

ROXBURY SELECTBOARD MEETING  
MINUTES OF APRIL 6, 2026  
6:31PM – 7:55PM  
ROXBURY VILLAGE SCHOOL

MEMBERS PRESENT: Chair Jeremy Reed, remotely, Vice-Chair Donna French, Nate Donahue, Tim Martin and Heather Holter

STAFF PRESENT: Tammy Legacy

PUBLIC: Tom Frazier, Kristen Getler and Donna Gerdes

1. The meeting was called to order at 6:31 p.m.
2. No deletions but Tim wanted to add LEMP to the agenda. Tim said the deadline is May 1<sup>st</sup> for renewing. Donna has been updating it so she will send around the current one for edits. This will be added to the next agenda. Tim asked about the Road Commissioner's appointment. Jeremy thought the decision had been made but other Board members didn't think it was. The minutes state if Kevin didn't want the position, then Tammy would post the vacancy. The Board will make the appointment of Kevin as Road Commissioner at the next meeting.
3. Public
  - A) RVS Task Force Updates – Kristen Getler stated the committee met last week. They worked on the committee description, their priorities which is the building. The property and building are on their punch list. The committee wants to hit the ground running. Kristen mentioned utility vendors. The committee meets with the Selectboard on Tuesday. Kristin made a comparison of the group with the Town of Rochester. Kristen offered to borrow the Library's projector for the meeting tomorrow.
  - B) Tom Frazier talked about keys to the building. The water system went down last week. He suggested Gillespie get a key if the Board is contracting with them. Jeremy stated the Board has not talked about who gets keys. There was a discussion on keys and key cards. Key cards will keep a log of who enters the building. The Selectboard all have a key card and the fire department has a key.
  - C) Tom asked about the janitor position. It was noted the person the Board offered the position to declined the position. RVS janitor position is on the agenda.
4. The Board reviewed the minutes of March 16. Jeremy moved to approve minutes as submitted. The motion was seconded and passed 5 to 0.
5. Road Commissioner's Report
  - A) Kevin had submitted his report to the Board. The equipment is good.
  - B) They have used 3 to 4 loads of gravel. Roads are holding up and will grade when they can.
  - C) Kevin submitted quotes to use if applying for grants. Jeremy said it was unlikely the Town would get the grants. Steele Hill Road project has an estimate of \$88,250. The Warren Mountain Road paving project estimate is \$370,815 but that is for all the paved portion. If the Board only paves half the road which consist of mill & fill, the max on the grant is \$220,000 with a 10% match. The Board discussed the two grants. Jeremy suggested the Town apply for the grants. Nate moved to have Kevin apply for the Structures Grant and the Paving Grant. The Structures Grant on Steele Hill and the Paving Grant on Warren Mountain for the max amount. The motion was seconded and passed 5 to 0.

## 6. Financial Report

- A) The Board reviewed the orders. Jeremy moved to accept orders as submitted. The motion was seconded and passed 5 to 0.
- B) Tammy mentioned the Town received \$592 for the FY26 PILOT Equalization.

## 7. Unfinished Business

### A) RVS Items

- 1) Janitorial Services were discussed. It was mentioned Allistair rescinded his submission. Heather mentioned they have two qualified candidates. They could wait until the committee is established; the committee may want a different number of hours for janitor service. Tammy reminded the Board that they advertised for 4 to 8 hours per week and it being short term with long term potential. It could be a contractor or employee. The Board discussed the position. Jeremy moved to accept Clarence Baker's application at \$24 an hour. The motion was seconded and passed 5 to 0.
  - 2) Heather wanted to talk about Roots use of the school. Jillian Abraham wanted to have community suppers in the building. She wanted to change the time of the dinners to make it work with Casey. Food Prep starts on Thursday from 3pm to 7pm. The dinner at 5pm on Friday with Roots prepping prior to the dinner. Dinner at 5 makes it easier for families to attend since they are picking up their kids from the Afterschool Program. The lease with Montpelier for the Afterschool Program was mentioned. Jeremy said Casey thought it was concerning to have random people showing up. If it was clear on who was helping that would work but not to have random people coming in. Heather said people prepped at home this past time. Nate said the Community Hall is not available for a couple of months and the priority is the renters over the community events. Tim suggested having Casey's class help with prep. There are only two more dinners before school is out. Having six volunteers is okay and to give Casey the list. The timing was discussed – reschedule, minimize people and change locations were options.
  - 3) The UMBRELLA process requires a survey of the property. Jeremy suggested the Board not accept the low bidder because he doesn't think the bidder knew how complicated the search was. Jeremy recommended Button. Nate said because of the date the quotes were submitted, the Board should go back to make sure the quote is still accurate because Button submitted in December. Nate also liked Button's professionalism with his quote. Jeremy moved to have Jeremy contact Button and engage for a survey with Button for UMBRELLA application. The motion was seconded and passed 5 to 0.
- B) Mowing bid documents for the cemeteries and town properties were discussed. Donna reminded the Board that Tim and herself met with Cemetery Commissioners to revise the bid documents. The Board discussed the town properties and keeping RVS separate. Donna will make the changes in both contracts. Jeremy moved to make noted changes and to have Tammy advertise the RFP. The motion was seconded and passed 4-0-1 with Donna abstaining.

## 8. New Business

- A) MERP Grant – Nate talked about the heat pumps for the Community Hall. The Town received 3 bids. Peak Mechanical did the Town Clerk's Office. Nate would prefer accepting Peak. Jeremy moved to go with Peak. The motion was seconded. There was a discussion on whether the heat pumps at the Town Office save the Town money. The motion passed 5 to 0.
- B) The Board reviewed the 2026 contract for the Washington County Sheriff. Jeremy moved to enter into the contract with Washington County Sheriff. The motion was seconded. The contract will be for 3 hours per week for \$10,000. The motion passed 5 to 0.
- C) Tammy mentioned a person would like to donate a barn quilt to be put on the Town Hall. She asked the Board if they would accept the donation. There was a discussion. Jeremy moved to allow. The motion was seconded and passed 5 to 0.
- D) After a discussion, the Board decided to move the date of the next meeting to Thursday, April 23<sup>rd</sup>.

## 9. Other Business - None

With no further business to discuss, the meeting adjourned at 7:55 p.m.

Tammy Legacy, Selectboard Assistant  
Approved on April 23, 2026