

ROXBURY SELECTBOARD MEETING  
MINUTES OF AUGUST 4, 2025  
6:30PM – 9:40PM  
COMMUNITY HALL

MEMBERS PRESENT: Chair Rene Bouchard, Vice-Chair Jeremy Reed, Nate Donahue, Donna French and Road Commissioner Tim Martin

STAFF PRESENT: Tammy Legacy

PUBLIC: Claire Chomentowski, Judy Lusk, Carlos Montero, Don Randall, Heather Holter, Paul Schmidt and Wendy Cashman

1. The meeting was called to order at 6:30 p.m.
2. No additions or deletions to the agenda.
3. Public
  - A) What's Next RVS Update – Judy Lusk, member of the RVS Task Force, submitted a report to the Board. Judy mentioned that notes and minutes of their meetings are available; she requested the Board allow the committee to put their information on the website. Judy gave an update on what the Task Force has been up to. The Vermont Community Development Foundation is hosting a day-long workshop. It will take place in Wilmington, approximately 7 members of the Task Force will be attending and Judy invited the Board to attend, the cost for each person is \$55. Once the Task Force finishes up, they hope to become an official committee which may have different members. Judy mentioned the 1980s notebook about the school building seems to be lost. Since Tom Frazier was the Clerk of the Works of the renovation project, he has the original plans. Nate was opposed to putting the Task Force information on the website since it was not an official committee.
  - B) Carlos Montero voiced concerns about his neighbor's personal property being in the Town's right-of-way; emergency vehicles may not be able to get by. He requested the Board speak to him. Tim offered as Road Commissioner to go see the property owner. Carlos mentioned the Class III specifications.
4. The Board reviewed the minutes of July 21<sup>st</sup> and 23<sup>rd</sup>. Nate moved to approve the minutes of July 21 as amended and July 23<sup>rd</sup> as submitted. The motion was seconded and passed 5 to 0.
5. Financial Report
  - A) The Board reviewed the orders. Jeremy moved to approve the orders. The motion was seconded. The motion passed 5 to 0.
  - B) The Board discussed the payment to Western Star. The invoice is for the new truck in the amount of \$180,000.00. The truck body will be delivered in the 4<sup>th</sup> quarter of 2026 which is about 5 months later than expected.
6. Road Commissioner's Report
  - A) Equipment update.
  - B) Been busy with roads. On Tuesday the railroad notified the Town we had to close Warren Mountain Road on Saturday at 7 a.m. through Monday at 7 p.m. for repairs to the crossing. The Town put up signs.

- C) Sullivan Hill Road – Gillespie is hammering out the ledge. Two culverts are installed. There is one more section above this project that has issues. Gillespie's will work on that since it may be ledge (the culvert is coming up).
- D) Warren Mountain Road Culvert – The State is waiting on Agency of Natural Resources for more information. The culvert is collapsing. Tim is working with the State on another culvert by Northfield Road.
- E) Nate mentioned it is a great opportunity to purchase trucks by paying in advance instead of borrowing. Nate would like the Board to think about paying in the future, possibly using surplus funds since most of it is highway related.
- F) West Hill Culvert Replacement Project – the Town received 3 bids. Rene opened the bids.
  - ECI - \$130,750.00
  - Gillespie - \$107,250.00
  - Capital Earthmovers - \$90,755.64

The Board reviewed the bid documents. Judy mentioned the project is near her house. She had previously worked with former Road Foreman Loren Bent on Town using her property. She wonders how long it will take, the traffic will be increased, can the Town install a speed bump? Tim stated the Town might be able to put up cones. The Board discussed the project further. Jeremy moved to accept Capital Earthmovers bid of \$90,755.64. The motion was seconded and passed 5 to 0.
- G) Rene gave an update on the FEMA bridge projects. The contractor expects to pave in the spring. The project will not be finished on time. There will be another meeting between GPI, contractor and Board members on August 12<sup>th</sup>.
- H) Tim mentioned the position of Road Foreman has been offered to an individual. He starts on the 18<sup>th</sup>. It was a long process to get there. The person who was hired is Kevin Hewitt; he is currently a Road Foreman at a larger Town. He lives in Hancock and has around twenty years of service. Tammy mentioned she has requested a quote for a new laptop for the Road Foreman to use. Rene stated internet has been ordered for the Town Garage. Kevin has a Class A License. Rene mentioned they had 30+ applicants and interviewed four people. He feels this is good for the Town and good for Andrew.

## 8. Unfinished Business

- A) RVS Update – The Board is working with DEC. The Board is not sure if Bridges will be at RVS in the fall based on a letter from the Superintendent. The Agency of Education has said that After School Programs do not meet the definition of a school. The Board is not sure if the testing will be reimbursable. The upfront testing cost is \$5,500.00. If a recognized school tenant is at the school, any potential remediation would be reimbursable. If no PCB is found, the Town and potential renters will have the knowledge that the building is safe. There was a discussion on previous renovations that happened at the school. The Board is in the final throws with the school for Purchase and Sales Agreement getting signed. The transaction will be November 1<sup>st</sup>. Budget and past ownership of property was discussed. If the testing finds something, the Board will apply for the BRELLA Program.
- B) The Board discussed the mowing contract. Tim stated he had talked to Claude Pedersen about getting out of the contract. Jeremy moved to authorize Rene to send an acceptance of termination of contract with prorated \$660.00. The motion was seconded and passed 4-1-0. Tim mentioned the Town's previous

mower may be interested in mowing cemeteries but asked the Board hire someone on a per diem basis for weed whacking. It was mentioned the First Settlers Cemetery needs to be mowed and weed whacked and the stones are delicate. The Third Branch and Flats Cemetery are being done by volunteers. Tim would like to not pay the mower. The Board and Tammy had a discussion on employee versus subcontractor. It was mentioned the Board could offer volunteers a gift for helping. It was noted the First Settlers and Winch Hill Cemeteries are in the worst shape. Nate mentioned the adjacent landowner has offered to mow the East Roxbury Cemetery.

- C) Project Management – Nate and Rene met with Andrew LaRosa. They talked about the RVS building. Andrew works part-time as a project manager. Having Andrew be the project manager for the Town Office and Community Hall MERP projects and possibly RVS was mentioned. Andrew will give a quote. Andrew suggested the Board keep Black River as the designer. Also mentioned was having a hazardous materials survey on the buildings. The MERP Grant would cover the cost of the project manager. Nate stated he has some bids for work to be done that he will give them. Jeremy moved to authorize Rene to contract with Andrew LaRosa as Project Manager for the MERP Grant. The motion was seconded and passed 5 to 0.
- D) The Board reviewed the draft specs for the Class III and Class III specs for Raynor Road. They specifically discussed the turnaround on Raynor Road that needs to be created. Donna moved to approve the Class III specs as submitted and the Class III specs for Raynor Road as amended. The motion was seconded and passed 5 to 0.
- E) The Board discussed the VLCT risk assessments. Some of the issues have been resolved, others are still being worked on. The Board discussed concerns at the Town Garage.

#### 9. New Business

- A) The Board reviewed the Tech Group hardware quote for the firewall which is at the end of its life and won't be able to get updates. The new firewall will have better security and will be faster. There is a \$6,000.00 price tag for the new firewall. Donna moved that we accept Tech Group's quote. The motion was seconded and passed with all ayes.
- C) The Board and Tammy discussed the MVP Health Care Plan for employees.
- D) Tammy and Anne Maxham are the only people that can access the account. There was a discussion on whether others should be added to the account. MVP is willing to meet with Tim, Donna and Tammy to discuss the insurance.

#### 10. Other Business – None

- 11. Executive Session – Jeremy moved to go into executive session to discuss real estate and RVS Purchase and Sales Agreement. The motion was seconded and passed 5 to 0. The Board entered at 9:17 p.m. Donna moved to exit executive session with action. The motion was seconded and pass 5 to 0. The Board exited at 9:39 p.m. Donna moved to ask Jim to amend the RVS Purchase and Sales. The motion was seconded and passed 5 to 0.

With no further business to discuss, the meeting adjourned at 9:40 p.m.

Tammy Legacy, Selectboard Assistant

Approved on August 18, 2025