

Roxbury Select Board Meeting

Minutes of May 21, 2026

6:30 - 8:49 p.m.

Roxbury Village School

Members Present: Chair Jeremy Reed, Vice Chair Donna French, Nate Donahue, Heather Holter, Tim Martin

Public Present: Tom Frazier, Bob Ketchel, Ed Carney, Will Hansen

1. Meeting Called to Order at 6:30
2. No Additions: Jeremy deleted 8c: Sand from the Agenda as we have not solicited quotes for sand yet.
3. Will Hansen gave an updated on the Listers work—Reappraisals will now be conducted every six years and last reappraisal was in 2022. There have been a number of property transfers in Roxbury—last appraisal company did not take into account what the trend was that we were seeing and really should have raised numbers. The listers would like to hire temporary AssessPro specialist James Stewart Dimick to assist in the work for an average of 22-28 hours total, at 30\$/hour. Heather moved to hire AssessPro Specialist, Nate seconded, motion passed 5-0.
4. Ed Carney represented the Park Committee and updated Selectboard on plans to re-work the park path to make it accessible. Jeremy let Ed know he can enter into a contract with Trent Tucker for the Village Path and Installation Project for \$5,000—the Park Committee does not need the Selectboard to do this on their behalf. Ed has been preparing the park, and reached out to the Agency of Agriculture for information about safe use of weedkillers and other approaches to management of nuisance plants—he’s been pulling dandelions. Ed has been coordinating with Scott, who the Town has hired for mowing, to prepare for the work and that is working well. Selectboard suggested Ed request “clean packable stamat” from Trent. Donna made a motion, Tim seconded with Tim’s changes 5-0
5. Public-Discussion of RVS Keys that were made for the outdoor doors to the classrooms—these are at the Town Office. Intention is to have community use key card used since they can not be duplicated and can be turned off if lost (rather than hard keys). Tim and Judy can go to Town Office and assess what keys are there as they make sense of the

current lock and key situation at the school building. The RVS Building Committee has adopted an interim community use protocol for community groups to contact the committee via reimaginervs@gmail.com re: use of the building. Kristen, Building Committee Chair will approve and handle the requests now so that this can be handled quickly, knowing requests now are community groups who have no access to the community hall and they want our community in the RVS building. The Committee will work on official building use policy soon.

6. The Board reviewed the minutes of May 4th, 2026 meeting. Tim proposed a correction to the RVS Committee Report, to strike “Clarence can work 4 to 8 hours per week, make his own schedule and” since the RVS Building Committee can negotiate this with Clarence. Heather moved to pass the minutes as amended. The motion was seconded and passed 5-0.

7. RVS Committee Report-Heather gave update on RVS School Building Committee. Heather and Bob shared what they learned about the complex system set up with Temperature Control VT to monitor and control the system. It is load sensing and relies on the boiler—heat pumps are not connected to it, but can be set up to. Bob has a log in to the monitoring system and so does Heather. Consensus is that Nick, as Town Energy Coordinator should have a log in—Heather will connect Nick with TCV to set this up. Nate will follow up with the Energy Consultant he made contact with, Tim Post, and then hand him off to the Committee. The Committee is working on Fire Safety and Regulation, Key Sorting, a walk through with Andrew LaRosa, investigating property management, and many building logistics. The Committee will be reaching out to Libby Bonesteel to discuss renewal of MOU for the Bridges Afterschool Program next year. Heather and Kristen will consult with the Town Attorney to discuss MOU vs. Lease. As long as the RVS Building Committee stays within spending thresholds, they can execute MOU or Lease. The RVS Building Committee understands that unspent funds will roll over into the Town’s General building fund but they inquired about whether there is a process for earmarking funds from the RVS budget that are unspent in FY 2025, to be accessed in FY 2026 if there are not other urgent needs. Nate pointed out that the Selectboard increased budget to \$100,000 for FY 2026 to create room for expenses above and beyond regular utilities and maintenance. The Building Committee can request funds from Building Committee if/when \$100,000 is expended. Jeremy will communicate with surveyors and finish the last step of the BRELLA certification—this program does not carry funding with it, but removes any liability and makes it possible for us to potentially

apply for grants for old oil tank removal. When complete Jeremy will hand it off to RVS Building Committee.

8. Highway Report

A) Kevin provided a report to the Selectboard. Equipment is good, repairs on loader have been done, a new pump was installed on the dump body for the one ton. 21 International is getting four-wheel drive and front end serviced. Grader needs tires. Board discussed quotes from Kevin. Donna made a motion to approve Kevin's ordering of tires for the grader not in excess of \$12,000. Nate seconded Motion passed 5-0

B) Roads are being graded and crew is hoping to start replacing culverts starting with Oxbow, but will work to fix immediate need for culvert/sinkhole on the Warren Mountain Rd. There may be funds in grant to cover cost of additional culvert needed.

C) Sand -deleted until we get quotes.

D) Chloride—Kevin would like to possibly use instead of the flake—Kevin will get quotes, liquid is better –works more quickly and reduces rust because it keeps chloride off trucks.

E) Radar Sign Locations- Selectboard does not have preferences about initial locations of the radar signs, suggestion to start on Warren Mountain Road and Steele Hill but will be moved around to collect information and hopefully slow folks down.

F) Third Highway person-Kevin mentioned a third person on the road crew would be helpful this time of year as they start installing culverts and ditches. It is not clear whether Kevin wants a third person for all year round , but Board discussed the pros and cons of hiring a per diem person during the summer and possibly then again in winter, vs. hiring a full-time person. May be more expensive for per diem vs fulltime person—cost of insurance is high-but cost of hiring a per diem person twice a year may be higher, and we do not want to burn out the two person road crew—what if one of them is injured? Nate will talk more with Kevin, and we will invite Kevin to come and talk to us next meeting. Donna and Tim worked to get clear numbers for health insurance costs last year and Tammy has that information—Tim will get it from her before next meeting. Board discussed Health Savings Accounts vs. Health Insurance—more research could be done on this as well as talking to town employees about needs.

9. Financial report-Donna made a motion to approve Orders with amendment to add receipt of fourth quarter taxes from School District in the amount of \$233,780. Nate seconded. Motion passed 5-0

10. Unfinished Business

- A) Audit Update-Fred Duplessey agreed to do audit, even though he is from same firm Sullivan and Powers that Chad works for—Board was dissatisfied with Chad, who did not look into getting solar credits taken care of in a timely way. This will be brought to Fred’s attention. We will do audit for 2026 no point in doing one for 2025 at this stage. Donna made a motion to have Tammy terminate contract with Teller and hemmlman. Nate seconded and passed 5-0
 - B) Town Garage Proposals-Town Garage Committee recommends town go with bid from EH Danson. Selectboard discussed. Tim moved to contract with EH Danson Associates for preliminary conceptual design and cost estimates for Town Garage. Donna seconded, passed 5-0
11. A) Appointment of Deputy Town Health Officer—Donna moved to appoint John Valentine, Nate Seconded, passed 5-0
- C) Tenney Road Bridge Change Order
 - D) Ladd Road Bridge Change Order
- Board discussed, Heather moved to approve the two change orders from GPI, for changed amounts of \$2,689.86 and \$472.64 as trees needed to be removed and replaced for land owners as part of the projects. Donna seconded, passed 5-0
12. Other business-Jeremy asked that the Board have a work session to update Purchasing Policy next meeting, so please come with recommendations to work through.

With no further business to discuss, meeting adjourned at 8:49 p.m.

Respectfully submitted by Heather Holter

Approved on _____