

## DRAFT Minutes

### ROXBURY VILLAGE SCHOOL COMMITTEE MEETING

WEDNESDAY, MAY 6, 2026 6:00-8:00 P.M.

### ROXBURY VILLAGE SCHOOL

Committee Members Present: Kristen Getler, Heather Holter, Heidi Albright, Judy Lusk, Tom Frazier, Jim Rogler (via teams). Absent: Bob Ketchel

Public Present: Nate Donahue, Amy Rogers

1. Meeting called to order 6:02PM
2. ADDITIONS OR DELETIONS TO THE AGENDA
  - a. Community Use requests (Roxbury Connected May 11, Roxbury Roots May 30)
  - b. Discussion on other community use of the building
3. PUBLIC COMMENT
  - a. Nate gave an update on his work seeking an energy audit or consultation on how we can reduce the energy costs (particularly heating). He is in contact with Tim Post of Gees (a vendor at an Efficiency Vermont expo) who would like more information on our systems. Nate will be in contact with him and funnel the necessary information to him. Currently 25% of the budget is going to heat the building. He also mentioned the BRELLA enrollment and the need for a 40-yr old buried fuel tank to be replaced. This will fall under the work of a Subcommittee.
4. COMMITTEE CHARTER AND LOGISTICS
  - a. We read aloud the Mission and Committee Objectives to orient ourselves to the project at [hand.https://drive.google.com/file/d/1uTNkm9hapn1fKlIfAJK3ZyefeuD\\_5chD/view?usp=sharing](https://drive.google.com/file/d/1uTNkm9hapn1fKlIfAJK3ZyefeuD_5chD/view?usp=sharing)
  - b. We established officers to the committee
    - i. nominations were made, a motion was made by Tom and seconded by Judy to approve all nominations. Vote was unanimous, no objections (6-0-0)
      1. Kristen Getler, Chair; Heather Holter, Vice-Chair; Heidi Albright, Secretary.
  - c. ESTABLISH MEETING SCHEDULE
    - i. We agreed by consensus that the Committee will meet on the second and fourth Wednesday of each month, from 6-8pm. This will allow minutes and a short update report to be posted to Tammy by

the Friday before the Selectboard meetings, (and will not conflict with School Board meetings). We discussed adding a standing Agenda item to designate a representative to attend Selectboard meetings to give the report, with Heather as the back-up representative.

d. OPEN MEETING LAW REQUIREMENTS

- i. We reviewed OML requirements and discussed what that means for our conduct and communication with each other.. Everyone is expected to review the laws and trainings (linked above) ahead of the next meeting. Heather agreed to look into what OML says about how Subcommittees conduct themselves.

e. ETHICS TRAINING

- i. This is required as stated in our charge from the Selectboard. Many of us have already completed the training in our other roles in town. Judy, Jim and Kristen will need to complete the training, linked above.

f. BUILDING ACCESS/KEYS

- i. Key cards were distributed to all Committee members, and the Librarian was also given her key card. Guidelines for safekeeping were discussed. The box of mechanical keys will be sorted by Judy, Tom and possibly Carlos, and labeled. We discussed keeping the boiler room locked. Re-keying the indoor room locks is something that Lenny Davis can do if need be, to match the external door locks– additional cost is unknown, but it was about \$2K for the outer doors. We need to keep the building secure. There may be confidential or sensitive information left in some file cabinets, and all that should be returned to the district if found.

g. ESTABLISH COMMUNICATION GUIDELINES

- i. We discussed how we communicate in public is important now that we represent the building, the town and the committee. It is important for maintaining momentum and good will. We are all ambassadors of the project
- ii. Kristen agreed to be the spokesperson for the committee, and is in charge of managing the email account (with Heidi and Heather as back up if needed). Heidi will speak as a committee member at a conference in June on the topic of repurposing schools.
- iii. There was a call for a timekeeper at every meeting to keep us on track, and the development of a packet of materials that could be easily printed ahead of every meeting so we are all prepared and have it in front of us.

5. COMMITTEE WORK (7:00-7:45 p.m.)

a. We briefly touched on the following topics, and agreed to discuss them more deeply at the next meeting:

i. GRPI (Goals, Roles, Processes, and Interpersonal)

1. We discussed the importance of developing roles and processes/procedures/protocols for the huge project we are now engaged in. This will include building policies, who gets to use the building and how, and what we charge for various uses. We are in a state of limbo as we sort this out.

ii. WORKPLAN

1. We can begin to assemble lists of all systems and the vendors we either have or need for those systems to be operational. Examples: Water systems are tested quarterly by Presidential Water systems. Gillespie is currently servicing the heating systems (and discussed with Nate locations for a new oil tank), but we may want to consider shopping around for a better price on fuel if we don't want to enter the town pre-buy program with them (quotes are building by building). Heating/cooling systems are controlled by Temperature Control of Vermont (TCV) who came and reprogrammed everything on 5/5/26. They agreed to train us on how it all works.

2. We need more information on what "rentable" really means, especially if our goal is to be ready by July 1st for renting.

b. BUILDING USE REQUESTS

i. We discussed an Interim Process for building use while we figure things out and work on the building:

1. a five-point check list for community use, given to each group (expectation of keys being returned, cleaning up, etc)

2. We will create a Google calendar specific to the building

3. Requests will be approved at the next Committee meeting following the request

4. Importance of maintaining inclusivity to all community groups while we move towards "rentability"

5. Potential flat fee in the future to offset expense of keeping the building available for use, potentially limited to Town Hall.

ii. Current Requests: Meeting space for Roxbury Connected- Monday May 11 and Town Hall/kitchen for Roxbury Roots - Saturday, May

30. Heidi made a motion to approve use, seconded by Tom, all approved (6-0-0). Kristen will follow up on communications.

- iii. Heather gave an update on the Kitchen recertification and other conversations with the Fire Marshal. We need to find another vendor for the alarm monitoring, which calls a FD if it goes off. The old vendor was Johnson Controls, but they only did alarm monitoring (~\$252/yr monitor plus \$500 annual testing of system). We can consider an all-inclusive provider who can do alarm monitoring, sprinkler systems and fire suppression hood for the range in the kitchen. Vermont Life Safety is one possibility, Heather will get a quote on cost. Fire Marshall said we will need to get that lined up and done, then fill out a Change of Ownership form and schedule a visit. We would likely fall under “mixed use” which is held the highest standard of use.
- iv. Heidi gave a brief summary of the financial report, to be discussed at the next meeting.

c. Tabled until next meeting:

i. SUBCOMMITTEES–

- 1. FOCUS AREAS-Tabled
- 2. MEMBERSHIP-Tabled
- 3. Warning meetings and Limits to decision-making-Tabled

6. REVIEW ACTIONS:

- a. We reviewed the action steps of each committee member as outlined in the notes.

7. NEXT MEETING Wednesday May 13, 6PM at RVS

8. ADJOURNEd (8:34 p.m.)