

ROXBURY SELECTBOARD MEETING  
MINUTES OF NOVEMBER 3, 2025  
6:30PM – 10:09PM  
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: Dotti Guiffre, Elizabeth Carney, Kristen Getler, Jim Rogler, Heather Holter and Andre Souigny.

1. The meeting was called to order at 6:30 p.m.
2. No additions to the agenda but Rene added East Roxbury bridges under Unfinished Business.
3. Public
  - A) What's Next RVS Update – Kristen Getler shared the latest updates with the Board. There will be a meeting on Wednesday at the Library. There will be a virtual tour with Facilitron. If the Board have any questions, they can send them to the group or attend the meeting. The site visit is scheduled for November 14. Donna has signed up for the tour. They plan on inviting Legislative Representatives too. Kristen asked the Board how/what they would like to hear from the group from the tour.
  - B) Jim Rogler mentioned the zoom meeting is at 6:30. All are welcome. Closing of schools are happening in Vermont and other States. There was mention of an informational meeting with the public to communicate what is happening.
  - C) Planning Commissioner, Elizabeth Carney, talked about the future land use map and the boundaries of the village center. The village center could be extended in any direction. The Planning Commission may need to update the Town Plan and it would need to align with the Central Vermont Regional Planning Commissions plan. There was a discussion on what the change could mean. The map needs to be finished by the end of the year. The next Planning Commission meeting is on Thursday. There was a discussion of a wastewater system and making it affordable by adding more homes that would use it. The disadvantage could be what the requirements for developing are. The advantage would be the development to the wastewater system. It is suggested to have the change now before the mapping is complete. Elizabeth presented the gbArchitecture's preliminary design for the village center. There will be a meeting to discuss the design. Some highlights of the design are making the school parking lot smaller and putting up a warming station in the corner by Tracy Hill Road. The need to calm traffic, possibly by raising the road in front of the store or park. The Town would need to work with Vtrans for the Town to take over a portion of the road. Jeremy mentioned if the Town took over a portion, the Town would be responsible for all maintenance and that includes paving. It was noted we already have paving projects. Ideas are to help bring people to town. There were feasibility questions. Having a multi-generational space in the school. Rene mentioned a multi-generational group already looked at the school and thought Roxbury was too far away for them. Someone from gbArchitecture may attend the site visit tour.

- D) Kristen Getler mentioned she appreciates the Roxbury Free Library for the Trunk or Treat that was held at the school. Oran Twombly won for best costume. The fire department was there. It was a happy event.
  - E) Elizabeth Carney thanked them for the Food Shelf donations. They filled five bins of food.
  - F) Jim Rogler mentioned the speeding on Carrie Howe Road. He would like a speed bump installed and he is willing to pay for it. It was mentioned that speed signs and mobile base have been ordered which will be moved around town. There are issues with having speed bumps on gravel roads. Tim mentioned speed bumps and water bars are not good in the winter. It was also mentioned lowering the speed would require a speed study and that changing the speed limit may not be the answer.
  - G) Heather Holter mentioned Roots/Halloween. Boxes of item to keep are in the back room. She offered to help the Board with cleaning out the Community Hall.
4. The Board reviewed the minutes of October 20<sup>th</sup>. The Board decided to table approving the minutes of September 15 and October 20 until the next meeting.
5. Financial Report
- A) The Board reviewed the orders. Jeremy moved to approve the orders with add-ons and the potential check up to \$1,400. ( Add-ons are Mid-State Asbestos for \$14,660.00, Andrew LaRosa for \$2,201.40 and the State of Vermont for an amount up to \$1,400.00) The motion was seconded and passed 5 to 0. The Board discussed budget items and school expenses. If the Town does not receive reimbursement from FEMA by Tuesday, Tammy will have the Treasurer draw on the line-of-credit for \$400,000.
  - B) Tammy updated the Board on income received. The Town received \$132,297.35 for the West Hill Grant. The grant total was \$151,844.88, state paid \$132,297.35, town had a match of in-kind in the amount of \$2,387.24 so the Town paid \$17,160.29. The Town received for FY26 Hold Harmless in the amount of \$97,916.00 and FY26 PILOT payment in the amount of \$48,220.00.
6. Road Commissioner's Report
- A) The 2016 International Truck is back from McCloud's. The 2018 International Truck is now at McCloud's. The 2021 International Truck will be going. The Ford needs some work done and needs to be inspected. The tie-rod end for the Tractor was purchased but was the wrong one so another one will be ordered. Undercoating has been done on the 2016 International Truck by Andrew.
  - B) Grading is being done. On Pent Road they need to put in a used culvert then installing culverts will be finished for this year. Discussion on culverts.
  - C) Kevin requested the Town purchase a tool box for the road crew. There was a discussion.
  - D) The Warren Mountain Road Project by Northfield Road still needs to be paved. Tim is waiting for a quote from Gillespie, Johnson can do it. It would be done soon.
  - E) The Board has not received applications for the back-up snowplow driver. Tim will contact a possible driver. Tammy will post on FPF weekly.

- F) The Board discussed the Webster Road Bridge which the Town received a grant on. Jeremy suggested getting an assessment of the bridge. The Board discussed previous deck work. The grant expires in December of 2026. The Board could return the grant if they decide not to do it. It would not affect the Town on getting another one. The Board mentioned measuring the gap of the crack to see if it is growing and check quarterly. Jeremy mentioned that Stantek had done a study of the Town's bridges around 2016. Tammy will look for the study. Jeremy moved to instruct Tim and Kevin to return the grant for the Webster Road Bridge. The motion was seconded and passed 5 to 0.

#### 8. Unfinished Business

- A) RVS Update – Rene updated the Board on what is happening at the school. Air sampling test has been done. Nate and Rene met with First Child Finance. Rene is in touch with Little Sunshine. The School District will hand over the utilities, temperature control and TDS. Nate stated he liked the meeting with First Children Finances and crunched some numbers and it shows potential.
- B) There was a discussion on the Temperature Controls of Vermont contract, they already have a server for RVS and would get a server that would allow the Board to access remotely. There is a one-time fee of \$4,640 but can also have a maintenance contract. The server possibly will need to be replaced in five years. Jeremy moved to purchase the temperature control site license and server. The motion was seconded and passed 5 to 0.
- C) Mowing contracts were discussed. The Board discussed keeping the school, town and cemeteries separate. The Board reviewed the draft contracts. Rene stated the Cemetery Commissioners will meet on November 17<sup>th</sup> to decide what cemeteries the volunteers can mow and what should be mowed by contractor; they will also discuss where clippings will go. The Board discussed giving the volunteers who mowed the cemeteries this year a \$250 VISA card. There are unused funds from this year's mowing. Jeremy moved to authorize Tammy to arrange for a mowing appreciation card for \$250 for three volunteers. The motion was seconded and passed 5 to 0.
- D) The Municipal Planning Grant was submitted. Rene received letters of support from Fire Department, Town Clerk, Planning Commission and the Town Treasurer. We will know in December.
- E) Dog River Project Supplemental Survey – Rene mentioned there had been a meeting with different group and rivers & wetlands were there. Questioning the work that was done outside of the initial work area as being extra; the good news is that the wetlands came back and they are okay with treating that part of the work that needs to be done as part of the permit and its necessary work. Rivers is still looking into it. They are concerned about a head wall, the transition from the old to the new work and to have it be the same width and depth. A survey of the new work needs to be done; to have a profile of the stream and an estimate of how much material needs to be taken out. The Town would incur the full cost. Apply for a \$500,000 grant was discussed. Donna moved to request Dubois & King for the supplementary survey for \$5,500. The motion was seconded and passed 5 to 0.
- F) Internal Financial Control Document – The Board looked over the form submitted by Town Treasurer, Anne Maxham. After discussing the document, Rene thought it would be beneficial for the Selectboard to go to the Town's accountant to be trained on reading the financial statements. It was also noted

it is not required for Town Elected Officials and State Elected Officials to be trained.

- G) Health Insurance Options - All the same employees chose to keep the same plan. The Board discussed insurance and the need of having a group plan with other Towns. Nate moved to approve the platinum plans for employees. The motion as seconded and passed 5 to 0.
- H) East Roxbury Bridges – Rene updated the Board on the bridge projects. The bridges will be open for traffic by Christmas. The project extension has been approved. The Town may need to draw on the line-of-credit. The Board discussed the financials on the projects and what still will need to be done before the deadline. A deadline of getting all projects done by June 1<sup>st</sup> was mentioned. That would allow the invoice to be paid and paperwork submitted to FEMA before deadline.

#### 9. New Business

- A) The Board received a request from a person regarding Sunny Brook. The property owner would like to have the Board designate a headwaters. He doesn't want a neighbor to build a metal shed. Jeremy noted that every stream in Town is a headwaters to something by virtue of our geolocation. Nate is happy he bought the place and investing in it, the Town doesn't have zoning and he is free to put in a campground or whatever he wants to do with his property and the other guy is free to do whatever he wants to do. It was noted that the area is densely populated, mainly residential.
- B) The Board decided to have a special meeting on November 10<sup>th</sup> at 6:00 p.m. to work on the budget.

#### 10. Other Business - none

- 11. Executive – Nate moved to go into executive session to discuss personnel salary budgets. The motion was seconded and passed 5 to 0. The Board entered executive session at 9:27 p.m.

Donna moved to exit executive session with action taken. The motion was seconded and passed 5 to 0. The Board exited at 9:48 p.m.

Donna moved for Tim to send Tammy a reminder of the November 17 winter stipend. The motion was seconded and passed 5 to 0.

With no further business to discuss, the meeting adjourned at 10:09 p.m.

Tammy Legacy, Selectboard Assistant  
Approved on November 17, 2025