

ROXBURY SELECTBOARD MEETING
MINUTES OF MARCH 27, 2023
7:03PM – 9:35PM
COMMUNITY HALL

MEMBERS PRESENT: Chair Jon Guiffre, Vice-Chair Rene Bouchard and Road Commissioner Dave McShane

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Erik Wardle, Dotti Guiffre, Heidi Albright, Judy Lusk, Ben Pincus, Tom Frazier, Bob Ketchel, Arthur Smith, Mary Bouchard, Yelena Synkova, Sean Cummings and family, Nick Laskovski, Mike Dickinson, Dave Santi, Tim Martin, Don Randall, Carol Randall and Sam Lash

1. Chair Jon Guiffre called the meeting to order at 7:03 p.m.
2. Rene mentioned the February 20 Public Hearing recording was not on website, asked some questions about the wastewater system and mentioned the rabies clinic.
3. Organization of the Board – Dave moved to elect Jon Guiffre as Chair, the motion was seconded and passed with all ayes. Dave moved elect Rene Bouchard as Vice-Chair, the motion was seconded and passed with all ayes.
4. Public
 - A) Dave Santi would like to have a badge as Second Constable; he would like to look official. Dave also mentioned vehicles being parked in rights-of-way and he mentioned the petition that he had submitted.
 - B) Tom Frazier would like to talk about the resignation of the webmaster. Tom stated the reasons he thinks she resigned and that maybe having the Board contact her and ask her to come back with condition that she would only need to deal with the Selectboard Chair and Town Clerk. She did a great job. Jon said he would reach out to her.
 - C) Bob Ketchel mentioned he is disappointed with the State with the Jones property. He stated most towns have an ordinance dealing with unsafe places. He suggested the Board adopt an ordinance with residential codes regarding unsafe buildings.
 - D) Arthur Smith would like town policies and ordinances on the website. Jon mentioned the Board is planning on redesigning the website. Arthur also mentioned having a listserv where Selectboard agenda items could be sent to those requesting them. Jon did mention that the packet is now attached to the agenda on the website.
 - E) Nick Laskovski mentioned live meeting recordings.
 - F) Tim Martin asked about a special dumpster for Green-Up Day that was mentioned at a previous meeting. Dave McShane mentioned they don't get a dumpster for tires but have not had one for household trash (green-up trash only). There was a discussion on getting a large dumpster for household trash.
5. Dave McShane moved to approve the minutes of March 6 Public Hearing and minutes of March 6 meeting as submitted. The motion was seconded and passed with all ayes.

6. Road Commissioner's Report

- A) Roads are as good as can be in this weather. Mud will be getting worse.
- B) 2021 International Truck had issues; some of it was under warranty.
- C) The Board signed the Annual Financial Plan and Certificate of Compliance for Town Road and Bridges and Network Inventory.

7. Financial Report

- A) The Board reviewed the orders. Dave moved to approve the orders with add-ons. The motion was seconded and passed with all ayes. The add-ons are Christian Zinn (Jones property tax sale redemption) and Roxbury Country Store (diesel and gas).
- B) Tammy Legacy, as Town Clerk, submitted the Certificate of Financial Action from Town Meeting.

8. Unfinished Business

- A) Local Hazard Mitigation Plan was discussed. The Board will need to appoint a new Emergency Management Director; Mike Dickinson is unable to keep the position. Sam Nash from the Central Vermont Regional Planning Commission (CVRPC) spoke about the plan; it gets updated every five years. There are FEMA funds available to help get the plan updated. The Board would need to put the project out to bid. Dave mentioned he is registered in the FEMA system and would like to have Mike removed from the grant forms and with permission from the Board, he would like to sign the grant document. There were questions asked of Sam Nash. Jon moved to have Dave sign the grant and to administer the grant. The motion was seconded and passed with all ayes. FEMA would pay 75% and Town would pay 25%. Sam stated the Town's portion could be a match-in-kind.

9. New Business

- A) Dave moved to approve Tim Martin's Liquor & Tobacco License with conditions. There was a discussion on having a couple of spaces available when the store is open. Tim is okay with having adequate parking be available when store is open. Dave's motion is to approve Tim Martin's Liquor & Tobacco License with the condition that when the store is open there will be adequate parking available. The motion was seconded and passed with all ayes.
- B) Video broadcasting of meetings was discussed. Jon asked Rene if he would be willing to look into this project. The equipment would need to be movable so that it can be used at Town Meeting at the Town Hall. Internet connection was mentioned. Since the pandemic people like to stay home and be able to attend virtual meetings.
- C) Resignation of webmaster was discussed. Dave agreed there should be parameters on who should be in contact with webmaster. Jon will contact Nina Govoni.
- D) Dave moved to make the Northfield News as the official newspaper. The motion was seconded and passed with all ayes.
- E) Dave moved to make the Town Office, Post Office, Town Hall, Bull Run Road and Steele Hill Road be the official posting locations. The motion was seconded and passed with all ayes.
- F) Annual Appointments – motion to approve the appointments

Road Commissioner – David McShane
Chairman of Civil Defense – Steve Twombly
Town Health Officer – Craig Sullivan
Deputy Health Officer – John Valentine
Regional Planning Commissioner – Gerry D’Amico
Roxbury Planning Commissioner – Mike French
Animal Control Officer – Janine Manninen
E-911 Coordinator – Rene Bouchard
CV Internet Representative – Tim Sullivan
CV Transportation Representative – Gerry D’Amico
Energy Coordinator – Nick Laskovski
Green-Up Day Coordinators – Claire Chomentowski
And Kim Copeland

Dave moved to approve the appointments. The motion was seconded and passed with all ayes. It was also noted that there are two vacancies for Auditor and one for Lister.

- G) Municipal Energy Resilience Grant Program was discussed. Nick Laskovski, Roxbury Energy Coordinator has applied for a mini grant of \$4,000. Nick will be the liaison between CVRPC and Roxbury. Level 2 assessments on four town buildings need to be completed by the end of the year.
- H) 2023 State Hazard Mitigation Plan Survey – The Board and public reviewed the questions the State would like answered. Jon will submit the responses to the State.
- I) The Library steps were discussed. Dave stated precast would cost \$1,000 which seemed like a lot to spend on steps that are rarely used. The Library Trustees will discuss at their next meeting and will get back to the Board.

10. ARPA Funds – The Board suggested the ARPA committee have people come to meetings to discuss their request. Rene, ARPA Committee Chair, mentioned the survey process. The committee had asked for feedback from the public on their ideas and then ranking the ideas that were submitted. 39 people responded to 1st survey requesting ideas. 56 people responded to 2nd survey of ranking the projects. The Community Hall was the top choice. There was a discussion about the Community Hall and the non-profit committee. Some of the ideas have been ruled out – the Town already gave \$20,000 for high-speed internet and decided against pursuing having the train stop in the village. It was decided that for the next four meetings, four ideas will be discussed. Rene will create a schedule and send to Jon and Tammy for the agenda. The ARPA report is on the website.

11. Other Business

- A) There will be a Household Hazard Waste Day in Randolph on April 8th.

12. Dave moved to go into executive session to discuss personnel. The motion was seconded and passed with all ayes. The Board entered at 9:20 p.m. The Board exited at 9:35 p.m. No action taken.

With no further business to discuss, the meeting adjourned at 9:35 p.m.