

ROXBURY SELECTBOARD MEETING
MINUTES OF JUNE 15, 2026
6:30PM – 9:05PM
FORMER ROXBURY VILLAGE SCHOOL

MEMBERS PRESENT: Chair Jeremy Reed, Vice-Chair Donna French, Nate Donahue and Heather Holter

STAFF PRESENT: Tammy Legacy

PUBLIC: Tom Frazier and Don Randall

1. The meeting was called to order at 6:30 p.m.
2. No deletions to the agenda but Nate added MERP Update under Other Business and Heather wanted to speak about something that will be taken up under RVS Report.
3. Public
 - A) Tom Frazier stated he had an issue with RVS dumpster. He doesn't agree that the RVS budget pays for the dumpster when many use it. RVS building is a Town building and should be covered under Town expenses. Tom talked about RVS budget, possibly applying for grants which could require matching funds. He thinks the upcoming budget of \$100,000 came out of nowhere. Jeremy disagreed with Tom. Tom also hopes the committee will be able to draw on the unused RVS funds which would be deposited into the Municipal Building Reserve Fund.
 - B) Don Randall gave a Capital Mutual Aid update. Twenty-nine towns are part of Capital Mutual Aid. The Governor signed the budget for Capital Mutual Aid. Don mentioned new radio system in Montpelier and the tower that was installed at Norwich. Don also mentioned applying for a Fire Fighter grant to replace the 1999 truck. A new truck cost around \$600,000, fully loaded would be around \$700,000. The match would be 5%. There was a discussion on the equipment the Town already owns. Don stated it is important to have a back-up tanker. Jeremy would like a schedule on replacing the fire trucks. Deadline to apply is in June. There was a discussion on whether the request needs Board approval. Tammy mentioned that any grant asking to use the Town's EIN should go through the Board. There was a discussion on finances. Jeremy asked for a plan to be submitted at the next meeting requesting approval by the Board. Don said that was reasonable. There are seven active fire fighters. A fire fighter from Northfield has been helping in Roxbury.
4. Donna moved to accept the minutes (June 1, 2026) as amended. The motion was seconded and passed 4 to 0.
5. RVS Committee Report – Heather mentioned the retreat on the 24th. Their intent is to look at drafting a Facility Use Policy. She mentioned having the interior locks and keys changed and needing drywall materials. Lenny Davis will give a quote on replacing the locks and new keys.
6. Highway Report
 - A) There will be work done on Thurston Hill Road tomorrow.

- B) Jeremy mentioned sand. Jeremy wanted the Board to be aware they received a price from Tabor for sand which is where the Town has purchased sand from for a long time.

7. Financial Report

- A) The Board reviewed the orders. The Board discussed add-ons for the end of fiscal year. Donna moved to approve orders as submitted with the following additions:

TDS - \$881.38

Daniels Construction - \$148,622.50

Casella - \$226.04

Tabor – not to exceed \$22,000.00

Neumo - \$350.00

Roxbury Country Store – not to exceed \$2,000.00

Washington County Treasurer - \$3,362.50

IIMC - \$195.00

PACIF - \$10,736.44

Capital West Mutual Aid – \$3,200.00

RVS expenses not to exceed \$5,000.00

Roxbury Country Store for Food Shelf transactions not to exceed \$484.00

The motion was seconded and passed 4 to 0.

8. Unfinished Business - None

9. New Business

- A) The Board reviewed the proposed meeting schedule. Donna moved to adopt the July 2026 to June 2027 meeting schedule as submitted. The motion was seconded and passed 4 to 0.
- B) The Board and Tammy discussed the renewal of the Tech Group Managed Care Contract. Heather moved to approve the Tech Group Managed Care Proactive Services. The motion was seconded and passed 4 to 0.

10. Other Business – Nate gave an update on the MERP Grant. Andrew LaRosa has been working on the budget. There were no change orders. They probably have spent the 20% contingency. Any funds for the ADA ramp need to come from donations, fundraising and Town. Nate had submitted a copy of a proposed ramp. There are moisture issues in the basement with tightening up the building. Nate had met with the HVAC consultant last week. An estimate of \$6,100 which includes labor and materials. This would be for a vapor barrier. Nate mentioned having an open house on the 4th of July. The Board discussed funds that were available to them.

11. Executive Session – Personnel – Nate moved to go into executive session for personnel and salaries. The motion was seconded and passed 4 to 0. The Board entered executive session at 7:55 p.m. At 9:03 p.m. Donna moved to exit executive session with action. The motion was seconded and passed 4 to 0. Donna moved for Jeremy to provide Tammy with the 2027 pay rates. The motion was seconded and passed 4 to 0.

With no further business to discuss, the meeting adjourned at 9:05 p.m.