

ROXBURY SELECTBOARD MEETING

MINUTES OF JANUARY 18, 2016

7:00PM - 9:03PM

MEMBERS: Chair Shawn Neun, Vice-Chair Steve Twombly and Road Commissioner Dave McShane

STAFF: Selectboard Assistant Tammy Legacy

PUBLIC: Fire Chief Tim Martin Sr.

1. The meeting was called to order at 7:00PM.
2. Additions/Deletions to Agenda - Tammy asked the Board to discuss a letter received regarding the intersection of Ordway, Oxbow and West Hill Road under Other Business.
3. Dave moved to approve the minutes of January 4, 2016 as amended. The motion was seconded and passed with a vote of 3 to 0.
4. Public
 - a) Tim Martin discussed with the Board the new fire truck. It is probably ready to be picked up, Tim needs a check to take to Clarks in the amount of \$81,823.00. Tim will get Tammy an invoice. No extended warranty was purchased. The Board and Tim discussed the need for an extended warranty. Tim will look into the cost. The Roxbury Fire Fighters Association will pay \$20,000.00 towards the cost of the new truck which will be paid to the Town of Roxbury. The truck will be lettered soon, an invoice will be coming for that. Radio needs to be switched out, an invoice will be coming for that. Tim told Board that after the truck is lettered, he would like to have a picture taken of the truck, the Fire Fighters and the Selectboard.
5. Road Commissioner's Report
 - a) Equipment was discussed. The 2012 International was having electrical issues.
 - b) Roads are in decent shape.
 - c) Grants Update - Sally Archer submitted a memo to the Board regarding the CDBG Grant. Sally reminded the Board there is money available for a Clerk of the Works. Dave said he is talking to someone who may be willing to take the position. He will know more at the next meeting.
 - d) FEMA Update - final inspection done on Bull Run Road Project - waiting for final payment.
6. Financial Report
 - a) Orders were reviewed. Steve moved to approve the orders with add-ons. The motion was seconded and passed with a vote of 3 to 0.
7. Unfinished Business
 - a) The Board discussed whether they should accept the gift of the Third Branch Park. Shawn moved to accept the gift of the Third Branch Park. The motion was seconded and passed with a vote of 3 to 0. Steve will work on creating a deed.
 - b) Library Director Letter - Repairs to Library - Ryan Zajac submitted one quote for temporary repairs to the ramp in the amount of \$1,200.00. By consensus, the Board agreed to wait until spring. The Board would like a permanent fix.

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- c) Library Director Letter - Key to Community Hall - The Board briefly discussed Ryan Zajac's request for a key to the building. Town Clerk Tammy Legacy stated she is opposed to the Library having a key, a key is available at the Town Clerk's Office for Ryan to use and reminded the Selectboard that they have a policy regarding use of the building. Steve moved to give a key to the Library Director as long as they are using storage space. The motion was seconded and passed with a vote of 2 to 1.
- d) Tammy informed the Board she is looking at City Hall Systems as the company she would like to contract with that would enable people to use their credit card to pay for copies, dog licenses, taxes etc. There would be no charge to the Town, the user would pay a fee of a minimum of \$3.00 up to 3.2%. The Board had no objections.
- e) The Board received the Fire Marshall reports regarding occupancy and safety at the Community Hall, Library and Fire Station. (see attached). The maximum occupancy for the Community Hall and Library is 49 people and 131 people at the Fire Station.
- f) Dave moved to accept the Ancient Roads Committee Final Report. The motion was seconded and passed with a vote of 3 to 0.

8. New Business

- a) Tammy requested permission to attend VLCT Local Government Day. By consensus the Board approved Tammy's request. The cost to attend is \$45.00.
- b) Tammy informed the Board the VT Dept of Public Service invited Roxbury to participate in an energy study on the Town Office. The Town received a \$100 gift card for participating that Tammy will use to pay a portion of the previously approved election display board.
- c) Steve moved to appoint Tim Martin Sr. as Forest Fire Warden. The motion was seconded and passed with a vote of 3 to 0. Don Randall is able to issue burn permits - there are no deputies.
- d) The Board discussed a letter regarding the Mad River Resource Management Alliance Revised Draft SWIP. The letter is from VT Dept of Environmental Conservation.

9. Other Business

- a) The Board received a letter from Stephen and Judith Lusk and Adam and Katlyn Jackson regarding the intersection of West Hill, Oxbow and Ordway Roads. They feel the intersection is unsafe and would like the Board to consider reconfiguring it. (see attached) Dave will look into their request. The Board discussed whether this would qualify for a Better Back Roads Grant.

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10. a) 2016/2017 Budget - The Board worked on the budget.
- b) 2016 Town Meeting Warning - Dave moved to adopt and sign the warning for the 2016 Town Meeting. The motion was seconded and passed with a vote of 3 to 0.
- c) 2016 Selectboard Report - Steve moved to approve the Selectboard report as amended. The motion was seconded and passed with a vote of 3 to 0.

With no further business to discuss, the meeting adjourned at 9:03PM.

Tammy Legacy, Selectboard Assistant
Approve on February 1, 2016