

ROXBURY SELECTBOARD MEETING
MINUTES OF DECEMBER 16, 2019
7:00PM - 9:33PM

MEMBERS: Chair Steve Twombly, Vice-Chair Clare St. John and Road Commissioner Dave McShane
STAFF: Selectboard Assistant Tammy Legacy
PUBLIC: Tim Watkins and Roger Thomas

1. The meeting was called to order at 7:00 p.m.
2. Tammy requested Green Mountain Power and Dogs be added to agenda.
3. Dave moved to approve minutes of December 2, 2019 as amended. The motion was seconded and passed with a vote of 3 to 0.
4. Public - None
5. Road Commissioner's Report
 - a) Wood chipper has issues. Glenn Johnson is fixing the electrical issues. The Ford Truck is getting old. A couple of more items need to be fixed before it can be inspected.
 - b) Roads have been icy, a lot of sand has been used to keep the roads safe.
 - c) Warren Mountain Road Slope Project - Easements seem to be all set. Dave will create a letter to landowners in project area and a packet will be sent to them.
 - d) The Town has applied for three Better Road Grants. They are Bull Run Road slope issue, culverts on Braintree Hill Road and stone lined ditching on Cruickshank Road.
6. Executive Session - Personnel Contract

Dave moved to go into executive session with an invitation to Tim Watkins, Roger Thomas and Tammy Legacy to discuss personnel contract. The motion was seconded and passed with a vote of 3 to 0. The Board entered executive session at 7:15 p.m. The Board exited executive session at 7:53 p.m. Tim Watkins will submit the changes to the contract to the Selectboard for approval for the January 6, 2020 meeting.
7. Financial Report
 - a) The Board reviewed the orders. Dave moved to approve the orders with add-on of paying the Roxbury Country Store on December 30th. The motion was seconded and passed with a vote of 3 to 0.
8. Unfinished Business
 - a) Town Office Maintenance
 - 1) Steve measured the windows at the Town Office with the assistance of Andrew Legacy. Steve proposed hiring Andrew Legacy to help Steve install the Indow Windows. The Board discussed the Indow Windows; the Board feels purchasing these windows will be a good investment for the Town. Dave moved to approve ordering Indow Windows. The motion was seconded and passed with a vote of 3 to 0.
 - 2) The Board discussed technology at the Town Office. Clare moved to increase the internet speed with TDS to 100 MB and the static IP address. The motion was seconded and passed with a vote of 3 to 0. The current speed is 15 MB and the IP address is dynamic which allows the IP address to change.
 - 3) Tammy will contact Tech Group regarding technology issues at Town Office. Tech Group contracts with multiple towns and knows the NEMRC software. Tammy also contacted another company and looked on-line at companies. Tech Group submitted a quote for assessing the Town's needs and offering tech support. Dave moved for the Town to contract with Tech Group for an assessment for a ten hour block of consulting

time. The motion was seconded and passed with a vote of 3 to 0. The Board approved paying the Tech Group \$1,250.

- b) The Board discussed the Cram Hill upgrade request. Clare moved to send letter drafted by Steve to Rick Lincoln. The motion was seconded and passed with a vote of 3 to 0.
- c) The Board reviewed the draft Request for Proposals for the town-wide reappraisal. The Board decided the deadline for proposals will be on February 17, 2020. By consensus, the Board approved the Request for Proposal. Tammy will send the request to the approved companies.
- d) The Board discussed joining the Mountain Alliance for waste management. Dave moved for Town of Roxbury to join Mountain Alliance for waste management effective July 1, 2020. The motion was seconded and passed with a vote of 3 to 0.

9. New Business

- a) The Board received a request from Carmeta French to be appointed to the Board of Listers. The Board discussed the request. Steve moved to appoint Carmeta French to the Board of Listers. The motion was seconded and passed with a vote of 3 to 0.
- b) The Board reviewed the Cemetery Deeds for the Village Cemetery. The Board signed the four deeds for the sale of lots for the Village Cemetery.
- c) The Board discussed holiday bonuses for personnel. By consensus, the Board approved the same bonus' as last year.

10. Other Business

- a) The Board discussed the Green Mountain Power letter regarding street lights.
- b) The Board discussed Francis Jones' dogs that are still running loose. Steve will contact the Washington County Sheriff. The Board will send a letter to Francis regarding the Town's Dog Ordinance and State Statutes.
- c) Rules and statutes regarding roads was mentioned.

Dave moved to authorize Tammy Legacy, as Selectboard Assistant to send Board's contract negotiation approval to IBEW. The motion was seconded and passed with a vote of 3 to 0.

With no further business to discuss, the meeting adjourned at 9:33 p.m.

Tammy Legacy, Selectboard Assistant
Approved on January 6, 2020