

AGENDA
ROXBURY SELECTBOARD MEETING
MONDAY, MAY 15, 2023
7:00PM AT THE COMMUNITY HALL

- | | |
|-------------|---|
| 7:00 | 1. CALL THE MEETING TO ORDER |
| 7:00 - 7:02 | 2. ADDITIONS/DELETIONS TO THE AGENDA |
| 7:02 – 7:15 | 3. PUBLIC
A) PARK COMMITTEE – ED CARNEY |
| 7:15 – 7:20 | 4. ROAD COMMISSIONER'S REPORT
A) ROADS
B) EQUIPMENT
C) TOWN HIGHWAY STRUCTURES GRANT |
| 7:20 – 7:25 | 6. FINANCIAL REPORT
A) REVIEW & APPROVE ORDERS
B) APPROVE SCHOOL TAX CHECK – DUE BY JUNE 1ST |
| 7:25 – 7:45 | 7. UNFINISHED BUSINESS
A) ARPA COMMITTEE
1) TOWN GARAGE ON SAME OR ALTERNATIVE SITE
2) ACTIVE TRANSPORTATION MASTER PLAN
3) CIVIC WORK GROUP
4) ROXBURY VILLAGE SIDEWALK
B) STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES
– CONTINUE DISCUSSION ON STATEMENTS & NEXT STEP FOR PROJECT |
| 7:45 – 8:10 | 8. NEW BUSINESS
A) LOCAL EMERGENCY MANAGEMENT PLAN (LEMP)
B) ERIC SIGSBY LETTER
C) JULY 4TH
D) REQUEST TO BE APPOINTED TOWN AUDITOR
E) REQUEST TO BE APPOINTED EMD
F) REQUESTS TO BE WEBMASTER
G) ACT 250 JURISDICTIONAL OPINION |
| 8:10 – 8:15 | 9. OTHER BUSINESS |
| 8:15 – 8:30 | 10. EXECUTIVE SESSION - PERSONNEL |
| 8:30 | 11. ADJOURN |

HUMMINGBIRD PROPERTIES, LLC
911 Shaw Road, Roxbury, Vermont 05669

MAY 10 2023
ROXBURY, VT

Town of Roxbury
1664 Roxbury Road
P.O.Box 53
Roxbury, Vermont 05669-0053
Attention: Select Board

Re: Response to Select Board Decision Not to Discontinue a Quarter Mile Section of Shaw Road

Gentlemen:

We are in receipt of your letter and decision dated May 3, 2023, declining to discontinue the approximately quarter mile section of Shaw Road that bisects the following tract of land owned by Hummingbird Properties, LLC (the "Subject Property"):

Parcel ID: 010003.00;
Span#: 531-167-10302;
Described on our tax bill as 116.8 acres & camp; incl. 030003-000

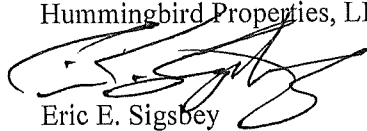
In your letter you suggest that we request to have that section of Shaw Road designated as a "Pent Road" and authorize an unlocked gate where Shaw Road enters the Subject Property. While we consider our other options regarding your denial, we respectfully request that such designation be made as soon as possible as we continue to have safety and security concerns.

In addition, we respectfully request that signage be placed at the beginning of Shaw Road stating that it is a "Dead End Road" and "No Through Traffic." We would also request that the public portion of Shaw Road be reclassified from a "Trail" to a "Class 3 Road" as there are currently five (5) separate homes being served by Shaw Road, with at least two (2) more homes planned for the next one to two years. We have already seen tax increases for our homes. We would also request that, in the interim, Hummingbird Properties, LLC be designated as the party responsible for maintaining Shaw Road (as I have done for the past eleven years) and that the Town commit to a certain amount of material to be added to Shaw Road each year as well as at least one culvert cleaning. We further request that the Town establish an equitable method of allocating the costs for maintaining Shaw Road among the parties owning property along Shaw Road. If the Town will establish an equitable sharing of those costs, Hummingbird Properties would be happy to continue maintaining the road and provide invoicing for its costs.

If you have any questions or if you require any additional information, please contact me at the above letterhead address, phone or email. Also, please advise when this will be added to the agenda for the appropriate Select Board meeting.

Sincerely,

Hummingbird Properties, LLC



Eric E. Sigsbey
Member

Town Clerk

From: Arthur Smith
Sent: Tuesday, May 02, 2023 6:22 AM
To: Tammy Legacy
Subject: Request to be Considered for Roxbury Auditor

Good morning Tammy,

I hope that this email finds you well. I am writing to request that I be considered for one of the Roxbury Town Auditor positions. Please let me know how to proceed. Thank you.

All the best,

Arthur
(he, him)

AMEDEO SANTI
PO.BOX 224
ROXBURY,VT.

TO THE ROXBURY SELECTBOARD

I HEREBY ASK FOR THE POSITION OF EMERGENCY MANAGEMENT DIRECTOR
MY QUALIFICATIONS ARE FIRST I AM A FORWARD THINKING PERSON
SECOND I AM A MAN OF MANY TALENTS.

FOR MANY YEARS NO ONE HAS TAKEN THE E.M.D. JOB SERIOUS I WILL I
WILL GET TRAINING AND I WILL CONNECT WITH OTHER E.M.D. .

WHAT NEEDS TO BE DONE NEXT.

DEAL WITH THE MRE AND FIND A BETTER PLACE FOR THEM AND ROTATE THEM
WHEN NEEDED.

NEXT START A PLAY BOOK OF DISASTERS.

UNDER THAT WILL BE THE NAMES AND PHONE NUMBERS OF PEOPLE AND
PROCEDURE FOR THAT DISASTER.

THE PLAY BOOK WILL BE ON COMPUTER AND ON BINDERS IN THE FIRE
STATION AND THE TOWN GARAGE, THE TOWN OFFICE THE SHELTER, AND THE
E.M.D. THAT WAY WE ALL ON THE SAME PAGE.

THEN START PLANNING FOR THE FUTURE, BY IDENTIFY PROBLEM AREAS OF
CONCERN.

SEEK HELP IF I CAN FIND SOMEONE.

I PLAN TO START AND LATER SOMEONE CAN TAKE OVER THEN.

THANK YOU
AMEDEO DAVID SANTI

Town Clerk

From: Rachel Campbell
Sent: Thursday, May 04, 2023 7:16 PM
To: Town Clerk
Subject: Webmaster for Roxbury Town Website
Attachments: Rachels-Resume-2.pdf

Hello Tammy!

I just saw your ISO of post on the Front Porch Forum seeking a Webmaster for the town's website. As it's now Thursday night (the 4th) I'll give you a call tomorrow morning to inquire about the open position.

In the meantime, attached is my resume. I would like to add that throughout my career, I have built, from the bottom up, three websites and currently work the back end of two websites on a regular basis. Those two websites are overwaterbungalows.net and priceoftravel.com. I'm well versed in Wordpress, Canva, Lightroom, and Mailchimp in addition to SEO, internal and external links, and back of the house formatting.

Thank you for your time and consideration,

Rachel Campbell

Rachel Campbell

Travel Writer/Editor/Photographer

An independent remote worker with nearly a decade of experience in writing, researching, ghostwriting, SEO, and editing. While my current main focus is travel data collection and rewrites, I have extensive experience in general article production, article updating, and editing of existing articles to better fit SEO standards.

✉ rachel.campbell2766@gmail.com

📍 Northfield, VT, USA

WORK EXPERIENCE

Ghost Writer

Freelance - Various Websites

06/2013 - 10/2017

Achievements/Tasks

- Research and production of various articles submitted to and completed in writing manner of credited author
- Genres ranged from travel experiences to appliance reviews

Travel Writer

Freelance - Various Travel Websites

12/2013 - 11/2018

Achievements/Tasks

- Article production (pitching/researching/writing/formatting)

Writer and Editor

Sungazer Media, LLC

01/2014 - Present

Travel research company focusing on international travel though a collection of websites that focus heavily on price comparison data.

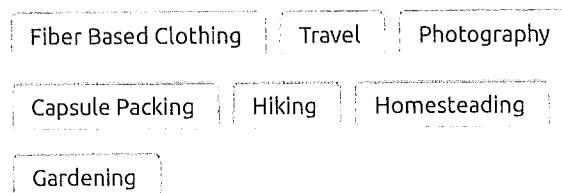
Achievements/Tasks

- Article production (pitching/researching/writing/formatting/publishing)
- Editing (revisions/updates/overhauls)
- SEO (rewrites/internal links/external links to corresponding company websites)
- Data collection for Backpacker Indexes (price indexing for regional accommodations, food, drink, activities, and transportation)
- Monthly Newsletters (production of and sending out monthly online newsletters through Mailchimp)
- Crafting resort pages (independent research that lends to the creation of a page detailing specifics of an overwater resort)

SKILLS



INTERESTS



EDUCATION

Bachelor's of Environmental Studies

Florida Gulf Coast University

08/2005 - 12/2008

Fort Myers, Florida

Town Clerk

From: Jeff Dobbin ·
Sent: Tuesday, May 09, 2023 10:41 AM
To: Town Clerk
Subject: Webmaster position at the Town of Roxbury
Attachments: Jeff-Dobbin-Resume.pdf

Roxbury Security Filter

Warning: Sender jeffdobbin@outlook.com has never sent any emails to your organization.
Please be careful before replying or clicking/downloading the attachment and URLs.

powered by Graphus®

To Whom It May Concern:

I am writing to express interest in the webmaster position at the Town of Roxbury. I have attached my resume to showcase my experience and I encourage you to also check out my website and review my skills and portfolio: <https://jeffdobbin.github.io/>.

I'm happy to provide not only my expertise but also enhance the town website to be more compliant for Section 508/ADA accessibility guidelines, the same approach and experience that I've applied during the project of rebranding the new Vermont.gov website.

Not only am I a full-time web designer that works remotely at home in Northfield. I also operate as a freelancer that provides various services in accessibility and user experience as well as web design and development. I'm fully verse in various website platforms, from WordPress, Drupal, Joomla, SquareSpace, and so forth.

I'm happy to come meet in person if needed. Email communication is the preferred mode of contact.

Thank you for your time and I look forward to hearing back from you soon.

Best,

Jeff Dobbin

Jeff Dobbin

CONTACT

jeffdobbin@outlook.com

www.linkedin.com/in/jeffdobbin

<https://jeffdobbin.github.io/>

SKILLS

UX/UI, Web Development, Accessibility, Digital Marketing, Customer Service, American Sign Language

EXPERIENCE

Communication Service for the Deaf (CSD) - Senior Web Strategy and Accessibility Standards Specialist

July 2022 - Present (1+ years) | Remote

- Define and drive website digital technology experiences and applications.
- Coordinate with Independent Contractors in decision making regarding web and application designs along with data reporting, user study and web development.
- Establish an interactive dashboard to allow stakeholders to track, analyze and report results from digital engagement using Google platforms (Analytics, Looker, Tag Manager, Ads) with monthly reports.
- Act as the subject matter expert (SME) for WCAG and Section 508 guidelines and stay informed of new guidelines as they evolve.
- Contribute with marketing leadership and accessibility advocates to support company-wide accessibility initiatives and to define and maintain current roadmap, vision and strategy for digital accessibility within the company.
- Develop digital accessibility training materials, and conduct training sessions and shape guidance with development, design, and/or content creators.
- Staying ahead of emerging standards and technologies (web, mobile, document) and analyzing impacts to company standards regarding accessibility.
- Coordinate with re-platforming and transformation as needed in partnership with Marketing and Information Technology.
- Coordinate efforts in establishing CSD corporate wide Accessibility policy for all website properties.

Communication Service for the Deaf (CSD) - UX/UI Designer

July 2021 - July 2022 | Remote

- Lead the primary project of redesigning the CSD.org website with user study, data analysis, wireframe design, A/B testing, and front-end build with in-house development team.
- Lead designer for developing user interfaces and concepts for CA Connect, Dripple.me, and the new Social Venture Funds websites that saw a 30-60% increase in user engagements and leads.
- Assisted in the redesign of CSD SVF's founder, 4Legz, ecommerce website to improve user engagement and accessibility compliance as well as responsiveness. Resulted in 30% increase in user engagement as well as 20% increase of online sales transactions for both retail and wholesale.
- Assisted in the report of data analysis and consumer target audience study as well as lead designer for the CSD Professional Services website that saw a 20% improvement in user engagements and leads.
- Consult with stakeholders and external clients on accessibility, data analytics, and recommendation on website/application updates.
- Assist in updating all CSD website properties in front-end web development. Lead in providing monthly/annual reporting of data analysis regarding CSD website properties and provide suggested improvements based on the data analysis.

Tyler Technologies at NIC Vermont - Front End Developer

July 2018 - July 2021 (3+ years) | Vermont

- Lead for UX/UI and innovation of design and layouts in partnership with the State of Vermont government agencies and departments that provide a portfolio of 150 online services and 120 websites for the citizens and businesses of Vermont. Lead designer for the new agency and department Drupal 8 and 9 themes.
- Utilizing Drupal as the main CMS system, rebranding State of Vermont (Vermont.gov). Improving the 120 State agency and department websites to be WCAG and ADA compliant and responsive.
- Part of a team collaboration that redesigned the industry-leading government website, Vermont.gov – a gold award winner in the 2020 W3 Awards and 4th place finisher in the 2020 Government Experience Awards. The new Vermont.gov was also awarded gold by the dotCOMM Award from the Association of Marketing and Communication Professionals (AMCP).
- AMCP also awarded gold Hermes Creative Awards for the newly redesigned websites of the Agency of Natural Resources, Department of Forests, Parks and Recreation, and the Department of Fish & Wildlife.
- Won 25-plus awards and recognition for best design or best user experience/ interface for website and applications developed as an organization while performing duties as lead designer/front-end developer.

Norwich University - Web Developer

May 2014 - July 2018 (2+ years)

- Responsible for designing, coding, and modifying the Norwich.edu and department websites, from layout to functionality and user experience. Strive to create a visually and engaging website that features user-friendly design, clear navigation, while being WCAG, ADA, and GDPR compliant.
- New website resulted in 54% increase in user engagement and traffic, leading to a 37% increase in enrollment.

Norwich University - Assistant Sports Information Director

October 2014 - May 2016 (1+ year)

Lacrosse Official

April 2014 - Present (8+ years)

- Officiate at the College Men's Lacrosse, US Box Lacrosse, and NFHS High School Boy's Lacrosse levels.
- Officiated the 2017 VPA Vermont Division III Boy's Lacrosse State Championship.

EDUCATION

Ithaca College - *Masters*

2011

SUNY Brockport - *Bachelors*

2008



ACT 250 JURISDICTIONAL OPINION JO 5-64

State of Vermont
Natural Resources Board
District 5 Environmental Commission
10 Baldwin Street
Montpelier, VT 05633-3201
<https://nrb.vermont.gov/>

[phone] 802-476-0185

This is a Jurisdictional Opinion based upon available information and a written request from the landowner/agent or other person. Any notified person or entity will be bound by this opinion unless that person or entity files a request for reconsideration with the District Coordinator or an appeal with the Superior Court, Environmental Division within 30 days of the issuance of this opinion (see below). This Opinion identifies Act 250 Jurisdiction only. Other permits may be required (e.g., <https://dec.vermont.gov/permits>). For more information, please contact the Agency of Natural Resources Environmental Assistance Office: (<https://dec.vermont.gov/assistance/permits>).

- ☒ I hereby request a jurisdictional opinion from the District Coordinator or Assistant District Coordinator regarding the jurisdiction of 10 V.S.A. Chapter 151 (Act 250) over the project described below.

Paul Acciavatti, Cemetery Manager
Vermont Natural Burial dba Vermont Forest Cemetery
paul@vermontnaturalburial.org

- ☒ Landowner
☐ Agent
☐ Other

Project Description: Replace a stream crossing on the "Cemetery Trail" identified on exhibit 12a in 5W1606. Jaron Borg, the River Management Engineer who covers Roxbury, determined no stream alteration permit was necessary for the bridge replacement.

Project Location: 750 Beaver Meadow Rd., Roxbury

Existing Act 250 permit number(s) or series: 5W1606

Project Type: ☒ Commercial ☐ Subdivision ☐ Municipal/State ☐ Mixed
☐ Farming/Forestry ☐ Housing ☐ Other _____

Has the landowner or affiliated person subdivided before? ☐ Yes ☐ No ☒ N/A



If Yes: Location: _____ no. of lots: _____ Date _____

AN ACT 250 PERMIT IS REQUIRED: ☐ YES ☒ NO

BASIS FOR DECISION:

The bridge replacement is not a "material change" under NRB Rule 2(C)(6).



DATE: May 10, 2023

District Coordinator
10 Baldwin Street, Montpelier, VT 05633-3201
Telephone: 802-261-1947
Email: peter.kopsco@vermont.gov

Any party may file within 30 days from the date of a decision of the District Coordinator a request for reconsideration with respect to the jurisdictional opinion, pursuant to Act 250 Rule 3(B). Any reply to a request for reconsideration shall be filed within 15 days of the service of the request, unless otherwise provided by the District Coordinator.

Any person aggrieved by an act or decision of a District Commission or District Coordinator, or any party by right, may appeal to the Environmental Division of Vermont Superior Court within 30 days of the act or decision pursuant to 10 V.S.A. § 8504. Such appeals are governed by Rule 5 of the Vermont Rules for Environmental Court Proceedings. The appellant must file a notice of appeal with the clerk of the court and pay any fee required under 32 V.S.A. § 1431.

The appellant must also serve a copy of the Notice of Appeal on the Natural Resources Board and on other parties in accordance with Rule 5(b)(4)(B) of the Vermont Rules for Environmental Court Proceedings. The Natural Resources Board's copy may be sent to NRB.Legal@vermont.gov and/or 10 Baldwin Street, Montpelier, VT 05633-3201.

Please note that there are certain limitations on the right to appeal, including interlocutory appeals. See, e.g., 10 V.S.A. § 8504(k), 3 V.S.A. § 815, and Vermont Rule of Appellate Procedure 5. For additional information on filing appeals, see the Court's website at: <http://www.vermontjudiciary.org/GTC/environmental/default.aspx> or call (802) 951-1740. The Court's mailing address is Vermont Superior Court, Environmental Division, 32 Cherry Street, 2nd Floor, Suite 303, Burlington, VT 05401.

The foregoing statements regarding requests for reconsideration and appeals are intended for informational purposes only. They neither supplant any rights or obligations provided for by law nor do they constitute a complete statement of the rights or obligations of any person or party.

CERTIFICATE OF SERVICE

I hereby certify that I, Lori Grenier, Natural Resources Board Technician, District 5 Environmental Commission, sent a copy of the foregoing **Jurisdictional Opinion JO 5-64** on this May 10, 2023, to the following individuals:

Paul Acciavatti,
paul@vermontnaturalburial.org

Roxbury Selectboard/Planning Commission
c/o Town Clerk
PO Box 53
Roxbury, VT 05669
roxburytown@roxburyvt.org

Central VT Regional Planning Commission
29 Main Street Suite 4
Montpelier, VT 05602
rock@cvregion.com
chartrand@cvregion.com

Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901
anr.act250@vermont.gov

Natural Resources Board Chair
10 Baldwin Street
Montpelier, VT 05633-3201
NRB.Legal@vermont.gov
nrb.act250agenda@vermont.gov

/s/ Lori Grenier
Natural Resources Board Technician
NRB.Act250Barre@vermont.gov