

ROXBURY SELECTBOARD MEETING
MINUTES OF JUNE 16, 2025
6:16PM – 9:24PM
COMMUNITY HALL

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

STAFF PRESENT: Tammy Legacy, Selectboard Assistant

PUBLIC: Ed Dickinson, Dave Santi, Tom Frazier, Bob Ketchel, Sue Nevins, Carlos Montero, Donna Gerdes, Mark Gerdes, Walter French, Wade Holt, Jack Cashman, Wendy Cashman, Heather Holter, Kristen Getler and Judy Lusk

1. The meeting was called to order at 6:16 p.m.
2. No additions or deletions to the agenda.
3. Raynor Road Reclassification – Rene stated the Board cannot commit the Board or a future Board on the Raynor Road reclassification after the road is brought up to standards. The attorney submitted a draft agreement. At this time there is no time frame of when the road would be brought up to Class III standards. The decision the Board must make is whether to allow the property owners to bring the road up to Class III standards. A copy of the agreement was given to Carlos Montero and Sue Nevins. The Board discussed the draft agreement. Jeremy will get the State standards on Class III roads. The public commented on upgrading the road. Jeremy moved to allow residents of Raynor Road to upgrade 1500 feet and afore mention culverts and widening and ditching to State standards when provided. The motion was seconded and passed 5 to 0.
4. Public
 - A) Wade Holter asked for an update on the Ladd Road bridge. Nate stated it was surveyed on Wednesday.
 - B) Tom Frazier asked about what is going on with the school. He mentioned things need to be fixed. Nate stated he had done a punch list in January. Rene stated he had been in contact with attorney. The Board is still waiting for more information.
 - C) Dave Santi talked about the school chimney and furnace.
 - D) Tom Frazier talked about issues at school. Nate mentioned the repairs.
 - E) Dave Santi mentioned lights at school being left on.
 - F) Kristen Getler, representative of the What's Next Roxbury group mentioned the group wants to be constructively helpful to the Board with the school. Heather Holter is also a part of the group.
5. The Board reviewed the minutes. Nate moved to approve as amended the minutes of May 19 and June 2nd. The motion was seconded and passed 5 to 0.
6. Financial Report
 - A) The Board reviewed the orders. Rene mentioned the electric bills have been reduced. Tom Frazier asked if the outside lights at office could be left on. It was mentioned the outside wiring for the flag pole light needs to be repaired.

Nate is working on getting the repair done. The Board talked about solar motion lights. Tammy mentioned she has two add-ons. One to the Roxbury Town Treasurer for the HRA account at Community Bank for \$5,000 and one to North Main Service for \$126 for Green-Up Day tires. Donna moved to accept the orders as submitted and amended to include \$5,000 to HRA account with Community Bank and \$126 to North Main Service for Green-Up Day tires. The motion was seconded and passed 5 to 0. Nate asked questions about the general ledger. Tammy will get the information and send to the Board. The Board discussed the status of the current budget.

- B) Year-end orders – Tammy asked the Board to approve paying the Roxbury Country Store end of year diesel, Roxbury Food Shelf, Roxbury Parade up to \$115, Washington County Tax, IIMC dues. Tim asked about ordering culverts. Wendy Cashman talked about the cemetery stones. Nate moved to allow Tammy, as Town Clerk, to pay for 4th of July, Roxbury Country Store for diesel, Washington County Tax, IIMC dues, Food Shelf and culverts. The motion was seconded and passed 5 to 0.
- C) Line-Of-Credit – no update

7. Road Commissioner's Report

- A) Tim gave an update on repairs to the equipment.
- B) Roads were discussed. The West Hill Grants-In-Aid is finished. The road crew have been ditching and changing culverts. Tim will talk to Andrew Legacy about next week. The West Hill culvert delivery date is around July 10th. The grant was discussed. Warren Mountain Road culvert was discussed. Tim purchased a camera and had climbed into the culvert. Tim would like to purchase 20 – 18s and 24 – 10s. Donna moved to allow Tim to make an order of 20 – 18s and 10 – 24s. The motion was seconded and passed 5 to 0. The Board discussed whether they should purchase a tamper. Tim stated the contractor will have a tamper. Jeremy suggested the Board discuss in 2026.
- C) Grand Fondo requested the Town not grade Warren Mountain Road the week of the 28th. The Board discussed the request. The road will not be closed.

7. Unfinished Business

- A) RVS Update – Rene has been in touch with Generations Vermont. Generations Vermont is interested in visiting the school. Generations Vermont is about child care and senior care. Nate met with Turtle Island. They seem interested in the space. They would need two classrooms, office space, bathrooms and hallway. They would also require a defined space in the playground. The Bridges Program was discussed. There was a discussion on status of Town getting the school. What's Next Roxbury group is willing to help and willing to visit other Towns to learn what worked for them and didn't. PCB testing was discussed. Nate suggested the group visit other Towns and bring to the Board. It was mentioned maybe the consultant helping the Planning Commission could help. There are concerns about taking over the school and needing to take care of it. Kristen requested the Board put RVS on agenda for the next few weeks.
- B) Park Paving Quotes were discussed. The Park Committee received multiple quotes for paving. RG Paving was low bidder in amount of \$10,860. Nothing has been done at the Third Branch Park. There was a discussion on why is the Roxbury Park being paved. The Roxbury Park is owned by the Town of Roxbury, just like cemeteries, the Town is responsible for the

repairs/maintenance. Donna moved to sign the contract with RG Paving for the Roxbury Park. The motion was seconded. There was a discussion on who will take care of it. Jeremy is concerned about the liability to the Town. The motion is before the Board. The motion failed 2 in favor and 3 opposed. The Board will invite the Park Committee to the next meeting.

- D) Mowing – Mowing the cemeteries and Town properties was discussed. Jack Cashman talked about the history of mowing by Claude Pedersen. Wendy Cashman, Cemetery Commissioner, mentioned they Village Cemetery does not look good, not mowed, and there are three burials coming up. Claude is not happy with what he is being paid which is based on his bid. The Board discussed Claude's Certificate of Insurance, does he have employees or subcontracts the work to others. The discussion continued on the situation of Claude's lack of mowing and weedwacking.
- E) LEMP – Donna submitted the LEMP with the list of resources added. Donna will continue to work on local resources. Tim requested copies for the fire department.

8. New Business

- A) Personnel Policy Legal Review – Rene stated that VLCT suggested changes to the Town's personnel policy, the policy is ambiguous, unclear on things. VLCT no longer has templates for personnel policies. The policy should be clearer on employees sick, vacation, personnel time, is it accrued? Adding a section on grievances. VLCT has a firm that works with Town's for a fixed fee to help with personnel policies. The firm is Stitzel, Page & Fletcher. Jeremy moved to enter into a contract to review, draft and finalize our personnel policy. The motion was seconded and passed 5 to 0.
- B) Fire Warden Re-Appointment – Nate moved to have Tim as Forest Fire Warden. The motion was seconded and passed 5 to 0. Tim is the current Forest Fire Warden.
- D) Gillespie Pre-Buys were discussed. Tim moved to go with Gillespie, Option 2 for all of them. The motion was seconded and passed 5 to 0.
- E) Special Meeting to set tax rate was discussed. The Board decided to have the meeting on July 2nd at 6pm to set the tax rate and invite Claude Pedersen to talk about mowing.

9. Other Business - None

- 10. Executive Session – Nate moved to go into executive session to discuss real estate and personnel. The motion was seconded and passed 5 to 0. The Board entered at 9:24 p.m. The Board exited at 10:56 p.m. Donna moved to give employees pay increases for the 2025/2026 year. The motion was seconded and passed 5 to 0.

With no further business to discuss, the meeting adjourned at 10:57 p.m.

Tammy Legacy, Selectboard Assistant
Approved on July 7, 2025