

ROXBURY SELECTBOARD MEETING
MINUTES OF MARCH 18, 2024
7:00PM – 10:17PM
COMMUNITY HALL

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

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Dotti Guiffre, Claire Chomentowski, Eizabeth Carney, Heidi Albright, Ben Pincus, Tom Frazier, Bob Ketchel, Mike French, Don Randall, Carol Randall, Mary Bouchard, Tim Martin, Yelena Synkova and family

1. Chair Jon Guiffre called the meeting to order at 7:01 p.m.
2. Organization of the Board – Dave moved to elect Jon Guiffre as Chair. The motion was seconded and passed 3 to 0. Dave moved to elect Rene Bouchard as Vice-Chair. The motion was seconded and passed 3 to 0.
3. Rene asked about discussing the Grants Administrator. Jon updated the Board on the status of the Grants Administrator. Tom Davis and Britney Pombar are planning the step in regards to the FEMA projects. Britney will get all the FEMA project up-to-date before Tom takes over.
4. Public
 - A) Ben Pincus mentioned the upcoming school board meeting is at 6:30 and there will be a discussion on the fate of the Roxbury Village School.
 - B) Mary Bouchard requested the Selectboard allow the Crafters the use of the Community Hall from September to March. Since it is not on the agenda, the Board did not act on her request. The Crafters will be added to the next agenda. Mary also mentioned the Crafters will use the Fire Station on Green-Up Day for their craft fair. Fire Chief Mike Dickinson has okayed the Crafters use of the building. Brief mention of whether they would have to pay for the insurance and fee.
 - C) Claire mentioned there will be a free lunch at the Church (on Green-Up Day).
 - D) Tim Martin asked about the budgets.
 - E) Carol Randall asked about having an extended budget process.
 - F) Ben Pincus agreed more clarity on budget and possibly having a subcommittee to work on the budget.
 - G) Jon Guiffre stated he would like the Board to send a letter to the School Board.
 - H) Mike French agrees with Jon Guiffre.
5. Dave moved to approve the minutes of March 4, 2024 as amended. The motion was seconded. The motion passed with all ayes.
6. Road Commissioner's Report
 - A) The grader needs a 2,000-hour service done which needs to be performed by the dealer. The estimated cost is \$8,000. The grader is under warranty but not for the service. The service will be done at the town garage.
 - B) Roads are getting better.

7. Financial Report

- A) The Board reviewed the orders. Dave moved to approve the orders. The motion was seconded and passed 3 to 0.
- B) Tammy Legacy, Town Clerk, submitted the annual Certificate of Financial Action from Town Meeting.

8. Unfinished Business

- A) The Vermont Council of Rural Development program was discussed. Elizabeth Carney mentioned the Municipal Planning Grant is on specific items from the Town Plan based on survey that was conducted by the Roxbury Planning Commission. VCRD is totally different. Elizabeth is requesting the Board approve sending a letter of support now or another Town will take Roxbury's spot. Heidi Albright supports the program especially with the possibility of Roxbury Village School closing. This program is broader, based from the community and is a neutral format. Ben Pincus mentioned he and Heidi took a workshop on the program and it brings different people to the table to talk to each other. It was mentioned that Northfield Town had gone through the program. Elizabeth mentioned revitalization of the village is a long term process, VCRD is done over three months. Rene is concerned that the programs are done at the same time. The only commitment from the Town is one community dinner and one mailing to everyone. Dave moved to approve letter to VCRD asking for their participation for the Town of Roxbury and to have the Municipal Planning Grant not to overlap with the community visit.
- B) The Library step was fixed in January by Jon Guiffre.
- C) Town Meeting discussion. The article on expanding the board passed but the Board should take no action until the 30 day period for petitioning for a revote has passed. The same situation for budget articles, a petition could be submitted for a revote. Rene mentioned there were a couple of issues with the Town Report and would like the Selectboard to review the report before being printed. Discussion on having the Board review the report and whose responsibility it is to create the report. History in Roxbury is the Auditors create the reports. The Board will reach out to the Auditors in the fall about the Town Report process. Tom Frazier mentioned he is all for the beavers this year. Rene will contact the State regarding the beaver issues. Water is filling people's basements.
- D) Jon has signed the contract with Otter Creek for the Wastewater Project. Otter Creek may visit with the Board in April.
- E) The Board received a letter of appeal on a violation of the junk ordinance. Jon will send the letter of appeal to the town attorney for legal review.
- F) The Board chose to have a random draw on Investigative Officer order. Rene Bouchard will have the next complaint followed by Jon Guiffre and then David McShane. Tim asked whether the Investigative Officer will recuse himself from voting. No decision made.
- G) The Board discussed going out to bid for mowing of town properties and mowing of town cemeteries. The schedule of mowing was discussed. Rene moved to put Municipal Mowing out to bid. The motion was seconded and passed 3 to 0.
- H) Dave moved to appoint Heidi Albright to the Local Hazard Mitigation Plan Committee. The motion was seconded and passed 3 to 0.

- I) The Community Hall water no longer smells. Every two months the water will need to be treated. Bob Ketchel offered to do that. Bob will also check out the leak in the basement. Jon asked for a reminder be entered into town calendar.

9. New Business

- A) Green-Up Day was discussed. There is no contract for tire pickup yet. Dave will contact a company for prices. Mike French mentioned a program that cuts off sidewalls from the tires. Dave will look into it. Discussion on property formerly owned by Francis Jones and what can be done to get it cleaned up. The building is a hazard. Discussion on costs, ways to cut, whether to have a dumpster this year.
- B) By consensus, the posting locations are Town Office, Post Office, Village School, Bull Run and Steele Hill.
- C) By consensus, the Board designated the Northfield News as the official posting newspaper.
- D) After discussing Selectboard meeting dates and times, the Board agreed to keep the meetings on the 1st and 3rd Monday of each month but will start the meetings at 6:30 p.m.
- E) The Board reviewed the list of appointments. Rene asked if the Board should add Flood Plain Coordinator to the list. Dave is the current coordinator. Rene also asked if the position of Dog Registration should be added. Town Clerk, Tammy Legacy, stated the Statutes require the Town Clerks to license dogs. No action taken. The Board discussed the position of Tree Warden and the responsibilities of Tree Warden. Tim Martin voiced interest in the position of Tree Warden. Dave moved to appoint:

Road Commissioner – Dave McShane
Chairman of Civil Defense – Steve Twombly
Emergency Management Director – Lenny Davis
Town Health Officer – Craig Sullivan
Deputy Town Health Officer – John Valentine
Regional Planning Commissioner – Gerald D'Amico
Roxbury Planning Commissioner – Elizabeth Carney
Roxbury Planning Commissioner – Dorothy Guiffre
E-911 Coordinator – Rene Bouchard
CV Internet Representative – Tim Sullivan
CV Transportation Representative – Gerald D'Amico
Energy Coordinator – Nick Laskovski
Green-Up Day Coordinators – Claire Chomentowski and
Kim Copeland

The motion was seconded and passed with all ayes. The Board will advertise the vacancies of Tree Warden, Animal Control Officer and Mountain Alliance Representative. Also, there is a vacancy for Lister and Auditor which will be advertised.

- F) Jon mentioned whether the Board should have a Future Candidate Forum. It could be at a special Selectboard Meeting and have a Moderator. It would be a way to meet the candidates. Dave is in favor of trying it. Rene wondered why they didn't do it six weeks ago. Last year the Library had a meet and greet. Rene was in favor of what the Library did last year. The Library was asked to do it this year but there wasn't enough time to do it. Heidi mentioned last year the only ones that came were the candidates and spouses. A suggestion to

have a candidate page on the website. Front Porch Forum is good for endorsing a candidate. Tim Martin mentioned that campaigning was done this year and it was a good way to meet people. Jon mentioned not everyone has the time to go door to door but could be present at a forum.

- G) The Board discussed having appointed officials take an oath or maybe a Roles and Responsibility document. There are pros and cons to require an oath for volunteers. Town Clerk, Tammy Legacy, did not agree with requiring appointed officials to come to the Town Office to take an oath. Rene will look into another option.
- H) Vermont Gran Fondo would like to go through Roxbury on June 29th. This is a bicycle event that would come down Warren Mountain Road and then go south on Route 12A. It was mentioned that Vermont Gran Fondo donates to Addison County events, Dave suggested their send a donation to ROCOR too since they are traveling through Washington County. Dave will write a letter requesting a donation. By consensus, the Board approved Vermont Gran Fondo's request.

11. Other Business

- A) The Board discussed sending a letter to the Montpelier Roxbury School Board explaining what closing the school would do to Roxbury. The possibility of closing the Roxbury Village School was a lengthy discussion amongst those in attendance and the Board. Jon will create a letter and submit it to the Board for their review prior to sending it to the full school board.

10. Executive Session – None

With no further business to discuss, the meeting adjourned at 10:17 p.m.

Tammy Legacy, Selectboard Assistant
Approved on April 15, 2024