

ROXBURY SELECTBOARD MEETING  
MINUTES OF FEBRUARY 1, 2021  
7:04PM – 7:54PM  
THIS MEETING WAS HELD VIA CONFERENCE CALL

MEMBERS PARTICIPATING: Chair Clare St. John, Vice-Chair Shane Ryan and Road Commissioner Dave McShane

STAFF PARTICIPATING: Selectboard Assistant Tammy Legacy

PUBLIC: Tim Sullivan and Doug Drury

1. Due to an unforeseen circumstance, Shane acted as Chair for the meeting. The meeting was called to order at 7:04 p.m.
2. No additions or deletions.
3. Dave moved to approve the minutes of January 18, 2021 and January 21, 2021 as submitted. The motion was seconded and passed with all ayes.
4. Public
  - a) Doug Drury talked to the Board about the need to have gravel put on Winch Hill Ext. Doug stated that no gravel has been added for about 30 years. He has talked to the road crew many times, regarding the issue. About 10 years ago, gravel was added near the former home of General Todd. Dave stated he will put this on the list and see if something can be done.
5. Road Commissioner's Report
  - a) Equipment is in good shape. The road crew have been doing maintenance on the equipment.
  - b) Roads are in good shape; more snow is coming.
  - c) Warren Mountain Road Slope Project – The project is moving along. Dave updated the Board on progress. The project is on schedule. The Resident Engineer is happy with the work so far. The 2<sup>nd</sup> payment is due to Neil Daniels. Dave would like this added to orders.
  - d) The Town has received complaints regarding people plowing into the road and not removing it. It is illegal to deposit snow into the road. The Town of Northfield plows Winch Hill Road and Winch Hill Ext. They asked us to remove the pile because they could not get their trucks through anymore. There is a resident that continues to plow into the road. Another issue is on Evans Road. Tammy will send a letter to the property owners that explains the law.
6. Financial Report
  - a) The Board reviewed the orders. Neil Daniels amount is \$70,188.50. Clare moved to approve the orders with add-on to Neil Daniels for \$70,188.50. The motion was seconded and passed with all ayes.
  - b) The Town received the quarterly highway payment in the amount of 16,147.38.
  - c) The Town received \$12,080.00 for the CVRPC-Municipal Grants in Aid Project on Cram Hill Road. Dave also mentioned that the town was awarded another Municipal Grants in Aid for next year for \$14,020.00.
  - d) Most of the grant reimbursements have been received; still waiting on the Warren Mountain Road Grant funds.
7. Unfinished Business
  - a) The Board discussed the sidewalk grant. Scoping Study Qualifications for six different firms, the Board will look at three of those firms and choose one. This does not have to go out to bid. The proposals can be looked at on line. Dave proposes to look at the firms tonight and choose the 3. Dave suggests CHA, Stantec and Hoyle Tanner. All six firms are qualified firms. Stantec and Hoyle Tanner does this type of work, we have worked with Hoyle Tanner before. The Board will review the proposals and decide at the next meeting.

- b) Town Report Distribution – Usually the Fire Dept delivers the Town Report but can not this year due to COVID and only two fire fighters usually do it. Discussion on ways to distribute the reports – mail or deliver them. The reports must be out or in mail by February 20. Tammy would like to put the reports in clear plastic bags to protect them if delivered. Tammy will have a list of volunteers for the next meeting. No decision made at this time.

8. New Business

- a) TDS sent a request to the Board. TDS is proposing putting two cross boxes in town. Run fiber from their building to the Fish Hatchery and put a cross box and fiber up Tracy Hill Road to the beginning of Beaver Meadow and put in a cross box which will increase internet for some people. It will shorten the use of copper back to the building. They would like to put in a new pole on Beaver Meadow Road and mount their cross box to it. Dave moved to approve TDS' request to add one pole on Beaver Meadow Road to install their cross box. The motion was seconded and passed with all ayes.
- b) Tammy talked to the Board about the Town's copier. It was purchased in 2014. It is getting older, making noise, acting up. We currently have an all-inclusive contract with Magee. The cost is increasing each year because the copier is getting older. There have been no issues with Magee. Tammy will contact Magee for more information.

9. Other Business - None

10. Executive Session – Dave moved to go into an executive session with an invitation to Tammy to join us. (The Board discussed legal issue for land purchase) The motion was seconded and passed with all ayes. The Board entered executive session at 7:45 p.m. The Board exited executive session at 7:54 p.m. No action taken.

With no further business to discuss, the meeting adjourned at 7:54 p.m.

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Tammy Legacy, Selectboard Assistant  
Approved on February 15, 2021