this solar farm will more than pay for itself. It will provide the Town with a positive return on the investment.

**Sustainability:**

These panels once installed will require little to no ongoing maintenance. They come with a 25 Year electrical output warranty.

**Leverage:**

Discussions are underway with VLCT on a Municipal grant that has been identified. Act 172 on Municipal Energy has established a Municipal Energy Resilience Grant. The details are being worked on but this grant is meant to assist Towns in replacing fossil-fuel based heating systems.

**Implementation:**

Implementation complexity is dependent on the site chosen, the overall design and subsequent engineering and any supply chain issues. A simple rack on the open land next to Town Hall would be straightforward and could probably be completed in several months from ordering to sign-off. An elevated rack would require more engineering and site work, as would rotating panels. All of the above options are dependent on obtaining the necessary materials and labor.

**Town Plan:**

A Town building Solar project aligns with the Town Plan as mentioned under multiple sections.

**Urgency:**

While this project could be considered moderately urgent. Vermont has set goals for reducing gas house Emissions as evidenced by the push to assist municipalities in modernizing building systems. Moving the Town onto a clean energy footing would be a good role model for others and good for taxpayers, Vermont and the Climate.

*Infrastructure:*

Yes, this project addresses ARPA Infrastructure as it lands squarely in the need for Municipal Operations.



**Project:** Roxbury Village Park  
**Project Address:** 1556 Roxbury Rd., Roxbury, VT

**Public Rank:** 17/17  
**ARPA Score:** 72.8

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***Project Description:***

A community effort to create within the village, an attractive, comfortable, multipurpose Park to encourage all citizens of Roxbury, including those with disabilities, an accessible site with new possibilities for gathering and recreation.

In addition to a 12-foot octagon gazebo, amenities would include, park benches, picnic tables with umbrellas, a chess table with attached seating and an outdoor ping pong table. Walking the parks pathway eight times would equal ½ mile for exercise.

***Community Benefit:***

This project is intended to be inclusive for all citizens of Roxbury. The park will provide a beautiful gardenlike environment welcoming residents, visitors, and tourists. The project was carefully thought out to encourage interaction and possibilities to provide entertaining activities for all citizens of Roxbury and to meet ADA requirements.

***Cost:***

By granting matching ARPA funding of \$21,000 to Roxbury Village Park for the completion of the work underway, we will be able to meet our goal of providing a welcoming community meeting place located in the village. The town had previously paid for mowing of the site before development. No additional expenses would be added. Seasonally volunteers would weed and rake the gardens.

**ITEMS TO BE PURCHASED BY MATCHING FUNDS  
REQUESTED FROM ARPA**

4 EIGHT FOOT PICNIC TABLES ADA ACCESSIBLE	\$4,500.00
4 TABLE UMBRELLAS	500.00
1 CHESS TABLE AND CHAIRS	5,000.00
1 BIKE RACK	500.00
1 OUTDOOR PING PONG TABLE	5,000.00
2 TREES FOR ENTRANCE AND SHADE FOR THE PARK	500.00
PERMANENT PARK SIGN	1,000.00
ADDITIONAL MULCH	1,000.00
SAFETY FENCING	3,000.00
<b>TOTAL:</b>	<b><u>\$21,000.00</u></b>

***Sustainability:***

To date, the Roxbury Village Park Project has been supported almost completely by donations.

As of Sept 28, 2022, the town has only paid \$350.00 to remove the large maple tree on the site due to its severely damaged condition making it a liability in a public space. Individuals in the community donated \$15,000 to purchase the land and donate it to the town as a public park.

Since then, all design work and oversight of the project has been donated. Individuals have donated their time and equipment to clear and till the site. Some have helped to plant, and others to construct a brick circle as the location of a chess table and chairs. Many volunteers spent two days assembling the beautiful gazebo which now is the showcase feature of the park.

Most of the large quantities of shrubs and plants were donated. All the planting was accomplished by volunteers. Our goal is to continue involve as many families and individuals as possible in the care of the park.

**Leverage:**

Companies and individuals who were paid for their materials and services offered reduced costs to support the project. An AARP grant for \$4000.00 provided some of the funding. A second larger AARP grant of \$20,000 was applied for but sadly, was not granted in the nationwide funding decisions. To keep the project moving forward as quickly as possible, while at the same time continuing additional fundraising, the project has been loaned 0% interest funding by a donor, providing specific amounts to order and acquire some of the needed items to swiftly finish some areas of the park with its furnishings. Future fundraising will be applied to these loans.

**DONATIONS FROM THE COMMUNITY  
AS OF 9/28/2022**

LAND PURCHASE	\$15,000.00
BRICK CIRCLE MATERIALS	1,003.82
AND SAND TO LAY BRICKS IN	182.19
HARDSCAPE WORK, PADS AND PATHS, PLANTING HOLES	4,475.00
54 HOSTAS ON SALE	472.02
20 CONEFLOWERS	286.20
40 LARGE SHRUBS	8,500.00
GAZEBO	14,339.44
MULCH	375.00
SOIL	375.00
TOTAL:	<u>\$45,008.67</u>

**GRANTS RECEIVED TO DATE**

AARP COMMUNITY GRANT	\$4,000.00
LESS: Purchase of three 6-foot benches	2,155.18
BALANCE:	<u>\$1,844.82</u>

***Implementation:***

The Roxbury Village Park Project underwent considerable review by the Park Development Committee through presentations by Adam Sevi, Associate Professor of Civil Engineering, Norwich University, and six senior civil engineering students, as well as Dotti Guiffre, MLA Rhode Island School of Design, Ed.M. Harvard Graduate School of Education, and BA Psychology and Art, University of Massachusetts Boston, designer of the project.

Already, the park has held a winter snow lantern festival in connection with the AARP grant. Additionally, the children at the Roxbury Village School helped to place signs hand painted by a senior in the community to identify the features we planned for the park. Currently, the park signage shows completed phases of the project, identified by gold stars, to keep the community updated on our progress. Every aspect of the projected plan will continue to be assembled and install by volunteers.

***Town Plan:***

Our town plan aligns with the vision of assigning a committee to plan and develop town parks. Other areas of the plan call for making efforts to support a local Farmers Markets. The park site could accommodate a weekly market. The park could also support expanded use of a newly created community site with planned activities for community members, youth and senior citizens, and those with mobility issues, and educational activities like painting, poetry, music and chess lessons.

***Urgency:***

The park is the ideal beginning for restoring the cultural and historic character of Roxbury Village Center.

Having been granted Village Center Designation allows Roxbury to think forward to Restoration Projects and Community Development. We encourage the Selectboard to support the completion of the Roxbury Village Park by granting matching funds of \$21,000 to finish our project quickly and well.

***Infrastructure:***

With the goal of implementing community upgrades to provide a healthy and safe environment for its citizens, funding our park is a perfect example of how to accomplish this goal quickly, especially with so much input and support from community members. Many community members have already suggested projects for future use of the park such as a farmers' market, chess classes, cider making get together etc. Providing funding for the park is most definitely applicable to ARPA goals.

**Project:** Roxbury Village Sidewalks  
**Project Address:** Village Center, Roxbury, VT

**Public Rank:** 9/17  
**ARPA Score:** 67.0

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***Project Description:***

This project is for the design and installation of new sidewalks throughout the Village of Roxbury. It will provide a continuous network of pedestrian safe walking to the main locations within the Village Center. Where the Village Center is defined as extending from the Fire Station to the Tennis Camp.

An initial scoping study has been performed by Hoyle, Tanner & Associates. They developed and presented several alternatives to the Town on 23-Mar-22. The Conclusion of the Study notes they concur with Selectboards approved & voted on choice for Alternative 3. The sidewalk study area extended from the Fire Department parking lot north to the southern main entrance of the Windridge Tennis Camp and places sidewalks on portions of both sides of route 12A.

This project will see the sidewalk and attendant drainage design completed, permits obtained, related historical and archeological investigations performed and the sidewalk constructed.

***Community Benefit:***

It will be a significant improvement assisting anyone trying to walk around the Village Center.

***Cost:***

The recent study projects an estimated cost of approximately \$1.3M in 2022 dollars. It is estimated that the Town's share will be 20% of the final amount, so per the estimate, approximately \$260,000.

***Sustainability:***

There will be ongoing maintenance costs associated in the upkeep of the new sidewalks. These include things such as snow removal, lawn care and periodic cleaning. With planned green strips between the roadway and sidewalk, the Town will need to monitor and manage abutter parking to maintain this green space.

With drainage catch basins in the scoping design, periodic cleanout may be necessary. The Alternative cite the need for a maintenance agreement between VTrans and the Town to clearly spell out the Town's responsibility for the closed drainage system.

***Leverage:***

Yes, the Town intends to leverage this Village Center improvement through a grant having a 20% Town share.

***Implementation:***

This is a long-term, 12+ month, complex project given the estimates provided by the scoping study. Their estimates provide both a Typical and an Accelerated timeframe

- Funding Procurement: Typical - 1.5 years, Accelerated - 8 months
- Design & Permitting: Typical - 2 years, Accelerated - 11 months
- Construction: Typical - 1 year, Accelerated - 3 months

Based on these estimates our Village Center project is projected to be completed in October 2026 following a Typical timeline and in October 2024 using an Accelerated timeline.

***Town Plan:***

Yes, new and/or improved sidewalks are clearly part of the Town Plan.

***Urgency:***

Anyone trying to walk in the Village Center would agree new sidewalks are needed.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure as it pertains to Public Safety.



**Project:** RVFD - Backup Generator  
**Project Address:** 1726 Roxbury Rd., Roxbury, VT

**Public Rank:** 2/17  
**ARPA Score:** 95.8

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***Project Description:***

We propose the purchase and installation of an emergency generator at the Roxbury fire station.

***Community Benefit:***

The RVFD covers 100% the town of Roxbury. An emergency generator would heat the station in the case of a power outage and, as a result, prevent the trucks from freezing in winter. The addition of a generator would also allow for the fire house to be used as a shelter and food service site for the public during a catastrophic event.

***Cost:***

Estimated cost will be \$12,000. This covers the cost of equipment as well as installation. If awarded, this will prevent an article for Roxbury taxpayers at town meeting.

***Sustainability:***

Once purchased and installed, there would be a maintenance fee for yearly inspections. The annual maintenance contract of approximately \$350 would be covered in the RVFD operating budget.

***Leverage:***

No knowledge of how this one time purchase can be leveraged.

***Implementation:***

Project duration would be from equipment ordering until installation.

***Town Plan:***

Not clear how this would affect the town plan.

***Urgency:***

Ability to heat the station and trucks during a power outage is urgent. Increasing the town's capacity to shelter and feed residents is of great importance as extreme weather events increase in frequency.

***Infrastructure:***

Yes, these are important public & life safety enhancements

**Project:** RVFD - Radio Repeaters  
**Project Address:** 1726 Roxbury Rd., Roxbury, VT

**Public Rank:** 5/17  
**ARPA Score:** 98.6

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***Project Description:***

We propose the purchase of radio repeaters for the RVFD vehicles.

Repeaters would allow firefighters the ability to communicate using portable radios for dispatch and other emergency services while on the scene but away from the fire vehicles. This enhanced communication ability increases firefighter safety and responsiveness during emergencies.

***Community Benefit:***

The RVFD covers 100% of Roxbury as well as the Capital Fire Mutual Aid system.

***Cost:***

Estimated cost will be \$12,000. This covers the cost of equipment as well as installation. If awarded, this will prevent an article for Roxbury tax payers at town meeting 2023.

***Sustainability:***

Once purchased and installed there would be no funding for operational expense.

***Leverage:***

We would be able to Leverage the cost of radio repeaters off of a \$2.44 million dollar grant from the state that is expected to upgrade the Capital Fire Mutual Aid System's communication system within the next year.

The RFP for this upgrade would allow for significant cost savings for equipment purchases by individual departments.

***Implementation:***

Project duration would be from equipment ordering until installation.

***Town Plan:***

Not clear how this would affect the town plan.



*Urgency:*

Allocation of funds for this effort is urgent so that we may be in sync with the Capital Fire Mutual Aid System's RFP for leveraging lower prices in purchasing equipment.

*Infrastructure:*

Yes, important public & life safety enhancements.

**Project:** Speed Feedback Radar Signs  
**Project Address:** Roxbury Rd & Warren Mtn Rd

**Public Rank:** 6/17  
**ARPA Score:** 81.8

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***Project Description:***

Selectboard minutes (see 15-Jun-20 – Other Business, 23-Jul-20 – Other Business, 17-Sep-20 – Other Business, 23-Aug-21 – Other Business, 01-Aug-22 – ARPA Funds Roxbury Park, 15-Aug-22 – Public, 06-Sep-22 - Road Commissioner’s Report) confirm that the public has been requesting speed control in the Village and on Warren Mountain Rd since at least 2020. This project is to place speed confirming signs when approaching the Village Center on the Northbound and Southbound lanes of Route 12A and in two places on the Eastbound descending side of Warren Mountain Rd (WMR).

Northbound 12A:	in the vicinity of the second existing 35mph sign located near 1765 Roxbury Rd
Southbound 12A:	in the vicinity of the second existing 35mph sign located near the Windridge Tennis Camp entrance
Eastbound WMR:	in the vicinity of the existing 35mph sign located just before Shaw Rd and 2323 WMR
Eastbound WMR:	in the vicinity of the existing 30mph sign located near 199 WMR

It is expected that these traffic calming speed awareness signs will reduce the high speeds commonly observed on these roads.

Signs should be smartly placed at such location or angle in which people’s homes are not bearing the inconvenience of artificial light in their windows at night.

***Community Benefit:***

Will it help the majority of the Roxbury Community? No, not like the CV Fiber Match. But with the push to see increased Village usage by the Roxbury Community it is believed that pedestrian safety around the Village and the School will increase when speed is decreased. A pedestrian centered town will form a heart within the community. As for the highly traveled Warren Mountain Rd, both areas cited in the above request currently have concerned parents posting “Drive like your children lived here” type signage. Traffic speed is a problem that has unfortunately not been substantially curbed by the sporadic presence of law enforcement.

***Cost:***

The cost for the project request is estimated to be \$16,800 or perhaps \$8,400 with a Safe Routes to School grant.

At the 06-Sep-22 Selectboard meeting we learned two important things from the Road Commissioner. First was that the signs he looked at cost \$5,300 with data collection and \$4,200 without data collection. Second was that the possibility of obtaining a Safe Routes to School grant could cover the costs for the

two Route 12A signs, thereby reducing the request to perhaps \$8,400.

In response to submitted questions we learned from the Selectboard that Worksafe is the vendor the quotes above were obtained from. There are other sign vendors with similar products so if desired, multiple RFQ's could be sent out to see if better pricing is even available to us.

The use of ARPA monies would save Roxbury taxpayers the expense of this bill.

***Sustainability:***

These signs are generally self-contained once programmed & installed and there is no real ongoing maintenance required. They seem to come with a 3-year limited warranty.

***Leverage:***

A Safer Route to School grant has been identified as mentioned in the meeting of 06-Sep-22.

In response to submitted questions we learned from the Selectboard that at this point we are unsure how long the process to apply and get a grant would be. It was stated that typically applications have certain due dates so that time would need to be taken into account. Also, most grants come with a 20% Town match requirement.

The Town of Warren in their efforts to calm traffic within the Village has been awarded a \$114,312 Downtown Transportation Fund grant for traffic and speeding reduction. Construction is slated to begin in Spring 2023.

***Implementation:***

Installation on Warren Mountain Road is fairly straightforward.  
Installation on Route 12A does require a State permit.

In response to submitted questions we learned from the Selectboard that the length of time to apply for and receive a State permit is unknown as it will depend on how many people have to review the application.

In terms of having this in place during ski season and perhaps starting the permit process now (Fall-22), it was stated that the Town would apply for the permit when and if the Selectboard decides to spend ARPA funds on speed feedback signs.

***Town Plan:***

Speed Signs completely align with the Town Plan as mentioned in the Transportation section (page 6).

*Urgency:*

Some residents feel a bit of urgency towards this as traffic speeds remain a recurring issue. It is believed to lie somewhere in the range of moderate to critical.

*Infrastructure:*

Yes this project addresses ARPA Infrastructure as it lands squarely in the realm of Public Safety.

<b>Project:</b>	Town Garage on Same or Alternative Site	<b>Public Rank</b>	
<b>Project Address:</b>	Town Garage Rd	<b>Same Site:</b>	10/17
		<b>Alt Site:</b>	15/17
		<b>ARPA Score:</b>	74.6

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#### ***Project Description:***

This project request is to replace the existing Town Garage.

Selectboard minutes (see 27-Aug-20 – Road Commissioners Report item h., 04-Apr-22 – Public, 06-Sep-22 – Public item d&e) confirm that replacing the Town Garage has been a topic of consideration. Reasons to replace the Garage range from protecting expensive assets now forced to sit outside in the weather year-round to protecting Town personnel from deteriorating conditions inside the building.

It has been further proposed that the Selectboard also take this opportunity to investigate relocating the Garage from it's current site. Points for consideration include:

- gets the Town Garage out of the Village Center in terms of early morning noise whilst loading sand, prepping trucks, etc...
- gets the Town Garage away from the edge of the flood plain as explained in the Town Plan p13
- the Town Garage remains usable while the replacement structure is built elsewhere thus minimizing the impact on day-to-day operations regardless of any unforeseen construction delays
- it is believed the purchase price and sitework on a new lot may prove to be less expensive than the sitework required to expand on the current lot given the ledge rock outcropping on the current Town Garage site
- a new site may have already been identified which is out of the flood plain with mostly sandy soils, close to Town, with power in a well-drained location. Pending a proper Site Investigation, this sites development work is thought to be minimal when compared to the existing site.

#### ***Community Benefit:***

Will it help the majority of the Roxbury Community? Yes in terms of taxpayers. This is from the standpoint of possibly extending the usable life of expensive assets by storing them under cover.

Town employees will benefit from having access to safer and much better work environment.

#### ***Cost:***

The cost for the project has been estimated by the Selectboard to be in the range of \$1M to \$2M dollars.

***Sustainability:***

The Town will need to float a bond with a 20 or so year payback period. These payments will need to be factored into future Town budgets and tax rates. Upgraded building & HVAC technologies could help cut Town utility bills.

***Leverage:***

While no grants are known to be available for a Town Garage replacement, per the Vermont League of Cities and Towns (VLCT) by making it a Municipal building and incorporating the Fire Department, FEMA monies could be available for a portion of that. Either way, ARPA funds can be used for this purpose, including the purchase of an alternative site.

***Implementation:***

The implementation period is still to-be-determined at this time as it depends on which if any of the Options the Selectboard takes along with the necessary design, permitting & procurement processes.

***Town Plan:***

Upgrading the Town Garage is in the Town Plan as mentioned in the 6.1 Town Facilities section found on page 45.

***Urgency:***

Both residents and Town Officials now feel a bit of urgency towards this project as the building's deterioration is quite significant and only getting worse. It is believed to be critical.

***Infrastructure:***

Yes, this project addresses ARPA Infrastructure as it lands squarely in the realm of Government Services.

# **Appendix 13**

## **CV Fiber Discussion Summary**



## **ARPA Committee**

### **Summary of CV Fiber Discussion and Emails**

#### **as at 23-Aug-22**

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#### *Overview:*

For three weeks in August 2022 Roxbury's ARPA Committee has been in extended communications with Ms. Jennille Smith, Executive Director of CV Fiber. Ms. Smith addressed the Committee via Teams on Thursday 11-Aug-22. That discussion was preceded with an emailed list of our questions to her. The teleconference was followed up with questions posed via several emails.

At issue is whether Roxbury should allocate some of its' ARPA monies to CV Fiber. There exists an offer by the Vermont Community Broadband Board (VCBB) to 100% match any donated ARPA funds made before a 15-Sep-22 deadline. The VCBB set aside \$1.5M towards this match. So, if Roxbury allocated \$10K, we would have a total of \$20K designated to be spent only within the Roxbury community.

Additionally, Ms. Smith shared with the Committee what is termed as a Memorandum of Understanding "MOU". That initial MOU was superseded by an updated MOU via email on 16-Aug-22. It was described to the Committee as just having removed the need to have the CV Fiber Governing Board approve the document given we are close to the deadline.

*The following is an understanding of what we have been told:*

#### **Network Buildout**

1. CV Fiber is coming to Roxbury regardless of our participation in the VCBB ARPA funds matching program
2. CV Fiber is building out their network North to South. They are in Calais now and will build East-West and South with Roxbury at the bottom of their buildout
3. CV Fiber may work with other networks such as EC Fiber in building out the network
4. Schedule may change but it is currently anticipated that construction in Roxbury will begin the 4<sup>th</sup> quarter of 2023 or the 1<sup>st</sup> quarter of 2024
5. CV Fiber will serve up underground utilities to those roads and locations with it. It will be done case by case and they will be working with underground contractors to make it happen. They may also look to add poles and environmental issues must be taken into account.
6. Internal discussions at CV Fiber are still happening in perhaps having CV Fiber pay to install conduit up to 400' with the subscriber footing the bill for greater than 400'. Still TBD.
7. CV Fiber will connect underserved locations first where underserved is defined as those locations with internet speeds less than 25Mb up and 3Mb down. They are working with CrowdFiber to assist in identifying underserved locations.
8. Off grid locations will be built out in the next phase, probably in 3+ years

#### **ARPA Allocation**

1. As at 11-Aug-22, approximately \$600K remains available through the VCBB matching program
2. ARPA monies allocated to CV Fiber will only be spent within Roxbury



## **ARPA Committee**

### **Summary of CV Fiber Discussion and Emails**

#### **as at 23-Aug-22**

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3. Committing ARPA monies to CV Fiber will have no impact on the construction schedule
4. ARPA funds can only be used for connecting the unserved and underserved where underserved is defined as those locations with internet speeds less than 25Mb up and 3Mb down.
5. Within the CV Fiber accounting system, Roxbury's ARPA allocation along with the match will be booked as a Grant to the town
6. The Town can attach stipulations to the "MOU Appendix 1 - ARPA Funds Allocation Form". These stipulations can include items such as:
  - a. ARPA funds to offset only the subscriber out-of-pocket installation cost
  - b. Unused ARPA funds as at 31-Aug-2024 will be returned to the Town so that we can re-allocate those ARPA dollars prior to the US Treasury 31-Dec-24 deadline for allocation

#### **MOU Change of Note (between initial and 16-Aug versions)**

1. In the Reporting and Indemnification section, it went from "CV Fiber shall provide the Town with regular updates on the use of the contributed funds" to a more limited and annual reporting statement as needed to comply with Treasuries Final Rule 31 CFR Part 35.

With regards to this update, the reader should know that in the teleconference our desire to track the "grant" account burn down rate and how the funds were being applied with perhaps quarterly reporting was discussed. Therefore, seeing CV Fiber then switch this section, unannounced, to be an annual clause seems less than transparent.

#### **Other Considerations**

1. Still in discussion phase, but CV Fiber through Waitsfield Telecom will look to provide a bundled phone service
2. CV Fiber will not provide a TV service as most folks stream
3. Locations already having 25+Mb internet speeds will be ineligible for ARPA offsets. Per the Town Plan of 2021, 71% of internet locations are underserved as at 2019.
4. With regards to the stipulations in the MOU Appendix 1, the stipulations are important as by default CV Fiber recommends saying funds go towards cost of drops. Where the "cost of drops", estimated at \$1,650, is their cost and not the subscribers as-yet-to-be-determined direct out-of-pocket costs.
5. Grants & Subsidies may be available for qualifying households and CV Fiber is looking to work with an organization named Equal Access to Broadband. During the subscriber onboarding process they could screen for households who may qualify.

# Appendix 14

allEarth Rail Discussion Summary

## **ARPA Committee Summary of allEarth Rail Discussions as at 12-Nov-22**

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### *Overview:*

In response to a resident suggested project to study the feasibility of a rail link in Town, the Roxbury ARPA Committee initiated contact and requested a first step meeting with allEarth Rail (AER) as a way to get to the bottom of this often talked about rail link with Montpelier. There is undoubtedly a lot of Community interest within the Town of Roxbury on this subject given we could potentially provide a small, yet definitive, base of ridership throughout the school year. As such, we looked to gauge the likelihood of this endeavor as at November 2022.

As background, AER was formed by Mr. David Blittersdorf the entrepreneur & CEO behind allEarth Renewables. There is a good article in Seven Days from August 2017 which covers in depth his involvement & intentions. Representatives of AER graciously agreed to meet with the Roxbury ARPA Committee at our meeting held at the Community Center on Thursday 10-Nov-22 at 10:00am. AER President, Charlie Moore attended via Teams and General Counsel David Mullett attended in person.

### **Executive Summary:**

The findings below are based on our conversation as well as the various studies to-date concerning Rail in Vermont that have been made available to us.

These studies include:

- Vermont Rail Plan of May 2021
- WACR M+B Freight Corridor Commuter Rail Study of November 2019
- Montpelier-Burlington-St. Albans Rail Study of February 2017 as updated in March-2017
- Vermont State Rail Plan 2015 of October 2015

The ARPA Committee can report that a Community Rail Service (CRS) in the Randolph/Montpelier corridor is not happening anytime soon mainly due to the many complex issues that require resolution. We were told the rail line between us and Montpelier is in good shape but we were also told that at best, a CRS would be something in the range of 4+ years out. Realistically, this sounds outside the window for allocating & spending our ARPA funds.

Establishing a route between Randolph/Roxbury and the Montpelier Junction (MJ) station would most likely first require a Vermont General Assembly sponsored study in line with those cited above. Connecting this new CRS with a non-existent Passenger Rail Service using the MJ-Montpelier/Barre spur though ideal for us, is in itself problematic. We were told that there is a Federal restriction on Passenger Rail Service on this section of line due to poor existing rail conditions. The WACR M+B study above from Nov-19 lays out a cost of \$67M-\$96M and projects a design/construction schedule of 5 years to make the necessary repairs.

Importantly, we also learned that AER wants to lease their rail cars to a yet-to-be-created entity charged with actually running the CRS. This new entity would be created to handle the day-to-day operations of the CRS and before any service commences, would need to iron out the many details required such as:

## ARPA Committee

### Summary of allEarth Rail Discussions as at 12-Nov-22

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- identification of financing sources and creation of a Capital and Financing Plan
- creation of an Operations Plan
- creation of a Corridor Management Plan
- determine requirements for and if required, the deployment of a Positive Train Control system on the line(s) used
- hammer out unified negotiations with Amtrak and the host railroad, New England Central Railroad (NECR), who is currently owned by the much larger Genesee & Wyoming (G&W) railroad with corporate headquarters in Darien, CT
- and if a link with the Montpelier Junction to Montpelier/Barre spur line were to be available, then the Washington County Railroad (WACR) & Montpelier and Barre (M&B) Division as well
- hammer out contract requirements for labor, any non-State service providers, rail car leasing & perhaps several of Vermont's state agencies
- an Environmental Assessment of some sort would probably be needed too as more daily train traffic means more daily noise for Communities and their nearby residents, etc...

With all that being said, strong incentives do exist as there is no doubt that a CRS in Central Vermont would be a huge benefit to the area economy and residents. It would also offer a positive way forward to help meet the GHG climate initiatives Vermont has signed on to. The ability for area residents and children to commute to school, work, shop and/or dine in Montpelier via rail could be very popular. Further, the ARPA Committee believes a CRS, especially if it would be an Amtrak connection link, could prove a draw for ridership to/from the Mad River Valley & Sugarbush as well as other areas surrounding Roxbury.

However until something changes, at this point with the future of CRS seemingly over the horizon in comparison to the many identified near-term uses of our meager funds, there currently is no substantive use of ARPA funds to be proffered to the Selectboard as concerns a CRS at this time.

#### *Discussion Points:*

We submitted a list of questions to AER as an assist to our conversations on November 10<sup>th</sup>.  
This is what we learned:

#### **allEarth Rail (AER)**

- AER wants to lease their rail cars to whomever will run a CRS
- AER has yet to find a partner to operate a CRS in Central Vermont
- the first partner that comes to their mind is Vt Rail System as they currently operate freight service in our area.
- there is a lot of support from the Governor's office, Capitol politicians, Libby Bonesteel at the Montpelier/Roxbury school system and the Communities between Montpelier and Roxbury
- Charlie Moore sits on Governor Scott's Vermont Rail Advisory Council
- the section of rail running through Roxbury to Montpelier Junction is in good shape
- the section of track between the Junction and Montpelier/Barre is in terrible shape

## ARPA Committee

### Summary of allEarth Rail Discussions as at 12-Nov-22

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- h. in the 300+M price tag noted in the 2017 article, about half the amount was for the purchase of trains and that purchase has been made
- i. AER has a fleet of 10 operable cars, most sitting Barre. They have leased some to the Finger Lakes district in upstate NY for shuttling tourists
- j. their Budd stainless steel rail cars are beautifully made from the late-50's
- k. they do operate on diesel but with a good load of people are more fuel efficient than a Toyota Prius. Moving people on mass transit is much better for the climate.
- l. The AER Budd trains load/unload passengers at near ground level so a simple platform in Roxbury is all that would be needed.
- m. AER can see moving to electric cars at some point in the future

#### Impediments

- a. *Track Rights* - while the track on this line is upgraded one would still need to secure rights to operate on it. This means negotiating with far off Genesee & Wyoming as the parent company of New England Central Railroad. Part of the fallout from the Amtrack bankruptcy in the 70's is that private arrangements now have to be made amongst many players.
- b. *Cost* - securing track rights may take a lot of money
- c. *Funding* - one would need to come up with funding to cover the various expenses
- d. *Montpelier Junction to Montpelier/Barre Spur Line* - this line is in such bad shape that there exists a federal restriction of "No Passenger Service Allowed". The line is owned by the State of Vermont and they pay a railroad operator to maintain the line such that it is.
- e. *Amtrack* - need to work with Amtrack so as not to impact service, even if Amtrack trains are running late

#### Timeframe

- a. 2 years unlikely
- b. 4 years perhaps more doable, all depends on finding a partner with financing

#### Government & Private Entities Involved

- a. VTrans (freight rail predominates the VTrans budget, need to change that)
- b. Governor's Office
- c. Congressional support at both the State and Federal level (less seniority with Sen. Lahey leaving)
- d. Montpelier/Roxbury School System
- e. Norwich University
- f. the greater Community and in particular, a strong group of citizens
- g. VCIL - the Vermont Center for Independent Living could play a vital role



## ARPA Committee

### Summary of allEarth Rail Discussions as at 12-Nov-22

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#### Rail Link

##### Commuter Rail meshing with Amtrak

- a. yes it could, but a question is how much does one want to bite off at one time. Should the line run from Randolph and that Amtrack station to the Moretown/ Red Hen area or just Roxbury to Montpelier Junction? In the Moretown/Red Hen area there exists a small historical train station.
- b. thinking of the old ski train to Waterbury, the Mad River Valley and Vermont Tourism could be a tremendous advocate on behalf of a rail system in Central VT
- c. ridership numbers on the recently opened Ethan Allen Extension between Middlebury and Burlington has exceeded expectations

##### Area Schools

- a. AER has had talks with the President of Norwich who is very interested having expressed the long term view of being able to recruit students with the promise of easy access both to/from the school as well as other Vt cities like Montpelier, Burlington and beyond (Boston/NYC)
- b. Kahwa Douguieh a Senior Fellow at the Center for Global Resilience and Security at Norwich and our one public participant on Nov 10<sup>th</sup>, offered to connect David with Tom Davis the Economic Development person in Northfield
- c. David had statistics from 2021 which show 26 Roxbury Village school students ride the bus to Montpelier
- d. while not a huge market in terms of potential train ridership it would be consistent
- e. train would not replace bussing as busses would still be required to shuttle children both within Roxbury and also on the Montpelier side
- f. as the Roxbury School Principal did not return a call we do not yet know the Roxbury portion of the approximately \$689k Montpelier/Roxbury transportation budget, nor do we know the expected ridership forecast for 3/5/10 years out

#### *Post-Meeting Follow-Up Question 14-Nov-22*

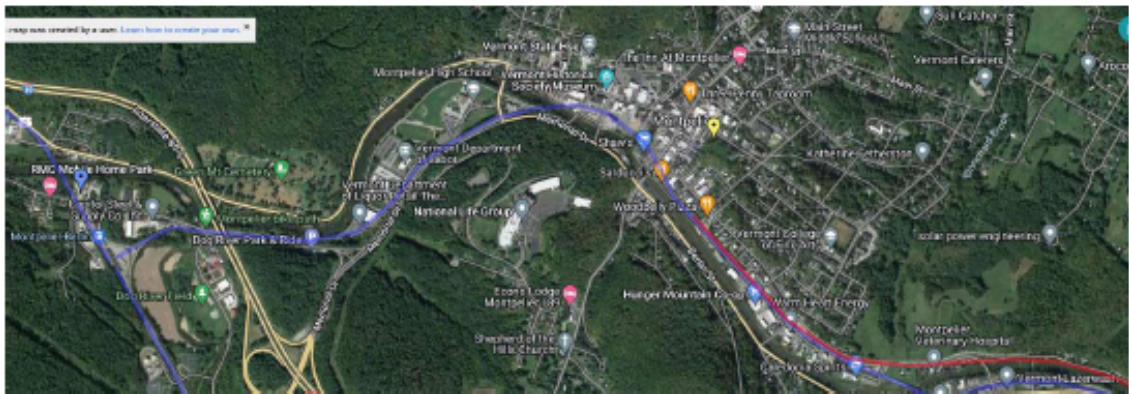
Has the Governor or anyone given any thought to doing for Rail what they did for Broadband?

"The analogy to broadband is a really good one. We have been thinking a lot over the past several years about what a true transportation authority might look like, and it's clear that it would require some new statutes just as broadband did. There are a lot of considerations, including how to navigate or incorporate the existing ways where VTRANS and other various regional transit authorities have existing and sometimes competing interests, and how an authority might be structured to not only create meaningful community rail service but also address the "last mile" issues about how to get people home (like Roxbury students) once they get off the train."

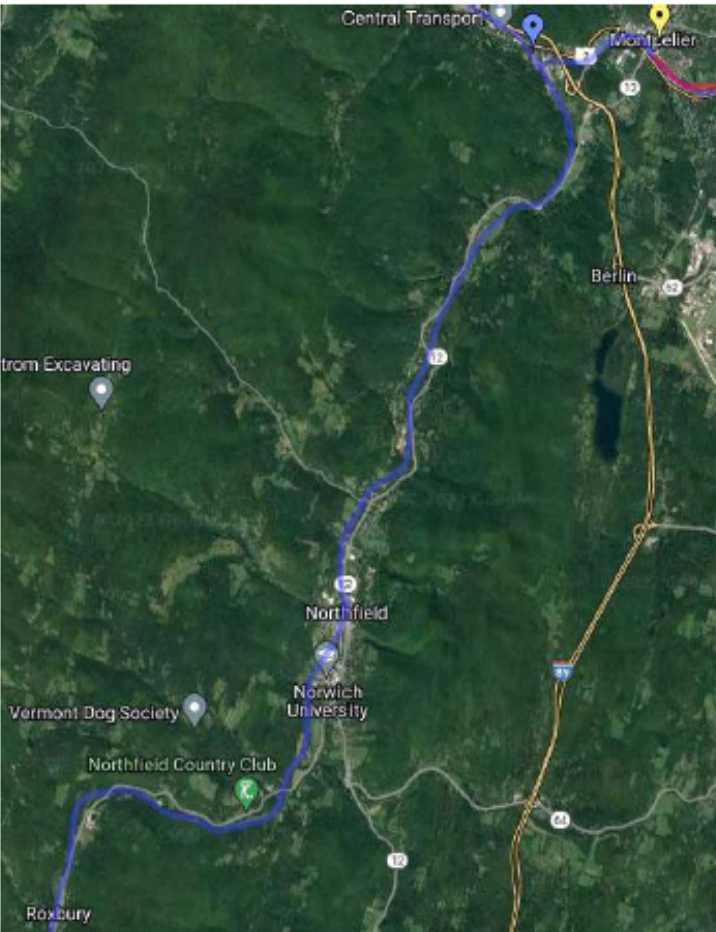
**ARPA Committee**  
**Summary of allEarth Rail Discussions**  
**as at 12-Nov-22**

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*Overview of Montpelier Junction to Montpelier area spur line:*



*Overview of Roxbury to Montpelier Junction line:*



**ARPA Committee**  
**Summary of allEarth Rail Discussions**  
**as at 12-Nov-22**

**2022/23 Roxbury Bus Schedule (AM 45mins to Montpelier w/stops & PM 1.08 hrs to RVS w/stops)**

	A	B	C
1	<b>MR1: Roxbury/CVCC</b>		
2	<b>Middle and High School Students</b>		
3	Updated 9.2.2022		
4	<b>MORNING ARRIVAL TIM BUS STOP</b>		
5	6:25	VT RT 12 & STEELE HILL RD	AF1
6	6:27	VT RT 12 & HOWE RD	
7	6:30	141 EAST ROXBURY RD	
8	6:30	447 EAST ROXBURY RD	
9	6:40	VT RT 12 & ELLIS RD	
10	6:42	162 WARREN MTN RD	
11	6:43	208 WARREN MTN RD	
12	6:44	860 WARREN MTN RD	
13	6:45	WARREN MTN RD & CARRIE HOWE RD	
14	6:51	2232 ROXBURY RD	
15	6:52	VT RT 12A & OXBOW RD	
16	6:53	VT RT 12A & THURSTON HILL RD	
17	6:57	5019 VT RT 12A	
18	7:02	3159 ROXBURY RD	
19	7:05	ROXBURY VILLAGE SCHOOL	
20	7:07	VT RT 12A & BULL RUN RD	
21	7:20	369 EAST ROXBURY RD	
22	7:40	ARRIVE MAIN STREET MIDDLE SCHOOL	
23	7:50	ARRIVE MONTEPELIER HIGH SCHOOL	
24	7:50	DEPART MONTEPELIER HIGH SCHOOL TO CVCC	
25	<b>AFTERNOON ARRIVAL TIM BUS STOP</b>		
	3:00	DEPART MAIN STREET MIDDLE SCHOOL	
	3:10	DEPART MONTEPELIER HIGH SCHOOL	
	3:45	VT RT 12 & ELLIS RD	
	3:47	162 WARREN MTN RD	
	3:48	208 WARREN MTN RD	
	3:49	860 WARREN MTN RD	
	3:50	WARREN MTN RD & CARRIE HOWE RD	
	3:55	2232 ROXBURY RD	
	3:57	VT RT 12A & OXBOW RD	
	3:58	VT RT 12A & THURSTON HILL RD	
	4:02	5019 VT RT 12A	
	4:05	3159 ROXBURY RD	
	4:08	ARRIVE THEN DEPART ROXBURY VILLAGE SCHOOL	
	4:14	VT RT 12A & BULL RUN RD	
	4:21	369 EAST ROXBURY RD	
	4:23	VT RT 12 & STEELE HILL RD	
	4:25	VT RT 12 & HOWE RD	
	4:29	447 EAST ROXBURY RD	
	4:30	PULL OVER ON R AFTER TH 76	

**Montpelier to Roxbury Late Bus**

New In 2022-2023! The purpose of this bus is to transport middle and high school students to different parts of Montpelier and to a convenient pick up location in Roxbury in the evening. Our goal with this bus is to reduce transportation barriers for students who would like to participate in after school clubs and athletics.

The TENTATIVE plan for the Montpelier to Roxbury late bus is as follows:

6:15 PM	Depart Montpelier High School
6:20 PM	Stop at Main Street Middle School
	Depart Main Street Middle School
	Stop near Shaw's in Montpelier
	Travel out Route 12 toward Northfield, making stops along the way per the needs of riders
6:40 PM	Stop at South Village Grocery/Exxon Mobil Station @ 974 Route 12 S, Northfield
	End of Route

The thought behind the Northfield end stop is that it's central to those living in Roxbury and E. Roxbury. However, depending on ridership, we may extend the route to go into Roxbury village. We would love to hear from families and students intending to utilize this bus. Please email Superintendent Libby Bonesteel at libbyb@mpsvt.org or call our district office: (802)223-9766