

ROXBURY SELECTBOARD MEETING  
MINUTES OF MARCH 17, 2025  
6:31PM – 10:21PM  
COMMUNITY HALL

MEMBERS PRESENT: Chair Rene Bouchard, Vice-Chair Jeremy Reed, Nate Donahue, Donna French and Road Commissioner Tim Martin

STAFF PRESENT: Tammy Legacy

PUBLIC PRESENT: Dotti Guiffre, Bob Ketchel, Walter French and Liva Coe

1. Rene Bouchard called the meeting to order at 6:31 p.m. Rene informed all about the rules of the meetings.
2. Re-Organize the Board – All newly elected Board Members have been sworn in. Tim moved to nominate Rene Bouchard as Chair. The motion was seconded. No other nominations. The motion passed 4 in favor with 1 abstention, Rene abstained. Tim moved to nominate Jeremy Reed as Vice-Chair. The motion was seconded. No other nominations. The motion passed 4 in favor with 1 abstention, Jeremy abstained.
3. Additions/Deletions to the Agenda – Nate asked to speak about the concrete box/protection for new service at the fire station. Rene would like to have an executive session to discuss real estate purchase and leases.
4. Public
  - A) Walter French mentioned he is happy with his road.
5. Jeremy moved to approve the minutes of March 1<sup>st</sup> as submitted and March 3rd as amended. The motion was seconded and passed 5 to 0.
6. Road Commissioner's Report
  - A) The 2018 International had a tire that came off and new brakes have been ordered.
  - B) Roads are breaking up but not terrible yet. The Town purchased some stone in preparation of mud season. The Board discussed the McCullough invoices. The 2025 price for stone is \$19.25 per yard. North East weighs their stone. The Town paid \$130 per hour for trucking. Loren is working on getting the best price.
  - C) The Board discussed quotes for new truck to replace the 2016 International. The Board discussed tandem truck. The difference between an International tandem truck and a Western Star tandem truck is \$4,900. Loren prefers a Western Star from Charlebois. The salesman anticipates the price going up at the end of the week. Charlebois has a good inventory of parts. The Board discussed past purchases of International trucks. Walter French mentioned if purchasing a tandem truck make sure the road crew know how to use it. He mentioned that more International trucks get worked on at his work place. Rene mentioned the newest truck has cost more in repairs. Loren had mentioned that comparing trucks do not work; the 2021 is the only 4-wheel drive large truck. If the Board orders an International it would come in September, a Western Star would come in July. The purchase of the body is

out approximately nine months. The Board discussed the price differences between trucks and single versus tandem. Donna would like to hear more pros and cons from Loren. Tim stated he is in favor of a larger truck; it should be a cost savings. The body from Viking would cost about \$104,000. It was noted the tandem would work better for a wing. No decision was made. Sam Lash from CVRPC (attending remotely) mentioned the Town may be able to get funds (up to 25%) for purchasing newer diesel heavy truck from the Vermont Program for Diesel Mission Reduction. Sam will send Rene the info. The Board may have a special meeting to decide on a truck.

- D) The Board discussed the West Hill Road Project. They received quotes from Contech Engineered Solutions. The Board discussed the differences between the two quotes. The length needs to be forty feet. The amount is \$58,500. Tim will move forward with the project with Contech.

## 7. Financial Report

- A) The Board reviewed the orders. Rene talked about the history of the wastewater project which is for a feasibility study. Jeremy moved to approve the orders with add-ons. The motion was seconded and passed 5 to 0. The add-ons are: Otter Creek for \$4,405, Shane Elwell for \$2,470 and De Lage Landen Financial Services for \$82.42.
- B) Tammy mentioned the Town received \$5,032 for the FY25 Reappraisal payment which was deposited in the Reappraisal Fund and \$99,138.78 from FEMA for partial payment for large project (Tenney Road Bridge). Tammy mentioned she submitted the annual Certificate of Financial Action from Town Meeting.

## 8. Unfinished Business

- A) Discussion on Roxbury Village School –Rene had a draft letter to Jim Murphy, Chair of the MRPS School Board notifying the Schoolboard of the Selectboard's intent regarding the school and the need for PCB testing. Jeremy moved to have the chair send the letter to MRSD Schoolboard requesting a delay in accepting for 60 sixty days after PCB testing results are received. There was a discussion on PCB testing through the State program. The Board discussed timetable of purchasing building, concerns if there is PCB in building, cost of remediation and what if tenants were already in the building. Would the Town be willing to pay \$20,000 to get test done? There was a discussion on renters of the building; it was mentioned the Farm & Forest School is not interested in renting space. The motion was seconded and passed 5 to 0. Rene mentioned he had connected with Lil Sunshine. They met at the school and toured the building. Lil Sunshine may be interested in renting some space and they may allow Roxbury's children to attend. They may be interested in renting office space. The program is for 3 to 5 year olds. Generations Vermont was mentioned. Sam Lash had told Rene about Generations Vermont. There was a discussion on cost to rent space - \$18 per square foot plus utilities.
- B) MERP Project was discussed. The volunteer group is keen to get working on the project. Black River Design and Preservation Trust of Vermont was mentioned. Rene mentioned the funds that were available to the project. The Board discussed the volunteer group. Rene had reached out to VLCT regarding a non-official group. VLCT says Open Meeting Law applies to every

public body of a municipality. Jeremy doesn't agree with it but accepted it. Rene suggested the Board ask the group to come back with project plans in regards to MERP funds. Sam explained the grant and made suggestions. Sam also stated the Town could request funds prior to paying invoices. She also stated the funds not used for the office could be transferred to the Community Hall. MERP funds is for energy efficiency related renovations for office and energy efficiency, ADA and possibly more for the Community Hall. It was decided to ask the volunteer group to create plans and submit it to the Board by May 15<sup>th</sup>.

- C) Hoyle Tanner received three quotes for the FEMA bridge projects in East Roxbury. Bids came in higher than expected. The low bidder was \$2.7 million which was submitted by Neil Daniels. Hoyle Tanner recommends accepting the low bidder; Neil Daniels is a reputable firm. The Board received one bid for construction inspection services which was from GPI for about \$160,000. FEMA covers 90% of the project, State covers 7.5% and Town pays 2.5%. Nate moved to go with Neil Daniels low bidder for the bridge work on Ladd and Tenney Road. The motion was seconded and passed 5 to 0. Roxbury has worked with GPI before. Nate moved to approve going with low bidder GPI for construction inspection work on Ladd and Tenney Road. The motion was seconded and passed with 4 votes and one abstention; Jeremy had abstained.
- D) The Board discussed putting concrete blocks at the fire station. Aaron Roux had done a final check of the building in regards to the solar installation. Fire Marshall also checked out the project area. All good except for protecting the service entrance at telephone pole. Tim offered to have the fire department dig the holes and have 8 foot long galvanized pipe inserted which the Town would get from Capital Steel.

## 9. New Business

- A) Liva Coe and Andre Souigny would like to use the Community Hall for a community event of mending clothes or other things to sew/repair on April 6 from 1 to 4. Nate moved to allow the request to use the Community Hall. The motion was seconded and passed with all in favor.
- B) The Board discussed the annual update of the Local Emergency Management Plan (LEMP). Donna agreed to work on adding some town resources to the LEMP and will submit in May to the Board.
- C) The Board discussed designating posting locations. By consensus, the Board approved the following locations: Town Office, Post Office, Roxbury Country Store, Bull Run Road bulletin board and Steel Hill Road bulletin board.
- D) The Board discussed newspapers for posting notices. By consensus, the Board approved using Northfield News and/or Tim Argus as the official posting paper.
- E) The Board discussed whether to change times and date of meetings. By consensus, the Board agreed to the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 6:30 p.m.
- F) The Board discussed appointing the following:
  - Tree Warden – Selectboard
  - Chairman of Civil Defense – Steve Twombly
  - Road Commissioner – Tim Martin
  - Emergency Management Director – Lenny Davis
  - Town Health Officer – Craig Sullivan
  - Regional Planning Commissioner – Jerry D'Amico

Roxbury Planning Commissioner – Lucinda Sullivan  
Animal Control Officer – Reggie Brown  
E-911 Coordinator – Rene Bouchard  
Mountain Alliance Representative – Rene Bouchard  
CV Internet Representative – Tim Sullivan  
CV Transportation Representative – Jerry D’Amico  
Energy Coordinator – Nick Laskovski  
Green-Up Day Coordinators – Claire Chomentowski & Kim Copeland

The Board discussed having an Energy Committee and ask Matt Lipschutz to be on it.

Jeremy moved to formally approve the appointments as previously addressed. The motion was seconded and passed 5 to 0.

- G) The Board re-drew the Investigative Officer order. The order for future complaints is: Tim Martin, Jeremy Reed, Nate Donahue, Rene Bouchard and Donna French.

#### 10. Other Business

- A) Tammy informed the Board that prior to posting the roads the Board is supposed to approve the posting of roads. Nate moved to posting of roads formally. The motion was seconded and passed 5 to 0.

11. Nate moved to enter into executive session for real estate and leases. The motion was seconded and passed 5 to 0. The Board entered executive session at 9:14 p.m. The Board exited at 10:21 p.m. No action was taken.

With no further business to discuss, the meeting adjourned at 10:21 p.m.

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Tammy Legacy, Selectboard Assistant  
Approved on April 7, 2025