

AGENDA
ROXBURY SELECTBOARD MEETING
MONDAY, MARCH 20, 2023
7:00 PM AT THE COMMUNITY HALL

- | | |
|-------------|--|
| 7:00 | 1. CALL THE MEETING TO ORDER |
| 7:00 - 7:02 | 2. ADDITIONS/DELETIONS TO THE AGENDA |
| 7:02 – 7:05 | 3. RE-ORGANIZATION OF THE BOARD – ELECT CHAIR & VICE-CHAIR |
| 7:05 – 7:20 | 4. PUBLIC |
| 7:20 – 7:25 | 5. CONSIDER APPROVING THE MINUTES OF MARCH 6, 2023 PUBLIC HEARING AND THE MINUTES OF MARCH 6, 2023 |
| 7:25 – 7:30 | 6. ROAD COMMISSIONERS REPORT <ul style="list-style-type: none">A) ROADSB) EQUIPMENT |
| 7:30 – 7:35 | 7. FINANCIAL REPORT <ul style="list-style-type: none">A) REVIEW & APPROVE ORDERSB) CERTIFICATE OF FINANCIAL ACTION |
| 7:35 – 7:45 | 8. UNFINISHED BUSINESS <ul style="list-style-type: none">A) LOCAL HAZARD MITIGATION PLAN UPDATE |
| 7:45 – 8:10 | 9. NEW BUSINESS <ul style="list-style-type: none">A) VIDEO BROADCAST OF MEETINGS & ASSOCIATED EQUIP & LOGISTICSB) RESIGNATION - WEBMASTERC) ANNUAL APPOINTMENTSD) DESIGNATE OFFICAL POSTING NEWSPAPERE) DESIGNATE OFFICIAL POSTING LOCATIONSF) MUNICIPAL ENERGY RESILIENCE GRANT PROGRAMG) 2023 STATE HAZARD MITIGATION PLAN – SURVEYH) LIBRARY STEPSI) RABIES CLINIC – MARCH 25TH (1PM -3PM) |
| 8:10 – 8:25 | 10. ARPA FUNDS |
| 8:25 – 8:35 | 11. OTHER BUSINESS |
| 8:35 – 8:50 | 11. EXECUTIVE SESSION, PERSONNEL |
| 8:50 | 12. ADJOURN |

PUBLIC HEARING
MINUTES OF MARCH 6, 2023
5:38PM – 7:19PM
TOWN HALL (VILLAGE SCHOOL)

MEMBERS PRESENT: Chair Jon Guiffre, Ryan Johns and Dave McShane

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Norman Kinzie, Mark Gerdes, Ed Dickinson, Arthur Smith, Andrew Apgar, Deb O'Grady, Carmeta French, Kim Martin, Tim Martin, John King Sr., John King, Lori Holt, Nick Laskovski, Kristin Getler & family, Louis Stamatelos, Tom Frazier, Jackie Frazier, Bob Ketchel, Scott Jenkins, Jerry D'Amico, Dominique Desrochers, Carol Randall, Don Randall, Mike Dickinson, Mary Bouchard, Rene Bouchard, Gerry D'Amico, Eric Sigsbey, Anne Sigsbey, Heidi Albright, Ben Pincus, Dave Santi, Mark Holderbach, Yelena Synkova, Sean Cummings and family (plus 2 other people, name unknown)

1. Chair Jon Guiffre called the meeting to order at 5:38 p.m.
2. The purpose of this meeting is to hear from the public on Article 20 of the Town Meeting Warning which is voted on by Australian Ballot. Jon explained the process of the meeting.

Article #20 – Shall the Town of Roxbury Ordinance Regulating the Disposal of Solid Waste and the Outdoor Storage of Junk and Junk Vehicles, as adopted by the Selectboard on December 19, 2022, be disapproved?

The ordinance is based on State of Vermont statutes. The Board had received requests for something to be done about junk issues for years.

3. Many people in the public spoke on article both for the ordinance and against it and questions were asked.
4. The hearing adjourned at 7:19 p.m.

Tammy Legacy, Selectboard Assistant

Approved on _____

ROXBURY SELECTBOARD MEETING
MINUTES OF MARCH 6, 2023
7:30PM – 9:41PM
TOWN HALL

MEMBERS PRESENT: Chair Jon Guiffre, Ryan Johns and Road Commissioner Dave McShane

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Carol Randall, Don Randall, Mike Dickinson, Mary Bouchard, Rene Bouchard, Dominique Desrochers, Dave Santi, Ben Pincus, Heidi Albright, Arthur Smith, Norman Kinzie, Carmeta French, Louis Stamatelos, Tim Martin, Bob Ketchel, Eric Sigsbey, Anne Sigsbey, Yelena Synkova, Sean Cummings and family

1. Chair Jon Guiffre called the meeting to order at 7:30 p.m.
2. Ryan requested Community Hall be added to agenda. This will be under Other Business. No deletions to agenda.
3. Public
 - A) Rene Bouchard asked questions about budget articles.
 - B) Eric Sigsbey stated he does not think Shaw Road meets the definition of a trail. This will be discussed under the Shaw Road Public Discontinuance Hearing.
 - C) Dave Santi does not want roads thrown up.
 - D) Tim Martin asked about the process of the meeting and stated his concerns about throwing up Shaw Road.
 - E) Dave Santi asked about having the town vote on Shaw Road
 - F) Bob Ketchel would like to speak about the Shaw Road.
4. Dave McShane moved to approve the minutes of February 20 Public Hearing and February 20 as submitted. The motion was seconded and passed with all ayes.
5. Road Commissioner's Report
 - A) Roads are good.
 - B) Equipment is good.
6. Financial Report
 - A) The Board reviewed the orders. Dave moved to approve the orders. The motion was seconded and passed with all ayes.
 - B) Tammy Legacy updated the Board on the status of taxes. There is \$39,509.44 owed in Delinquent Taxes and \$1,478,188.88 paid in Current Taxes and still due is \$409,340.64.
7. Unfinished Business
 - A) Vermont Declaration of Inclusion was discussed. Comments received from the public and board. Ryan moved to adopt the Declaration of Inclusion for Roxbury. The motion was seconded. More comment then the motion was approved with all in favor.

8. New Business

- A) Review & Approval of the RFQ for Waste Study Project – Dave moved to move forward with the request for qualifications. The motion was seconded and passed with all ayes. This project is for engineering services for a village wastewater system. There was a discussion about the project.
- B) Local Hazard Mitigation Plan Grant (BRIC21) – Mike Dickinson had applied for the grant to update Roxbury's plan. Dave explained the grant. Grant amount is \$8,362.50 with a 20% match from Town. The Board tabled the decision until next meeting.

9. Other Business

- A) Ryan mentioned issues at the Community Hall with water and bathroom. Dave will get a plumber to take care of the issues. Arthur Smith mentioned the building needs to be handicapped accessible.

10. Continuation of Shaw Road Discontinuance Hearing

- A) Jon explained the process of the hearing. After hearing from the public, the Board will close the hearing and will then go into deliberative session to make a decision.
- B) Jon closed the meeting. Jon moved to go into deliberative session with an invitation to Tammy to join them. The Board will stay into deliberative session until a decision is made and a written decision will be sent in 60 days. The motion was seconded and passed with all ayes. The Board entered deliberative session at 9:12 p.m. The Board exited at 9:41 p.m. No action taken.

11. With no further business to discuss, the meeting adjourned at 9:41 p.m.

Tammy Legacy, Selectboard Assistant
Approved on _____

TO: Selectboard Chair and Town Treasurer

FROM: Tammy Legacy, Town Clerk

DATE: March 14, 2023

RE: Certification of Financial Action of Town Meeting

Art. 3	Town Roads	\$704,273.00
Art. 4	Town Administration Function	270,413.00
Art. 5	Cemetery Commission	3,500.00
Art. 13	Roxbury Free Library	32,850.00
Art. 15	Roxbury Computer Cap Reserve Fund	500.00
Art. 16	Fire Truck Reserve Fund	15,000.00
Art. 17	Roxbury Vol. Fire Dept	15,850.00
Art. 18	Fire Dept Radio Upgrade	8,000.00
Art. 19	Roxbury's 4 th of July Celebration	1,000.00
Art. 21	Green Mountain Transit	472.00
	Roxbury Food Shelf	1,100.00
	Greater Northfield Senior Center	550.00
	Capstone Community Action (CVCAC)	550.00
	Family Center	220.00
	VT Assoc. for Blind & Visually Impaired	550.00
	Good Beginnings	110.00
	People's Health & Wellness Clinic	275.00
	Washington County Mental Health	880.00
	CV Council on Aging	990.00
	Circle (Battered Women's Services)	110.00
	Central Vermont Adult Basic Education	660.00
	Community Harvest of Central VT	275.00
Art. 22	CV Home Health & Hospice	1,700.00
Art. 23	Mosaic (formerly Sexual Assault Team)	250.00

Total	\$1,060,078.00
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Art. 2	Interest rate for late tax payments is .05%
Art. 6	Voters approved a Municipal Building Reserve Fund
Art. 7	Voters approved moving funds into the Municipal Bldg Res Fund
Art. 8	Voters approved a Historical Society Reserve Fund
Art. 9	Voters approved moving funds into the Historical Soc Res Fund
Art. 10	Voters approved an Accounting Reserve Fund
Art. 11	Voters approved moving funds into the Accounting Reserve Fund
Art. 12	Voters approved using surplus for a future audit
Art. 14	Voters approved a Roxbury Free Library Computer Cap Res Fund



VERMONT DEPARTMENT OF PUBLIC SAFETY

**STATE OF VERMONT
STANDARD SUBRECIPIENT AGREEMENT**
(Federal Fund Source to Non-State Subrecipient)

FEDERAL PROGRAM TITLE
Building Resilient Infrastructure and Communities 2021

AGREEMENT WITH
Town of Roxbury
Agreement #02140-31237-004Y

Award Amount: \$8,362.50

DPS Financial Office Use Only

- ☒ *Checked Unique Entity ID# Date: 02/22/23 Initials: AZ*
 - ☒ *SAM.gov checked for Suspension and Debarment Exclusions Date: 02/22/23 Initials: AZ*
 - ☒ *DPS Restricted Parties List Checked Date: 01/31/23 Initials: AZ*
 - ☒ *Risk Assessment Completed Date: 02/21/23 Initials: AZ*
 - ☒ *Subrecipient vs. Contractor Determination Form Completed Date: 02/22/23 Initials: AZ*
 - ☒ *Single Audit Check & Delinquent SAR (VT Bulletin 5_Eligibility Query in VISION) Date: 02/22/23 Initials: AZ*
 - ☒ *BGS Office of Purchasing & Contracting Debarment List Checked <https://bgs.vermont.gov/purchasing-contracting/debarment> Date: 02/13/23 Initials: AZ*
 - ☒ *Certificate of Insurance Date: 02/21/23 Initials: AZ*
 - ☐ *Executive Compensation Checked (if subaward \$30K or over) Date: _____ Initials: _____*
- Entered In: ☐ *VT Grant Tracking (VISION) Date: _____ Initials: _____*
- ☐ *FFATA (if \$30K or over) Date: _____ Initials: _____*
- ☐ *FFATA (if required) Executive Compensation Amount Date: _____ Initials: _____*

Federal Fund Standard Format to Non-State Subrecipients Only

VERMONT DEPARTMENT OF PUBLIC SAFETY

STATE OF VERMONT GRANT AGREEMENT				Part 1-Grant Award Detail			
SECTION I - GENERAL GRANT INFORMATION							
¹ Grant #: 02140-31237-004Y				² Original <input checked="" type="checkbox"/> Amendment # _____			
³ Grant Title: Building Resilient Infrastructure and Communities 2021							
⁴ Amount Previously Awarded: \$ 0.00		⁵ Amount Awarded This Action: \$ 8,362.50		⁶ Total Award Amount: \$ 8,362.50			
⁷ Award Start Date: 09/23/2022		⁸ Award End Date: 09/22/2025		⁹ Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
¹⁰ Vendor #: 40588		¹¹ Grantee Name: Town of Roxbury					
¹² Grantee Address: P.O. Box 53							
¹³ City: Roxbury				¹⁴ State: VT		¹⁵ Zip Code: 05669	
¹⁶ State Granting Agency: Department of Public Safety						¹⁷ Business Unit: 02140	
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: \$2,787.50		Description: 25.00%			
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>							
SECTION II - SUBRECIPIENT AWARD INFORMATION							
²¹ Grantee UEI #: CA51LM9LV5D3				²² Indirect Rate: _____% <small>(Approved rate or de minimis 10%)</small>		²³ FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
²⁴ Grantee Fiscal Year End Month (MM format): June						²⁵ R&D: <input type="checkbox"/>	
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):							
SECTION III - FUNDING ALLOCATION							
STATE FUNDS							
Fund Type	27 Awarded Previously	28 Award This Action	29 Cumulative Award	30 Special & Other Fund Descriptions			
General Fund	\$0.00	\$0.00	\$0.00				
Special Fund	\$0.00	\$0.00	\$0.00				
Global Commitment <small>(non-subrecipient funds)</small>	\$0.00	\$0.00	\$0.00				
Other State Funds	\$0.00	\$0.00	\$0.00				
FEDERAL FUNDS <small>(includes subrecipient Global Commitment funds)</small>						Required Federal Award Information	
31 Assistance Listings# (formerly CFDA#)	32 Program Title	33 Awarded Previously	34 Award This Action	35 Cumulative Award	36 FAIN	37 Federal Award Date	38 Total Federal Award
97.047	Building Resilient Infrastructure and Communities 2021	\$0.00	\$8,362.50	\$8,362.50	EMB-2021-BR-007	09/23/2022	\$587,118.20
³⁹ Federal Awarding Agency: US Department of Homeland Security-FEMA		⁴⁰ Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					

STATE OF VERMONT GRANT AGREEMENT			Part 1-Grant Award Detail			
		\$0.00	\$0.00	\$0.00		\$0.00
Federal Awarding Agency:			Federal Award Project Descr:			
		\$0.00	\$0.00	\$0.00		\$0.00
Federal Awarding Agency:			Federal Award Project Descr:			
Total Awarded - All Funds		\$0.00	\$8,362.50	\$8,362.50		
SECTION IV - CONTACT INFORMATION						
STATE GRANTING AGENCY			GRANTEE			
NAME: Aldijana Zolj			NAME: Michael Dickinson			
TITLE: Financial Administrator			TITLE: Fire Chief			
PHONE: 802-585-4999			PHONE: (802) 485-6555			
EMAIL: Aldijana.Zolj@vermont.gov			EMAIL: m.dickinson76@gmail.com			

Part 2- Grant Agreement

Parties: This is an Agreement between the State of Vermont, **Department of Public Safety (DPS)** (hereinafter called "State"), and the **Town of Roxbury** (hereinafter called "Subrecipient").

The Subrecipient must be in compliance with the Vermont statutory requirements relating to taxation of business entities operating within the State. If Subrecipient does not have a Business Account Number, it is the Subrecipient's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Subrecipient is required to have a Vermont Department of Taxes Business Account Number.

Subrecipient Federal Tax Identification Number: 03-6000655

Subject Matter: The subject matter of this Agreement is **as outlined in Attachment A: Scope of work to be performed.**

Award Details: Amounts, dates and other award details are as shown in the above Agreement Part 1-Grant Award Detail. Detailed services to be provided by the Subrecipient are described in Attachment A.

Agreement Term: State will not reimburse any expenses incurred prior to the execution date of this agreement unless an Advance Notice to Proceed has been issued (*DPS Form ADM-105*). The execution date is defined as the date the Department of Public Safety representative(s) signs this agreement. *The only exception to this rule is for FEMA Public Assistance awards under the Stafford Act (see Attachment E for execution date details).*

Amendment: No changes, modifications, or amendments in the terms and conditions of this Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient. An amendment is a request to make a programmatic, administrative, or substantial financial change to this Agreement (refer to Attachment B, Payment Provisions). Examples include changes in scope of work, budget modification, and change in Subgrant term (period of performance).

Cancellation: This Agreement may be suspended or cancelled by either party by giving written notice at least **30** days in advance.

Attachments: This Agreement consists of **14** pages including the following attachments that are incorporated herein:

Please initial that you have read and understand each Attachment

- _____ Grant Agreement-Part 1 – Grant Award Detail
- _____ Grant Agreement-Part 2
- _____ Attachment A - Scope of Work to be Performed
- _____ Attachment B - Payment Provisions
- _____ Attachment C - Customary State Agreement Provisions
- _____ Attachment D - Other Provisions
- _____ Attachment E - Funding Source Special Conditions

We, the undersigned parties, agree to be bound by this agreement, its provisions, attachments and conditions contained herein.

STATE OF VERMONT
Department of Public Safety

SUBRECIPIENT
Authorized Representative

By:

By:

Signature

Signature

Printed Name: _____
Commissioner/Deputy Commissioner

Printed Name: _____

Title: _____

Date: _____

Date: _____

Your signature on this agreement attests to the acceptance of all provisions, attachments and conditions contained herein.

ATTACHMENT A SCOPE OF WORK TO BE PERFORMED

Objective:

The Town of Roxbury will update its single jurisdictional local hazard mitigation plan (LHMP).

Activity to be performed:

Each jurisdiction is responsible for evaluating the effectiveness of their current plan at achieving plan goals and monitoring the status of mitigation action taken in the community. To encourage resident participation and ownership, each jurisdiction will hold public meetings, inviting residents, business owners, and other potential stakeholders to join the conversation while their plan is in development.

Each jurisdiction must complete the following tasks for updating their LHMP:

- 1) Hire Contractor: Each jurisdiction will seek competitive proposals to complete the LHMP. The jurisdiction will enter a contract with the vendor as selected by the community.
- 2) Scoping Meeting with Town and Contractor: The contractor will work with the jurisdiction to plan and facilitate the first hazard mitigation planning committee, including coordination of participants and preparation of materials. The contractor will explain the hazard mitigation planning process to the jurisdiction's planning committee at the Scoping Meeting, and the group will assign roles and responsibilities as appropriate.
- 3) Initiate Public Input Process: The jurisdiction and the contractor will work together to design and initiate the most appropriate public input strategy for the jurisdiction to maximize meaningful public participation. The Public Input Process may include local news articles, surveys, meetings open to the public and sufficiently advertised, or other preferred alternatives.
- 4) Review Current LHMP: The contractor will facilitate a review of the current LHMP with the hazard mitigation planning committee. The review will help the planning committee familiarize with the local hazards and vulnerabilities described in the LHMP, and identify needed updates due to changes in development, changes in hazards and vulnerabilities, and implementation of mitigation actions.
- 5) Gather Data and Develop Risk Assessment: The contractor will lead data gathering and risk assessment for the jurisdiction. The contractor will provide maps of hazards and vulnerabilities as appropriate. All jurisdictions will evaluate their risks for each hazard addressed in the 2018 State Hazard Mitigation Plan (SHMP) or most recent SHMP and develop an associated vulnerability assessment, which will aid in determining mitigation strategies.
- 6) Identify Mitigation Strategies: The contractor will work with the jurisdiction to develop Mitigation Strategies to address the hazards and vulnerabilities identified through public and stakeholder input, data gathering, and risk assessment. The strategies will be comprehensive, including actions that address local plans and regulations, structure and infrastructure projects, natural systems protection, and education and awareness programs.
- 7) Prepare Draft Plan: The contractor will prepare a draft plan for review and additions by the jurisdiction, public, and stakeholders. Plans must be prepared for approval pursuant to 44 CFR § 201.6.
- 8) Public Outreach on Draft Plan: In addition to the public input gathered during the drafting of the LHMP, a final draft and public comment period will be provided to present the final draft LHMP to the community for any final comments. This can be in the form of in-person or virtual public hearings, or most appropriate outreach method for the community. The contractor will document the public outreach process and results.
- 9) Revisions Based on State/FEMA Comments: Each jurisdiction, after seeking final public input, will submit its plan to Vermont Emergency Management for review. Should revisions be requested by the State, the plans will be revised as appropriate and resubmitted for a second or third review. As Vermont is currently designated Program Admin by State (PAS) for LHMP review, Vermont Emergency Management will notify the jurisdiction of their Approval Pending Adoption (APA) status.
- 10) Plan Adoption: Each jurisdiction will formally adopt their plan and submit the adoption letter and final plan to Vermont Emergency Management for formal approval.

Performance Measures:

The financial assistance provided for this project is contingent/conditioned upon the delivery of an adopted and approved mitigation plan before the end of the period of performance. If a plan does not receive FEMA approval before the end of the period of performance, then FEMA may partially terminate the project, disallow costs associated with the mitigation plan for that community, and recover all payments made to the Recipient for that community.

ATTACHMENT B PAYMENT PROVISIONS

The State agrees to compensate the Subrecipient for services performed, up to the Federal share amount stated below, provided such services are within the scope of the Agreement and are authorized as provided for under the terms and conditions of this Agreement.

Budget Detail:

Salaries and Benefits	\$
Contractual	\$ 11,000.00
Supplies	\$ 150.00
Travel & Mileage	\$
Equipment *	\$
Other Costs	\$
Indirect Cost **	\$
 Total Federal Share	 \$ 8,362.50
Total Non-Federal Share (Match)	\$ 2,787.50

Subrecipient agrees that grant funds awarded will be used to supplement existing funds for program activities and will not supplant (replace) non-Federal funds. Subrecipients must be able to document local funds were not supplanted with funds from this award (for example: personnel expenses must be supported with actual budget allocations which include this funding source).

* Federal equipment threshold is \$5,000.00¹. Please reference Federal equipment compliance requirements.² Subrecipients must follow their own procurement policy unless the Federal and State requirements are more restrictive.

** Current Rate Approval Letter (under 2 CFR 200.332(a)(4)) must be on file with DPS. It is also important to note that indirect rates may be subject to statutory caps of the Federal program which supersede the requirements of the Uniform Guidance. Refer to Bulletin 5 for further guidance.

During the performance of this Agreement, any of the cost categories may be increased or decreased by up to 10% of the total award with prior written approval without the need for an official amendment. Contact the DPS Financial Office shown on page 3. Approval will be given provided:

1. It is within the Total Award Amount in effect at the time of the adjustment
2. It does not change the Scope of Work in Attachment A

PROGRAMMATIC REPORTING REQUIREMENTS:

- Under 2 CFR 200.329 (e) *Significant Developments*: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the subrecipient **must** inform DPS *as soon as* the following types of conditions become known:
 1. Problems, delays, or adverse conditions which will *materially impair* the ability to meet the objective of the award. This disclosure **must** include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
 2. Favorable developments which enable meeting time schedules and objectives *sooner or at less cost* than anticipated or producing *more or different beneficial results* than originally planned.

¹ 2 CFR § 200.313 (d)(1)

² 2 CFR § 200.313 (d)(2)

- The subrecipient **must** certify in writing to DPS at the end of the award that the project or activity was completed, or the level of effort was expended. If the required level of activity or effort was not carried out, the amount of the Federal award must be adjusted.
- Changes in principal personnel or scope of effort **must** receive the prior written approval of DPS.

The subrecipient must submit programmatic reports using either the DPS Subgrant Progress Report Form or another format that includes all information required on the DPS form. The reporting periods are October 1 – December 31 (due January 30), January 1 – March 31 (due April 30), April 1 – June 30 (due July 30), and July 1 – September 30 (due October 30).

FINANCIAL REPORTING REQUIREMENTS /PAYMENT REQUESTS:

The State, at its discretion, will reimburse the Subrecipient by one of the following options depending on the needs of the Subrecipient and their standing with the State at the time they request Agreement funds:

- Reimbursement in arrears of expenditures with attached documentation. Subrecipient must submit the DPS Financial Report Form (**DPS Form ADM-116a**) with attached detailed documentation of incurred expenses paid to receive payment.
- Limited cash advance with prior approval. Subrecipient must submit the DPS Financial Report Form with detailed documentation of incurred expenses marked "Goods/Services received, not paid." DPS will process and make payment to Subrecipient. Next, the Subrecipient **MUST** make payment to the vendor and provide DPS proof of such (i.e. copy of cancelled check) within ten (10) days of receipt of the State of Vermont payment. Subrecipients may receive cash advance however they may be required to deposit funds in an interest-bearing account and possibly return interest earned more than \$500 per year (see 2 CFR §200.305(b)(8)). Any interest earned must be reported to the Department of Health and Human Services, Payment Management System.

Requests for reimbursement, or payment, must be made using the DPS Financial Report Form (DPS Form ADM-116a), and must be supported by detailed supporting documentation. Examples of detailed supporting documentation may include payroll reports, timesheets, general ledger reports, paid vendor invoices, and cancelled checks.

These requests must be submitted to the Vermont Department of Public Safety, Financial Office, no later than the end of the month following the month in which the expenses were incurred. Please send to:

Name: Aldijana Zolj
 Via mail: Vermont Department of Public Safety/Financial Office
 45 State Drive
 Waterbury, VT 05671-1300
 Via email: Aldijana.Zolj@vermont.gov

DPS will not make any payments on this Agreement unless the Subrecipient meets all provisions contained herein.

CLOSEOUT:

When a performance period is nearing its end, the subrecipient should ensure all work is complete and file their reports by the deadline noted in Attachment B of the subrecipient agreement. If they have determined a need for an extension, it must be requested with sufficient time to allow for DPS to review and approve prior to the end of the current award term. If the performance period and date for the final report ends and the subrecipient does not contact DPS for an extension, the Financial Office will close out the award. Upon final payment and verification that all reporting obligations have been met, a closeout letter will be issued to the Subrecipient.

RECEIVED
MAR 09 2023
ROXBURY, VT

Tatiana Govoni
234 Warner Ave.
Roslyn Heights, NY 11577-1028

03/09/2023

Jon Guiffre
Chairman
Selectboard, Town of Roxbury
Street Address
City, ST ZIP Code

Dear Jon:

It is with regret that I resign as the role of Webmaster for the Town of Roxbury, effective March 20, 2023. It has been an honor and a pleasure to work with you, the Selectboard and the Town Clerk's office over the past four years. However, the new composition of the Selectboard makes it untenable to continue in my position. I am sure that you will find someone with experience to replace me.

I will mail Tammy a USB with all the files and images that I have from my time as Webmaster. I will provide Tammy with my current Google Mail and WordPress passwords, so the next Webmaster can login and change the passwords him/her/themself.

Sincerely,


Tatiana (Nina) Govoni
Webmaster

Town Clerk

From: Nicholas Laskovski ~~n.laskovski@roxbury.ma.gov~~
Sent: Wednesday, March 08, 2023 4:33 PM
To: Town Clerk
Subject: Fwd: Municipal Energy Resilience Grant Program- Let's Get Started!

FYI,

I have completed both surveys and initiated process to have Town of Roxbury be eligible as a grant recipient. This capital outlay could directly be utilized in the upgrade/repair/renovation of a Town Garage. With a large enough roof, this would also be a strong area for a roof mounted solar array which could offset the electric use of all Town buildings. With the addition of efficiency upgrades and transition of heating systems from oil/propane to electric heat pumps, a substantial cost savings could benefit the Town.

Nicholas Laskovski

~~n.laskovski@roxbury.ma.gov~~

Begin forwarded message:

Town Clerk

From: Sam Lash, CVRPC <lash@cvregion.com>
Sent: Monday, March 13, 2023 4:07 PM
To: Town Clerk
Subject: Reminder: Municipal Energy Resilience Grant Program- Let's Get Started!



March 2023

Municipal Energy Resilience Grant Program: Get Started!

General Program Timeline:

Applications for \$4,000 community grants open (March 8th, 2023)

Applications open for Energy Assessments **Spring 2023 TBD**

Applications open for Projects **TBD**

January 15th, 2024: Energy Resilience Assessments must be completed

December 31, 2024: All grant awards must be obligated

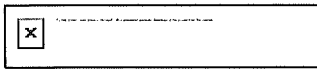
December 31, 2026: All grant awards must be expended

June 30, 2028: Final reporting submitted.

The Municipal Energy Resilience Program (MERP) will provide staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting renewable energy, battery storage, electric vehicle charging, weatherization, thermal improvements, fuel switching, and enhanced building comfort in municipal buildings and facilities.

Passed on June 2nd, 2022, Act 172 provides \$45 million to promote dependable and sustainable connections to critical municipal services for all Vermonters. Existing buildings owned by cities, towns, fire districts, incorporated villages, and all other governmental incorporated units except for school districts, are eligible for MERP.

There are 3 Program Components:



Free Energy Assessment (by State Contractors)

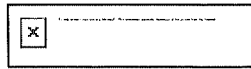
Towns can apply for building assessments of any municipally owned building (except schools). (State Contractors)

Two levels are available:

Level 1*: Walk-through assessment. Takes ~1.5 hours and qualifies the building for MERP Implementation Funds.

Level 2: Investment grade audit. Takes ~4 hours and qualifies the building for MERP implementation funds and the State's energy revolving loan program. This will be useful for a building with multiple scopes of work for which you may seek additional Federal and State funding sources.

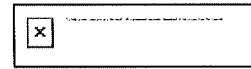
*An Efficiency Vermont Walkthrough does not count as a Level 1, because MERP Level 1 walkthroughs will also assess renewable energy generation, storage, and EV charging infrastructure potential. Efficiency VT walkthroughs DO help you understand your municipal building energy baseline and needs which is key for helping you prioritize and develop projects!



Municipal Building Project Funding:

Each municipality can apply for a maximum of **\$500,000** for building renovation projects regarding weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems with more efficient renewable or electric alternatives. Any municipal building that receives an energy assessment through the MERP program is eligible for this funding. These funds can be split across several eligible buildings.

Energy Assessment required to be eligible for these implementation funds.



Community Capacity Grants (Optional; Not Required)

These grants provide up to \$4,000 to support energy resilience community capacity building.

Potential Uses:

- (Co)-hire staff to support grant writing, project development, and/or municipal energy tracking
- Host educational events/energy fairs
- Start an energy committee
- [see here for more!](#)

First Steps for Municipalities:

Visit our website to learn more about the MERP Program: [Municipal Energy Resilience Grant Program - Central Vermont Regional Planning Commission \(centralvtplanning.org\)](#)

(or click the button below- there is a checklist of next steps!)

Take our [BRIEF SURVEY](#) to let us know your top building priorities and begin pulling together materials:

- Municipal Building and Facilities- list and top priority projects
- Level of assessments (required to be eligible for

the project funds, must be completed this year, free!)

- Community Capacity Grants (\$4000) are open now (optional)- will you apply and for what?

[Learn More](#)

[Register your interest and get started! \(Survey\)](#)

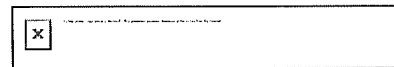
Next Steps (don't rush!)

Community Capacity Grants are now open:

[Municipal Energy Resilience Program | Buildings and General Services \(vermont.gov\)](#)

There are several different components of this program-

CVRPC will continue to reach out to municipalities to help you prepare for the various program phases as they roll out. CVRPC will also provide you with technical assistance for applications, assessments, and implementation.



Fill out the [survey](#) and chat with us! We're here to help!

For assistance with these and finding other opportunities please reach out to [Sam Lash](#), CVRPC Climate&Energy Planner.

Sign-up for CVRPC Newsletter

[Sign-Up](#)

January 2023 Central Vermont Regional Planning Commission Sam Lash, Climate&Energy Planner

Central Vermont Regional Planning Commission | 29 Main Street, Suite 4, 29 Main Street, Suite 4,
Montpelier, VT 05602

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2023 STATE HAZARD MITIGATION PLAN UPDATE

Vermont Emergency Management (VEM) is updating the State Hazard Mitigation Plan as required by FEMA every 5 years.

Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with governments identifying natural disaster risks and vulnerabilities that are common in their area.

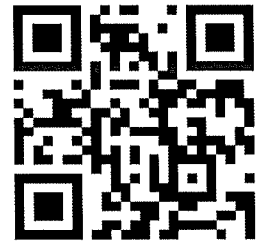
After identifying these risks, they develop long-term strategies for protecting people and property from similar events. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction.



SHARE YOUR EXPERIENCE AND NEEDS

Please discuss the questions below with Town/City Selectboard members, staff, and/or residents (for example, a 10 minute discussion during a Selectboard meeting). Then designate one person to share your responses with VEM using the link or QR code below by April 28, 2023
tinyurl.com/mr48nt7j

Click the link above
or scan me with a
smartphone camera
to submit your town
or city's responses



QUESTIONS FOR TOWNS AND CITIES

1. Which individuals or groups within your community would be most harmed by or have the most difficult time recovering from a natural hazard event (such as flooding, ice, wind, heat, wildfire, etc)? We will refer to these as your "frontline community members."
2. How does the Town/City get information about the needs and interests of its frontline community members? Please describe any opportunities for engagement offered specifically for frontline community members that you currently provide, or that you want to provide if resources are available.
3. What have you already done to prepare for significant weather events in your community and protect residents from natural hazard impacts?
4. What else would you like to do to protect your residents from natural hazard impacts?
5. What would you need to make that happen?
6. If funding is a need, what are the two biggest barriers to obtaining funding?

Questions about the State Hazard Mitigation Plan? Contact State Hazard Mitigation Planner Caroline Paske (caroline.paske@vermont.gov) or visit <https://vem.vermont.gov/plans/SHMP>



Town of
Roxbury

RABIES CLINIC



Saturday, March 25, 2023 at the Roxbury Town Garage
Off Warren Mountain Road
From 1:00 to 3:00 PM

Town Office will
be open on March
25th from 9AM to
NOON



Licensing
will be
available
for
Roxbury
Residents

Rabies Vaccines are \$15.00
Distemper Vaccines are \$20.00

**Cats MUST be in boxes or crates. Dogs MUST be on
leashes please. One person in building at a time.**



Attending
Veterinarian
Roy Hadden
DMV
Valley Animal
Hospital

**PLEASE BE
PATIENT.**

