

**ROXBURY SELECTBOARD MEETING**  
**MINUTES OF MAY 15, 2023**  
**7:01PM – 9:18PM**  
**COMMUNITY HALL**

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

STAFF PRESENT: None

PUBLIC PRESENT: Ed & Elizabeth Carney, Dotti Guiffre, Jack & Wendy Cashman, Claire Chomentowski, Gerry D'Amico, Ben Pincus, Tom Frazier, Bob Ketchel, Matthew Lipschutz, Arthur Smith, Mary Bouchard, Yelena Synkova and family, Mike Dickinson, Dave Santi, Tim Martin, Don Randall, Carol Randall

**1. Call meeting to order: 7:01pm**

**2. Additions/Deletions**

requested addition for Green-Up Day and requested deletion for 7.B Statement of Qualifications.

2.a A discussion was held around the apparent success of filling a 30yd dumpster with more than green-up bags. It was apparently very helpful to residents and so proposed that the Town consider holding a similar event over in East Roxbury. It was agreed that once we know the final costs that it might be a good thing to discuss.

2.b The proposal to drop item 7.B was based on the gentleman assisting the Town with the applications not being able to make the meeting. It was agreed there were other things to discuss so we kept 7.B on the agenda.

**3. Public**

3.a Ed Carney addressed the group on Park items. Sue D'Amico had approached the Park Committee (PC) to see about using the Gazebo during the July Independence Day celebrations. The PC agreed whole heartedly to the request as uses like this is what they had envisioned all along. Ed asked the Selectboard about Fence setback requirements and about storing any uninstalled fencing over at the Town Garage should it not be completed by Parade Day. The Board agreed storing over at the Town Garage could be arranged. Ed's question on setbacks for the side property lines was mentioned to be 1 foot. The question of setback for the (new) sidewalks was left unanswered. Finally, Ed reminded all that the PC has raised over \$66k for the park and felt that is a good indication of the Community's buy-in to the project.

In the general Public feedback session, Gerry mentioned that perhaps the Planning Commission should look in to developing a Master Plan for the Village Center. There are several large multi-year projects that should be considered...Sidewalks, Water/Sewer, Drainage to name a few. In addition, he felt the list of ARPA projects is mainly one of wants as opposed to needs and that the Town Garage request should have been to get an Architect's ideas on New Build vs Rehab as opposed to Same or Alternative sites.

Other items brought up included whether a legal trail can be a "pent rd" ...to be discussed later.

If there were any plans to broaden the reach of wifi in the Village. Immediately no, but with fiber coming to Town it was felt our wifi in 5 years should look a whole lot different than today.

Jack Cashman brought up the re-introduction of Senior Lunches on Mondays through the summer at the Community Center at 11:30am. Anyone 60 or older can attend bringing a younger caregiver if needed.

He provided the Selectboard with copies of the VLCT template for Rules of Procedure as an aid in encoding meeting procedures and getting them in place for all to see and follow.

Finally, he mentioned the need for speed control over in East Roxbury. As a solution he proposed the Selectboard establish a 40mph limit for the length of Route 12 in Roxbury. Currently the speed limit increases to 50mph at the Northfield line to the Orange County line. Jon noted having done work over there recently, yes, speeding is a problem. Dave confirmed that would be a VTrans request.

Tim spoke on his belief that there is a need for the Board to listen to all alternatives, no matter the source.

Dave Santi mentioned that he had spoken with the kitchen guys in the Old Church, and they may be willing to help with any cabinetry for the Community Center kitchen renovation.

Finally, Jon spoke about the need to have some non-official get togethers for townspeople to discuss various topics with the Board. The fact is we only come together as a group for Selectboard meetings and Town Meetings. An unofficial, no pressure, venue might allow for a good exchange of ideas amongst ourselves.

#### **4. Road Commissioner's Report**

- 4.a Roads are good.
- 4.b Equipment is good.
- 4.c Town has recv'd the Structures Grant for putting in the 6' culvert on West Hill Rd. This work will be done in 2024.

It was noted that the rake work done on the gravel roads had made a big difference.

#### **6. Financial Report**

- 6.a In Tammy's absence there were no add-ons. It was noted that there were three missing check numbers in the middle of the sequence, but that was deemed to be unimportant. The orders were approved 3-0-0
- 6.b The Board was being asked to approve the final payment for the School Tax due on June 1<sup>st</sup>. The amount was unknown, however based on the budget, thought to be roughly \$301K. The payment was approved 3-0-0.

## 7. Unfinished Business

### 7.a ARPA Committee

1) *Town Garage* – after talking through the ARPA write-up, the Board opened the topic up to general discussion. One question raised was if the current garage had been allowed over the years to deteriorate like it has, what is going to stop the same thing from happening again if the Town invests in a new building? The Board felt a new building would be of much higher quality to start with and so not develop some of the issues we now face.

One question was if the Town be selling the old building? To-be-determined.

One thought was that moving the Town Garage to the old Town Dump site would be a good move assuming no liability was assumed on the Town's part for the old dump. Especially, since the originally proposed "alternative" site may be better suited for use with the new Town Septic project.

It was asked if refurbishment had been looked at and the answer was no. Based on the building deterioration and that no engineer would sign-off on a rehab given so little was salvageable. Newer would be marginally more expensive and it would all be brand new. Jon spoke on the letter he had recv'd last year with regards to specs for a replacement steel building. After speaking with Dave and Loren he investigated an 80x100 (8k sqft) building with a low pitch roof standing 20' tall. Variables include Clear Span vs pillars as well as add-ons and the prices he had put the building in the range of \$900k-\$1.2M.

Dave McShane assured the audience that specifications for any new building were now being developed.

2) *Active Transportation Master Plan* – Originally proposed as a "loop trail" it was blended in with another suggestion for biking access in Town. Elizabeth and Rene agreed that the original approach of using ARPA funds to pay the Town's portion of securing a grant, as suggested by VLCT, is the preferred approach. We would get a Municipal Grant to cover 80% of the costs of a consultant to assist the Town with public/landowner outreach and developing a long-term plan for building out a recreational infrastructure. ARPA would cover the 20% or an estimated \$4k. The idea is to make Roxbury a destination of sorts for folks looking to make use of a network of paved, gravel and woodland trails.

3) *Civic Work Group* – this idea was proposed as a way for local townspeople to assist one another and be paid by the Town. Driving an older resident to a doctor's appt or the grocery store. Or perhaps assisting the Town Office with some basic tasks to help off load some of their work. It was meant along the lines of the New Deal Civil Work program. The ask is for not a lot of monies \$1.5K, the issue is starting a program and keeping it going once the funds run out...is that fair?

4) *Roxbury Village Sidewalk* – having discussed this extensively at the last meeting, there was not a lot of discussion on this. One thought is to be looking for a grant to do the Drainage study. That is currently bundled in with Sidewalks, but the cost is a big unknown until we sign on and start spending monies for a design. Then the true cost will

be known, and we will find out how large the shortfall is between what we borrowed for the Sidewalk project and what it ultimately will cost us.

7.b Statement of Qualifications

The Board is still trying to get the person assisting us to attend a mtg or special meeting to help explain the process. Jon is still trying to make this happen. In the meantime, it was agreed that Rene should follow-up with the reference firms.

**8. New Business**

8.a *Local Emergency Mgmt Plan* – a discussion was held concerning the approval of the 2023 version of the plan. Issues raised included the chain of command between the EOC & EMD, the lack of representation by the RVFD, East Roxbury and including Rene as an EOC Staff Member. EOC & EMD positions are currently filled by Jon and we will be discussing the EMD position later. Mike D. had been on the Plan last year. It was agreed that once the EMD position had been filled the Plan could be amended. The motion was seconded with the understanding that the plan will be amended and was so accepted 3-0-0.

8.b *Sigsbey Letter* – a discussion was held concerning the letter recv'd regarding Shaw Rd.

It was agreed that:

- we would again run the designation of the legal trail to a Pent Rd by the Town atty
- Dave would move on adding a "No Outlet" sign at the junction of Shaw Rd and Warren Mountain Rd
- Jon to craft & circulate amongst the Board a draft letter on moving Shaw Rd to a Class 3

8.c *July 4th* – a discussion was held concerning the timing issue of the Parade and the need for funding. At Town Mtg voters approved \$1k for entertainment effective the July 1<sup>st</sup> budget...same day as the parade. Entertainers are looking for deposits and our insurance requires a W9 else, the Town must also pay workers comp. The Board advised Mary to go to the IRS website for the W9 form and get the entertainers to fill in the form. The completed forms need to be given to the Town Office. It was thought the Town would issue July dated checks the Committee can hand out on Parade Day.

8.d *Request for Town Auditor Appointment* – Arthur Smith put his name forward for one of the open Auditor positions. A motion was made and passed 3-0-0

8.e *Request for Town Emergency Mgmt Director* – Dave Santi put his name forward for this position. A letter from Leonard Davis II was also recv'd. Dave withdrew his name and the Board approved Mr. Davis 3-0-0. Dave and Rene were asked to each give him a call. He would like to know more about the position before accepting.

8.f *Requests for Webmaster* – the Board recv'd letters from two people, and Jon spoke to each. It was agreed to have them each come in for a discussion.

**9. Other Business**

None

**10. Executive Session - Personnel**

Not required

**11. Adjourn**

With no further business to discuss, the meeting adjourned at 9:18 p.m.

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Rene Bouchard, Selectman

Approved on June 5, 2023