ROXBURY SELECTBOARD MEETING
MINUTES OF NOVEMBER 16, 2026
6:30PM – 7:19PM
ROXBURY COMMUNITY HALL

MEMBERS PRESENT: Vice-Chair Donna French, Tim Martin, Nate Donahue and Heather Holter
STAFF PRESENT: Selectboard Assistant Tammy Legacy
PUBLIC: Tom Frazier

1. The meeting was called to order at 6:30 p.m. by Vice-Chair Donna French.

2. No additions to the agenda, Heather tabled RVS Committee Report

3. No Public

4. Highway Report
   A) Road Foreman, Kevin Hewitt, had submitted his written report to the Board. Highlights of the report are: Equipment is in good share and at the shop. Trucks are prepared for winter. Hydraulic pistons on the 2021 International. Ordered some front wing mount pins for all three trucks (old ones worn out) and new air can and spring for 2016 International. Roads are in good shape. Doing some grading cleaning ditches.

5. Nate moved to approve the minutes November 2 and 9th, 2026. The motion was seconded and passed 4 to 0.

6. Financial Report
   A) The Board reviewed the orders. Tammy had two add-ons: Allegiance for $502.54 and M&T Bank for $501.45. Nate moved to approve orders with additions of Allegiance for $502.54 and M&T for $501.45. Motion was seconded and passed 4 to 0.
   B) Tammy stated she did not have the amount to pay the school yet but it is due before the next meeting. She explained that school taxes are sent to them 20 days after the due date and the final payment prior to June 30th. The amount sent to the school is their portion of the taxes collected. Tammy would like approval to pay the school. Heather moved to give Tammy permission to pay the school their portion of taxes. The motion was seconded and passed 4 to 0.
   C) Tammy stated the Town received the grant funds for GA 1109 in the amount of $13,923.46.

7. Unfinished Business
   A) The Town received the survey for former school property. There was a discussion on the survey. Heather will reach out to Claire Chomentowski regarding the survey.
   B) The Town received notification on the BRELLA project. There was a discussion on the report.

8. New Business
   A) The Board discussed the Dubois & King Engineering Services Agreement for the Town Garage. The Board would like the have the hydraulic analysis done. The lump sum for the analysis is $8,700 which would be completed by November 25th. Heather moved to approve $8,700 for the Hydrologic and Hydraulic portion of the service

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agreement. The motion was seconded and passed 4 to 0. (this is for analysis not permitting)

9. Other Business – None

With no further business to discuss, the meeting adjourned at 7:19 p.m.

Tammy Legacy, Selectboard Assistant
Approved on _____

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