

ROXBURY SELECTBOARD MEETING
MINUTES OF DECEMBER 1, 2025
6:30PM – 10:07PM
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: Elizabeth Carney, Dotti Guiffre, Bob Ketchel, Tom Frazier and Don Randall

1. The meeting was called to order at 6:30p.m. Rene reminded the public the rules of the meeting.
2. No deletions to the agenda but Rene added mowing discussion under Unfinished Business and would like to move Review Budget to after new Business. Rene also said if anyone came to speak about RVS, he would like to move all RVS items further up on the agenda.
3. Public
 - A) What's Next RVS Update – Nate Donahue spoke on behalf of the RVS Task Force. Nate updated the Board on what is happening. The Task Force appreciated having Board members attend the site visit. Unexpected expenses were discussed; the expenses are adding up and getting costly. A compiled grants database has been put together by the task force and could aid in renovation projects, if necessary.
 - B) RVS Items – Rene talked about the \$75,000 that was approved at Town Meeting. \$25,441 has already been spent or contracted. The Town Attorney is still waiting for the closing items from the school. Once those are received, closing will be decided, hoping for December 15th. Rene mentioned the word on the street is that the Selectboard is wasting money with testing since the PCB test results came back negative. Rene disagreed; the testing gave the taxpayers, parents, and future tenants certainty there is no PCB in the school. Waite Heindel report was discussed. Little Sunshine is not in a position to set up a satellite school. The Board discussed the draft Phase 1 ESA report. Highlights of the reports were discussed. REC1 is about the 10,000 gallon underground fuel storage tank which was installed in 1986. The tank is past its life expectancy. The Board discussed ideas regarding replacing the tank. REC2 is about the floor drain in the boiler room. There is damage to the copper fuel lines. The Board discussed ways to fix the issue. A DATA GAP exists about the previous tank that was removed. BER1 is about asbestos in the Town Hall's floor tile's adhesive/. The exterior paint also has lead in it above 3 to 4 feet. BER2 is about lead in the water, higher in classrooms 10 and 11. The cause could be the fixtures in the rooms. Mitigation strategies were discussed.
4. The Board reviewed the minutes of November 17 and 24, 2025. Donna moved to accept minutes of the 24th as submitted and the 17th as amended. The motion was seconded and passed 4-0-1 with Jeremy abstaining.
5. Financial Report

- A) The Board reviewed the orders. Tammy mentioned the Webb check was added to the orders. Donna moved to accept the orders as submitted. The motion was seconded and passed 5 to 0.

6. Road Commissioner's Report

- A) The 2018 International Truck is back from Allegiance. It had ABS brake issues. The 2016 International Truck has ABS light issue. The 2021 International Truck had the hydraulic line worked on.
- B) Road crew are doing what they can on the roads especially not having another winter CDL driver.
- C) Winter Plowing – A person plans on applying for the per diem position. He works for Jerry Tabor during the summer. His experience was mentioned. Tom Frazier talked about part-time employees and the amount of times Tracy Hill was plowed recently. He feels it is wasteful. Tim stated Kevin (road foreman) is in charge of the roads but he will talk to him. There was a discussion about maintaining roads. Bob Ketchel mentioned he would like the Board to reach out to the Town of Warren and ask them to help Roxbury since the people going to Warren come through Roxbury. It was decided to freeze the Indeed account.
- D) Tim has no update on the non CDL truck. Nate mentioned he had researched online on what the cost would be. Estimated the cost to be \$150,000 which would include the plow set up, but that was a very basic estimate. Having non CDL truck would make it easier to find drivers. Tim doesn't think anything will happen soon. Tim is looking into the costs and wait time.

Continuation of the PUBLIC section

- C) Elizabeth Carney spoke about the Village Revitalization Grant. The Planning Commission is meeting on Thursday, December 4th. gbArcheecture will be showing what they have been doing and getting feedback. Elizabeth hopes members of the Selectboard will attend. There is also a meeting on December 17th which is the final meeting. Both start at 5:30p.m. It was mentioned gbArcheecture attended RVS meetings.
- D) Elizabeth mentioned there will be a tree lighting in the near future at the village park. The lights will be solar powered.
- E) Tom Frazier talked about ethics violations. He wondered if all the Selectboard have taken the training. Nate stated he had taken it but has to go back and complete (Nate had issues). Tom asked Tammy about who had taken it, she knew all but one had taken it. Tim stated he had taken it and will send Tammy a copy.

7. Unfinished Business

- A) RVS – Electronic Security System Contract was discussed. The system can be cloud based or have a server. The Board discussed the pros and cons of cloud based and server. The Cloud is more expensive but would be beneficial and simpler for the Town. Using key cards would provide a log of who uses the keys. Tenants would cover some of the cost. The cost for the cloud over five years is \$2,205 plus cards. Just server is \$1,363 over five years plus cards. Donna moved to do a contract with Camera Networking and Security via the cloud and twenty-five cards. The motion was seconded and passed 5 to 0.
- B) RVS – Trash and recycling was discussed. The Board looked over prices from All

Clean, Casella and Meyers. The Board decided totes would not work for the Town. Donna moved to contract with Casella for 2-yard dumpster and 2-yard recycle dumpster. The motion was seconded and passed 5 to 0.

- C) East Roxbury Bridge change orders were discussed. Once the guardrails are installed on Ladd Road bridge, the bridge can be used. The Board discussed Hoyle Tanner's suggestion of having the project substantially complete. The Board decided it was not substantially complete due to not being paved and not being able to inspect it. Substantially complete date will be May 29, 2026 and June 12, 2026 as completed. The change order is with Neil Daniels Construction on what needs to be done in the spring. November 30th is the date Neil Daniels Construction takes ownership of the temporary bridges. After April 7, the remainder of the work can be done. The Board decided the concrete blocks will be taken to the Town Garage. Tenney Road Bridge was discussed. Jeremy mentioned the cutoff date on invoicing. There are concerns the invoices may not be received in time and the Town wouldn't get reimbursed from FEMA. It was decided to have the cutoff date be June 12th. Rene will add some language in the change order to reflect the change. Jeremy moved to amend the change order for GPI to present to Neil Daniels. The motion was seconded and passed 5 to 0. The Board discussed the cost of paving the bridges; the cost was high due to the small projects. The Board thought the Town could possibly have a portion of Steele Hill paved which would decrease the cost of paving the bridges and the Town would pay to have a portion of Steele Hill paved. The Board discussed where on Steele Hill would be best to pave. It was mentioned that 5 tons would be needed for both bridges and the trucks hold 15 tons. Jeremy suggested waiting until spring when the frost comes out to decide. The Board discussed the mix fill, gravel and stone. The Town wants the 100 yards of 1 ½ inch stone with gravel but is not sure about the mix fill. The Town could offer some of the fill to residents of Tenney and Ladd Roads. Some of the fill could also be used in the driveway of the Library/Food Shelf.
- D) Otter Creek test pits for the wastewater were discussed. The date for the test is Wednesday, December 3rd.
- E) Mowing contracts were discussed. The Cemetery Commissioners reluctantly agreed with the mowing contract. They had concerns about volunteers mowing. The Board will send contract and bid package to the Cemetery Commissioners for all the cemeteries. The Board is budgeting \$10,000 for cemetery mowing. The Town will need to also have the school mowed. Jeremy moved to continue contract for snow shoveling and mowing with Christy. The motion was seconded and passed 4 to 1.

9. New Business

- A) RVFD replacement of boiler was tabled until the next meeting but a discussion was had on the quote from Gillespie for a new heater. Don Randall will come back to the Board after he talks to the other fire fighters.
- B) VACD Dry Hydrant annual request was mentioned. Their requested amount of \$200 is in the proposed 2026/2027 budget. There was a discussion on where dry hydrants are on Steele Hill.

10. Other Business - none

11. Executive – Jeremy moved to go into executive session to discuss personnel and salary

and real estate with an invitation to Tammy to attend the personnel and salary discussion. The motion was seconded and passed 5 to 0. The Board entered executive session at 9:09 p.m.

Donna moved to exit executive session. The motion was seconded and passed 5 to 0. The Board exited executive session at 10:07 p.m.

With no further business to discuss, the meeting adjourned at 10:07 p.m.

Tammy Legacy, Selectboard Assistant
Approved on December 15, 2025