

ROXBURY SELECTBOARD MEETING
MINUTES OF SEPTEMBER 17, 2018
7:00PM – 8:20PM

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

STAFF: Selectboard Assistant Tammy Legacy

PUBLIC: Tim Martin and Nina Govoni

1. The meeting was called to order at 7:00PM.
2. No Additions or Deletions to Agenda. Jeremy moved New Business to the #4 position of agenda.
3. Dave moved to approve minutes of September 4, 2018 as amended. The motion was seconded and passed with a vote of 3 to 0.
4. New Business
 - a) Webmaster Resignation - Jeremy received an email from Andre Souigny resigning as Webmaster. Steve moved to accept Andre's resignation as Webmaster. The motion was seconded and passed with a vote of 3 to 0. The Board appreciates the work Andre has done on the website.
 - b) The Board talked to Nina Govoni about the website. Nina thought the website needed a bit of cleaning up and wanted to know what type of website the Board wanted. If Nina is the Webmaster she would train Tammy Legacy and Britney Pombar on how to post agendas and minutes. Nina would like to add more info about the Town, for instance, adding businesses in Town to the website, putting more information in the individual departments and showing people who visit the site what Roxbury is about. Wages were discussed. There is a budgeted amount that can be used on updating and maintaining the website. Tammy will contact Andre to see if he would like to continue being Webmaster until October 1st or if he'd prefer to stop now. Dave moved to appoint Nina Govoni as the new Webmaster. The motion was seconded. The motion passed with a vote of 3 to 0.
 - c) Community Hall Restoration - Steve mentioned that Eric Zuaro fixed the stairs and put the neon tape down at the entrance of the bathroom. Steve also mentioned he reached out to Jay Swann and Nate Donahue to request prices on fixing the porch. He has not heard back from them. It was mentioned that a handicap ramp is required.
 - d) The Board briefly discussed the Town Office roof. Tim Martin mentioned the water supply at the Fire Station could be used at other Town buildings. There is a lot of water that is not being used.
5. Public
 - a) Tim asked about the update on video and audio taping meetings. Jeremy said recorders could cost from \$75 to \$1,000. Retention schedule for recordings was mentioned. There were concerns with the Town's internet and the time it would take to put video and audio recordings on the website. Tammy will contact other Town's to see how they do it and will ask the Secretary of State's Office on legality of posting and the requirements of posting recordings of minutes on the website.. Tim mentioned it could be done through You Tube. No action taken.
 - b) Tim mentioned there might be a memorial gathering at the Fire Station. He wondered

if the rental fee was required for this type of gathering. He said he knew the insurance would be required if alcohol was being consumed. Tim also requested the funds for renting the fire station be deposited into the fire department's funds not the Town's general fund. No action taken on Tim's request. The Facility Use Policy had been revised but there was some confusion of the revision. By consensus, the Board waived the fee until the Facility Use Policy is reviewed.

6. Road Commissioner's Report

- a) The 2018 International Truck is at Clarks for repairs. The issues are the computer and shifting.
- b) Need rain before roads can be graded. The Board discussed discontinuing or down grading small roads that serve only one family. Currently, the Town of Northfield is in the process of discontinuing roads that have only one house on it. Other Roxbury roads that were discontinued or downgraded were mentioned.
- c) Six or seven contractors attended the non-mandatory pre-bid meeting for the Bull Run Road Project. Bids are due September 21, 2018. The Town received the Stream Alteration Permit.
- d) Salt was discussed. The Board agreed to contract with Apalachee Salt for salt. Apalachee Salt has been awarded the State of Vermont contract. Tammy will fill the form out and send to Apalachee Salt. The Selectboard will contact them when they want a delivery.

7. Financial Report

- a) The Board reviewed the orders. Steve moved to approve the orders with add-on. The motion was seconded and approved 3 to 0. The add-on is to the State of Vermont for dog license fees.
- b) The Town received \$2,240.90 for the Municipal Tax Adjustment from the State.
- c) Tammy asked the Board if they wanted to change the location of the Food Shelf line item. The Board said they do not want it changed. It is an appropriation.

8. Unfinished Business

- a) Tammy gave the Board a draft copy of the Conflict of Interest Policy. The Board reviewed the policy. Dave moved to adopt the Conflict of Interest Policy - Ethical Conduct for the Town of Roxbury. The motion was seconded and passed with a vote of 3 to 0. The Board signed the policy.

9. Other Business

10. Executive Session - No executive session.

With no further business to discuss, the meeting adjourned at 8:20PM.

Tammy Legacy, Selectboard Assistant
Approved on October 1, 2018