

AGENDA  
ROXBURY SELECTBOARD MEETING  
MONDAY, JUNE 5, 2023  
7:00PM AT THE COMMUNITY HALL

- |             |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:20        | 1. CALL THE MEETING TO ORDER                                                                                                                                                                                                                                                                                                                                                                                      |
| 6:20 – 7:00 | 2. EXECUTIVE SESSION - PERSONNEL                                                                                                                                                                                                                                                                                                                                                                                  |
| 7:00 - 7:02 | 3. ADDITIONS/DELETIONS TO THE AGENDA                                                                                                                                                                                                                                                                                                                                                                              |
| 7:02 – 7:15 | 4. PUBLIC                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7:15 – 7:18 | 5. CONSIDER APPROVING THE MINUTES OF MAY 1 & 15, 2023 AND<br>PUBLIC HEARING OF MAY 25, 2023                                                                                                                                                                                                                                                                                                                       |
| 7:18 – 7:43 | 6. AGENCY OF NATURAL RESOURCES – TOM BROWN (25 MINUTES)<br>PRESENTATION - WASTEWATER REFERENCE UPDATE                                                                                                                                                                                                                                                                                                             |
| 7:43 – 7:48 | 7. ROAD COMMISSIONER'S REPORT<br>A) ROADS<br>B) EQUIPMENT                                                                                                                                                                                                                                                                                                                                                         |
| 7:48 – 7:53 | 8. FINANCIAL REPORT<br>A) REVIEW & APPROVE ORDERS<br>B) CORRECTION - SCHOOL CHECK<br>C) UPDATE ON 2022-2023 TAXES<br>D) FINANCIAL FOLLOW-UP – JULY 4 <sup>TH</sup> CELEBRATION                                                                                                                                                                                                                                    |
| 7:53 – 8:41 | 9. UNFINISHED BUSINESS<br>A) ARPA COMMITTEE (25 MINUTES)<br>1) DIGITIZE LAND RECORDS & MAKE AVAILABLE ONLINE<br>2) IT AUDIT<br>3) SPEED FEEDBACK RADAR SIGNS<br>4) ROXBURY VOLUNTEER FIRE DEPT – RADIO REPEATERS<br>B) ACT 250 SITE VISIT UPDATE (2 MINUTES)<br>C) JUNKYARD ORDINANCE PROCESS DISCUSSION (15 MINUTES)<br>D) FOLLOW-UP – EMD POSITION (3 MINUTES)<br>E) FOLLOW-UP – WEBMASTER POSITION (3 MINUTES) |
| 8:41 – 9:01 | 10. NEW BUSINESS<br>A) MUNICIPAL ENERGY RESILIENCE PROGRAM MINI-GRANT<br>(5 MINUTES)<br>B) REQUEST TO BE APPOINTED LISTER (3 MINUTES)<br>C) CONTRACT TO ACCEPT CREDIT CARDS – TOWN CLERK (5 MIN)<br>D) WASHINGTON COUNTY SHERIFF CONTRACT (5 MINUTES)<br>E) LISTERS – GRAND LIST EXTENSION (2 MINUTES)                                                                                                            |
| 9:01 – 9:05 | 11. OTHER BUSINESS                                                                                                                                                                                                                                                                                                                                                                                                |
| 9:05        | 12. ADJOURN                                                                                                                                                                                                                                                                                                                                                                                                       |

ROXBURY SELECTBOARD MEETING  
MINUTES OF MAY 1, 2023  
7:02PM – 10:33PM  
COMMUNITY HALL

MEMBERS PRESENT: Chair Jon Guiffre, Vice-Chair Rene Bouchard and Road Commissioner Dave McShane

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Dotti Guiffre, Ed Carney, Elizabeth Carney, Lucinda Sullivan, Bob Ketchel, Arthur Smith, Tom Frazier, Mary Bouchard, Tim Martin, Dave Santi, Heidi Albright, Yelena Synkova and children, Mike Dickinson, Don Randall, Carol Randall, Ryan Zajac, Jerry D'Amico and Christian Meyer

1. Vice-Chair Rene Bouchard called the meeting to order at 7:02 p.m.
2. No additions or deletions to the agenda.
3. Christian Meyer, Executive Director of Central Vermont Regional Planning Commission (CVRPC) introduced himself. Jerry D'Amico is Roxbury representative to CVRPC and is Roxbury's representative on the Transportation Committee. Christian talked about the programs CVRPC offer Towns for instance, helping Town's with municipal plans, hazard mitigation plans, capital inventory, GIS services and Town's sharing services. There is a new program called Rural Infrastructure Assistance Plans (RIAP) which provides technology assistant for federal grants. There were questions asked to Christian by the Board and public. Lucinda Sullivan, member of Roxbury's Planning Commission talked about the village designation that Roxbury received. It was mentioned that Elizabeth Carney is now the Chair of the Roxbury Planning Commission.
4. Public
  - A) Ed Carney asked the park committee discussion be tabled for this meeting.
  - B) Jon Guiffre, Chair of the Selectboard, talked about the public portion of the meeting and having rules/execution of the meetings. The meetings are Selectboard Meetings and are held in the public and there will be an opportunity for everyone to speak during the meeting under Public. Questions were asked by the public about the process. Jon stated it would be at the discretion of the person running the meeting on whether the Board would allow input later on in the meeting. It is not an effort to stifle the people, it is to run the meeting efficiently and timely.
  - C) Carol Randall mentioned the senior lunches are on Mondays at noon at the Community Hall. She requested the Board address the issue of stinky water and toilet issues.
  - D) Dave Santi read some things. He filed an appeal with the Supreme Court on his court case. Dave also stated he is interested in the Emergency Management Director position.
  - E) Tim Martin said he had questions about Green-Up Day. Dave stated there would be a large dumpster for household trash. The Board has not advertised the use of the dumpster. Tim also had questions about the Informational Meeting (Article 20 vote on ordinance). He asked the Board if they would have the answers at the meeting to the unanswered questions from the previous Informational Meeting. Jon stated he will look over his notes. Tim asked how

much the Town has spent on legal fees. Tammy Legacy stated \$4,569.85 (from July 1<sup>st</sup> to May 1<sup>st</sup>).

5. Dave moved to approve the minutes of April 19 as submitted. The motion was seconded and passed with all ayes.

6. Road Commissioner's Report

- A) Roads are rough, when it stops raining the roads will be graded.
- B) Equipment is in good shape.
- C) Sidewalk Grant – Dave stated the Board needs to decide whether they are going to apply for the grant, the deadline is in June. There was a lengthy discussion on applying for this grant, the pros and cons, and if the Board decides to apply for the wastewater grant, what that would do to the sidewalk. There are 3 large projects the Board is talking about for the future (sidewalks, wastewater and new garage). It would be difficult to financially do them all. There was discussion about applying for additional funds to offset some of the costs to the Town. Drainage in the village is a big issue. It was suggested to have the stones swept off the sidewalk and possibly have some repairs done. Dave moved to table it and revisit it. The motion was seconded and passed 3 to 0.

7. Financial Report

- A) The Board reviewed the orders. Dave moved to approve the orders with add-on. The motion was seconded and passed with all ayes. The add-ons are State of Vermont for dog licenses, Amell Landscaping for site work on park and John Welch for overpayment of recording fees. The Amell Landscaping invoice is paid from the park grant/donations.

8. Unfinished Business

- A) The Board discussed the process for approving ARPA funds. The Board will hear from the ARPA Committee and will keep their own notes on how they feel about the suggestions. The Board will decide after they hear about all the suggestions.
- B) ARPA Committee
  - 1) Ed Carney discussed his request for ARPA funds for the village park. He thanked the Roxbury Planning Commission for providing us with a village center because that enabled the committee to apply for and receive funds. He thanked Tammy for keeping accurate accounting on the donations received. Ed is reducing the initial request of \$21,000 to \$6,000 to cover the excess expense that were not covered by the grant and donations. Ed mentioned all that has happened already in the park and what is being planned. Dotti Guiffre mentioned her dream of the park is to have a place where the community can come together for events and get to know each other. Elizabeth Carney talked about the community support of the park and would like not to have to ask for more donations to cover the shipping of the equipment.
  - 2) Rene mentioned burying utility lines – the suggestion came from two different people, one for the village and one for town. Dave estimated the cost to bury utility lines would be \$700,000 in the village. It was mentioned that there was concern about harmful herbicides used near utility lines.

- 3) Fixing Intersections with West Hill Road and Carrie Howe Road. Several accidents almost happened there. Suggestions were made on how to fix the issue. Possibly have road crew work on the area in question to make it safer was mentioned.
- 4) There was a discussion on the proposed three ideas. Jon feels the park request is the only one that should get ARPA funds. Discussion on what ARPA survey results were and how many people donated to the park in support of it. Utility lines are too expensive. Carrie Howe intersection is not an ARPA project was mentioned.
- C) Statement of Qualifications for Engineering Services was discussed. It was agreed that both statements were from qualified firms; both had experience in water and wastewater projects. Rene will contact the references for the firms. No decision will be made until the next meeting. Jon will have someone come to a meeting to discuss the project with the Board.
- D) Green-Up Day is May 6. Rene proposed having an open house for the Town Garage. After discussing the proposal, the Board decided an open house will be from 10 a.m. to 2 p.m. Green-Up hours for trash and tires is 8 a.m. to 3 p.m. Scrap metal is accepted. No hazardous materials will be accepted. Tires are \$6 per tire. A 30-yard dumpster is for household and green-up trash.
- E) The website was discussed. Dave suggested only having links on the website for the materials that can be found on other websites. There was a lengthy discussion on the need for a webmaster. Tammy will get a notice posted on website and front porch forum for the vacancy.
- F) Library Step – Heidi Albright, Library Trustee, talked about the step. It was decided that if the Trustees do not have any issue with a wood step or concrete step, the Board will decide. Ryan Zajac, Library Director, mentioned having a motion sensor light on the side facing the church.

#### 9. New Business

- A) It was mentioned that there is a proposed ACT 250 Permit for power lines on Beaver Meadow Road. Comments will be accepted until May 15.
- B) The Board set the date for the Informational Meeting on Article 20 for May 25<sup>th</sup> at 6:30 at the Community Hall. It was suggested having people submit their questions ahead of time.

#### 10. No Other Business

- 11. Dave moved to go into executive session for legal and personnel issues. The motion was seconded and passed 3 to 0. The Board entered executive session at 9:35 p.m. The Board exited executive session at 10:32 p.m. No action taken.

With no further business to discuss, the meeting adjourned at 10:33 p.m.

Tammy Legacy, Selectboard Assistant  
Approved on \_\_\_\_\_

**ROXBURY SELECTBOARD MEETING**  
**MINUTES OF MAY 15, 2023**  
**7:01PM – 9:18PM**  
**COMMUNITY HALL**

MEMBERS PRESENT: Chair Jon Guiffre, Vice-Chair Rene Bouchard and Road Commissioner Dave McShane

STAFF PRESENT: None

PUBLIC PRESENT: Ed & Elizabeth Carney, Dotti Guiffre, Jack & Wendy Cashman, Claire Chomentowski, Gerry D'Amico, Ben Pincus, Tom Frazier, Bob Ketchel, Matthew Lipschutz, Arthur Smith, Mary Bouchard, Yelena Synkova and family, Mike Dickinson, Dave Santi, Tim Martin, Don Randall, Carol Randall

**1. Call meeting to order: 7:01pm**

**2. Additions/Deletions**

requested addition for Green-Up Day and requested deletion for 7.B Statement of Qualifications.

2.a A discussion was held around the apparent success of filling a 30yd dumpster with more than green-up bags. It was apparently very helpful to residents and so proposed that the Town consider holding a similar event over in East Roxbury. It was agreed that once we know the final costs that it might be a good thing to discuss.

2.b The proposal to drop item 7.B was based on the gentleman assisting the Town with the applications not being able to make the meeting. It was agreed there were other things to discuss so we kept 7.B on the agenda.

**3. Public**

3.a Ed Carney addressed the group on Park items. Sue D'Amico had approached the Park Committee (PC) to see about using the Gazebo during the July Independence Day celebrations. The PC agreed whole heartedly to the request as uses like this is what they had envisioned all along. Ed asked the Selectboard about Fence setback requirements and about storing any uninstalled fencing over at the Town Garage should it not be completed by Parade Day. The Board agreed storing over at the Town Garage could be arranged. Ed's question on setbacks for the side property lines was mentioned to be 1 foot. The question of setback for the (new) sidewalks was left unanswered. Finally, Ed reminded all that the PC has raised over \$66k for the park and felt that is a good indication of the Community's buy-in to the project.

In the general Public feedback session, Gerry mentioned that perhaps the Planning Commission should look in to developing a Master Plan for the Village Center. There are several large multi-year projects that should be considered...Sidewalks, Water/Sewer, Drainage to name a few. In addition, he felt the list of ARPA projects is mainly one of wants as opposed to needs and that the Town Garage request should have been to get an Architect's ideas on New Build vs Rehab as opposed to Same or Alternative sites.

Other items brought up included whether a legal trail can be a "pent rd"...to be discussed later.

If there were any plans to broaden the reach of wifi in the Village. Immediately no, but with fiber coming to Town it was felt our wifi in 5 years should look a whole lot different than today.

Jack Cashman brought up the re-introduction of Senior Lunches on Mondays through the summer at the Community Center at 11:30am. Anyone 60 or older can attend bringing a younger caregiver if needed.

He provided the Selectboard with copies of the VLCT template for Rules of Procedure as an aid in encoding meeting procedures and getting them in place for all to see and follow.

Finally, he mentioned the need for speed control over in East Roxbury. As a solution he proposed the Selectboard establish a 40mph limit for the length of Route 12 in Roxbury. Currently the speed limit increases to 50mph at the Northfield line to the Orange County line. Jon noted having done work over there recently, yes, speeding is a problem. Dave confirmed that would be a VTrans request.

Tim spoke on his belief that there is a need for the Board to listen to all alternatives, no matter the source.

Dave Santi mentioned that he had spoken with the kitchen guys in the Old Church, and they may be willing to help with any cabinetry for the Community Center kitchen renovation.

Finally, Jon spoke about the need to have some non-official get togethers for townspeople to discuss various topics with the Board. The fact is we only come together as a group for Selectboard meetings and Town Meetings. An unofficial, no pressure, venue might allow for a good exchange of ideas amongst ourselves.

#### **4. Road Commissioner's Report**

- 4.a Roads are good.
- 4.b Equipment is good.
- 4.c Town has recv'd the Structures Grant for putting in the 6' culvert on West Hill Rd. This work will be done in 2024.

It was noted that the rake work done on the gravel roads had made a big difference.

#### **6. Financial Report**

- 6.a In Tammy's absence there were no add-ons. It was noted that there were three missing check numbers in the middle of the sequence, but that was deemed to be unimportant. The orders were approved 3-0-0
- 6.b The Board was being asked to approve the final payment for the School Tax due on June 1<sup>st</sup>. The amount was unknown, however based on the budget, thought to be roughly \$301K. The payment was approved 3-0-0.

## 7. Unfinished Business

### 7.a ARPA Committee

1) *Town Garage* – after talking through the ARPA write-up, the Board opened the topic up to general discussion. One question raised was if the current garage had been allowed over the years to deteriorate like it has, what is going to stop the same thing from happening again if the Town invests in a new building? The Board felt a new building would be of much higher quality to start with and so not develop some of the issues we now face.

One question was if the Town be selling the old building? To-be-determined.

One thought was that moving the Town Garage to the old Town Dump site would be a good move assuming no liability was assumed on the Town's part for the old dump. Especially, since the originally proposed "alternative" site may be better suited for use with the new Town Septic project.

It was asked if refurbishment had been looked at and the answer was no. Based on the building deterioration and that no engineer would sign-off on a rehab given so little was salvageable. Newer would be marginally more expensive and it would all be brand new. Jon spoke on the letter he had recv'd last year with regards to specs for a replacement steel building. After speaking with Dave and Loren he investigated an 80x100 (8k sqft) building with a low pitch roof standing 20' tall. Variables include Clear Span vs pillars as well as add-ons and the prices he had put the building in the range of \$900k-\$1.2M. Dave McShane assured the audience that specifications for any new building were now being developed.

2) *Active Transportation Master Plan* – Originally proposed as a "loop trail" it was blended in with another suggestion for biking access in Town. Elizabeth and Rene agreed that the original approach of using ARPA funds to pay the Town's portion of securing a grant, as suggested by VLCT, is the preferred approach. We would get a Municipal Grant to cover 80% of the costs of a consultant to assist the Town with public/landowner outreach and developing a long-term plan for building out a recreational infrastructure. ARPA would cover the 20% or an estimated \$4k. The idea is to make Roxbury a destination of sorts for folks looking to make use of a network of paved, gravel and woodland trails.

3) *Civic Work Group* – this idea was proposed as a way for local townspeople to assist one another and be paid by the Town. Driving an older resident to a doctor's appt or the grocery store. Or perhaps assisting the Town Office with some basic tasks to help off load some of their work. It was meant along the lines of the New Deal Civil Work program. The ask is for not a lot of monies \$1.5K, the issue is starting a program and keeping it going once the funds run out...is that fair?

4) *Roxbury Village Sidewalk* – having discussed this extensively at the last meeting, there was not a lot of discussion on this. One thought is to be looking for a grant to do the Drainage study. That is currently bundled in with Sidewalks, but the cost is a big unknown until we sign on and start spending monies for a design. Then the true cost will

be known, and we will find out how large the shortfall is between what we borrowed for the Sidewalk project and what it ultimately will cost us.

7.b Statement of Qualifications

The Board is still trying to get the person assisting us to attend a mtg or special meeting to help explain the process. Jon is still trying to make this happen. In the meantime, it was agreed that Rene should follow-up with the reference firms.

8. New Business

8.a *Local Emergency Mgmt Plan* – a discussion was held concerning the approval of the 2023 version of the plan. Issues raised included the chain of command between the EOC & EMD, the lack of representation by the RVFD, East Roxbury and including Rene as an EOC Staff Member. EOC & EMD positions are currently filled by Jon and we will be discussing the EMD position later. Mike D. had been on the Plan last year. It was agreed that once the EMD position had been filled the Plan could be amended. The motion was seconded with the understanding that the plan will be amended and was so accepted 3-0-0.

8.b *Sigsbey Letter* – a discussion was held concerning the letter recv'd regarding Shaw Rd.

It was agreed that:

- we would again run the designation of the legal trail to a Pent Rd by the Town atty
- Dave would move on adding a "No Outlet" sign at the junction of Shaw Rd and Warren Mountain Rd
- Jon to craft & circulate amongst the Board a draft letter on moving Shaw Rd to a Class 3

8.c *July 4th* – a discussion was held concerning the timing issue of the Parade and the need for funding. At Town Mtg voters approved \$1k for entertainment effective the July 1<sup>st</sup> budget...same day as the parade. Entertainers are looking for deposits and our insurance requires a W9 else, the Town must also pay workers comp. The Board advised Mary to go to the IRS website for the W9 form and get the entertainers to fill in the form. The completed forms need to be given to the Town Office. It was thought the Town would issue July dated checks the Committee can hand out on Parade Day.

8.d *Request for Town Auditor Appointment* – Arthur Smith put his name forward for one of the open Auditor positions. A motion was made and passed 3-0-0

8.e *Request for Town Emergency Mgmt Director* – Dave Santi put his name forward for this position. A letter from Leonard Davis II was also recv'd. Dave withdrew his name and the Board approved Mr. Davis 3-0-0. Dave and Rene were asked to each give him a call. He would like to know more about the position before accepting.

8.f *Requests for Webmaster* – the Board recv'd letters from two people, and Jon spoke to each. It was agreed to have them each come in for a discussion.



**9. Other Business**

None

**10. Executive Session - Personnel**

Not required

**11. Adjourn**

With no further business to discuss, the meeting adjourned at 9:18 p.m.

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Rene Bouchard, Selectman

Draft on May 16, 2023

DRAFT  
PUBLIC HEARING  
MINUTES OF MAY 25, 2023  
6:32PM – 8:14PM  
COMMUNITY HALL

MEMBERS PRESENT: Chair Jon Guiffre, Rene Bouchard and Dave McShane

STAFF PRESENT: Selectboard Assistant Tammy Legacy

PUBLIC PRESENT: Andre Souigny, Arthur Smith, Bob Ketchel, Mary Bouchard, Claire Chomentowski, Deb O'Grady, Dotti Guiffre, Tom Frazier, Carmeta French, Walter French, Martha Mahan, Jane Pincus, Ben Pincus, Eric Davis, Eli Pearce and Haley Koenig

1. Chair Jon Guiffre called the meeting to order at 6:32 p.m.
2. The purpose of this meeting is to hear from the public on Article 20 of the Special Town Meeting Warning which is voted on by Australian Ballot. The article passed at Town Meeting but a petition was received for a reconsideration vote. Jon explained the process of the meeting.

**Article #20 – Shall the Town of Roxbury Ordinance Regulating the Disposal of Solid Waste and the Outdoor Storage of Junk and Junk Vehicles, as adopted by the Selectboard on December 19, 2022, be disapproved?**

The ordinance is based on State of Vermont statutes. The Board had received requests for something to be done about junk issues for years. A vote on junk ordinances have been held a couple of times over the past few decades. Once it had passed and the ordinance was upheld but was rescinded due to clerical error; another time it was defeated.

3. Many people in the public spoke on article both for the ordinance and against it and questions were asked.
4. The hearing adjourned at 8:14 p.m.

\_\_\_\_\_  
Tammy Legacy, Selectboard Assistant

Approved on \_\_\_\_\_

## **Wastewater Project Reference Check Summary as at 01-Jun-23**

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Following the Selectboard meeting of 15-May work commenced on contacting three each of the sample projects presented to the Town by Dubois & King (D&K) and Otter Creek Engineering (OCE).

Some of the vendor supplied projects included a contact person and others did not. For those projects that did not, contact was made with the respective Town Office to be put in touch with the person most able to assist.

### **Projects Contacted**

#### *Dubois & King*

##### Community Wastewater System – Addison, VT (vendor supplied contact)

A new gravity fed wastewater system for the historic Town Hall and nearby church. Also included the Fire Station and Town Clerk's office. They did not include residences because the State would have required the creation of a Water District. They did include water meters in each building so that they can track the amounts from each building going into the system. This has helped them prove to the State that their usage is under capacity and therefore allows for connecting additional buildings in the future if desired.

##### Lower Village Wastewater Project – Huntington, VT (vendor supplied contact)

A new, to-be-built, small Community system in the lower village of Huntington. They are currently finishing up the Preliminary Engineering Report (PER). A feasibility study was done about 12 years ago. It is envisioned that the new system will handle commercial and residential properties with maybe 50 homes and some additional capacity.

##### Wastewater Feasibility Study – West Windsor, VT

This was a feasibility study looking into expanding the Town's existing wastewater pumping system to the old ski area that the Town bought and surrounding homes. A construction decision has not yet been made.

# **Wastewater Project Reference Check Summary as at 01-Jun-23**

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## *Otter Creek Engineering*

### Community Wastewater System – Shoreham, VT

This project was a new gravity fed small wastewater system. It required a pumping station and a specialized building to house recirculating sand filtration and ultraviolet disinfection equipment. The new building was designed as to look like a Vermont barn.

### Highgate Center Community Wastewater – Highgate, VT

Project is to construct a small wastewater system to primarily handle new construction on an empty parcel downtown. The parcel will contain a new library and commercial space.

### Lindale Mobile Home Park – Addison, VT (vendor supplied contact)

A 67-unit mobile home park with each home having a septic and leach-field in poor Vergennes clay soil. The park owner acquired more property with better perc and is setting up a communal tank and leach-field. All units will be moved on to this new system.

## **Common Set of Questions**

The following common set of questions were discussed, where applicable, with each contact.

### *Project Questions:*

- PQ.1 was this a new or replacement system?
- PQ.2 briefly describe the project?
- PQ.3 what was the project timeline like?
- PQ.4 how did you handle hookups?
  - PQ.4.a was there a cost for residences and businesses to hookup?
  - PQ.4.b was the hookup mandatory?
  - PQ.4.c did the hookup replace the property's Leach-field or Septic system & who paid for it?
- PQ.5 briefly describe the process one follows today to hookup to the system?

### *System Maintenance:*

- SM.1 are there any ongoing annual costs for maintenance?

## Wastewater Project

### Reference Check Summary

as at 01-Jun-23

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- SM.2 are there any annual costs for chemicals or any other materials needed by the system?
- SM.3 did the system require any adjustments to manpower on the Town's part or do you contract out?
- SM.4 did the system require a dedicated building or other dedicated infrastructure or equipment?

#### *Company Experience:*

- CE.1 overall, how would you explain your experience with the Company?
- CE.2 did they perform their functions on time?
- CE.3 did they bring the project online near, at or over budget?
- CE.4 if you had a similar project to do, would you use them again?
- CE.5 We have a Statement of Qualification from two similar looking firms except for size. One firm has a staff of 140+-, and the other a staff of 18. On the one hand a smaller firm may bring better service, but then if too many projects are undertaken, service could suffer. The larger firm would ostensibly have a deeper bench. Did you have a similar decision to make and if so, how did you reconcile this to go with the Firm you chose?

#### **Miscellaneous Items Learned From Discussions**

- 1) one of the projects mentioned that on their already existing older system, if a homeowner wants to hookup, they currently pay the Town a \$900 application fee. In addition, homeowners pay all costs associated with working with one plumber from a list of qualified plumbers the Town has identified as being familiar with hooking up to their wastewater system. Finally, there is an annual \$500-\$1,000 usage fee levied...(person was not sure what the fee is today).
- 2) one of the completed projects has a new hookup connection fee of \$3,000 for a residence or \$4,200 for a commercial property. In addition, there is an allocation fee based on # of bedrooms plus inspection fees if more than two are required, plus a Vermont State engineered design for the connection plus the actual construction of the building's connection to the main. These steps need to be completed to be issued a Certificate of Occupancy. There is a \$100 per day fine for occupying any dwelling without this certificate. Finally, there is also an annual usage fee for being hooked to the system.
- 3) regardless of any fees collected, multiple contacts cited metering by location as having value in both measuring usage and monitoring overall system capacity

# Wastewater Project

## Reference Check Summary

### as at 01-Jun-23

- 4) it might be good to know if project principals live in VT to avoid any travel delays for scheduling meetings. One project really felt that having an out of state engineer was a detriment to their project's timeline.
- 5) is it reasonable to expect firms ensure us their attention with at least next day response/acknowledgement to our questions or issues raised?

#### Contact Offered Thoughts and Pros/Cons

##### *Dubois & King (3 projects)*

- Would use again      Yes – 2      Might look elsewhere - 1
- Highly recommend      2

Pro	Con
Jon Ashley helped identify & secure a State grant so that our bonded \$770k project only cost the Town \$450k	Assigned project engineer lives in Maine. This made scheduling meetings difficult and prolonged the project.
Committee did not go with lowest bid, rather with Jon Ashley, based upon trust.	
Find D&K very willing to assist with any project matters that arise	
Multiple contacts credited Jon Ashley	

##### *Otter Creek Engineering (3 projects)*

- Would use again      Yes – 2      Not sure - 1
- Highly recommend      2

Pro	Con
100% behind OCE. Sometimes engineers can be tough to get a hold of but once they speak with you, you get 100% of their attention.	OCE is a fine company and the Town's experiences would probably have been different if times were different. These are very busy times for engineering design firms. Our project found responsiveness lacking and feel OCE does not have the capacity for all the work they have taken on.  The same Town has another project happening now with the firm Aldrich &

**Wastewater Project**  
**Reference Check Summary**  
**as at 01-Jun-23**

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<b>Pro</b>	<b>Con</b>
	Elliott. When they call or email A&E they often hear back same day. Not at all like they are getting from OCE.
Robert Clark really knows his stuff and has the confidence of the Committee.	Same Town as the Pro comment also feels that Robert Clark is stretched too thin.

## Town Clerk

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**From:** Nicholas Laskovski  
**Sent:** Wednesday, May 31, 2023 6:29 PM  
**To:** Tammy Legacy; BGS - MERP  
**Cc:** Sam Lash  
**Subject:** Re: Please Review and Sign Your MERP Mini-Grant Agreement  
**Attachments:** 01155\_A172\_5668\_T\_ROXBURYXXX\_M.pdf

Confirming receipt, thank you!  
I will work with our Town Clerk to complete and return.

Nicholas Laskovski  
Roxbury Energy Coordinator

Begin forwarded message:

**From:** BGS - MERP <BGS.MERP@vermont.gov>  
**Date:** May 31, 2023 at 10:22:15 EDT  
**To:** n.laskovski@gmail.com  
**Subject:** Please Review and Sign Your MERP Mini-Grant Agreement



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**Department of Buildings and General Services**  
*of Administration*

**Office of the Commissioner**

133 State Street, 5<sup>th</sup>

Floor

Montpelier, VT 05633-5801

[fax] 802-828-3533

[phone] 802-828-3519

*Agency*

May 31, 2023

Nicholas Laskovski

Town of Roxbury

1664 Roxbury Rd, PO Box 53, Roxbury VT 05668

Dear Nicholas Laskovski,

As noted in our previous email, your Municipal Energy Resilience Program (MERP) Mini-Grant application to the Department of Buildings and General Services (BGS) has been approved in the amount of \$4000.



Attached you will find the grant agreement that must be signed and returned to [BGS.MERP@vermont.gov](mailto:BGS.MERP@vermont.gov).

Please review and complete the following fields on the 1<sup>st</sup> page of this document (Part 1- Grant Award Detail). Most information on this page has been pulled from your application. Please do not fill out or alter any fields on this page other than the following:

- Section I (General Grant Information): Please confirm that fields 10-15 have the correct information; if not, please revise. Field 10 has been supplied by the State of Vermont Financial Services Division (FSD).
- Section III (Funding Allocation): Please confirm that the amount in field 28 is correct.
- Section IV (Contact Information): Please confirm that the contact information in field 42 is correct. If it is not, please revise.

In addition, please review the project director's contact information in Attachment D, #3 (Page 12 of this document). This has been pulled from your application; if it is incorrect, please revise.

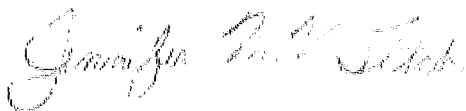
Lastly, please have the appropriate municipal authority sign the 3<sup>rd</sup> page of this document (Page 2 of the Standard Grant Agreement). It may be someone other than the person who applied that is authorized to enter the municipality into agreements. Once received, the BGS approving authority will sign and we will work with FSD to deliver funds.

Financial reporting for this award is required by the end of the fiscal year (June 30<sup>th</sup>) in which grant funds were spent. If funds were spent over multiple fiscal years, please submit a report for each year in which they were spent. Only report on the amount spent in each year. Funds received after June 30<sup>th</sup>, 2023 do not need to be reported until June 30<sup>th</sup>, 2024. You may submit your report before this date, once your expenses have concluded. **Your report will be submitted using our online form. Please save this link for your records.**

Please contact us if you have any questions about this agreement. We encourage you to work with your local RPC representative for MERP if you need any assistance in the deployment of funds under the approved use. You can find your RPC contact for MERP on our website.

Sincerely,

Jennifer M. V. Fitch, P.E.



Commissioner  
Department of Buildings and General Services

## Town Clerk

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**From:** Robert Ketchel  
**Sent:** Wednesday, May 31, 2023 7:33 AM  
**To:** Town Clerk  
**Subject:** Lister Position

RECEIVED  
MAY 31 2023

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**Warning:** Sender bob3141@msn.com has never sent any emails to your organization.  
Please be careful before replying.

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My name is Robert Ketchel and I would like to make myself available to fill the open position. I've owned and operated a building company most of my life which should be helpful in this position. Thank you for your consideration. Robert Ketchel