

ROXBURY SELECTBOARD MEETING
MINUTES OF MARCH 16, 2020
7:04PM - 9:04PM

MEMBERS: Chair Steve Twombly, Vice-Chair Clare St. John and Road Commissioner Dave McShane
STAFF: Selectboard Assistant Tammy Legacy
PUBLIC: Ryan Zajac

1. The meeting was called to order at 7:04 p.m.

2. Organization of the Board

Dave moved to elect Steve as Chair of the Board. The motion was seconded and passed with a vote of 3 to 0.

Dave moved to elect Clare as Vice-Chair of the Board. The motion was seconded and passed with a vote of 3 to 0.

3. Added Green-Up Day, Trash Pick-Up and Dog Licenses to the agenda.

4. Dave moved to approve the minutes of March 2, 2020 as amended. The motion was seconded and passed with a vote of 3 to 0.

5. Public

a) Library Director, Ryan Zajac spoke to the Board about COVID-19 and wanted to know what the Town anticipates doing regarding being open to the public. Ryan anticipates closing the Library to the public by tomorrow afternoon. A discussion was had. Tammy stated that she plans on closing the Town Clerk's Office to the public on Wednesday; the closure will last until further notice. The office is currently closed on Tuesday for technology maintenance.

6. After Town Meeting

a) Dave moved to put off the annual appointments. The motion was seconded and passed with a vote of 3 to 0. These positions will be advertised. Dave has concerns regarding the Tree Warden position. There may be new laws passed that would affect the Town. The Board discussed the proposed changes.

b) Town Clerk, Tammy Legacy, submitted the Certificate of Financial Action from Town Meeting. Dave moved to accept the Certificate of Financial Action. The motion was seconded and passed with a vote of 3 to 0.

c) By consensus, the Board approved Steele Hill Road, the Roxbury Post Office and the Town Office as the posting locations along with the Town's website.

d) By consensus, the Board approved the Northfield News as the paper to post notices in.

e) Steve wondered if the Board would like to change the day and/or time of regular meetings. Clare stated she had no preference. Dave was unsure because of his work schedule. No action taken at this time.

7. Road Commissioner's Report

a) The new 2020 International Truck will be at Clarks in about two days. It will be checked over before being taken to Tenco for the body. The truck should be done in May. The Board discussed the invoice from Clarks for the new truck. No action taken on Clarks invoice. The Board may finance the Tenco invoice.

b) The new Ford Truck was ordered.

c) Due to COVID-19, Sugarbush has closed which will reduce the traffic on Warren Mountain Road. The road is currently passable. Steele Hill Road is in need of paving.

- d) The Board discussed Warren Mountain Road Slope Project's easements. Steve moved to approve the easement payments to Dana & Barbara Fontaine, Joshua & Melissa Axelrod and Dan & Laura Sudhoff in the amounts they requested for the Warren Mountain Road Slope Project. The motion was seconded and passed with a vote of 3 to 0.
- e) Grants were discussed. Two pavers will submit quotes for paving Warren Mountain Road. One lane needs to be shimmed and paved (one mile long). The Board will put the project out to bid. Steele Hill Road discussed; no grants are available at this time for paving projects.

8. Financial Report

- a) The Board reviewed the orders. Dave moved to approve the orders with add-ons to the Roxbury Country Store for diesel, Dana & Barbara Fontaine, Joshua & Melissa Axelrod and Dan & Laura Sudhoff. The motion was seconded and passed with a vote of 3 to 0.

9. Unfinished Business

- a) RFP's have been sent out for the Town-Wide Reappraisal. New due date is April 6.

10. New Business

- a) Flo Parzych has resigned as housekeeper. Britney Pombar will take over the position.
- b) The Town Office will be closed until further notice. Title searchers will need to make an appointment if they need to search the Town records. Tammy asked the Board if they would consider extending the deadline for dog licenses. By consensus, the Board approved the deadline of May 1st. It was mentioned if the pandemic continued for a long period of time, the Board may consider installing plexy glass so the office could be opened to the public.
- c) Dave moved to accept the Washington County Sheriff's contract. The motion was seconded and passed with a vote of 3 to 0. The new contract goes from April 1st to March 31st.

11. Other Business

- a) Green-Up Day was discussed. Dave will not be available on Green-up Day. Someone will need to be at the Town Garage to collect tires and trash. Dave will arrange for the dumpster for trash and for the tires to be picked-up and taken to an appropriate location. Tammy will contact Claire Chomentowski and Kim Copeland to see if they are interested in being the coordinators.
- b) Roxbury's Food Shelf was mentioned.
- c) It was noted that a trash collecting company had been parked at the Fire Station last week. The Board would like the owners to contact the Selectboard for permission and a Certificate of Liability Insurance will be required.

12. Clare moved to go into executive session for personnel reasons 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 8:51 p.m.

The Board exited executive session at 9:00 p.m.

Steve moved to advertise the road crew position in the Northfield News for two weeks and on the website for a deadline of April 20th. The motion was seconded and passed with a vote of 2 to 1.

The Board discussed the road crew position and advertisement.

With no further business to discuss, the meeting adjourned at 9:04 p.m.