

From: Mark Keahey <gwlocksmith@icloud.com>

Date: July 9, 2026 at 5:09:57 PM EDT

To: judithlusk@gmail.com

Subject: Rekeying old school

Quote to rekey existing locks to new master key system at old school in
Roxbury Vermont

24 cylinders to rekey at \$35/ cylinder

\$840

3 keys for each combination and master keys (master of each
combination will have a dot stamped on it, other keys will be on do not
duplicate blanks)

\$350

Labor and travel to pick locks without keys for rekeying, moving locks
to needed spaces so all interior locks will be on the same masterkey
system

\$500

Grand total \$1690

Mark Keahey / GWLocksmith

FORMER VILLAGE SCHOOL BUDGET

AS of 7/23/26

01-7-15	Village School					
01-7-15-30.00	Electric	0.00	0.00	1,607.26	-1,607.26	1,607.26
01-7-15-31.00	Telephone	0.00	0.00	160.32	-160.32	160.32
01-7-15-32.00	Fuel	0.00	0.00	0.00	0.00	0.00
01-7-15-33.00	Trash/Recycling	0.00	0.00	532.43	-532.43	532.43
01-7-15-43.00	Legal	0.00	0.00	220.00	-220.00	220.00
01-7-15-45.02	Technology Services	0.00	0.00	0.00	0.00	0.00
01-7-15-47.04	Mowing	0.00	0.00	600.00	-600.00	600.00
01-7-15-48.00	Building Insurance	0.00	0.00	0.00	0.00	0.00
01-7-15-50.00	Testing	0.00	0.00	0.00	0.00	0.00
01-7-15-62.00	Building Maintenance	0.00	0.00	704.20	-704.20	704.20
01-7-15-94.00	Miscellaneous	0.00	0.00	0.00	0.00	0.00
01-7-15-95.00	Village School	100,000.00	0.00	0.00	100,000.00	0.00
01-7-15-98.00	Transfer Out	0.00	0.00	0.00	0.00	0.00
Total Village School		100,000.00	0.00	3,824.21	96,175.79	3,824.21

ESTIMATE

Green Mountain Heritage
Handyworks
27 Oxbow Rd
Roxbury, VT 05669

Ldavis@gmhhhandyworks.com
+1 (802) 461-7849
gmhhhandyworks.com



Bill to
Town of Roxbury
Town of Roxbury
1664 Roxbury Rd
Roxbury, VT 05669
United States

Ship to
Town of Roxbury
Town of Roxbury
1664 Roxbury Rd
Roxbury, VT 05669
United States

Estimate details
Estimate no.: 1038
Estimate date: 06/25/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Materials	**Materials Provided:** * Fifteen (15) new interior classroom/entry locksets for all first-floor interior doors, see attached marked up floor plan, the green call outs indicate locks figured in this estimate. * One (1) new dummy cylinder and One (1) new mortise cylinder for the cross-corridor fire door pair. * Eighteen (18) small format interchangeable cores (SFIC), master keyed to the owner's keying schedule, including sixteen (16) installed cores and two (2) additional spare cores for future replacement due to lost keys or maintenance. *	1	\$3,087.83	\$3,087.83
2.	Labor	demo of existing locks, installation and coring of new locks and 1 dummy cylinder and 1 new cylinder housing at the cross corridor pair of doors, also includes minor repairs to this pair that was noticed during walkthrough.	1	\$1,700.00	\$1,700.00
3.	Scheduling	We will need 50% in order to secure a spot in the calendar. If you wish to proceed just click approve and I will generate an invoice for the 50%. If you wish to only take a portion of the estimate or want to make	1	\$0.00	\$0.00

some adjustments please reach out via phone, text or email and we can discuss.

4.	STANDARD OPERATING DETAILS	This estimate is good for 30days after which it will need to be requoted. We cannot be held responsible for any unexpected shipping or Tariff costs due to the volatile political climate we are seeing in today's markets. If there are nay unexpected increases, unfortunately we will need to pass these along to our customers. We however are doing our best to stay ahead of all increases and mitigate any upcharges.	1	\$0.00	\$0.00
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Total	\$4,787.83
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Accepted date

Accepted by

TOWN OF ROXBURY, VERMONT

RVS and Town Hall FACILITY USE POLICY

The Town of Roxbury has a number of facilities and grounds that are available for use by Roxbury residents and members of the public (see the Town Facility Use Policy). It is the intent of the RVS Committee to have the former RVS building, Town Hall and grounds used as frequently as possible by members of the community, but it is our obligation to ensure that the property is maintained in good condition and their use and maintenance do not impose an undue financial cost to the Town's residents.

This policy is intended to help ensure that the RVS and Town Hall facilities and grounds will be well maintained, enjoyable and accommodating in a safe environment. The RVS Committee will be fair and consistent with all parties wishing to use these facilities. Except for community use and official Town business, all individuals and entities must be authorized by the Committee and enter into a rental agreement.

1. **FACILITY TO WHICH THIS POLICY APPLIES:** This policy shall apply to the Town Hall, individual rooms in the former RVS building and the adjacent grounds. Other town facility uses are under the authority of the Selectboard and the general Facility Use Policy, found on the town website:
<https://roxburyvt.gov/wp-content/uploads/2019/04/facility-use-policy-adopted-09062016.pdf>
2. **Community Use Guide for the Town Hall, Kitchen and classroom or office spaces in the former RVS building:**

Roxbury community groups shall be authorized by the RVS Committee to use the above spaces for community events with no rental charge and no requirements for per-event insurance provided they meet the following conditions:

 - i. Membership in the group or organization consists predominantly of Roxbury Residents.
 - ii. The event is free of charge and is open to the public.
 - iii. The event does not include any commercial for-profit activity.
 - iv. No alcoholic beverages are served.
 - v. All other conditions of facility use are adhered to.
3. **Community Use Guide for the Garden and Outdoor areas:**
 - i. Playground **TBD**
 - ii. Community Gardens **TBD**

4. PRIORITY OF USE. The RVS Committee will make these facilities available on a first come, first served basis to private individuals, groups and organizations for short term rentals during times when the facilities are not being utilized for public community programs or by Town staff, board, commissions and committees, or Town sponsored events.
5. HOURS OF USE. The facilities are available for use during the following hours:
6:00am to 11:00P.M.
 - i.
6. RESTRICTIONS. The following uses are restricted at the facilities:
Possession of alcohol. Users will not serve or bring alcohol into the Facility nor permit guests to serve or bring alcohol into the Facility or premises, unless Insurance coverage specified by the Town is secured. (see [Town Rental Agreement](#) for terms)
7. OCCUPANCY. Occupancy of the facilities will be limited as follows:
Facility Maximum Occupancy: TBD
8. SMOKING.
Smoking is prohibited at all Town facilities.
 - i.
9. OBLIGATIONS OF USERS. Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.
10. FACILITY RENTAL AGREEMENT. Social service ~~and community service~~ groups, individuals, businesses, and non-profit groups wishing to use the facilities shall be required to execute a [Facility Rental Agreement](#) for each event. This includes a security deposit and carrying your own insurance policy.

**TOWN of ROXBURY, VERMONT
FACILITY RENTAL AGREEMENT**

This Rental Agreement, dated _____, 20____
by and between the Town of Roxbury (the Town),
and _____, (the Renter). In
consideration of the mutual covenants and conditions herein, the parties agree as
follows:

1. FACILITY . The Town rents to Renter the _____
in Roxbury, Vermont (the Facility) for the Event described below.
2. EVENT. Renter will use the Facility for the following
Event: _____

3. DATE and TERM. The date of the Event will be _____, from _____
(a.m./p.m.) until _____ (a.m./p.m.).
4. RENT AND SECURITY DEPOSIT. Renter will pay the Town a rental fee of
\$25.00 at the signing of this Rental Agreement. Renter will also pay the Town a
security deposit of \$100.00 at the signing of this Rental Agreement.
5. OBLIGATIONS OF RENTER. At the end of the rental term, Renter will return the
Facility in a neat, orderly and clean condition. Renter will be responsible for, and
liable to, the Town for all repairs to the Facility required as a result of damage
caused by Renter and Renter's guests.
6. OCCUPANCY. Occupancy of the Facility will be limited to the number of persons
as determined by the Vermont Department of Public Safety, Division of Fire
Safety, on 12/02/2015.
7. SMOKING. Smoking is prohibited at the Facility.
8. INSURANCE. Renter will procure and maintain at its sole cost and expense,
comprehensive general liability insurance in which the Town of Roxbury is an
additional insured with combined single limit coverage of \$1,000,000 per
occurrence and \$1,000,000 in the aggregate. **Renter will furnish the Town with
a certificate of insurance prior to the Event.**
9. RETURN OF SECURITY DEPOSIT. Within three days following the Event, the
Town will inspect the Facility. If Renter and guests have not caused any damage
to the Facility, the Town will return the security deposit to Renter by first class

mail within seven days. If Renter and guests *have* caused damage to the Facility, Town may retain all or a portion of the security deposit. If the Town retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reason(s) therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.

10. ALCOHOL. If alcohol will be furnished, served or consumed at the Event, Renter agrees to the following additional terms:

- a. An additional security deposit of \$150.00 is due at the signing of this Rental Agreement.
- b. If Renter will furnish or serve alcohol at the Event, Renter will procure and maintain, at its sole cost and expense, liquor liability insurance in which the Town of Roxbury is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the Town with a certificate of such insurance prior to the Event.
- c. If Renter will contract with a caterer or other third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Town and Renter shall both be named as additional insureds. Renter will furnish the Town with a certificate of such insurance prior to the Event.
- d. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the Town. The Town shall be named as an additional insured on the host liquor liability insurance.
- e. Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them with alcohol.
- f. Renter acknowledges that the Town does not condone the irresponsible use of alcoholic beverages. It shall be Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's guests.

11. INDEMNIFICATION AND HOLD-HARMLESS. Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any

cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

12. ASSIGNMENT. This Rental Agreement is not assignable to any other person or entity.

13. CANCELLATION. The rental fee will not be refunded if notice is received less than one (1) days before the Event, unless the Facility is subsequently rented for the same date. The security deposit will be refunded if the Facility is not used. In the event of a power outage or other event that may render the Facility unusable, the rental fee and security deposit will be refunded.

14. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

15. CONFORMANCE WITH THE LAW. Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Roxbury Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

The parties have executed this Agreement at Roxbury, Vermont
this ____ day of _____, 20_____.

TOWN OF ROXBURY,
_____ Duly authorized Agent)

VERMONT RENTER

IndividualName: _____ Address: _____

Town _____ State _____ Zip _____

_____(Organization, if applicable)