

ROXBURY SELECTBOARD MEETING  
MINUTES OF FEBRUARY 2, 2026  
6:30PM – 8:10PM  
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: Don Randall, Judy Lusk and Kristen Getler

1. The meeting was called to order at 6:30 p.m.
2. No additions or deletions to the agenda but Jeremy moved 8B to 3B.
3. Public
  - A) RVS Task Force Updates – Kristen Getler thanked the Board for meeting with the RVS Task Force, Planning Commission and Communication Committee. The goal was to get the best ideas and they mutually agreed to work together. The meeting was productive and positive. They would like to inform the voters of the facts about RVS. Having a joint pre-Town Meeting with Selectboard and RVS Task Force was discussed. The task force met on Wednesday and discussed having a building and grounds committee for all Town of Roxbury owned buildings. Judy Lusk suggested having a member of the Selectboard on the committee. Judy also asked about the timeline of owning the building.
  - B) Jeremy mentioned having at least two task force members with the Selectboard at the pre-Town Meeting to give updates on where we stand and in general where we stand with the Town and major projects. The Board discussed possible dates and it was decided to have it on February 21<sup>st</sup> at 9 a.m. The meeting will be recorded and will be warned as a Selectboard Meeting. Location to be determined but most likely at the Town Hall.
  - C) Jeremy mentioned the rules of the meeting.
  - D) Judy Lusk stated she has become aware of the hourly wage of the new road foreman. She stated he is doing a great job and mentioned concerns about Tim wanting to buy cheap oil to save money but the Town hired someone for more money. Judy also stated that she thinks Tim is doing a good job. Tim mentioned the oil and prices and stated the Town is still using the same oil and he hasn't had a chance to look into specs of the oil.
  - E) Don Randall stated Bull Run is immaculate and the road crew is doing a great job. Don also mentioned the boiler at the fire station is still working.
4. The Board reviewed the minutes of January 20, 2026. Donna moved to approve the minutes of January 20 as submitted. The motion was seconded and passed 4 to 0.
5. Road Commissioner's Report
  - A) Tim stated equipment is good.
  - B) Tim said the roads are in good shape, the road crew are winging back with the loader.
  - C) Update on Winter Plowing – Tim stated the road crew are doing ok with just the two of them. They leave early when they come in early.
  - D) Tammy mentioned she had issues calling the town garage. Nate called the garage and had no issues. Issue must be resolved.

## 6. Financial Report

- A) The Board reviewed the orders. The Board discussed the Otter Creek invoice and project. Tammy mentioned she drew on the line-of-credit. Nate moved to approve the orders as presented. The motion was seconded and passed 4 to 0.
- B) Tammy mentioned the Town received \$5,368.22 from the State on the MERP Grant. They had already received a pre-payment on the grant.

## 7. Unfinished Business

### A) RVS Items

- 1) Jeremy mentioned he had met with Libby. The school's attorney is working on the documents. They are hoping transfer will be done by Friday. Nate suggested talking to TDS about the TDS appointment which is scheduled for Friday. Jeremy will reach out to Libby.
- 2) HVAC Contract – The Board discussed the HVAC contract. Nate moved to accept the price proposal from Gillespie's for HVAC annual maintenance. The motion was seconded and passed 4 to 0. Nate will contact Gillespie once the Town owns the building.
- 3) Jeremy met with Libby on the License & Use Agreement. The Board discussed the agreement. The Afterschool Program will keep their area tidy. Casey from the Afterschool Program uses what is there and then the school will furnish. Tammy mentioned the need to have someone clean after Town Meeting. Nate moved to approve the License and Use Agreement between the Town of Roxbury and the Montpelier Roxbury School District for the operation of the District's afterschool program at the Roxbury Village School property and authorize the Selectboard Chair to execute the Agreement on behalf of the Town. The motion was seconded and passed with all in favor.
- 4) Tech Group Quote was discussed. The quote is for Firewall, Switch, Wireless Access Point and installation. Donna moved to approve the Tech Group quote for the RVS network as submitted. The quote offers 3 years of support on some things. The motion was seconded and passed 4 to 0.
- 5) TDS will come to the school on Friday morning to install two lines. Tammy will close the office so she can be at the school during the installation.

### B) Dog River Project

- 1) The Board discussed the contract amendment and updated rates. The Town will need to pay the \$350 to Vermont DEC via an online service for the permit. The permits are good for five years. Tim moved to execute the contract amendment. The motion was seconded and passed 4 to 0.

### C) The Board received bids from S& C Lawn Services for mowing.

Cemetery \$16,000

Town Properties \$11,700

Forest Gardner had submitted a quote after the deadline. The Board reviewed the quotes. It was unclear if all the Town Properties were included in the quote. Donna would like to see some references. Donna will reach out to the bidder to make sure all eight properties were included in quote and to look into references.

- ### D) Community Hall Project was discussed. Nate met with Andrew LaRosa and the Contractor (Casey Carmichael from Heritage Restoration & Construction). The bid put the project over budget. They decided to leave the stairway to the basement as is which reduced the bid to \$128,050. This does not include the ramp. The potential start date would be in March. Roux Electric is doing the electrical. Andrew will put together the HVAC quotes. Donna moved to give Nate approval with Casey's \$128,050 to move forward. The motion was

seconded and passed with all ayes. Nate will contact Casey and the Board will formalize at the next meeting.

- E) Having email addresses for the Selectboard members were discussed. The cost would be \$81.50 per month with M365. The Board decided not to pursue using .gov emails.

#### 8. New Business

- A) Change Order #3 for the Ladd Road Bridge was discussed. Donna moved to sign the change order for Ladd Road Bridge as submitted. The motion was seconded and passed 4 to 0.
- B) Tax Map Maintenance Contract proposal was discussed. Donna moved to accept Cartographic's Maintenance Contract proposal as submitted. The motion was seconded and passed 4 to 0.
- C) Tammy mentioned the annual rabies clinic will be on March 28<sup>th</sup> from 1 to 3.

#### 9. Other Business

- A) Tim mentioned MVP account.
- B) The Town Garage RFP was mentioned. Jeremy will give Tammy a list of companies to send the RFP to.

With no further business to discuss, the meeting adjourned at 8:10 p.m.

Tammy Legacy, Selectboard Assistant  
Approved on February 16, 2026