

ROXBURY SELECTBOARD MEETING
MINUTES OF FEBRUARY 16, 2026
6:34PM – 8:21PM
COMMUNITY HALL

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

STAFF PRESENT: Tammy Legacy

PUBLIC: Elizabeth Carney, Tom Frazier, Judy Lusk, Kristen Getler, Heather Holter, Andre Souigny and Casey Carmichael (remotely)

1. The meeting was called to order at 6:34 p.m.
2. No deletions but added RVS Insurance to RVS 4)
3. Public
 - A) RVS Task Force Updates – The Task Force shared their proposal to have an official committee created to help with the school and town hall building. Their thought was to have it an advisory committee with clear responsibilities; they would have meetings that are open to the public and would report to the Selectboard. They asked the Board for feedback on their proposal. There is a Special Selectboard Meeting on Saturday, February 21st at 9am with members of the RVS Task Force participating on discussion of RVS. Jeremy stated the Town now owns the school. TDS went to the school to do what they needed to do. Tech Group will be coming. The need for internet at Town Meeting was discussed, volunteers offered to help with that. Jeremy asked about people helping with the school. Jeremy stated the Town is now a landlord. Heather Holter would like to know what the Selectboard's priority is. There was a discussion on the size of the committee and having subcommittees. Jeremy and Nate thought 15 members were too much; 5 members is more reasonable. It is harder to have a quorum with 15 members. Tom Frazier envisions making the committee official and then the Selectboard would turn the operation of the building to the committee to find tenants, have an open house, advertise, etc. Nate stated rent means income and the need to have a functioning building. The income needs to be sustainable. Jeremy stated the Selectboard will work on their proposal. Having an advisory versus non-advisory committee was discussed. The Board had concerns that being an advisory committee would limit them from making decisions. A discussion on whether the committee should be elected or appointed was had.
 - B) Elizabeth Carney, Planning Commissioner, talked to the Board about the close out of the Village Revitalization Grant and the issue with accessing GEARS. It was mentioned Nate was the alternate. The Board wanted to make sure they needed to sign a resolution. No action taken on the Amended Resolution for Municipal Planning Grant.
 - C) Tom Frazier talked about janitorial services at RVS. Tom mentioned he knows someone that may be interested. Nate stated the Board was thinking 4 hours a week. Casey will start the afterschool program on March 9th.
 - D) Judy Lusk mentioned an article in Bridges.
 - E) Kristen Getler offered to help with delivering Town Reports. Tammy stated the reports just arrived and will need to have labels put on. She may need volunteers. Fire Dept may also help deliver the Town Reports.
4. The Board reviewed the minutes of February 2, 2026. Donna moved to approve the

minutes of January 20 as amended. The motion was seconded and passed 4 to 0.

5. Road Commissioner's Report

- A) Tim stated Kevin let him know the equipment is in good shape.
- B) Tim stated Kevin said the roads are in great shape.
- C) Tim mentioned applying for a Structure's Grant, still discussing what road. One possibility would be a culvert on Steele Hill Road; another possibility would be on Warren Mountain Road to do a shim overlay which lasts 3 to 5 years. There was a discussion on possibly putting funds away for future projects. There was a discussion on possible ways of repairing paved roads.

6. Financial Report

- A) The Board reviewed the orders. Donna moved to accept the orders as submitted. The motion was seconded and passed 4 to 0.

7. Unfinished Business

A) RVS Items

- 1) Jeremy mentioned ordering the small dumpsters from Casella for trash and recycling. Tammy will contact Casella.
- 2) Janitorial services were discussed. Tammy will advertise – it will be 4 to 8 hours per week and is short term with potential for long term. Tammy will add this to the agenda on the 2nd of March.
- 3) Mowing bids will be discussed at the next meeting.
- 4) The Board discussed insurance for the building. The Board decided 3.3 million would be the replacement value. The annual cost range is \$10,000 to \$12,000.

- B) Community Hall renovation project was discussed. The Board questioned whether the Town needs Builders Risk Insurance for the project which was stated in the proposed contract. Tammy will reach out to PACIF to inquire if it is necessary. The project will be added to the next agenda. Casey Carmichael hopes to start the project on March 9th.

8. Amended Resolution for Municipal Planning Grant was discussed earlier.

9. New Business

- A) Change Order #3 for the Tenney Road Bridge was discussed. Nate moved to execute the change order for \$472.00 for four lilacs. The motion was seconded and passed with all in favor. This change will be not be covered by FEMA.

10. Other Business

- A) Tammy asked to speak about Town Meeting. A discussion on what is in the school for chairs, tables, etc. There was a discussion on taking the furniture from the Community Hall over to the school. The school dropped off a box of stuff, including keys, at the Town Office.

11. Executive Session – Donna moved to go into executive session with an invite to Tammy (to discuss personnel wages). The motion was seconded and passed 4 to 0. The Board entered at 8:09 p.m.

Donna moved to exit executive session. The motion was seconded and passed 4 to 0. The Board exited at 8:21 p.m.

No action taken but the Board will discuss personnel in executive session at the next meeting.

With no further business to discuss, the meeting adjourned at 8:21 p.m.

Tammy Legacy, Selectboard Assistant
Approved on March 2, 2026