

ROXBURY SELECTBOARD MEETING
MINUTES OF AUGUST 7, 2023
7:00PM – 9:26PM
COMMUNITY HALL

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

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Carol Randall, Don Randall, Dotti Guiffre, Tom Frazier, Mary Bouchard, Bob Ketchel, Arthur Smith, Dave Santi, Nick Laskovski, Tim Martin, Eric Sigsbey and Anne Sigsbey, Jackie Frazier, Yelena Synkova, Sean Cummings and family

1. Chair Jon Guiffre called the meeting to order at 7:00 p.m.
2. There was a discussion on the purpose for adding items to the agenda to follow open meeting law. Rene brought up rabies issues in the State, right-of-way issues, town garage, grants and emerald ash borer. Unlicensed dogs and right-of-way will be added to the next meeting's agenda. No deletions to the agenda.
3. Public
 - A) Don Randall mentioned replacing the town garage. If the voters vote down an article to replace the garage, is there a plan B? Jon stated the building is unrepairable, the Board is working on plan A and will have to wait for plan B until a decision is made on plan A.
 - B) Tom Frazier was opposed to adding things to the agenda. Jon stated additions to the agenda is only for emergency purposes.
 - C) Bob Ketchel thinks the Board should restrict public comments to agenda items.
 - D) Tim Martin commented on the last meeting.
 - E) Arthur Smith mentioned grants and the last meeting.
 - F) Dave Santi discussed vehicles in the Town's right-of-way on Bull Run Road.
 - G) Jackie Frazier discussed executing an agenda. Process for running meetings was discussed.
4. Dave moved to approve the minutes of July 21st and 24th, 2023 as amended. The motion was seconded. The Board approved the amended minutes with a vote of 3 to 0.
5. Road Commissioner's Report
 - A) Equipment is in good shape.
 - B) July storm damage – repairs are being made; costs are being documented. Tammy Legacy attended the kickoff meeting with the State. The Town has a procurement policy. The Town can send out a Request for Qualifications (RFQ) for procurement consultant for a period of years instead of per project that way if anything happens the Town will already have a consultant. The RFQ will be sent out and hopefully the Board will have responses for the next meeting. No retainer would be required; the consultant would be under contract, ready to work.
 - C) TDS Telecom requested permission to install buried fiber optic cable in Roxbury. There was a discussion. Dave moved to approve the TDS Telecom request to install underground cables in Town's rights-of-way. The motion was seconded and passed 3 to 0. Jon, as chair, signed the letter.

- D) The railroad would like permission to go on Town's Third Branch Park to connect power to crossing on Carrie Howe Road. Mary Bouchard asked if Town could get railroad to give an easement for the community hall. Dave will ask the railroad. Dave moved to approve the New England Central Railroad request for working in Third Branch Park with conditions that all disturbed barriers are to be in preconstruction condition. The motion was seconded and passed 3 to 0.

6. Financial Report

- A) The Board reviewed the orders. Dave moved to approve the orders with add-on. The motion was seconded and passed with all ayes.
- B) Tammy informed the Board the Town received the following income:
- Better Roads Grant - \$20,000.00
 - MERP - \$4,000.00
 - Traffic Fines - \$83.50
 - Quarterly Highway - \$16,695.77
 - Quarterly Highway - \$16,695.74 (received early due to storm damage to help towns.)
- C) Tammy informed the Board that she had received one written quote for a line-of-credit. After discussing, the Board decided to have Tammy contact additional banks. This will be added to the agenda for the next meeting.

7. Unfinished Business

- A) The Board discussed making Shaw Road a pent road. Jon moved to approve the request to put an unlocked gate on Shaw Road Legal Trail 1 at the southern property boundary owned by Hummingbird Properties. The motion was seconded. There was a discussion on turn arounds and wanting to make sure the wording was correct. The motion failed with 0 in favor. This will be added to the agenda for the next meeting.
- B) Rene updated the Board on video meetings. TDS has installed internet at the Community Hall. Rene and Tammy performed the test for using Teams. Calling in and video worked. Using an owl or webcam was discussed. Cost of purchasing an owl was discussed. Jon asked Rene to bring a proposal on what he is recommending to the Board for the next meeting. The Town of Braintree uses two owls.
- C) Wastewater project was discussed. The Board reviewed the agreement with Otter Creek and found many discrepancies. Jon suggested the discrepancies be submitted to Otter Creek.
- D) Enacting the ordinance was discussed. Rene submitted an updated draft process. The Board will review and discuss at the next meeting.
- E) Website posting policy was discussed. Jon proposes Tammy continue as conduit with chair as backup.

8. New Business

- A) The Board discussed the Local Hazard Mitigation Plan process. Dave said the plan needs to be updated. Dave suggested putting out to bid for Request for Proposals on the State Bid Registry. The closing date will be August 31st for the Board to open bids on September 5th. This plan is being funded through the BRIC2021 Grant.

9. Other Business – None

10. Executive Session – Dave moved to go into executive session with an invitation to Tammy to join them for contract negotiation. The motion was seconded and passed 3 to 0. The Board entered executive session at 8:58 p.m. The Board exited at 9:25 p.m. Dave moved to approve Jeff's contract subject to preparation of the attorney and our sign off. The motion was seconded and passed with all ayes.

With no further business to discuss, the meeting adjourned at 9:26 p.m.

Tammy Legacy, Selectboard Assistant
Approved on August 21, 2023