

ROXBURY VILLAGE SCHOOL COMMITTEE MEETING
DRAFT MINUTES WEDNESDAY, MAY 13, 2026 6:00-8:00 P.M.

Present: Kristen Getler, Heather Holter, Bob Ketchel, Tom Frazier, Judy Lusk,
Jim Rogler

1. Meeting called to order at 6:06 p.m.
2. ADDITIONS / DELETIONS
 - Judy asked to add to the Goals/Roles/Processes –discussion of what the requirements for a sub-committee are. We need to know what the statute requires of sub-committees.
 - Kristen would like to add an update to Committee Action Updates her update about a conversation with Casey about Bridges.
 - Tom reminded group that we have an oil tank that needs to be removed–this is on our list–discussion of where an above ground oil tank might go–discussion has been about exploring expanding kitchen into the nurses office. We should be eligible for grants/support because of the BRELLA program –digging into that should be work of a facilities sub-committee.
3. There was no public present for public comment.
4. COMMITTEE ACTION UPDATES
 - a. **Committee members** were reminded that they are responsible to view the [ETHICS TRAINING](#) here. Everyone but Kristen and Bob have completed the training. Bob and Kristen will do so ASAP.
 - b. **Key sorting** has been challenging, but Tom and Judy have made some progress in assessing what keys open what. Judy spoke with Tina and learned there was a master key that opens all doors–numbered keys can be disposed of because the outdoor door locks were changed. This is ongoing work, and a secure key box may be helpful to order. There is a safe in the nurses office that might be valuable for use. File cabinet in Tina’s old office has a combination that was in her desk drawer but may no longer be there.
 - c. Heather updated committee on her tutorial with **Temperature Control Vermont (TCV)**, which was quite impressive–it is a very complex system, settings gather information about indoor/outdoor temperatures, etc. for efficiency–load sensing, sensing temperature of water etc. Mini-splits are not connected to system–the remotes for them are in Tina’s desk.

Right now boilers are heating hot water –we do not want to continue this through summer–mini-splits should be used but need to explore strategy for this, etc. We could explore separate hot water system for actual hot water in the building and not baseboards. Efficiency VT is offering program to do this kind of thing now–committee should explore this.

Heather has a log in to go into monitoring platform, more folks can / should set up log ins. Heather will connect Bob with Mike Davis from TCV to set up log in. We currently do not have a contract with TCV, they charge \$140/hour (not sure if this is also the cost of things like tutoring more committee members). We would like to get a quote from TCV for cost of contract to monitor system, which could also include the mini-splits which are not part of the monitoring currently. (This is another task for the facilities sub-committee). What is required to be monitored (CO2 is being monitored now). Critical that the building is cared for and maintained so it can be used by the community. We may want to consider this as another reason we would benefit from a property manager who would be responsible for logging into the system and monitoring.

Fire Safety and Regulation: Heather and Bob walked through the building and identified how many smoke detectors, horns, pull alarms, etc. are in the building. This is information that VT Life Safety needs to give us a quote for fire alarm monitoring. The committee will get quotes from VT Life Safety as well as potentially other monitoring companies for what we need. The building does not have a sprinkler system –so we do not need that type of monitoring. The committee will reach out to Andrew LaRosa to see if he will walk through the building with folks who will be on the facilities sub-committee–the more information we can get from folks who understand the history of the building the better.

Heather has handed the communication with the Fire Marshall and Fire Alarm monitoring companies over to Bob and he will move forward figuring out next steps for Change of Use/Change of Ownership, fire alarm monitoring and certification.

Heather also spoke with **(VLCT) VT League of Cities and Towns** for Committee members –yes all committee members have the ability to have accounts and should set them up so we can all see all the trainings and content on their website. We think there are answers to our questions about sub-committee structure, etc. Heather will follow

up with Katie from VLCT to see if there are specific trainings we could benefit from. Heather will send the info to committee members about how to set up accounts.

Kristen spoke with Casey from Bridges—they discussed a plan to move the things that belong to Bridges into more of a storage space. Casey has been waiting to see what capacity for storage would be. Bridges has a small amount of things in the attic, but the attic is full of other things that were left behind by the school district—some supplies for the building and some things that need to be gone through to see what should be kept. Kristen will reach out to Libby to ask for a meeting to discuss an MOU for next year—we hope Bridges will continue as a valuable resource and enrichment program for Roxbury students. The current MOU ends June 30th, 2026. Bridges program ends June 12th. Kristen will reach out to Selectboard members who were involved in negotiating the MOU last time to understand how the amount for monthly use/square footage were determined. There is a benefit to the students and families in Roxbury to have the program at the RVS Building and we may need to subsidize their presence in the building. We understand from past check in conversation that MRPS has every intention to continue and there may be grant funds available to help cover the cost. It is currently in the school budget, but we do not know the amount budgeted. May be valuable to reach out to Rhett and Casey.

5. COMMITTEE WORK

a. [GRPI](#) (Goals, Roles, Processes, and Interpersonal)

The Committee will need to balance the expectations set forth in our charter. There is ground work that needs to be done so that we are not moving in too many directions—we want to be purposeful. July 1, 2026 was our target date for the building being rentable—this may not be realistic. The Committee agreed that next time we meet we will look at the GRPI related to each sub-committee and we can each go back and look at the draft attached. We may want to do a retreat style longer meeting at some point, as this may take a longer meeting to complete. Committee will give direction to the sub-committees, they cannot make decisions on their own (at least one member of the Committee will serve on each sub-committee). Do we need to have official sub-committees?

- Facilities (Building / Property) Vendors, building maintenance plan, calendar, etc.
- Finance (Fundraising/budget management/business plan)
- Marketing (Building Use/Tenant Recruitment)

The Committee will work on a vision for the building—articulating this will make it possible for us to explore possibilities for building use that are aligned and would work well together.

- b. [Financial Status Report](#) Committee will ask Selectboard if funds could be earmarked to RVS in the building fund. Discussed the possibility that we should purchase a hot water heater now, since we have funds in this year's budget for RVS. These funds will move into the Town's Building Repair fund for FY 27. We want to learn about what Efficiency VT is offering now and gather more info before making this decision.
- c. [WORKPLAN](#) this work was tabled until next meeting:
 - i. Begin developing protocols and procedures
 - ii. Vendor list, systems list with contact information
- d. BUILDING USE REQUESTS
 - i. Review of [Town Policy on Facility Rentals](#) was tabled to next meeting.
 - ii. Heather moved to appoint Kristen to monitor our email and handle the logistics of use-requests and scheduling building use until an official policy is adopted. (Passed 5-0 Judy had left) Since the Community Hall is not in use we need a quick turnaround on requests—we want the building to be used by the community.
 - iii. ROCOR could meet in the building in the back classroom on May 18th since the Selectboard is meeting and will overlap, but Kristen will figure out what works best with them.

6. REVIEW ACTIONS

- a. Heather will give Selectboard update from Committee
- b. Kristen will contact Libby Bonesteel regarding pursuing a new MOU for FY 27—she will also gather info about regulations regarding others in the building when afterschool is in session.
- c. Kristen will contact Andrew LaRosa to walk through, and find a time that works for people to participate.
- d. Bob is working on Building Safety (see above)
- e. Jim will reach out to Garrett Properties to schedule a walk through
- f. Judy will work on cleaning out the back (middle) classroom.
- g. Judy will research the requirements of sub-committees once she gets into VLCT website.
- h. We will ask Heidi to follow up with First Children's Finance
- i. Kristen and Heather will work on putting together a small panel of folks who can talk to us about how to take a building from empty to

rented/in-use and aligned with a vision: We will contact Ben Doyle, Russ Bennett, Lance from Garrett's Property Management

- j. Kristen will take the Workplan and make it reflect the three areas of focus.
- k. Kristen will follow up with Tammy about process for community groups to get the key when they use the building.
- l. Heather will see if she can get the copier up and running at RVS –we will be responsible for our own copying.
- m. Tom and Judy will continue to work on keys.

7. NEXT MEETING **May 27th, 6-8pm @RVS**

8. Motion to Adjourn, Tom Seconded, (5-0) Judy had left

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