

ROXBURY SELECTBOARD MEETING
MINUTES OF JANUARY 5, 2026
6:30PM – 9:38PM
COMMUNITY HALL

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

STAFF PRESENT: Tammy Legacy

PUBLIC: Paul Schmidt, Tom Frazier and Don Randall, Bob Ketchel

The meeting was called to order at 6:31 p.m. by Jeremy Reed.

1. No deletions or additions to the agenda.
2. Re-Organization of the Board – Nate moved to appoint Jeremy as Chair. The motion was seconded and passed 2-0-1. Jeremy abstained; Tim was not available remotely. Nate moved to appoint Donna as Vice-Chair. The motion was seconded and passed 2-0-1. Donna abstained; Tim was not available remotely. Jeremy mentioned he did not think it necessary to fill the vacant seat; Donna and Nate agreed with Jeremy.

Jeremy talked about the Board structure for meetings. (at this time there were issues with recording the meeting). Highlights of the changes were limiting public participation to the Public section of the meeting. This would make the meeting more effective. Nate and Tim agreed with Jeremy. Donna was hesitant due to not getting some knowledge from the public. Jeremy stated if the Board wants input from any of the public in attendance, the Board can ask them. Nate moved to adopt the August 19, 2024 Public Participation Rules to strike the last sentence in the second paragraph which essentially limits public participation to the public portion of the meeting unless you know, the Selectboard solicits technical input from a member of the public on a specific agenda item. The motion was seconded. At this time the public weighed in on their opinion on the proposed change. Tom Frazier commented that the agenda was not posted on the website until today. He feels the public is respectful of the process for the most part. Jeremy mentioned, under the Public part of the meeting, the Board is here to listen, not participate. Jeremy explained the purpose of the change. Nate commented on the length of the meetings, getting people involved and also mentioned the need to have public emails for each of the Board members. Bob Ketchel doesn't agree with stopping the public to comment. He thinks a strong Chair could control the meeting. Why would anyone want to come to a meeting if they aren't allowed to talk during the discussions. Jeremy stated that coming to the meetings have value. Tom thinks it defeats the purpose of a democratic practice. The motion is before the Board, the motion passed with all in favor.

3. Public
 - A) Tom Frazier asked about the process of public participation.
 - B) Paul Schmidt asked about agenda.
 - C) Bob Ketchel was glad someone will take control of the meeting.
 - D) Don Randall talked about the Town's website and having more people allowed to post on it.

4. The Board reviewed the minutes of December 15, 2025. Donna moved to approve the minutes of December 15 as amended. The motion was seconded and passed 4 to 0.
5. Road Commissioner's Report
 - A) Tim stated all the equipment is back and running. Road Foreman, Kevin Hewitt, would like to order ice chains for the grader, the cost is \$2,100. The chains should last years. The Board okayed the purchase.
 - B) Roads have been icy. They have been putting sand and salt down; the work is getting done and the road crew are working a lot. They have not received many complaints. Tim mentioned that when the road crew come in early, they normally leave early which saves the Town money.
 - C) They have not been able to fill the 3rd plow driver position.
 - D) There is no update on the non-cdl truck search. They are still looking. Tim mentioned trucks and replacing them and also mentioned the road crew are doing most of their own maintenance instead of taking the trucks to Allegiance.
6. Financial Report
 - A) The Board reviewed the orders. Tammy mentioned there are two add-ons. One is for VMERS quarterly payment in the amount of \$5,449.17 and one to Green Mountain Heritage Handyworks in the amount of \$1,826.70. The Board discussed the budget. Tammy will transfer the \$16,000 into the Grants Fund. Donna moved to approve the orders as submitted with two add-ons for the quarterly VMERS \$5,449.17 and Green Mountain Heritage \$1,826.70. The motion was seconded and passed with all in favor.
 - B) Tammy mentioned the new Fire Dept CD was purchased in the amount of \$175,001.47; it is for 12 months. Tammy mentioned the Town received FEMA funds in the amounts of \$336,419.32 and \$75,705.68.
7. Unfinished Business
 - A) RVS – Jeremy updated the Board on what has been happening. The closing is in the hands of the attorneys. The School needs to create the deed and property transfer tax return (PTTR). There will be no in person closing.
 - B) RVS – HVAC maintenance contract was discussed. Johnson Control can do a one year contract. Nate talked to Gillespie so that he could do a comparison. Both do quarterly work. Johnson Control and Gillespie both do or have worked for the school. No action was taken.
 - C) RVS – Mowing/Snow Removal – Tim stated Scott is willing to shovel the school once the Town owns the building. Town has gone out to bid for mowing.
 - D) RVS – Gillespie Quote – Heating/Cooling System – Discussion, no action taken.
 - E) Fire Station Boiler – The Fire Dept submitted two quotes from Gillespie's for replacing the boiler at the fire station. Don Randall stated the Fire Dept wants to keep the current boiler for now. If it trips again, they will move onto something different. The phone protocol for the sensor is now active, Louis Stamatelos, Clarence Baker and Lenny Davis will be notified if an issue happens. The fire dept have different opinions on what they will do if they change systems. Heating systems were discussed. Tom mentioned the Town and Fire Dept pay for a new unit when it needs to be replaced.
 - F) FEMA Change Orders were discussed. This is Change Order #2. The change is for \$4,455.00 for Tenney Road Bridge and \$2,970.00 for Ladd Road Bridge. There will be a Change Order #3 for Ladd Road guardrails. Nate moved to approve Change Order #2 for Ladd Road and Tenney Road for concrete pavement apron. The motion was seconded and passed with all in favor.

8. New Business

- A) Town Garage RFP was discussed. The Town Garage Committee has been working. They want to keep it in the same location. The RFP is for a scoping and conceptual design for a 50 x 94. They would use the existing water and sewer. The Board discussed the RFP. Donna moved to put out the RFP for the Town Garage. The motion was seconded and passed 4 to 0.
- B) The Board received the resignation for E-911 Coordinator and Mountain Alliance Representative from Rene Bouchard.
- C) The Board discussed the two vacancies. Tammy suggested the Board get the E-911 Coordinator position filled. Donna suggested advertising the positions. The Board agreed.
- D) Town Office Copier – Tammy presented a quote to the Board from Magee for a new leased copier. The Board reviewed the quote. Nate moved that Tammy gets a new copier. The motion was seconded and passed with all in favor.
- E) Clean Water & Drinking Water Revolving Fund Reps – The Board discussed the need to fill the position of representative. The current representatives are Jon Guiffre and David McShane. Donna moved to make Jeremy the Clean Water and Drinking Water State Fund rep. The motion was seconded. The motion passed 3-0-1 with Jeremy abstaining.
- F) School Tax Rate for the upcoming year was discussed. Jeremy mentioned that if the current proposed school budget passes, there will be an increase of 44% in school education property tax. The budget itself is about a 6% increase but due to Vermont's new funding formula, the State has reduced the CLA, common level of assessment. The Board discussed property sales in Roxbury from last year. Jeremy stated he wanted the taxpayers to know that this is happening. Having a community-wide meeting to discuss RVS. We can discuss this and invite our representatives.
- G) Community Hall Project bids – The Board received one bid. It was from Heritage Restoration & Construction in the amount of \$154,000.00. The MERP Grant is for \$256,000.00 to be used on both the Town Office and Community Hall. \$47,000.00 has been spent so far on the Town Office. Roux Electric won the bid for the electric part of the project. The Board discussed the grant and expenses for the building. The Board would like the Community Hall Restoration Group attend the next meeting to let the Board know if they would offer their funds to help with the cost. The ADA ramp may cost more than the grant will allow as an expense. The Board took no action.

10. 2026 Town Meeting

- A) The Board discussed the draft warning.
- B) Jeremy and Nate will work on the Selectboard Report for the Town Report.
- C) The Board discussed the 2026/2027 Budget.

11. Other Business- none

- 12. Executive Session – Nate moved to go into executive session, to invite Tammy to talk about conferences and seminars. The motion was seconded and passed 4 to 0. The Board entered executive session at 9:24 p.m.

Donna moved to exit executive session. The motion was seconded and passed 4 to 0. The Board exited executive session at 9:38p.m.

Donna made a motion to pay Tammy Legacy \$274.07 for anticipated expenses for the conferences and seminars in prior agreement. The motion was seconded and passed 4 to 0.

With no further business to discuss, the meeting adjourned at 9:38 p.m.

Tammy Legacy, Selectboard Assistant
Approved on _____

DRAFT