

ROXBURY SELECTBOARD MEETING
MINUTES OF OCTOBER 20, 2025
6:30PM – 8:52PM
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: Lise Cloutier, Walter French, Tom Frazier, Heather Holter and Ted Long

1. The meeting was called to order at 6:30 p.m.
2. No additions or deletions to the agenda.
3. Public
 - A) What's Next RVS Update – Heather Holter mentioned the committee met last week. They had discussed the tour with Preservation Trust of Vermont. The date has been changed. Heather mentioned they are working on a repurpose site guide. Jim Rogler is talking to Facilitron. There was a discussion about getting a marketing analysis from Facilitron; First Children may offer a marketing analysis.
 - B) Heather also mentioned that she has been packing up the dishes in the Community Hall. She wanted to know if the ones they are keeping could go into the storage container.
 - C) Walter French asked about the Dog River Project. Rene mentioned the railroad had cleaned out their culvert.
 - D) Walter also mentioned concerns with motorcycles on Warren Mountain Road. The area near the culvert project could be deadly for drivers of motorcycles and wondered if the area could be clearly marked. Donna mentioned someone had mentioned the signage was confusing.
 - E) Lise Cloutier wondered if the Town could use an alternative method than salt on the pavement portion of Warren Mountain Road. Salt causes rust to vehicles and bad well water. Possibly a mix of 60 sand and 40 salt. Lise mentioned other residents on Warren Mountain Road would like the Town to use less salt. Jeremy mentioned the New Hampshire best practices regarding salt and sand. Tim will talk to Kevin about alternative ways.
 - F) Tom Frazier stated years ago the Town had tried no salt, the road became undrivable. He thinks the sand is like fine gravel and that the Town uses too much salt.
 - G) Ted Long asked for an update on resolving the issue near his driveway at 502 Horner Road. Every winter it gets more difficult for him to get in his driveway. There are drainage issues. There was a discussion about the project and getting an easement from the neighboring property owner. The Board only has verbal permission from the neighboring property owner. Tim mentioned he did not know when the road crew will be working in that area, they are putting a culvert below his place. Ted offered to help. Ted asked if the Town could put gravel down. Tim is not sure how many more culverts the road crew will do. The road crew can at least clean the ditch out.

4. The Board reviewed the minutes of October 6, 2025. Jeremy moved to approve the October 6 minutes as amended. The motion was seconded and passed 5 to 0.
5. Financial Report
 - A) The Board reviewed the orders and asked questions about the Tech Group invoices and GPI and FEMA projects. Tammy mentioned the Restoration Fund paid for the new public computer that is used for land records. Jeremy wondered if GPI is withholding any liquidity damages until completion date. It was mentioned the anticipated date for the bridges to be open is in November but there are certain things that can't be done until spring. Donna moved to approve the orders as submitted. The motion was seconded. The motion passed 5 to 0.
 - B) Tammy gave an update on some income. From FEMA a payment of \$134,991.56 and \$172,126.97 and from the State for the quarterly highway payment \$18,254.03. The reimbursement payments from FEMA were mentioned.
6. Road Commissioner's Report
 - A) The 2016 International Truck is at McCloud's for inspection and clutch work. The tractor's tie road end has been ordered.
 - B) The road crew are finishing up grading and have done some ditching and mowing. Warren Mountain/Northfield Road Project is not finished but installation went well, Gillespie helped, Gillespie worked about 1.5 days. We borrowed a saw from Northfield to cut the pavement and a trench box. It still needs to be paved in hopefully a week or two and stone-lined ditched. They need to replace a culvert on Horner Road with a gray one. The current one is crushed. Tom Frazier asked about the culverts from the West Hill Project. Tim stated he took ownership of them from the contractor. It was noted per contract the contractor owned the culverts. Tom was concerned of setting a precedence. Tom thought the Town could have used the culverts in an emergency. Jeremy stated he has no problem with Tim, as a private citizen, working with the contractor for the culverts. Tom stated the Town always used old culverts in an emergency on Class IV roads or sell to property owners. Nate had no issues with Tim getting the culverts.
 - C) Kevin and Tim would like to apply for a couple of Better Roads Grants. The grants would require a 20% match. Both would be used on Steele Hill Road. The first one would be up to \$20,000 and the second would be up to \$60,000. The two would total \$100,000 with match. Jeremy moved to authorize Tim and Kevin to apply for the Better Back Roads B & D. The motion was seconded and passed 5 to 0. Tim thanked Tammy for applying for the VLCT grant for the safety cabinet. She finished all the paperwork and it was approved.
 - D) The Town received a request from a potential buyer to work on the legal trail on the other side of Cram Hill Road in East Roxbury. He would like to improve the trail for vehicles. There is a locked gate on the road and he would like it removed. The Board was concerned about the locked gate. There was a discussion on decision of a previous Board regarding the gate. The Board discussed the Legal Trail Policy. Rene will reach out to the person. The Board will reach out to the requester. Tammy will look at past minutes for information regarding the gate.

- E) Jeremy gave an update on his conversation with the potential buyer of a property on Old Mail Route Road. Rene had spoken to Birdseye Forestry. The conversation was very productive. The man understands the need to follow proper standards. The Town had adopted a Class IV Policy in the 1980s and last year Dave McShane said the Town does not follow anymore as the ABC designation is no longer valid.

8. Unfinished Business

- A) RVS Update – The Purchase & Sales Agreement has been signed by both parties. Testing has started. There was a discussion on testing and air sampling. Town Attorney has finished researching the previous owners for BRELLA. The Town was one of the original owners of one parcel and would need to make it clear that the Town is an innocent landowner which is being done. The Town can complete Phase 1. If testing shows anything, the Board would need to meet with brownfield coordinator. There was a discussion on the playground. The equipment is in good shape but more chips need to be put under the equipment.
- B) The Town Treasurer has submitted the internal control form to the Board.

9. New Business

- A) The Board discussed the Municipal Planning Grant and Good Standing Form. It was decided that Rene and Nate are the designated officials for the grant and Eli Toohey from CVRPC would be the designated grant administrator. The Board signed the form. Rene also signed the Act 154 Good Standing Certificate. The Board had previously decided to apply for a grant to create an accounting handbook but based on the queries received from out of state companies via the Biz Board, the Board decided that at this time they would apply for a Capital Plan. The Board discussed getting someone to help with the plan. They will continue to look into quotes for an accounting handbook.
- C) The Board discussed the 2025/2026 budget. It was mentioned two of the loans are now paid, there is only one left. Rene mentioned he attended a session at Town Fair regarding reappraisals of Town properties, the prospective changes with State Law (currently, State Law says Towns need to be reappraised every six years). Rene wondered if next year the Town should get on someone's schedule. Some of the Board did not think it was necessary at this time.

10. Other Business

- A) Town Clerk, Tammy Legacy, mentioned there is a vote for the Central Vermont Career Center on November 4th.

11. Executive - None

With no further business to discuss, the meeting adjourned at 8:52 p.m.

Tammy Legacy, Selectboard Assistant
Approved on November 17, 2025