

**Guidelines for the
Town of Roxbury, VT
TOWN GARAGE COMMITTEE**

I. NAME

This body shall be known as the Town Garage Committee, herein after known as the “TG Committee.”

II. PURPOSE

The purpose of the TG Committee shall be to assist the Town of Roxbury’s Selectboard in all phases of an updated or replacement building or buildings for our Town Garage. The existing structure dates from the 70’s and is in dire need of updating or replacement. TG Committee work includes location & siting, requirements gathering from stakeholders and the public, building(s) design (inside & out), assisting with sources of funding & required documentation and construction oversight.

The TG Committee shall make recommendations to the Selectboard for any and all spending as the final decision on any spending will be made by the Selectboard.

III. DURATION

The TG Committee shall exist upon formation on Tuesday 21-Jan-2025 by the Roxbury Selectboard in its duly warned meeting until a ribbon cutting ceremony for a new Town Garage or disbandment by the Selectboard, whichever comes first.

IV. DUTIES AND FUNCTIONS

The duties and functions of the TG Committee shall include, but not be limited to:

1. Make recommendations to the Roxbury Selectboard at each key decision point in each phase of the project
2. At a minimum, prepare & present monthly status reporting to the Selectboard
3. Develop plans for completing the Purpose that includes a timeline with milestones and deliverables at the start of each phase and share that with the Selectboard and the public
4. Gather requirements (wants verses needs) from stakeholders and the public
5. Communicate and collaborate with Town staff/officials and committees, as appropriate
6. Communicate and collaborate with other neighboring Town Garage advisory committees, as appropriate

V. MEMBERSHIP

The TG Committee shall have no more than 3 and no less than 3 members of the public plus 2 Selectboard members, each having been appointed by the Town of Roxbury Selectboard.

VI. OFFICERS AND DUTIES

The TG Committee members shall elect a Chair and a Secretary for term length at their discretion.

VII. MEETINGS

The TG Committee is a Town of Roxbury committee and **shall comply with Open Meeting Law (OML)**. The Secretary of the Committee shall be responsible for educating, or coordinating the education, of new Committee or sub-committee members on OML and **ensuring that all requirements of this law are observed as it relates to the TG Committee and any sub-Committee**.

The TG Committee shall decide its own meeting schedule and in addition to section VI above, its own structure. Focused sub-committees of additional outside parties may prove beneficial to achieving the goal of the TG Committee and therefore, are not ruled out.

VIII. PUBLIC AND STAKEHOLDER PARTICIPATION AND INVOLVEMENT

Public & stakeholder participation and involvement in the Committee's work is a high priority. The Committee will support the Selectboard in all matters to achieve the Purpose.

As adopted by the Roxbury Selectboard on 21-Jan-2025

Rene Bouchard, Chair
Tim Martin, Vice Chair
Nathan Donahue
Donna French
Jeremy Reed