

ROXBURY SELECTBOARD MEETING
MINUTES OF DECEMBER 16, 2024
6:03PM – 10:12PM
COMMUNITY HALL

MEMBERS PRESENT: Chair Rene Bouchard, Vice-Chair Tim Martin, Nate Donahue and Road Commissioner Dave McShane

STAFF PRESENT: Tammy Legacy

PUBLIC PRESENT: Tim Partlow, Elizabeth Carney, Dotti Guiffre, Judy Lusk, Tom Frazier, Don Randall, Doug Drury, Lucinda Sullivan, Craig Sullivan, Bob Ketchel, Ben Pincus, Heidi Albright, Carol Edwards, Carlos Montero, Alyssa Johnson and Heather Holter

1. Rene Bouchard called the meeting to order at 6:03 p.m. Rene informed all about the rules of the meetings.
2. Additions/Deletions to the Agenda – Nate asked to speak on road hazards under 6B. The Board will discuss the part-time road crew employee under executive session.
3. Vermont Center for Rural Development's Community Visit Program Manager, Alyssa Johnson, spoke about the program. She stated that in March the Selectboard requested the Town be a part of the community visit. From January through April, there will be a series of meetings. She requested a member of the Selectboard participate in the meetings. She requested there be a town-wide mailing. Questions/suggestions from the public were about the getting all views of the community, process for program, getting grant writing help, and the community dinner that may take place on February 14. There are many other town's that have participated in the program. The Community Visit Program engages towns in democratic community decision-making for their future community and economic vitality.
4. Public
 - A) Don Randall asked if the fire department should take building maintenance out of their budget, Board said yes. (The Board maintains all Town buildings)
 - B) Tom Frazier requested the pumpkins be removed from the Community Hall porch. Heather Holter said Roots would take them away.
 - C) Carlos Montero mentioned he had previously requested a portion of Raynor Road be upgraded from a Class IV to a Class III. It is getting harder for him to maintain the ¼ mile. He had received a quote of \$90,000 to get the road to Class III specs. Carlos requested the Town approve having the road crew do the work to upgrade the road and some of the property owners on Raynor Road would reimburse the Town. It was mentioned expanding the width of road would be required. Carlos stated the Town could use his property as a turn-around. After the ¼ mile it turns into a Legal Trail. Dave stated the road needs to be widened and trees removed. Approximately four culverts would need to be extended. It was noted that other roads had been upgraded and the property owners did the work to get it upgraded. To meet Codes & Standards, the road must be 22 feet wide. Carlos will send the quotes he received to have the work done to the Board.
 - D) Doug Drury discussed the ditch on Bull Run Road. He ended up getting into the ditch with his truck and caused a lot of damage to the truck. He feels the

ditches are too deep. Dave stated the narrowest part of road is 18 feet on Bull Run. Doug stated the road crew do a good job on the roads but believes the ditch made it narrower. Nate stated this is what he wanted to talk about regarding hazard. Tim Partlow asked why the crowing is so much. Dave stated the crowing helps roads not get so muddy. Dave will try to address the issue in the future.

5. Financial Report

- A) The Board reviewed the minutes. Dave moved to approve the minutes of December 6 as amended. The motion was seconded and passed 4 to 0.

6. Road Commissioner's Report

- A) Equipment is in good shape.
- B) Roads are in good shape.
- C) Webster Road RFP – Dave gave the Board the draft Invitation to Bid. The RFP would go on the website, Works in Progress and on a State site. The approximate cost is \$160,000. The Town received a grant to do the project. The RFP was edited; Dave will get it posted.

7. Financial Report

- A) The Board reviewed the orders and asked a few questions about invoices and trial balance. Dave moved to approve the orders with add on of end of year invoice for Roxbury Country Store. The motion was seconded and passed 4 to 0.
- B) Tammy Legacy asked the Board if they wanted to put funds in a CD in January. After discussing length of time for a CD and how much, Tammy said she would come up with an amount to put in a CD and send to Board. She would find out the benefits of a 6-month CD, 9-month or 12-month. Tim Martin would like to put all the Fire Truck Fund into a 12-month CD but depends on rate. Discussion on whether to get the CD asap or in January. Tammy will find out which has the best rate.

8. Unfinished Business

- A) Discussion on Roxbury Village School – Rene talked about the Lil Sunshine Daycare. They may not be interested in leasing except maybe for a temporary space for 3–5-year-olds for Orange County parents. He asked them if they would be interested in a satellite program. They may or may not be interested in that. The Board wants to create a punch list on talking to school board about. Need to develop a plan about taking over maintenance items. Discussion on if the school gets solar credit for the building. The building needs repairs inside and outside. It was mentioned the water system is in the attic. Discussion on how many chairs are in the school, whether some chairs were the fire departments. What happened to all the desk? Can Town use the outdoor items left in the attic? No answers to these questions. Rene said Board is working on a lease with the Forest & Farm School. Heidi Albright mentioned the books that were donated to the library from the school. A library program for the afterschool kids so they can take out books from the school library.
- B) Wetlands Update – Dave walked the area with the specialist. Dave has not heard back from them. Tom Frazier is concerned about the high water in the

village. Rene stated the Board has been working on the project; it takes time. Discussion on beavers and flooding in the village. Dave will contact the wetlands tomorrow.

- C) Board worked on the 25-26 budget. Misc. Payroll was discussed, that is used for the work done on FEMA project. Reserve Funds versus regular expense line items discussed. Tammy will get information for Board on what was spent on building maintenance. Tammy will ask the CPA why it is ok to pay the library expenses out of Reserve Fund. The Sonicwall needs to be replaced in 2025. That will be out of equipment line item. We are still waiting for some numbers for the budget. Tammy stated regular expenditures need to come out of budget not out of Reserve Funds per CPA.

9. New Business

- A) Doug Drury mentioned he is still having issues with getting packages due to a 911 issue. As E-911 Coordinator, Rene will do a follow up on issue.
- B) Rene stated Jack Cashman resigned effective December 31st. It was mentioned the cemetery commission do a fabulous job. Rene will send a Thank You letter to Jack.
- C) State of VT Gears Program – Rene updated the Board on the State of Vermont Grant Electronic Application & Reporting System. Some of the names linked to the program no longer work for the Town and the website should be updated. Discussion on having our grant administrator be on it. Rene suggested having himself and Tim as municipal authorizing officials. Need to update email address and deactivate Jon Guiffre from the list.
- D) The Board reviewed the renewal of Cintas Contract for uniforms. Tammy will get more information and the Board will discuss at the next meeting.

10. Other Business

- 11. Executive Session – Dave moved to enter executive session to discuss personnel, real estate and legal. The motion was seconded and passed 4 to 0. The Board entered executive session at 8:18 p.m. The Board exited at 10:11 p.m.

Dave will send letters to applicants and to have Tammy remove the highway position posting from Town website.

Rene will send RVS discussion document to Tammy for the webmaster to post.

Rene will update the Newsy article with the link to the RVS document.

With no further business to discuss, the meeting adjourned at 10:12 p.m.

Tammy Legacy, Selectboard Assistant
Approved on January 6, 2025