

Roxbury Village School and Town Hall Building Committee

History

Beginning in February 2025, the Vermont Council on Rural Development (VCRD) facilitated community-wide forums in Roxbury to brainstorm and decide on action priorities for the Town and its citizens. A top priority Roxburians chose to focus on was Reimagining the Roxbury Village School Building. A Task Force of volunteers started meeting twice per month in April 2025 to research options, identify resources, and brainstorm pathways for the repurposing of the Roxbury Village School. Collaborative work between the Roxbury Select Board and the Task Force led to the creation of The Roxbury Village School and Town Hall Building Committee in April 2026.

Mission of Roxbury Village School and Town Hall Building Committee:

The Roxbury Village School and Town Hall Building Committee (heretofore referred to as 'The Committee') will support the town's new ownership of the building and the transition of the Roxbury Village School building to its next phase of use.

Objective(s) of the Committee

- Coordinate and execute immediate and ongoing care, maintenance, and use of the building.
- Develop and subsequently execute a building maintenance plan within the first 3-6 months.
- Develop a building management and business plan within the first 12-18 months that transitions the building to a fiscally stand-alone asset within 3-5 years.
- Participate and advise in the Town of Roxbury budgeting process for the RVS building each year.
- Seek and execute grant opportunities for funding that supports use of the building.

Oversight

The Committee shall serve the Town of Roxbury as a standing committee of the Roxbury Selectboard and shall conduct its business in compliance with all applicable provisions of the Vermont Open Meeting Law (1 V.S.A. §§ 310–314). The Committee is not an "advisory body" as defined in 1 V.S.A. § 310(1).

The Committee will report to the Selectboard monthly regarding progress towards the objectives, outline future goals, and provide a brief financial status report. The Committee will collaborate with the Roxbury Planning Commission, to ensure consistency with the Town Plan. The Selectboard may amend this committee charge at any time. The Selectboard will seek to do

so in collaboration with the Committee. The Selectboard will review this committee charge in collaboration with committee members on an annual basis and amend as needed. The Select Board maintains full and final authority related to the Roxbury Village School building and property.

Seek Select Board approval for any single agreement or contract that exceeds:

- 1 year in duration
- \$25K in total revenue
- \$10K in total expenditures

Any single agreement below the thresholds noted above can be executed by the Committee without Selectboard approval.

All leases or other agreements conveying an interest in the Roxbury Village School property shall require Selectboard approval and execution in accordance with 24 V.S.A. § 1061.

Membership

All members of the committee shall serve on a volunteer basis. The Committee shall consist of seven members appointed by the Selectboard, each of whom shall have one vote. All members shall be residents of Roxbury.

Members of the existing Reimaging Roxbury Village School Task Force may submit a slate of current members interested in continuing their work by serving on the Committee to the Selectboard. The Selectboard may also solicit additional applicants to ensure a diverse and qualified membership. Interested citizens should submit a letter of interest and qualifications and relevant skills to the Selectboard for consideration.

The Selectboard will give preference to applicants who:

- Currently demonstrate a commitment to the efforts to repurpose the RVS building
- Are dedicated to developing a sustainable near- and long-term plan for the Roxbury Village School and Town Hall building.
- Possess any one or a combination of the following experiences and skill sets:
- Strong understanding of and professional experience in construction & building systems
- Experience in property management, property development, and/or property valuation (i.e., commercial real estate sector, property management company, assessor, etc.)
- Business planning, budgeting and management
- Experience in the marketing and/or development sector (i.e., fundraising, grant writing, capital campaigns, etc.)
- Experience developing strategic plans and/or in project management
- Experience implementing successful community development projects that balance economic opportunity, sense of place, and community need.
- Experience and passion for community engagement and effective communication style.

Member Terms

Members' terms shall be for one to three years beginning May 1, 2026. Terms of initial members shall be staggered to ensure continuity of the Committee. Applicants for initial appointment should specify their desired term length.

At the time of committee formation, terms shall be staggered as follows: 3 seats - 3 year terms, 2 seats - 2 year term, 2 seats - 1 year term. Following the initial term, all member terms will be 2 years. All voting members must be appointed by the Roxbury Selectboard. Committee members serve at the pleasure of the Selectboard. Existing committee members wishing to renew their membership will submit a brief letter of interest to the Committee chair and request reappointment by the Selectboard.

Subcommittees

The Committee may establish subcommittees to focus on priority areas and support the Committee in carrying out its objectives. Each subcommittee shall include at least one voting Committee member and may include additional non-voting participants. Subcommittees shall be advisory to the Committee and shall not exercise independent decision-making authority. Subcommittees shall not act or make decisions without approval of the full Committee.

Subcommittees shall conduct meetings in compliance with all applicable provisions of the Vermont Open Meeting Law. Subcommittees are intended to function as advisory bodies as defined in 1 V.S.A. § 310(1).

Resignation

Any Committee member wishing to resign from the Committee prior to the end of their term shall submit a letter of resignation to the Selectboard. Committee members appointed by the Roxbury Selectboard to fill a vacancy shall serve for the remainder of the unexpired term.

Vacancies

Any person interested in joining the Committee (after the initial slate of members appointed by the Selectboard) will submit a letter of interest to the Committee and Selectboard. The Selectboard may solicit input from the Committee and may consider recommendations from the Committee when making appointments.

Meetings

Meetings will be held twice monthly at a regularly scheduled time and shall be open to the public. Meetings may be conducted in person and with remote access via Microsoft Teams or a similar platform, in compliance with the Vermont Open Meeting Law. As a public body subject to the Vermont Open Meeting Law, the Committee shall provide advance public notice of meetings and post agendas in accordance with the requirements of that law. Meeting agendas shall also be provided to the Roxbury Selectboard at the same time they are posted.

Officers

The Committee will elect a chair, vice chair and secretary from its membership.

Minutes

Minutes will be recorded at each meeting by the secretary. If the secretary is not at a meeting another member will be chosen to record minutes.

Conduct of Members

The Committee shall adhere to the Municipal Code of Ethics all applicable Town of Roxbury policies, including the Purchasing Policy, which are available electronically on the Town website. Members shall complete the required State of Vermont municipal ethics training.

A summary of the State Municipal Code of Ethics is available at:

<https://ethicscommission.vermont.gov/municipal-ethics>

Committee members are expected to consistently attend meetings and actively participate; failure to comply with expected conduct may result in termination from the committee by the Select Board.