

ROXBURY SELECTBOARD MEETING
MINUTES OF OCTOBER 7, 2019
7:00PM - 9:15PM

MEMBERS: Chair Steve Twombly, Vice-Chair Clare St. John and Road Commissioner Dave McShane
STAFF: Selectboard Assistant Tammy Legacy
PUBLIC: Chris Lagerstedt, Norman Kinzie and Mike Dickinson

1. The meeting was called to order at 7:00 p.m..
2. Additions - Dave would like to add Fire Station under Other Business
3. Dave moved to approve minutes of September 16, 2019 and September 30, 2019 as amended. The motion was seconded and passed with a vote of 3 to 0.
4. Public
5. Road Commissioner's Report
 - a) Cram Hill Road - (Chris Lagerstedt worked on the trail portion of Cram Hill from 2720 Cram Hill Road to the property of owned by Chris. The work that was done was not approved by the Selectboard and did not meet State standards. The Agency of Natural Resources visited the site in question and had concerns about the work done.) Dave stated pursuant to State law, permit is required by the Selectboard to do any work in the Town right-of-way. It was also mentioned that Chris Lagerstedt needs a driveway permit for his land on Cram Hill Road. Chris will need to seed and mulch the part of Cram Hill Road that he recently worked on. Chris also needs to work with the Town to see what needs to be done. Dave stated ditch work needs to be done (back slope cut to grade), ditches filled so they drain to culvert and seeding and mulching. Dave stated that Chris can do the work or the Town can fix it and bill him for the cost of repairing the road. No stormwater permit has been applied for with the State. Norman Kinzie voiced his concerns about the work that was done on Cram Hill Road. Norman objects to turning the trail into a road. How will it be maintained? Steve stated the Town has no jurisdiction on what Chris does with his land. If it is turned into a commercial development, permits will be needed from the State. The Town has no intention of upgrading the road. It was also mentioned the Town will not plow that portion of road. Chris mentioned he had good intentions and met with Loren Bent (road foreman). In the past he has worked on the road and improved Cram Hill Road. It was mentioned to Chris that the Town does not own the trees in the right-of-way and does not have a right to cut trees. Chris stated he was not aware of that. Chris was told he could get the driveway permit from the Town Office or the website. And to get a permit from the Selectboard. The Board would like Chris and the Town to work together to get this resolved. Chris would like help from the Town on repairing the road. The Board did not agree to helping Chris. Chris stated he thought he had permission to work within the right-of-way.
 - b) Pent Road Right-Of-Way - A contractor is in the process of putting underground power in John Wardle's property and will allow the property owners on Pent Road have the ability to have access to power by putting lines in along Pent Road. They will need to be in the Town right-of-way. Green Mountain Power will need an easement to work in the Town right-of-way. Dave will write a letter.
 - c) Roads - more culverts to be put in. Shoulder work on Warren Mountain Road should be done on Tuesday.
 - d) Equipment - Dave moved to have Steve sign, as chair, the financial summary form with Clarks. The motion was seconded and passed with a vote of 3 to 0. This form is for the ordering of the new International Truck. The 2018 International Truck was leaking oil. It is all fixed now. The Ford Truck needs to be inspected in December. Steve suggested it get inspected now.

- e) Dave applied for a one year extension on the Warren Mountain Road Structures Grant. Paving through the Class 2 Grant will be done next year on Warren Mountain Road. The Selectboard received the easements for the Warren Mountain Road Slope Project from Dubois & King. Dave is working on obtaining the easements.
- f) Dave moved to have Steve sign the Municipal Roads Grants-In Aid Program requests for funds. The motion was seconded and passed 3 to 0. The Board signed the necessary paperwork.
- g) The Board discussed the FEMA projects. FEMA has strict rules on what they will cover. The Board will proceed with requesting funds on what has already been done. The Board discussed possibly applying for grants on the projects that FEMA would not cover.

6. Financial Report

- a) The Board reviewed the orders. Dave moved to approve orders with add on of Vermont Department of Labor. The motion was seconded and passed with a vote of 3 to 0.

7. Unfinished Business

- a) No update on West Hill Cemetery. The property owners are not available until November.
- b) No update on the town-wide reappraisal.
- c) Facility Use Policy was discussed. It was mentioned that it is confusing for the Clerk's Office on who pays to use town buildings. Also when insurance is required. Roxbury organizations can use the buildings without charge as long as the functions are open to the public. Insurance would be required if alcohol is being allowed. It was mentioned that the fire department sponsors events like funerals. Tammy mentioned she is confused on whether a funeral falls under the criteria of no charge events and it is hard to discuss the issue with the person who is grieving. It seems unfair that some people have to pay to use town buildings for events like funerals and some do not have to. She would like the policy to be more clear on this subject. Also the criteria on when insurance is required. Some people have to have insurance even when no alcohol is allowed.
- d) The Board needed to correct a couple of sections on the Local Emergency Management Plan. The corrections were made and Tammy will send to Central Vermont Regional Planning Commission.

8. New Business

- a) The Board discussed Preservation Trust of Vermont's annual visit. Their representative liked the painted Town Office. She supplied the Board with info on windows and Efficiency Vermont. Steve will contact Efficiency Vermont to see if funds are available for maintenance on building.
- b) Unifirst Contract - held until next meeting
- c) Class IV Road Policy - Dave would like a policy for all town roads - held until next meeting.

9. Other Business

- a) Fire Station - Dave asked Mike Dickinson if the fire department had purchased the fire truck. Dave noticed it was being stored in the fire station. Mike was not sure if it was purchased yet. If the Town owns it, it must be insured and inspected. It was mentioned that the fire department had previously stated they would not purchase the fire truck until it was working properly.
- b) Chris Lagerstedt asked about the policy or law on obstructing town roads. The Board stated roads are not to be obstructed but hard to enforce. Chris mentioned Jay Gilman blocks the road by parking his equipment in it. The Board suggested Chris call the State Police. Chris also asked if all driveways need to be in compliance. Jay Gilman has multiple driveways. Dave stated that all driveways need to have a permit.

- 10. Executive Session - Dave moved to go into executive session to discuss Cram Hill Road, possible legal action and personnel issue and grant easements with an invitation to Tammy Legacy. The motion was seconded and passed with a vote of 3 to 0. The Board entered executive session at 8:25 p.m.

The Board exited executive session at 9:10 p.m.

By consensus, the Board approved Dave drafting a letter regarding road permits. Also by consensus, Dave will issue Chris Lagerstedt a permit.

Tom Frazier has resigned his position as back-up snowplow driver. Tammy will post the vacancy.

Dave will work on the grant easements for the Warren Mountain Road Slope Project.

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

Tammy Legacy, Selectboard Assistant
Approved on October 21, 2019