

ROXBURY SELECTBOARD MEETING
MINUTES OF JANUARY 6, 2025
6:30PM – 10:56PM
COMMUNITY HALL

MEMBERS PRESENT: Chair Rene Bouchard, Nate Donahue, Donna French and Vice-Chair Tim Martin (remotely)

STAFF PRESENT: Tammy Legacy

PUBLIC PRESENT: Bob Ketchel, Walter French, Carol Randall, Don Randall, Mark Gerdes, Tom Frazier and Carl Ellis

1. Rene Bouchard called the meeting to order at 6:30 p.m. Rene informed all about the rules of the meetings.
2. Additions/Deletions to the Agenda – Added was RFQ for Webster Road Bridge under Road Commissioner, Road Commissioner and Selectboard position under New Business and Ethics Liaison under New Business
3. Public
 - A) Tom Frazier thanked Dave McShane for all his service and said he will be hard to replace. Tom urged the Board not to replace Dave because Town Meeting was only two months away. Tom also mentioned the Roxbury Village School and the letter submitted by Jim Murphy. He also said that he thought a multiple-choice question at Town Meeting would be disruptive. He stated the Selectboard are leaders of the community and need to make decisions on what is best for the town.
 - B) Walter French mentioned an incident with a school bus on Warren Mountain Road that was very concerning. He wondered if more sand/salt should be put on Warren Mountain Road near Town Garage Road. The bus stopped in the road no where near the railroad crossing which could have caused an accident.
4. Financial Report
 - A) The Board reviewed the minutes. Nate moved to approve the minutes of December 16. The motion was seconded and passed 4 to 0.
5. Road Commissioner's Report
 - A) Rene had spoken to Loren Bent. The 2021 International is having issues. Some of it is under warranty. The 2020 Ford is having issues. Rene called Allegiance to get specs for replacing the 2016 International Truck.
 - B) Roads mentioned – the road crew are plowing and sanding the roads.
 - C) Webster Road RFQ – Rene mentioned Dave had not posted the RFQ yet for the Webster Road Bridge project. Dave was concerned the bids may be higher than the quote received from Neil Daniels. The purchasing policy requires the Town to go out to bid. The Board will look into the Webster Road Bridge project and will follow the policy.
6. Financial Report
 - A) The Board reviewed the orders. Donna moved to accept the financial orders as submitted with the add-on of Radio North for \$3,808 which comes out of the

Fire Department Equipment Fund. The motion was seconded and passed 4 to 0.

7. Unfinished Business

- A) Discussion on Roxbury Village School – Nate stated that he had met with Missy Axelrod and others from the Farm & Forest School; they looked over the Roxbury Village School and discussed if the building would work for them. Nate stated a lease agreement needs to work for both parties. The Board have not heard anything from the daycare but Nate has met with Casey from the Bridges Program and she is still interested in continuing the afterschool program. Rene suggested the Board send him their punch list on negotiations with Montpelier.
- B) Wetlands – Rene updated the Board on the project.
- C) The Board discussed the Cintas Contract. Nate moved to approve the Cintas contract for uniforms. The motion was seconded and passed 4 to 0.

8. New Business

- A) Dave McShane has resigned from the Board and stepped down as Road Commissioner. The Board discussed whether to appoint someone to the Selectboard now or wait. The Board discussed whether to appoint someone as Road Commissioner from the Selectboard or from someone in the public. The Board will have a special meeting on Wednesday, January 8th to approve posting the vacancies of Selectperson and Road Commissioner.
- B) The 2024 Common Level of Appraisal (CLA) is 89.99% and the Coefficient of Dispersion (COD) is 15.71%. The State approved a new law in 2025, Act 183, which updates the adjustment factor applied to education tax rates starting with the 2025-2026 property tax year, beginning on July 1, 2025.
- C) The Board discussed increasing the agreed value for the Community Hall insurance coverage. Rene mentioned the history of the value and cost of insurance. Nate suggested increasing the value to \$300,000 or \$350,000 because the MERP Grant work will increase the value. Tim agreed but mentioned if the building burned the building may not be rebuilt. Nate moved to boost agreed value to the Community Hall/Senior Center to \$300,000. The motion was seconded and passed 4 to 0.
- D) Rene mentioned he talked to the Town's CPA. There was a discussion on Reserve Funds, budgeting for bridges and culverts. Rene also mentioned the 2012 audit report indicated the need for accounting manuals. Rene would like to see some procedures created by the end of the year.
- E) The Board worked on the budget. Discussion on whether the Board could use reserve funds to pay for annual maintenance.

9. Other Business

- A) Rene talked to Carl Ellis about the annual fee he is supposed to receive from the school district for the lease of his property. Carl has submitted an invoice to be paid for several years.

- 10. Executive Session – Nate moved to enter executive session to discuss personnel and Leases with Tammy invited to the first part. The motion was seconded and passed 4 to 0. The Board entered executive session at 9:30 p.m. The Board exited at 10:56 p.m.

The Board decided to have Rene speak with the Attorney on Commercial Leases.

With no further business to discuss, the meeting adjourned at 10:56 p.m.

Tammy Legacy, Selectboard Assistant
Approved on January 21, 2025