

ROXBURY SELECTBOARD MEETING

MINUTES OF JUNE 20, 2016

7:00PM - 9:15PM

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

STAFF: Tammy Legacy, Sally Archer and Tom Frazier

PUBLIC: Nik Sargent, Mike Dickinson, Kolbey Haupt, Tim Martin, Jeff Tromblay and Dave Santi

1. The meeting was called to order at 7:00PM.
2. There were no additions/deletions to the agenda.
3. Steve moved to approve the minutes of June 16, 2016 as amended. The motion was seconded and passed with a vote of 3 to 0.
4. VCDP Grant - Open Bids for Cram Hill Road and Thurston Hill Road Culvert Project
The Board received four bids. Chair Shawn opened the bids.
 - Bid #1 - Hilltop Construction LLC - \$129,590.00
 - Bid #2 - Tremblay Construction LLC - \$131,390.00
 - Bid #3 - J. Hutchins Inc. - \$153,635.00
 - Bid #4 - Dubois Construction Inc - \$128,733.00All four bidders had the required Bid Bond.
5. Public
 - a) The Board recognized the achievements of Fire Fighter Mike Dickinson. Mike completed Hazardous Materials Operations Level , Firefighter I, Firefighter II, FEMA's Incident Command System ICS-100 and FEMA's ICS for Single Recourses and Initial Action Incident ICS-200. Mike said he started the trainings last September and just finished in May. The Board thanked Mike for the work he has done.
6. Road Commissioner's Report
 - a) VCDP Grant - The Board discussed the four bids. There was discussion about Addendum 1 which allows for substitution of cast in place culvert. The apparent low bidder is Dubois Construction. The Board did not award the contract at this meeting. The Board will have a special meeting on Wednesday to make a decision. Tom is the Program Manager.
 - b) Steve mentioned the gravel price for Tomco gravel. There is a discrepancy from the amount per yard that the Board had approved and the current price. Dave will contact Tomco.
 - c) Better Back Road Grants - Dave announced that the Town has received Category A - Stream Bank Stabilization on Cruickshank Road. The amount of grant is \$14,066.00. Tree removal should cover the Town's portion of grant. The Town also received Category C - Inventory of High Risk Areas. The amount of grant is \$4,594.00. CVRPC will do the inventory. The Town did not get Category B - Carrie Howe/Warren Mountain Road ditching.
 - d) Equipment is okay. The grader still needs work which will be done after July.
 - e) Roads - Ditching is being done. The road crew went to a class on roadside mowing.
 - f) The State has notified the Town that Route 12A at the south end of town will be closed on July 8 at 6pm through July 11 at 6am. The State will replace a culvert that was put in after Tropical Storm Irene.
 - g) No Update on the Warren Mountain Road Project.

ROXBURY SELECTBOARD MEETING

MINUTES OF JUNE 20, 2016

7:00PM - 9:15PM

- h) The Board received a quote for salt from Cargill. Dave would like to get more quotes.
- i) No Update on the repeater. Steve is still working with railroad.

7. Financial Report

- a) The Board reviewed the orders. Dave moved to approve the orders. The motion was seconded and passed with a vote of 3 to 0. The Board reviewed the budget.
- b) The State submitted the estimated Hold Harmless figures. Roxbury's is \$\$35,742.00

8. Unfinished Business

- a) Lost Nation ATV Club - ANR approved the bridge off of Braintree Hill Road. Nik Sargent gave the Board a copy. Nik requested permission to use Braintree Hill Road then a part of Cram Hill (Braintree Hill Road to Beaver Meadow Road) for a poker run. The Board discussed the request. By consensus, they denied the ATV Club's request due to safety issues. Also discussed was policing the trails. Nik said that the Game Wardens were put in charge of patrolling trails but he did not think they have started yet.
- b) Steve gave the Board a copy of the Requests for Proposals for the Community Hall siding project. The Board revised the form. Tammy will post in the Times Argus, Northfield News and on Works in Progress.
- c) Cell Tower Update - Clay Purvis has informed Tammy that the EDA has approved the change in scope amendment. Clay will be meeting with CoverageCo for a clear design schedule for the remainder of the project.
- d) Jack Cashman sent an email to Tammy with an update on what they have been doing at the East Roxbury Cemetery. Green Mountain Memorials have done some restoration on stones.

9. New Business

- a) Efficiency Vermont Letter - No action
- b) The Abstract Grand List had been lodged on June 3rd.
- c) Ryan Zajac sent an email to the Board regarding the upcoming newsletter. If the Board would like any put in the newsletter the deadline is June 24th. Tammy will send something to Ryan regarding Route 12A closure, Community Hall siding project and Planning Commission members needed.
- d) 2016/2017 Schedule for Board Meeting - Tammy submitted a draft copy to the Board. The Board discussed the schedule. Dave moved to approve the Schedule of Selectboard Meetings for the upcoming year. The motion was seconded and passed with a vote of 3 to 0.

10. Other Business

- a) Tammy mentioned that the letter to Dave Santi regarding parking in the highway right-of-way was mailed.

11. Facility Use Ordinance - The Board briefly discussed. The Board will review the draft ordinance and discussed at the next Board meeting.

12. Executive Session - Steve moved to go into executive session with an invitation to the Town Clerk to discuss employee payroll. The Board entered executive session at 8:50PM and exited at 9:01PM.

ROXBURY SELECTBOARD MEETING

MINUTES OF JUNE 20, 2016

7:00PM - 9:15PM

13. By consensus, the Board approved employee pay increases effective July 1st.

With no further business to discuss, the meeting adjourned at 9:15PM.

Tammy Legacy, Selectboard Assistant
Approved on July 5, 2016