

ROXBURY SELECTBOARD MEETING  
MINUTES OF NOVEMBER 17, 2025  
6:31PM – 10:45PM  
COMMUNITY HALL

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

STAFF PRESENT: Tammy Legacy

PUBLIC: Dave Santi, Heidi Albright, Tom Frazier, Walter French and Don Randall

1. The meeting was called to order at 6:31 p.m. Rene reminded the public the rules of the meeting.
2. No deletions to the agenda but Rene added Wastewater Test Pit under Unfinished Business.
3. Public
  - A) What's Next RVS Update – Heidi Albright as a member of the RVS Task Force gave an update on what is happening. Three members of the Selectboard joined the bus tour. They visited three different properties. It was a positive experience and Heidi felt it was eye opening for herself. She will get a packet together about the properties. The next RVS meeting is on Wednesday.
  - B) Heidi also mentioned the Roots dinner will be one week earlier in November and December due to the holidays.
  - C) Tom Frazier asked the Selectboard if they acted on the ethics violation that he felt was committed by Tim. He has contacted the State Ethics Commission. The law is clear that Town Officials cannot take a gift. He feels this is a misuse of violation and mentioned the procedure for filing a violation complaint. Rene mentioned Donna is the Ethics Officer. Tim stated it was not a gift, that he purchased it (culvert). Tom stated he feels it is a violation.
  - D) Tom talked about putting up a Christmas Tree in the park. Rene had contacted VLCT about the tree. The tree could be called a Lighted Tree instead of a Christmas Tree. Tom also suggested getting power in the park. It was mentioned that the lights will be solar. Rene will reach out to Ed Carney from the Park Committee. Donna mentioned the possibility of getting a tree from the State Forest.
  - E) Dave Santi mentioned salting the walkway in the park will reduce weeds in the summer.
  - F) Rene mentioned gbArchitecture will be presenting their findings on December 4<sup>th</sup> and presenting their final report on December 17. This should take place in the Town Hall. It is open to the public. Rene mentioned an idea of having an Open House for the School at the same time but others were concerned it would take away from the purpose of the gathering which is the Village Designation. It was noted the Town should own the school around December 1<sup>st</sup>.
4. The Board reviewed the minutes of September 15, October 20, November 3 and November 10. Donna moved to approve the minutes of September 15 and November 10 as submitted and the minutes of November 3 and October 20 as amended. The motion was seconded and passed 4 to 0.

## 5. Financial Report

- A) The Board reviewed the orders. Donna moved to approve the orders with additions of Black River Design in the amount of \$5,109.06 and Farmyard Store in the amount of \$891.80. The motion was seconded and passed 4 to 0.
- B) Tammy updated the Board on income received. FY25 PILOT Payment in the amount of \$34,471.41, FEMA Payments in the amounts of \$338,258.92 and \$183,858.82. The Town has not had to borrow on the line-of-credit.

## 6. Road Commissioner's Report

- A) Tim mentioned the 2018 International Truck and the Ford Truck. Undercoating has been done on the large trucks, still need to do on the small truck.
- B) Roads have been slippery especially on Steele Hill Road. The road crew are down to 2 drivers which delayed getting over to Steele Hill Road. The road crew may change their routes. The Board is still looking for a third guy. Culverts have been cleaned and ditching and grading have been done. Heidi Albright mentioned a tree down in the ditch on Sullivan Hill Road. Don Randall mentioned the Town wouldn't need a third CDL driver if the truck weighed less than 26,000 pounds. It was stated the Board has been discussing that. Dave Santi stated driving farm equipment isn't a CDL requirement why not change that for the Towns.
- C) Winter Plowing was mentioned. Tim mentioned many towns are looking for workers. Getting a smaller truck instead of hiring a CDL driver was discussed further. Advertising locations were discussed. Rene suggested Tim reach out to a New Hampshire company to get quotes on smaller trucks and see what they have in stock.
- D) East Roxbury Bridges – Tasks that will need to be completed was discussed. Some things won't get done until spring. Rene wondered if the Town could use the gravel that were used at the temporary bridges. If the Town wants it, they will haul it over here. Rene will tell them we want the 1 ½ inch stone and possibly the fill.
- E) Legal Trail off of Cram Hill in East Roxbury was discussed. There is currently a locked gate up with piles of dirt in front of the gate. There are washouts on the road. Nate is okay with people upgrading a trail to get to their property. Rene will draft something for the Board to review.

## 8. Unfinished Business

- A) The Board discussed the mowing contracts for the Town and Cemeteries. Rene will reach out to the Cemetery Commission to find out their plans.
- B) RVS was discussed. The air sampling testings were done on the building on the 8<sup>th</sup> and 9<sup>th</sup>. Nine stations were set up. All were negative, there is no PCB in the building. The Board discussed the building's internet and phone. Rene had submitted a lot of questions to the School, most of the questions were answered. The School District will take their switch, the Town will need to buy a switch. Rene reached out to Tech Group, waiting for response. Can the Town's firewall be used for the School too or should it have its own firewall was discussed. Rene thinks the Town will only need a 20 port switch for the School. Possibly have separate sections for users. An estimate for the switch is \$2,500. The Board talked about security system and keys to the building. They need to make sure the tenants are secure. The Board does not know who has a key to

the building. The Board will get a quote for changing all external doors now and internal doors later. More discussion on locks. Tom Frazier talked about the water system controls and protection in place to monitor it. Rene said the Town will start relationships with companies that work with the School. Applying for grants was mentioned. Cost to Town was mentioned. Tenants will cover some of the costs to their space. The Board is working with Andrew LaRosa on the building such as contractors and vendors. Heidi mentioned Rural Development Initiatives and Redi Grants.

- C) TDS Contract for School was discussed. The Town will keep two lines and have fiber internet. They will get new numbers. The monthly cost will be about \$114.98. Nate moved to approve the TDS contract. The motion was seconded and passed 4 to 0.
- D) The Board went through the RVS punchlist. There is work that needs to be done on the inside and outside of the building. Donna suggested getting the community to help. Heidi agreed with Donna and felt many people would help. The Board discussed what to do now.
- E) The Board discussed the Wastewater Project invoice from Otter Creek. Test pits were mentioned. The potential date for the test pits is December 2<sup>nd</sup>. The road crew are supposed to help dig the test pits but if they can't due to the weather, the Board agreed to let Don Randall help and thanked him for his offer. The test pits will be 4 feet wide and 6 to 8 feet deep and will be at the Windridge Camp.
- F) The Board worked on the 2026-2027 budget.

9. New Business – none

10. Other Business - none

11. Executive – Tim made a motion to go into executive session to discuss personnel salary budget and legal - RVS agreement. The motion was seconded and passed 4 to 0. The Board entered executive session at 9:14 p.m.

Donna moved to exit executive session with action taken. The motion was seconded and passed 4 to 0. The Board exited at 10:45 p.m.

A motion to ask Jim to amend the school agreement and present to the District's Attorney.

With no further business to discuss, the meeting adjourned at 10:45 p.m.

Tammy Legacy, Selectboard Assistant  
Approved on December 1, 2025