

ROXBURY SELECTBOARD MEETING

MINUTES OF APRIL 4, 2016

7:02PM - 9:28PM

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

STAFF: Selectboard Assistant Tammy Legacy, Grants Administrator Sally Archer and Road Foreman Loren Bent

PUBLIC: Tim Martin and Don Randall

1. The meeting was called to order at 7:02PM.
2. Dave requested Bridge Inventory be added to the Road Commissioner's Report.
3. Dave moved to approve the minutes as amended. The motion was seconded and passed with a vote of 2 to 0.
4. Road Commissioner's Report
 - a) Glen Johnson is getting prices to repair grader.
 - b) VCDP Grant - Sally and the Board discussed the grant. Sally will get more information on sign specifics and bid requirements. The Board discussed whether the position of Clerk of the Works will be an employee or subcontractor, no decision made.
 - c) FEMA Update - The last of the funds have been received for the Bull Run Road Project. The amount received is \$833.33 from State and \$4,166.63 from FEMA. There are no outstanding FEMA projects. Tammy will transfer the necessary funds to the appropriate line-items in the General Fund.
 - d) Better Roads Grants - Dave is applying for a Category A for Inventory, maximum \$8,000 with 20% local match, Category B for Road Erosion for Carrie Howe Road/Warren Mountain Road, maximum \$20,000 with 20% match and Category C for Stream Bank Stabilization for Cruickshank Road, maximum \$40,000 with 20% match. Category C will need to go out to bid but Category B will be done by town employees which would be used towards town's portion and Category A would be done by Regional Planning Commission.
 - e) Repeater - Steve is working on getting the fees lowered.

At this time, the Road Commissioner stopped his report so that the public could speak.

5. Public:
 - a) Tim Martin and Don Randall discussed the maintenance on the Fire Station. They have received one bid for the siding.
 - b) Tim ask the Board about the old First Responder Truck. He asked for permission to put out to bid. The truck would be sold as is. The Board agreed to allow the Fire Department to sell the truck - they may advertise on Craig's List, the newspaper and the world. It was mentioned that the funds received from the sale should go into the Fire Department's Truck Fund.

Back to the Road Commissioner's Report

- f) Dave moved to approve the mowing contracts with the Vermont Department of Corrections. The motion was seconded and passed with a vote of 2 to 0. The cost for mowing cemeteries is \$4,500.00 and the cost for mowing Town properties is \$1,500.00. Dave moved to have Steve sign the contracts as Vice-Chair. The motion was seconded and passed with a vote of 2 to 0.

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- g) The Board discussed the Certificate of Compliance - Town Roads & Bridges Standards & Network Inventory. Dave moved to approve the Certificate of Compliance. The motion was seconded and passed with a vote of 2 to 0.
- h) Annual Financial Plan discussed. Dave moved to approve the Annual Financial Plan. The motion was seconded and passed with a vote of 2 to 0.
- i) Dave moved to send the road crew to the Highway Field Days. The motion was seconded and passed with a vote of 2 to 0.
- j) VTrans Class II Grant - This grant will be to rebuild 900 feet of Warren Mountain Road. The grant is due by April 15th.
- k) Bridge Inventory - Holden Engineering will hold their bid from last year. They were low bidder (\$6,600.00). Dave moved to have Holden Engineering do the bridge inventory. The motion was seconded and passed with a vote of 2 to 0.

6. Financial Report

- a) Orders were reviewed. Dave moved to approve orders. The motion was seconded and passed with a vote of 2 to 0.

7. Unfinished Business

- a) Steve updated the Board on the drainage issue in the village. Letters were sent to the Governor, Lt. Governor, all three Senators and both our Representatives. Senator Pollina is helping Roxbury. Tom Frazier, on behalf of Board, and Loren Bent met with the State to discuss the drainage problems. Stantek sent a letter regarding the upcoming Route 12A Project.
- b) Tammy updated the Board on the recent tax sale. One property was sold at tax sale (Robert Day).
- c) Steve took the ICS 402 class. Certain organizations in Town will need to get together to discuss the Hazard Mitigation Plan. Steve will set up the time.
- d) Tammy met with Laura Ranker from CVRPC to discuss the LEOP. Tammy is working on updating the plan.

8. New Business

- a) Tammy requested the Board approve funds for her to attend NEMCI in July. Dave moved to send Tammy to NEMCI and agree to pay cost up to the amount reduced by scholarship funds. The motion was seconded and passed with a vote of 2 to 0.
- b) Designate Office Posting and Newspaper was tabled until next board meeting.
- c) Liquor Licenses for Roxbury Country Store and Tim Martin's Auto. Dave moved to approve the liquor licenses for Roxbury Country Store and Tim Martin's Auto. The motion was seconded and passed with a vote of 2 to 0.
- d) Green-Up Day is on May 7th. Claire Chomentowski and Kim Copeland are the Coordinators.
- e) Employee Summer Hours - The Board discussed summer hours for highway crew (four ten-hour days). Tammy stated that she would like to close at noon on Fridays from May through September. She stated that she works ten extra hours each election cycle and this year there are four elections. Tammy is not paid for any extra hours she works. Dave moved to approve summer hours for highway crew from May 2nd to October and summer hours for the Town Clerk's Office (office will close at noon on Fridays). The motion was seconded and passed with a vote of 2 to 0.

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9. Other Business

- a) Drinking on Town Property/Facilities Use Ordinance - Tim Martin and the Board talked about proposed ordinance and what the Fire Department would do if the ordinance is passed. Discussed was liability to Town if something happened and ordinance would be for all town properties. Fundraising events at the Fire Station may be affected by ordinance - it was stated an umbrella insurance could be obtained by Fire Department for those events. Also mentioned was the fact that the weekly horseshoe games would need to be played some place else if alcohol was involved.
- b) Equipment was discussed. The Board will need to rent a mower for roadside mowing. Loader needs repairing. The 2016 International Truck repairs were under warranty. Loren asked if he could hire a couple of people to cut brush in April. The Board approved his request.
- c) Warren Mountain Road's ruts are getting worse. Loren will get pictures for grant.
- d) Dave drafted a letter to TDS regarding fiber optic lines for internet. Steve will type the letter and bring to next meeting.

With no further business to discuss, the meeting adjourned at 9:28PM.

Tammy Legacy, Selectboard Assistant
Approved on April 18, 2016