

ROXBURY SELECTBOARD MEETING
MINUTES OF NOVEMBER 16, 2020
7:03PM – 8:47PM

MEMBERS PARTICIPATING: Clare St. John, Shane Ryan and Road Commissioner Dave McShane
STAFF PARTICIPATING: Selectboard Assistant Tammy Legacy
PUBLIC: Tim Sullivan

1. Dave called the meeting to order at 7:03 p.m.
2. Dave added Ed Carney's request under Other Business and Grants under Road Commissioner. There were no deletions to the agenda.
3. Clare moved to approve the minutes of October 19, 2020 as amended. The motion was seconded and passed with all ayes. Dave moved to approve the minutes of November 9, 2020 as amended. The motion was seconded and passed with all ayes. Tammy Legacy mentioned that Dave Santi had called her and wanted to clear up some things he had said. He misspoke when he said Tim Martin wanted full meetings recorded instead of representation, what he should have said was Tim Martin wanted the meetings recorded so he could listen to them when he wants to. Also, Dave Santi should have said that wood piles were in the description of junkyard not that they were in the junkyard law.
4. Re-Organization of the Board – Dave moved to appoint Clare as Chair. The motion was seconded and passed with all ayes. Dave moved to appoint Shane as Vice-Chair. The motion was seconded and passed with all ayes.
5. Public - None
6. Road Commissioner's Report
 - a) Roads are in good shape. Dave mentioned some of the gravel budget is being used on Warren Mountain Road. Paved a portion of Steele Hill Road, citizens are happy with work that was done, the payment for paving came out of the funds received from the State in lieu of grants being awarded. The road was disintegrating. Tim Sullivan asked why stones in Northfield were popping tires, Dave explained it was the size of the stones.
 - b) Equipment is ready for winter. The new Ford Truck should be ready by the end of the week to be picked up at Lucky's. Lights for the plow, etc. were not in the purchase price, they will need to be added to the invoice.
 - c) The Town is applying for a Better Roads Grant and the CVRPC Municipal Grant-In-Aid Program.
 - d) The Town received an extension to the Structures Grant on Warren Mountain Road. Dave is hoping to schedule the work for the first week in June 2021. The road will be closed for three weeks.
 - e) Warren Mountain Road Slope Project - Dubois & King will open the bids and will send them to the Town. The Board will need to meet to discuss and approve the bids. There were ten contractors that attended the pre-bid meeting.
7. Financial Report
 - a) The Board reviewed and discussed the orders. Shane moved to approve the orders with add-ons. The motion was seconded and passed with all ayes. The add-ons are:
 - Minuteman Press – Newsletter (Library)
 - Tim Stone – Class 2 Grant
 - North East Materials – Class 2 Grant
 - Big Tex Trailer Sales (formerly Luck's) – New Ford Truck Body/Plow

- b) Tammy informed the Board that the Town received the Better Roads Grant Funds in the amount of \$15,416.74. This project was done on Cruickshank Road.
- c) Tammy gave the Board 2021/2022 budget forms and updated 2019/2020 budget reports. Tammy mentioned the Town's CPA reviewed the Town's accounts. Things look good. There is a surplus from 2019-2020 Budget in the amount of \$45,153.31. Some of the reasons for the surplus is the Town received funds from Better Roads, less expenses due to COVID 19, increase in other income. Dave mentioned the Town's portion of the Warren Mountain Road Slope Project may be more than anticipated and the surplus funds may need to cover the excess.
- d) Due to the need to start meeting remotely, by consensus, the Board agreed to have Clare sign the orders once approved.

8. Unfinished Business

- a) The Board discussed backup power at the Town Office. Dave will get prices from Brookfield Service and Ben Bushey for on demand generators. Clare will get prices from Gillespie for setting up another propane tank.

9. New Business

- a) The Northfield Snowmobilers Inc sent the Board their annual request. They would like to use end of Cram Hill Road, end of Winch Hill Road to Bull Run Road including Winch Hill Extension and end of Drown Road (unplowed portion). Dave moved to approve the Northfield Snowmobilers Inc request. The motion was seconded and passed with all ayes.
- b) The Board discussed the employee's health insurance. Dave moved to renew with MVP with the platinum plan. The motion was seconded and passed with all ayes. By consensus, the Board agreed to renew the MVP Health Reimbursement Account.

10. Other Business

- a) Dave discussed with the Board the request from Ed Carney. A group of people would like to donate funds to purchase a property and then donate the property to the Town for a park. It was mentioned Town of Northfield has an account that is donated funds and a committee was created to oversee the funds. Ed Carney would like the Town to put the donated funds in a town account. The Board discussed the request. Town's are not allowed to purchase land without voter approval. It may not be appropriate to put non town funds in a town account. Clare will contact Jim Barlow for legal advice.
- b) Dave suggested sending a questionnaire to all town taxpayers regarding adopting an ordinance on junkyards. Other questions would be on the questionnaire. The Board agreed to Dave's suggestion. Dave will create the questionnaire for Board approval. The need to have the State enforce their own laws and regulations was discussed.
- c) The Board discussed briefly the property south of town that has an underground fire happening. It was mentioned a house was taken down/burned and a fire seems to be burning underground.

- 11. Executive Session – Dave moved to go into executive session to discuss personnel with an invitation to Tammy to join us. The motion was seconded and passed with all ayes. The Board entered executive session at 8:28 p.m.

The Board exited Executive Session at 8:37 p.m. By consensus, the Board will continue with the yearly bonus for Town employees consistent with what they did in past years.

- 12. Locks in the Town Office were mentioned. Shane will contact a company in the valley. Office maintenance was discussed. To comply with VLCT PACIF insurance, a change needs to be made on back door to have it unlocked during hours when office is open.

With no further business to discuss, the meeting adjourned at 8:47 p.m.

Tammy Legacy, Selectboard Assistant
Approved on December 7, 2020