

## ROXBURY SELECTBOARD MEETING

MINUTES OF SEPTEMBER 6, 2016

7:05PM - 9:30PM

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

STAFF: Selectboard Assistant Tammy Legacy

PUBLIC: None

1. The meeting was called to order at 7:05PM.
2. Additions/Deletions to Agenda - Tammy Legacy requested Newsletter and Candidate Forum be added.
3. Dave moved to approve the minutes as amended. The motion was seconded and passed with a vote of 3 to 0.
4. Community Hall Siding Project - The Board received two bids for the project. They are:
  - Pinnacle Trade Works Co. - \$19,385.80
  - Coutts Property Services - \$27,879.23The Board discussed the bids. Both bidders have the necessary insurance. Jeremy moved to accept the Pinnacle Trade Work's bid and enter into a discussion to obtain price for fourth side. The motion was seconded and passed with a vote of 3 to 0. Steve will get in touch with Nate Donahue (owner) regarding bid and other work. Tammy mentioned she spoke with someone from USDA regarding grants. Tammy will meet with a representative to discuss the renovation project.
5. No Public
6. Facility Use Policy - The Board discussed the draft policy. Jeremy moved to adopt the Facility Use Policy as marked up. The motion was seconded and passed with a vote of 3 to 0. Jeremy discussed the safety of the buildings and the Vermont Fire Marshall's report. The Board agreed the buildings need to have the Fire Marshall's concerns fixed before the buildings are used by the public. It was mentioned that there is an annual function at the Fire Station hosted by the Roxbury Fire Fighters Association. Steve will draft a letter to the fire chief regarding the Board's concerns and explain the issues need to be resolved prior to the annual function. The Board will sign the letter and Tammy will mail it.
7. Road Commissioner's Report
  - a) The 2016 International Truck is having issues; it is still under warranty. The Board discussed the best way to sell the 1989 Mack truck. It has 129,000 miles and has a good dump body and wing. The Town will keep the front plow. Tammy will put a notice in the Times Argus, Northfield News, Seven Days, Burlington Free Press. Also in the VLCT Newsletter if it isn't too late and on Craig's List. The Board will have a minimum bid of \$9,000.00. Dave will give Tammy the notice to post.
  - b) Roads are in good shape.
  - c) The Repeater was mentioned.
  - d) Steve mentioned that the Board had received complaints regarding the way roadside mowing was done this year.
  - e) TCPN/Lawson Products Agreement - Dave will review the agreement. This company sells items that the highway department might purchase.

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- f) Holden Engineering sent an email regarding the Culvert & Bridge Inventory they are doing for the Town of Roxbury. They expect to have the inspections completed before the end of September.
- g) G&N Excavation will start the work on Warren Mountain Road in two or three weeks. Cram Hill Culvert Project - the culvert is in and the rest of the work should be completed this week. Thurston Hill Culvert Project - the work on walls is being done.
- h) Signs are ready to be picked up.

### 8. 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.
- b) Tammy updated the Board on the status of taxes. Current Taxes - amount collected is \$718,236.22. Delinquent Taxes - amount owed is \$79,489.49 (principal).
- c) AOT Grant Monitoring Visit - Review of Grants - Tammy informed the Board that she and Sally Archer were visited by the Vermont Financial Operations Division-Contracts & Grants Unit. Three grants were reviewed. The Town received a letter informing us that the grant files were reviewed and acknowledged that the files provided were all readily available and well organized. The next visit should be in three years.

### 9. Unfinished Business

- a) Librarian Request - The Board received a quote for the work that the Librarian thinks should be done. The quote is from Charlie Sargent for \$4,650.00. There is not enough funds in the Town's budget or reserve funds to cover this expense. The Board thought they might be able to do some of the repairs. Steve will contact Ryan Zajac, Library Director, regarding his letter and Charlie's quote. Also mentioned in the letter from Ryan was having the exterior of the Library painted by volunteers. Ryan would like the Board to cover the cost of the paint. The Board looked at the Library's budget, it was mentioned that the Library could cover the cost of the paint out of their appropriations for building maintenance. (see attached)
- b) Cell Tower Update - Tammy received an email from Clay Purvis. CoverageCo asserts that they have made actual progress on the Roxbury sites. Last week, CoverageCo came to an agreement with TDS and ordered DSL backhaul for the Roxbury sites. The modem and service installation is scheduled for the middle of September. E911 testing will occur thereafter, Clay is cautiously hopeful that the site will go live by the end of September.
- c) Sally Archer, Lister, sent a follow-up recommendation for the Errors & Omissions for the Fullam property. The Board discussed the recommendation. Dave moved to approve the Lister's request for Errors & Omissions. The motion was seconded and passed with a vote of 3 to 0. (see attached)
- d) Tammy submitted the list of owners of unlicensed dogs. They are:
  - Holly Davison
  - David French
  - Burton Lunn
  - and a renter on Steele HillDave moved to give the list of unlicensed dogs to Reggie Brown to pursue licensing. The motion was seconded and passed with a vote of 3 to 0. (see attached)
- e) Sally Archer, Lister, requested permission to attend VLCT Town Fair. Dave moved to have the Chair of the Listers attend Town Fair. The motion was seconded and

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passed with a vote of 3 to 0. The cost is \$65.00. (see attached)

### 10. New Business

- a) Tammy informed the Board that there were serious computer problems. The computer that had issues is the one Tammy uses which is the main server. ACK was able to retrieve the data but more repairs will need to be done.
- b) Abatement of late filing of homestead - Tammy Legacy, Town Clerk, made a mistake and gave this request to the Board of Abatement. The law requires abating penalties for late filing of homestead must be done by Selectboard unless they vote to have Board of Abatement handle these requests. The Board discussed the request from Penny Miller. (see attached) The reason Penny's homestead was filed late was due to her accountant's error. Penny's reasons did not fall under the statutory reasons for abating. Jeremy moved to deny the request for abatement. The motion was seconded and passed with a vote of 3 to 0.
- c) The Board reviewed the pre-buy contracts with Gillespie Fuels for the Town Garage and Town Office. Dave moved to authorize the chair to sign the Gillespie pre-buy contracts. The motion was seconded and passed with a vote of 3 to 0.
- d) Tammy informed the Board that she has hired Gloria Danforth to be the Assistant Town Clerk. (The previous Assistant resigned at the beginning of July).
- e) Tammy informed the Board that there is currently no one cleaning the office. The amount of money being offered makes it difficult to keep someone on payroll. The Board asked Tammy to contact a couple of companies and to make a list of the duties that need to be performed.
- f) Tammy asked the Board if anyone was interested in attending the VLCT Budget Workshop. Jeremy will let Tammy know if he can attend.

### 11. Other Business

- a) Newsletter - The deadline for Roxbury's newsletter is the 14th. The Board discussed what subjects they would like mentioned in the quarterly newsletter.
- b) Candidate Forum - The Board discussed possibly having a forum for candidates for Roxbury's Representatives. Tammy will look into it.
- c) Adam Sevi from Norwich University wondered if there were any projects that his students could work on. This is a senior project for civil engineering. Dave will give Adam some options.

With no further business to discuss, the meeting adjourned at 9:30PM.

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Tammy Legacy, Selectboard Assistant  
Approved on September 19, 2016