

ROXBURY SELECTBOARD MEETING  
MINUTES OF AUGUST 18, 2025  
6:31PM – 10:09PM  
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: Jim Rogler, Wendy Cashman, Judy Lusk, Dotti Guiffre, Bob Ketchel, Don Randall, Walter French and Tom Frazer

1. The meeting was called to order at 6:31 p.m.
2. No additions or deletions to the agenda.
3. Public
  - A) What's Next RVS Update – Jim Rogler gave an update on the RVS group's concerns about the building and management. He looked into a management group (Facilitron) that deals with small school systems that closed. Heather Holter and Jim had a zoom meeting with the man that runs it. Some highlights about the company: free (fee is from the revenue which is 10%), they help generate the revenue, help with a website, dedicated account manager, works with town's person, helps with finances, helps organize use of building, provides training. The contract is annual; they provide insurance and support to the Town. Jim said the clients he spoke to are very happy. It would take 6 to 8 weeks to set it up. Jeremy stated he thinks it looks good, glad the task force did this. Jeremy would like to see a contract. Nate mentioned he also had visited the sites. Rene stated he wanted to work with possible tenants to see if they are still interested. Some tenants may not want others to use their space. Some of the task force members are going to visit some schools that closed. Contracting with Facilitron would ease the burden of being a commercial landlord. Jim mentioned he would like to communicate this to the public (community). What are ways to communicate was discussed. He asked about using the website or maybe put a link on the website. Bob Ketchel mentioned the Community Group would like to put information out too. Jeremy suggested a community group page and having a link on Town's website to the community website. Bob talked about resources that are out there. There was a discussion on ways to communicate to the public.
  - B) Wendy Cashman stated they need people to help with the mowing in the cemetery. There is a group that meets at the Village Cemetery that focus on stones, trees and making it look nice. Most of the volunteers do not have weed whackers and mowers. There are two burials coming up in the Village Cemetery. Nate stated we need to get through this year with the mowing. There are some volunteers helping out at the other cemeteries. Tim mentioned he had talked to Bill Cecil about getting some volunteers. A group have a work session at the Village Cemetery every Thursday from 1 to 3. Rene has reached out to VLCT for information on volunteers using Town equipment; no answer yet. Tom Frazier suggested the organizations like cemetery commission and Library take care of their own. There was a discussion on who is responsible for getting work done.

- C) Judy Lusk thanked Tim for getting cones put up on West Hill in project area to help slow down the traffic; it seems to be working.
4. The Board reviewed the minutes of June 4<sup>th</sup> and August 4<sup>th</sup>. Nate moved to approve the minutes of August 4<sup>th</sup> as amended and June 4<sup>th</sup> as submitted. The motion was seconded and passed 5 to 0.
5. Financial Report
- A) The Board reviewed the orders. Tammy requested 3 add-ons, they are: Montpelier Roxbury School District, Roxbury Roots made out to Vermont Farm & Forest School and De Lage. The Board discussed the Roxbury Roots payment. Tammy explained why the check needed to be made out to Vermont Farm & Forest. No invoice was submitted but the voters approved the payment to Roxbury Roots. The Board wanted an invoice. Donna moved to approve the orders as submitted with add-ons of the Montpelier Roxbury School District \$323,768.00 and De Lage \$82.42 for the copier contract. The motion was seconded and passed 5 to 0. Rene mentioned getting another CD. Tammy mentioned she would prefer not to get one right now, to keep the funds in the bank to cover the large payments for the bridges. After discussing the request, the Board decided that Tammy will get a CD in the amount of \$243,000 which consist of \$93,000 from the Highway Equipment Fund, \$90,000 from the Town Garage Reserve Fund and \$60,000 from the Municipal Building Reserve Fund.
- B) The Board discussed the M&T Bank line-of-credit for \$2,000,000 to cover the expenses for the two bridges. The term is one year. Jeremy moved to enter into a line-of-credit as submitted by M&T Bank. The motion was seconded and passed 5 to 0.
6. Road Commissioner's Report
- A) Equipment update. There are issues with the 2018 International Truck. The check engine light is on, possible issues with exhaust. They are waiting for a cable for the 2016 International Truck.
- B) Roads are dusty. There are two road guys now. Things should get better. There was a discussion on the new employee, he has looked over the roads and visited the West Hill Project site.
- C) The Board discussed culverts that are on hand and possibly ordering more. Capital Earthmovers started the project on West Hill. Signage has been put up.
- D) Uniforms for the new employee was mentioned.
7. Unfinished Business
- A) RVS Update – Rene gave an update on the RVS. Past renovations were mentioned. Tom Frazier mentioned he will donate a set of plans of the school renovation from 1980.
- B) MVP Healthcare Presentation Update – no update. Tammy will set up a meeting. At this time the Board discussed adding a Selectperson to the MVP account so that a Selectperson can talk to MVP. Donna mentioned she would like to wait until after the meeting before deciding. Jeremy has no issues. Tim and Rene found it difficult not to be able to talk to MVP. Tim volunteered to be added to the account. Jeremy moved to add Tim as an individual to the MVP

Policy. The motion was seconded and passed 5 to 0. Tammy will add Tim to the policy

- C) Rene gave a progress on the outstanding VLCT risk assessment items. The library will replace the emergency light; the highway changed the batteries in their emergency light. Tim is applying for a grant for a cabinet to store hazardous material. There was a discussion on what cabinet to purchase.

#### 9. New Business

- A) The Board received a request form Washington Electric to install poles in the Town's right-of-way for a new build on Bull Run Road and Winch Hill Road. Tim will contact the adjoining property owner. The Board will discuss further at the next meeting.
- B) The Listers submitted an errors & omissions. The non-profit cemetery was not entered as tax exempt, the Listers need to correct this. There was a discussion on the request. Donna moved to accept the Lister's errors & omissions request as submitted. The motion was seconded and passed 4-1-0.
- C) Rene gave an update on the internet and new laptop for the garage. TDS has installed fiber at the Town Garage. The quote for a new laptop for the Road Foreman is \$2,625 which includes labor. There was a discussion on the unused cell tower/solar panels at the Town Garage. Donna moved to have Tammy sign the Tech Group hardware quote for \$2,625 for the laptop at the Town Garage. The motion was seconded and passed 5 to 0.
- D) There was a discussion on having some exploratory ledge work done at the Town Garage. Rene proposed to have a larger hammer chip away at the ledge to get some progress done. The Town Garage is a potential site for the new garage. Jeremy gave an update on what the Town Garage Committee has discussed. They will look into costs of removing materials.
- E) There is miscellaneous stuff being stored at the Community Hall from various organizations. Rene will send an email to the organizations giving them until October 1<sup>st</sup> to get the miscellaneous items removed or the Board will get them removed, possibly have a yard sale type event. The Board discussed the need to empty the building for the renovation work.
- F) Roxbury Roots has requested permission to put a deep freezer at the Community Hall. The Board discussed the request. The Board thought the timing of the request was off with the upcoming renovation.

#### 10. Other Business

- A) Don Randall mentioned his concerns with the railroad trussells at the south of town. He feels there should be more signage; multiple accidents have happened over the years, some were fatal. Jeremy agreed to talk to the State.

- 11. Executive Session – Donna moved to go into executive session to discuss RVS Purchase and Sales Contract and the FEMA Bridge Contract. The motion was seconded and passed 5 to 0. The Board entered at 9:25 p.m. Donna moved to exit executive session with action. The motion was seconded and passed 5 to 0. The Board exited at 10:09 p.m. Donna moved to ask Jim to amend the RVS Purchase and Sales. The motion was seconded and passed 5 to 0.

With no further business to discuss, the meeting adjourned at 10:09 p.m.

Tammy Legacy, Selectboard Assistant

Approved on September 2, 2025