

ROXBURY SELECTBOARD MEETING
MINUTES OF OCTOBER 5, 2026
6:30PM – 8:25PM
ROXBURY COMMUNITY HALL

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

STAFF PRESENT: Selectboard Assistant Tammy Legacy and Road Foreman Kevin Hewitt

PUBLIC: Tom Frazier, Donna Gerdes and Kristen Getler (remotely)

1. The meeting was called to order at 6:30 p.m.
2. Executive Session – Nate moved to go into executive session with invite to Tammy and Kevin (for personnel reasons). The motion was seconded and passed 5 to 0. The Board entered executive session at 6:30 p.m. Donna moved to exit executive session with action. The motion was seconded and passed 5 to 0. The Board exited at 7:05 p.m.

Donna made the motion that Kevin make the offer to the candidate. The motion was seconded and passed 5 to 0.

3. There were no deletions to the agenda but Nate asked to move the Highway Report earlier in the agenda.
4. Highway Report
 - A) Kevin reported new tires were put on the 2021 International. The old tires were put on the 2016 International. Some tires were replaced on the 2018 International. They had to replace four wheels on the 2021 International.
 - B) Roads are in good shape.
 - C) They finished up the Grants-in-Aid on Warren Mountain Road. The guardrails are up and paving/seeding is done.
 - D) On Horner Road, they have ditched from Tracy Hill to the Class IV portion and replaced Mr. Long's culvert which he paid for. Fall grading will be done on some roads. They have been preparing roads for the winter.
 - E) GR1234 – Town received a Hazard Mitigation Grant for \$50,000 to be used on Cram Hill Road just above Braintree Hill Road. We will hire a hammer to remove ledge. We will need to get permission from the State to remove trees and put ledge over the bank (State Forest is adjacent to the area the work will be done). One idea mentioned was possibly use the hammer on Braintree Hill or Horner Road. Possibly blast instead of hammer was mentioned. Kevin will get prices. (There is no match for this grant)
 - F) Donna mentioned an area on Warren Mountain Road at the area of the culvert on Northfield Road needs some repairing.
5. No Public – Donna Gerdes came about Community Hall section of agenda.
6. RVS Committee's Report – Kristen Getler (remotely) wanted to thank the volunteers that have been working on the building. Roxbury Roots is working on the gardens. The committee is spending a large amount of time and energy on RVS. The committee voted to switch to propane; they have a quote from Gillespie for \$10,000 and a fee of \$5,000 to remove the old tank. Bob Ketchel spoke to the company doing the BRELLA work, they suggested they do not remove the oil tank until after their work is complete. They are

working on their future plans and budget. They may have an article for the Selectboard to add to the Town Meeting Warning. The article would be to ask the voters to have any unused funds transferred to a RVS building fund. They are working on lease process. The committee decided to move to monthly reporting to the Selectboard and they will have written reports for the Board. There was an article about RVS in the Bridges and Vermont Public Radio did a story on RVS and interviewed committee members, they also attended the Roots dinner and spoke to the public.

7. Donna moved to accept (minutes of September 21, 2026) as amended with numbering sequence. The motion was seconded and passed 5 to 0. Tom Frazier suggested the Town change to gas in all their buildings.
8. Financial Report
 - A) The Board reviewed the orders. The Board discussed some of the invoices. The Board discussed the RVS budget, special articles for Town Meeting and unused funds. Donna moved to accept orders as submitted. The motion was seconded and passed 5 to 0.
10. Unfinished Business
 - A) Nate updated the Board on the Community Hall renovations. The original front windows would will be installed (after restoring them). The budget allows for heat exchangers in the basement along with vapor barriers on basement floor. The State will be doing an inspection of the buildings tomorrow. Nate and Andrew are looking into an alternative ramp since the original price came in at \$54,000. A vertical lift ramp which are in the price range of \$6,800 is one alternative. The State Fire Marshal said the lift ramp could be approved but they would need to see the specs. He recommended it go on the front porch and would be the most cost-effective way. Andrew is looking into the lift ramp. The back door was discussed. Donna Gerdes asked about the building. The Crafters would like to see the policy for the building and clarification on who has priority. It was mentioned a key box will be installed for easy access to the building. Nate stated he wanted to hear from groups like the Crafters on the building. Donna said Northfield has been nice to them but they are the Roxbury Crafters and looking into all alternatives. They are committed to Northfield for rest of the year except November 14 which will be at the Community Hall. Donna mentioned they would like to have a storage area they could lock and might like to use the building. Nate suggested they get a cabinet they can lock.
 - B) The Board discussed the mowing. Tim hasn't reached out to the mower (Scott) yet. Jeremy stated it appears he has done some mowing for no charge. Nate moved to pay S&C Lawncare for \$350 for additional mowing in September. The motion was seconded and passed 5 to 0
 - C) 2026 Unlicensed Dogs were discussed. The list is smaller than it was but there are still unlicensed dogs. Tim thinks it is unfair to ignore when others license their dogs. No action was taken.
11. New Business
 - A) The Listers submitted an Error & Omissions request. After discussing, Donna moved to approve the Errors & Omissions Certificate from the Listers. The motion was seconded and passed 5 to 0.
 - B) Town Clerk, Tammy Legacy, mentioned the two elections in November. The election is on November 3rd. Voters received an absentee ballot from the State for the General Election. Voters will need to request an absentee ballot for the Central Vermont Career Center vote. Voters can vote by absentee at the Town Office.

- C) Title VI Coordinator – The State requires each Town appoint a Title VI Coordinator. (the coordinator helps identify and remove transportation barriers, supports compliance monitoring and technical assistance and keeps grant eligibility and reimbursement on track). The Board discussed who should be appointed. After asking Tammy, she agreed but would like to be able to ask Britney (Pombar) and Heather (Holter) to help. Heather has a template that will help Tammy. The Board agreed. Donna moved to appoint Tammy as the Title VI Coordinator. The motion was seconded and passed 5 to 0.

12. Other Business - None

With no further business to discuss, the meeting adjourned at 8:25 p.m.

Tammy Legacy, Selectboard Assistant
Approved on October 19, 2026