

ROXBURY SELECTBOARD MEETING

JULY 7, 2025

COMMUNITY HALL

6:30 PM – 10:50 PM

Members Present: Chair Rene Bouchard, Tim Martin, Donna French, Vice-Chair Jeremy Reed and Nathan Donahue

Staff Present: None

Public: Dottie Guiffre, Heidi Albright, Jim Rogler, Tom Frazier, Ed Carney, Elizabeth Carney, Matt Lipschutz., Dave Santi, Clare Chomentowski, Don Randall, Jillian Abraham and Wendy Cashman

1. Meeting called to order at 6:30 p.m., the usual procedures regarding comments were made.
2. Additions to agenda: Rene asked Nate for a MERP update under Unfinished Business7F. Executive Session for the purpose of discussing Draft of Purchase and Sale of RVS building. No deletions.
3. Public
 - A) Heidi Albright asked if the Town had a policy for vendor booths on town property. The Board discussed and thought it to be unknown but would anticipate if it did it would be a lot like the use of the town building policy. The Board is to investigate it.
 - B) Don Randall would like to see a keypad or lock box for a key to access the Community Hall to make it easier. The Fire Station has one and he said it has always worked well.
 - C) Ed Carney said the Library also has one, the Board will keep in mind.
 - D) Elizabeth Carney suggested the town park might be a good gathering place for vendors, as discussed earlier by Heidi.
4. Minutes: Nate moved to approve the amended minutes from the Raynor Rd site visit of June 16th and proceeding meeting of the June 16th, 2025 in the community hall and the minutes from June 30, 2025. Jeremy seconded the motion. Minutes approved 5-0-0.
5. Financial Report
 - A) There was little discussion of the orders. Nate asked if multiple entries of the same vendor for cemetery work were for three separate plots/ stones. Wendy C. verified that it was, and they looked great. Jeremy moved to approve the orders Donna seconded, motion passed 5-0-0.
6. Road Commissioners Report
 - A) Equipment - Walter French only has the 2018 truck brakes left to do. Andrew Legacy has been working on some needed maintenance on the backhoe, fabricating and welding on mower and told Tim the loader may need a new cutting edge. Don Randall will be doing the welding on the mower. Donna asked if there was a way for the road crew to track or add tasks to a list much like you would on a whiteboard, so during downtime things can get done efficiently. Tim believes there is some sort of system at the garage but will check and see how the crew handles those tasks.
 - B) Roads - Andrew has been out grading when possible. Additionally, some minor cleanup after heavy wind and thunderstorms, nothing too bad at this point.

- C) Annual Financial Plan: The State has an Annual Financial Plan for number of miles, classes and reimbursement rates, also financial assistance numbers are included. Tim moved to approve the Annual Financial Plan, Donna seconded, it passed, 5-0-0.
- D) Culverts: The large culvert for West Hill from Contech is to be delivered this week. Jeremy is going to finalize the bid packet for that culvert so it can go out when Tammy gets back, with a tentative bid due date of August 1st. This large culvert is part of a state Grant and is largely paid for. There are additional culvert grants for smaller culverts up Warren Mountain, the Board discussed putting out bids for them also, and Jeremy is going to work with Tim to build a bid packet. There is discrepancy in the state grant paper work as to where exactly these culverts are. Tim and Nate stated that in previous conversations with Loren Bent, he stated, Andrew knew where they are. Tim will connect with Andrew to figure out the location of the culverts and verify the paperwork. Culverts for this work have already been purchased. The Town has received an order of typical plastic culverts of varying sizes in late June.

7. Unfinished Business:

- A) Park Paving Quotes: As discussed in previous meeting, June 16, 2025, the Park Committee was asked to attend the next meeting and discuss the paving. Ed Carney said two quotes have been received, one from RG Paving and one from Johnson Paving. RG was some \$5000 cheaper and has received high recommendations. He said they will warranty their work so long as it's not plowed in the winter. Paying for the paving will be from three different sources, ARPA funds, a balance of funds in the park committee and the difference being made up by an anonymous donor. There was lots of discussion about the pavement especially regarding long term maintenance. Accessibility was also discussed. Ed stated that although everything takes maintenance this would be simple to maintain. If volunteers are needed, they would show up, they always have in the past. Others, including the Board, addressed the need for volunteers in all aspects of town properties and organizations and how it may change in the future. The Board made clear that they are not necessarily against paving, they just wanted clarity on the subject, especially as it relates to the committee's long-term plan/vision for maintenance. The Board asked Ed to clarify with RG Paving what the actual written warranty would be and if they are comfortable with paving over what was there. Additional discussion of long-term planning was brought up by Heidi Albright regarding the Library and Matt Lipschutz asked what would be a reasonable time frame or even minimum timeframe for planning? He suggested a 5-10 year time frame seemed reasonable depending on the topic.
- B) Update on RVS: Rene stated as many know last week was very busy. The power and internet were shut off as many discovered at the June 30th What's Next Roxbury meeting. Vendor services were also proposed to be discontinued. MRPS superintendent, Libby Bonesteel elected to shut off services and discontinue vendor contracts at the start of new fiscal year, July 1st 2025. Rene immediately contacted the town attorney and had him send a strongly worded letter. All School Board members, including the chair, our school representatives and the superintendent are in the loop as to what has transpired, in addition to the lawyers. The lawyers are actively drafting a purchase and sale agreement; the Town of Roxbury has received a Purchase and Sales Draft from the school district, where we will be given an opportunity to add contingencies if deemed necessary. Jillian Abraham asked if there was minimal or no communication between the lawyers up to this point. Rene and Jeremy stated that up to this point the "ball" has been in the school districts court since April 4th, letter of acceptance, sent from the Selectboard. Tom Frazier stated that there is no timeline stipulated in the merger agreement. Some other updates included prospective tenants who were previously shown the building. Turtle Island Daycare has found additional space with the City of Montpelier.

Generations Vermont was shown the building and initially liked the space but has elected to not pursue it due to its distance from their intended demographic population center, Barre - Montpelier. What's Next Roxbury RVS Task force gave an update as to their last meeting and tasks they are to accomplish: research buildings like RVS, make a real estate prospectus, research rents and leases, building management models, connect with GB Architecture (the village revitalization consultant). Wendy Cashman asked whether the RVS task force should be a formalized committee. There was some discussion.

- C. Mowing: Many complaints have been made about the Town's mowing contractor with both the town building properties and cemetery mowing. Minimal or no weed whacking has not been occurring, cemeteries have consistently been not mowed and tall even when internment/services have occurred. Some citizens have been mowing properties as necessary when mowing has not occurred. To look to the future, next year or sooner, if necessary, bid packages have been worked on. The Board is taking steps to notify the mowing contractor as to the deficiencies and document what has not been done in a timely manner.
- D. Class III Road standards: There is no definitive State Class III standard. Each Town can adopt a standard if they like. Jeremy was wondering if one had ever been adopted and stated we could certainly, adopt one if we would like but, would like to know first if we already have. Jeremy is to reach out to Steve Twombly to see if one already exists and Rene will reach out to Tammy to see if she knows anything and contact Dave Mcshane also.
- E. Signage for East Roxbury: Nate asked for and obtained permission to have two welcome signs installed, one on Ron Jerry's property and the other to the south on Joanna and Marcel Ducas property. Interest has been expressed in doing some artwork on them and any woodworking needed or installation of the signs is yet to be determined and by whom. Also, reconstruction and new placement of the East Roxbury bulletin board and possibly the Bull Run board could occur. Both need TLC. The Board authorized Nate to continue his work.
- F. MERP update: Nate gave brief update for MERP grant renovations. Since summer is in full swing contacting and getting estimates for work to be done has been hard for all committee members and contractors alike. However Peak Mechanical has been out to estimate the Mini splits for the Town Clerks and NP Foam is to also give an estimate for basement spray foam in the clerk's office. Neither have sent estimates up to this point. There was some discussion as to who might be able to be a project manager for the implementation of the grant. Don Randall made a few suggestions and would check with people he knows. The three options are complete outside project management; a general contractor combined with project management or the Selectboard to do the management.

8. New Business

- A) Personnel Policy: no update or action needed at this point.

9. No other business was necessary.

- 10. Executive Session: Donna made a motion to go into an executive session for personnel, Review of Job Applicants and Real Estate, Review Draft of purchase and sale of RVS. Nate seconded, all in favor 5-0-0. The Board went into executive session at 9:29 pm.

At 10:49 pm, motion to exit executive session with Actions was made by Donna, seconded by Jeremy and passed 5-0-0.

This was followed by a motion to work with Attorney Jim Barlow on a memorandum of Understanding for the Bridges Program. The motion was made by Jeremy, seconded by Donna and passed 5-0-0.

The meeting adjourned at 10:50 pm.

Nate Donahue

Acting Clerk

Approved on July 21, 2025