ROXBURY SELECTBOARD MEETING
MINUTES OF SEPTEMBER 18, 2023
7:00PM – 9:02PM
COMMUNITY HALL

MEMBERS PRESENT: Chair Jon Guiffre, Vice-Chair Rene Bouchard and Road Commissioner Dave McShane
STAFF PRESENT: None
PUBLIC PRESENT: Dotti Guiffre, Tom Frazier, Mary Bouchard, Arthur Smith, Dave Santi, Bob Ketchel, Eric Sigsbey, Tim Martin, Jack Cashman, Shawn Neun, Yelena Synkova and family

1. Chair Jon Guiffre called the meeting to order at 7:00 p.m. Due to the absence of Selectboard Assistant, there will be no financial reports.

2. No deletions to the agenda; Rene asked if the Board could discuss the Library steps to Other Business.

3. Public
    A) Dave Santi asked about product that was used in the park to kill weeds. Dotti Guiffre said she used a mixer of vinegar, soap and salt.
    B) Jack Cashman mentioned the cemetery mowing.

4. Dave moved to approve the minutes of September 5, 2023 as submitted. The motion was seconded. The Board approved the amended minutes 3 to 0.

5. Road Commissioner's Report
    A) Equipment is in good shape.
    B) The road crew are changing culverts on Beaver Meadow Road; they are getting ahead of where the fiber optic lines are being installed.
    C) No update from FEMA but the engineer submitted an estimate for the two bridges on Route 12. The estimate is 1.2 million per bridge (Ladd and Tenney). A hydraulic study of the stream needs to be done. There was a discussion on the Sunny Brook Corridor. Culverts over 6 feet are considered a bridge. The footage, span and flow of water determine what can be done. Ladd Road is less than 40 feet across. Sunny Brook Corridor is a massive water shed.

6. Unfinished Business
    A) The Board discussed the process for enacting the Solid Waste and the Outdoor Storage of Junk and Junk Vehicles Ordinance. Can anonymity be maintained was discussed. The complaint forms are public records. A complaint could be submitted without complainant's name. Board going into executive session once complaint was received was discussed. Receiving anonymous complaints was discussed. After a complaint was received, an official would visit the property. All complaints would need to be investigated. Who can file a complaint was discussed; residents and property owners should be allowed to file a complaint but if the complaint is anonymous how do you know if they are a resident or property owner. A complainant would need to fill out the complaint form which would be available at the office and on website. The ticketing process was discussed. If a municipal ticket isn't paid, the judicial bureau could find the person in contempt and send to the superior court. Tom

Frazier brought up the dog ordinance in regards to the ticketing process. Who will be the enforcement officer and investigative officer was discussed, no action taken. The filing of official reports was discussed. Dave moved to adopt the draft proposal of enforcement for the junk and junk vehicle ordinance with discussed wording changes. The motion was seconded and passed 3 to 0. The Board will get the new documents posted on the website.

B) Wastewater Project was discussed. Jon and Tammy have been trying to get the application processed but are having issues. Rene would like to see the application before submitting.

C) Community Hall Project was discussed. Dave has a list of architectural firms. An RFP needs to be created and sent out. Jon asked the audience for suggested firms. Tom Frazier wondered if an architect is required. A discussion was held on this. Dave will get an RFP for the Board to review.

D) The Board discussed revising the existing Dog Ordinance. Also discussed was the purpose off licensing dogs and the requirements of State law. Reducing the penalties in the proposed revision was discussed. It was mentioned the Board should have a dog census performed. Issuing municipal tickets to owners of unlicensed dogs in June and the amount of the municipal tickets was discussed. Rene will make the approved changes and Jon will contact the town attorney regarding the revised ordinance.

E) Draft Letter – Rene had planned on drafting a letter about the dog river issue to send to State officials but decided he would contact the railroad first. Rene had contacted the railroad and had talked to them in person. The railroad was aware of the sticks that are on the trussell and they removed them. They also tried to clean out the culvert with no success. The railroad expects to have the culvert cleaned out by November. Rene filled out some on-line forms with Agency of Natural Resources and DEC wetlands requesting a site visit. The Board discussed possible ways to prevent flooding and a beaver exclusion fence. Jon stated the next four steps should be: 1) clean the area, 2) install a beaver exclusion fence, 3) monitor the area, 4) revisit in the future. Rene stated a drone will go over the area looking for beaver activity. The Board is in agreement on trying to get the railroad to pay for the beaver exclusion fence or to try and get the railroad to pay for half.

7. New Business

A) Municipal Ticketing was discussed. The Board needs to work on the process; to submit a form to judicial bureau requesting the Town be granted permission to issue municipal tickets. The Board will need to appoint a custodial official. The Board thinks Tammy Legacy should be appointed but will ask her first. Once the custodial official is appointed, the Board will then need to appoint the people that can issue tickets.

B) The Board reviewed the Hoyle Hanner Professional Services Agreement. The agreement is basic and covers all the issues; it is a boiler plate contract which they use for other communities. Cost is a per case basis. By consensus, the Board approved the agreement.

8. Other Business

A) Rene asked about the Otter Creek Engineering Contract. Jon stated the contract won't be signed until the Town gets funding.

B) Jon stated he had revisited the library step. Jon suggested attaching a board to the step and make an extension to the threshold. This should resolve the insurance companies concerns. Jon will take care of fixing it.

9. Executive Session –None

10. With no further business to discuss, the meeting adjourned at 8:59 p.m.

_____
Tammy Legacy, Selectboard Assistant
Approved on October 16, 2023