

Approved Minutes

ROXBURY VILLAGE SCHOOL COMMITTEE MEETING

WEDNESDAY, June 10, 2026 6:00-8:00 P.M. @ ROXBURY VILLAGE SCHOOL

Present: Judy Lusk, Tom Frazier, Heather Holter, Heidi Albright, Kristen Getler, Bob Ketchel

Absent: Jim Rogler

Public: Nate Donahue, Liva Coe

1. CALLED MEETING TO ORDER 6:05pm
2. ADDITIONS OR DELETIONS TO THE AGENDA
 - a. RVS use request by RFL for book sale on July 4
3. PUBLIC COMMENT
 - a. Liva spoke with Jillian on the intentions of the Roxbury Roots group to eventually be in charge of the gardens at RVS. It was made clear that Roots has not discussed this yet as a group, but it was stated that it is too late in the season to begin an ambitious planting or renovation project. Cover cropping and other methods to keep the beds tidy were discussed. Everyone agreed a priority is to repair or replace the raised bed structures. It was added to the priority list of projects, and Judy suggested building a new bed around the old and adding more soil. Nate added we would need to make sure the spacing between the new raised beds can still allow for the mower deck.
 - b. Nate spoke about passing the torch on the energy efficiency investigation to Bob and also Energy Commissioner Nick Laskovski. That assessment is ongoing.
4. APPROVED MEETING MINUTES for [5/26/26](#) and [5/27/26](#): Tom made a motion to accept minutes from both meeting dates, Heather Holter seconded. All in favor (6-0-0)
5. [COMMITTEE MISSION + OBJECTIVES](#) were read aloud
6. RETREAT PLANNING
 - a. We reviewed agenda from Facilitator (Andrea VanLiew) and discussed adjusting time allotments to different topics. Heather will give the feedback to Andrea
 - i. Priorities emphasized: making time at the retreat for regular committee work and combining the visioning with prioritization of tasks, as they go together.
7. [RESOURCES LIST](#) was reviewed and discussed. This will be an active document. Any suggestions or feedback should be sent to Heidi. Folders with documents are in the main drive and will be regularly updated.
8. [COMMITTEE WORK PLAN](#) Updates and Additions
 - a. Finance
 - i. Review [6.5.26 Financial Status Report](#)
 1. Heidi gave a brief update following a conversation with Tammy. "Testing" in June is the deposit paid to Button Professionals who were contracted by the Town to complete the surveying needed as part of our BRELLA enrollment. There will be an additional ~\$5500 when they

do the actual surveying, but that will likely fall in FY27. Other expenses were noted, such as the TDS bill and mowing contract for RVS is \$200 every ten days. There is a recent bill from Gillespie for heating fuel, nearly \$800. We are paying over \$4 per gallon, compared to the RFD (as part of the town contract with Gillespie to lock in prices) who only pays \$2.38/gal. Paperwork for these fixed price contracts usually comes in July, and the town makes agreements for each separate building. Tom volunteered to look into other buyers programs to see if we can get a lower rate than what Gillespie offers. Bob is also looking into alternate fuels. Heidi mentioned Bridgewater switched from oil to high-efficiency propane boilers, and was able to bury the propane tank. Emphasis was on how an energy efficiency specialist could help tease apart the best options. Bob mentioned how much fuel the building consumes (100gal/wk) and that is of real concern. Better control of heat pumps and improving insulation will be key considerations, and of course we need to find money to pay for those improvements. We added some tasks to the WORKPLAN around the topics of fuel options and efficiency, headed by Bob, Tom, Kristen and Nick.

2. We discussed how spending could or should be communicated between the committee and the selectboard. Tom emphasized the need for the committee to know what the selectboard is spending of the building budget so we can be responsible in tracking what is available from our allocated funds, currently part of the General Fund and earmarked for RVS (as opposed to a dedicated Fund). The committee needs to review those SB approved expenses so we are informed. Some ideas around creating and recommending a structure to the SB include: having a template for tracking finances or creating a financial report, establishing a chain of communication and decision making around spending for the building, we already know contracts over 10K need authorization by the Selectboard, making a list of current contracts and future contracts, budgeting for the general allocation will keep us on track to better manage the spending. We are gathering information on real-time costs, and acknowledge the cost of everything is going up.
3. WORKPLAN: Energy/fuel investigative work to be done by Bob, Tom, Nick and Kristen. Heather and Kristen volunteered to work on creating a process and structure to approve spending.

ii. [End of FY26 Spending Priorities](#) + Process

1. Judy said the key sorting is pretty much complete, and we have a bunch of useless keys. She advocated for prioritizing re-keying the interior locks. We discussed a few possible priorities, including purchasing an induction stove for the kitchen community use (~\$5k), continuing to re-key the interior locks (estimated at <\$2k by Lenny Davis who did the exterior locks), fire monitoring contracts (enunciator box), and various other small purchases/contracts such as paper

products, fixing the roof, patching drywall/small interior punchlist repairs, and rebuilding the garden beds. We examined the timeline for approval for spending with the SB meetings and established that we likely cannot pay any invoices before the end of the fiscal year on June 30. Bob also indicated we still need to get an inspection before getting fire monitoring services. The stove could be moved to community hall if we do not get occupancy, but we don't need to rush it at this point. We agreed there is an absolute tangle of needs we must unravel, and perhaps we just carry on and if it falls into this FY great, and if FY27, so be it.

2. WORKPLAN: Kristen will follow up with Toilet Paper contract, Bob will get supplies for punchlist repairs, Judy will contact Lenny about re-keying interior doors and Kristen will contact Clarence to see if he repair the garden beds as a paid project, Heather will look into purchasing hemlock from Fontaines.

b. Building Use + Management

- i. Update from Legal Review w/ Town of Roxbury's Lawyer, Jim Barlow re: community and public purpose, lease vs. license and use agreement, and balance of public purpose and commercial lease uses. Town is now authorized by voters to enter lease agreements. As long as we maintain a portion of the building for public use and access, we are not competing with the private sector. There needs to be a balance of municipal ownership and commercial leasing. We can do that by maintaining the Town Hall/Kitchen for community use, even if other rooms are rented.
- ii. We tabled the Review and feedback to [DRAFT RVS and Town Hall Facility Use Policy](#) due to time constraints.

9. Executive Session

- a. A motion was made and seconded to enter executive session to discuss possible lease with MRPS Afterschool Program in FY27. motion passed 5-1-0 with Bob dissenting.
- b. We entered executive session at 8:46pm
- c. We exited executive session at 9: 31pm, no action taken

10. ADJOURNED at 9:34pm

NEXT MEETING: Retreat, **June 24 4-8pm @RVS**