

# Town of Woodbury Select Board Meeting Minutes

December 8, 2025

## Attendees

Select Board Members: Diana Peduzzi, Lizzy Higgins, Chris Casey

Town Officials: Lilly Baron (Town Treasurer), Skip Lindsay (Recovery Officer), John Reid (Auditor), John Gordon (EMD), Jonah Meacham (ZBA Chair)

Town Employees: Alfred Larrabee (Road Commissioner), Michael Gray (WSB Assistant/Scribe)

Members of the Public: Retta Dunlap (WVFD President), Paul Cerutti (WVFD Chief)

Media: Jerome Lipani - HCTV

## Call to Order

Chris Casey called the meeting to order at 6:02 P.M.

## Adjustments to Agenda

WVFD reps might be late for the meeting. They will be placed in the agenda when they arrive.

## Approval of Previous Meeting Minutes

The minutes from the November 24, 2025 Select Board meeting were approved.

## Public Comment

None

## Town Clerk's Report

Robin was out sick. Diana shared that she and Robin met with a rep from Anderson Windows at the town office visit for an estimate on replacing the windows. The estimate was \$17,000 for 5 windows. The WSB felt this was high. There was no further discussion.

## Town Treasurer's Report

Tax revenue has been distributed across the designated funds. The HERF fund remains in the negative, which is expected at this point as the new truck was fully paid for. Over the next three quarters, we will receive Swenson's reimbursements, which will help bring this balance up. As previously discussed, an additional \$30,000 of unassigned funds from the Highway Fund will be transferred to the HERF fund balance. During the upcoming budget discussions, the WSB can determine the appropriate level of funding to allocate to the HERF for next year. We have received approximately 60% of our expected tax revenue for the General Fund, and all other line items appear to be on track. We have been billed for the Fire Department Capital Replacement Fund, third-quarter operating expenses, West Woodbury plowing by Hardwick, and have issued all appropriations

that were approved at Town Meeting. From this point forward, the remaining budgeted expenses will be primarily operational (Salaries, insurance, utilities, road maintenance) as of this meeting.

The winter road salt contract has been signed by Alfie. The price of salt has increased by 10%, from \$90/ton last year to \$101/ton this year.

Brookfield Services Emergency Generator Maintenance Contract - Lizzy spoke with Paul Cerutti/WVFD and learned the WVFD is still conducting monthly maintenance checks on the emergency generator. As decided at the 11.24 2025 WSB meeting, the WSB will go with the once a year maintenance option in the contract if the WVFD was doing the monthly checks; the WSB formally accepted the once-a-year option at this meeting.

## Auditor's Quarterly Report with John Reid

John stated that he had sent the report to the select board and all looked good regarding the town finances. A short discussion then followed about upcoming work on the 2025 annual town report which John oversees.

## Recovery Officer's Report with Skip Lindsay

The financial report forms for the state's ERAF reimbursement (\$13,500) and documents for administrative costs for 4810DR-VT (2024 flood) were reviewed for correctness, signed and then sent to the state's Department of Public Safety. The closeout for 4720DR-VT (2023 flood) is ongoing and is being revised for the actual cost of the bridge replacements for TH23 and TH24. The state and FEMA have accepted the work change documents. This change of work will see a reduction of the town's ERAF reimbursement to \$49,111.

The Vermont Public Assistance office sent an email indicating that FEMA will be expecting the return of unused funds for the bridge replacement work. Discussion followed on options of how to proceed with that request. One option would be to return what funds remain unspent and ask to be allowed to keep the funds that have been spent - which were used for mitigation projects based on state and FEMA approval. Another option is to ask to be allowed to keep the remaining funds to spend on other mitigation projects. In the end, the WSB chose to try to hold on to all the funds. Skip will write a draft letter to VEM and FEMA stating the town's request to hold on to the remaining funds for the WSB's review. Skip will work with Lilly to determine how much money remains in the mitigation account and reconcile that amount with FEMA.

## Status of FEMA Buyouts in the Village with John Gordon

John presented a Voluntary Transaction Agreement (VTA) for WSB to sign, to allow the FEMA buyout of the old fire station. The buyout would come to \$128,000 and once complete the town would be the owner of the empty property. (The town already owns the property on which the Fire Dept. was built.) The WSB signed the document. There will be a similar agreement to be signed for the other property in the town (Shattuck) pursuing a FEMA buyout. Paul Cerutti explained that whatever funds are received for the buyout, will be used by the WVFD to provide the required match for the USDA "earmark" to build the addition.

## WVFD FY27 budget and Articles for 2026 Town Meeting with Retta Dunlap

Retta reviewed briefly the WVFD budget and the articles for the Town Meeting warning. Discussion with Paul and Retta then moved to an update in the WVFD's USDA grant for the addition to the new firehouse. The architectural drawings have been submitted. Once approved by USDA, the project can go out to bid. The WVFD will need to come up with the required match for the grant. (see above paragraph)

## Road Commissioner's Report with Alfred Larrabee

Discussion with the WSB focused on the hiring of a third road crew employee. There are two prospects...the first has applied, lives in Woodbury but doesn't have a CDL license. The second has not applied yet, does have a CDL

license but lives in Waterbury. The discussion focused on the person who has applied with the key question being hiring the applicant despite not having a CDL and then providing training for the CDL and the work to be done. Chris asked how long Alfie would want to wait for a decision. Alfie has already stayed longer than he had hoped, and has kept his word that he didn't intend to leave the town short-handed. Alfie states that he is willing to assist with this training if the person seems promising. Chris suggests an interview with the applicant that includes Alfie and Peter. December 15<sup>th</sup> at 5:00 p.m. is scheduled for the interview.

## ZBA Deliberation Meeting re Swenson Quarry with Jonah Meacham

The Zoning Board of Adjustment held a hearing on November 18 on an application from Swenson Granite Company, asking for approval for some expansions. The permit is required because the quarry is a pre-existing "not conforming use" and the ZBA must find that the expansions will not result in a detriment to the community. The board has scheduled a deliberative session for December 11<sup>th</sup>. The ZBA's determination for the permit changes will be based on issues raised in the hearing. Noise, dust and traffic safety from the additional trucks were the main concerns raised at the hearing. People who requested party status were offered an opportunity to supplement their comments in writing.

Jonah offered a series of questions for the WSB and a discussion followed. The Act 250 application has been submitted by Swenson and has not been put on notice yet. Some things that the ZBA can't address will be addressed by the WSB at the appropriate stage of the process, including negotiations for the subsidy that the company has paid to the town to help with road maintenance, which hasn't increased in 15 years. The trucks hauling from the quarry is discussed, focusing on overweight permits, jake brakes, road hazards and the ability of the trucks to navigate the hill in the winter. Noise from the proposed crushing activity, compliance and enforcement of permit conditions. Another question in the discussion is whether the town ask that Swenson have more control over the trucks and the scheduling of the trucks. Chris asked Alfie for his thoughts on Cabot Road and the quarry truck traffic. Alfie mentions the bad corner at the top of the hill and that the fix for that would be a big project. The road needs more gravel regularly and a full re-surfacing with several inches of gravel, may be due. Jonah shares that Swenson has asked for comments from the hearing and that all questions and comments from the hearing and subsequent submissions are part of the public record. (A full video of the hearing is available on the town website.)

## Review Draft FY2027 Budget with Lilly Baron

Lilly began this discussion by suggesting changes for how town funds are allocated and organized within the budget. It has been recommended that the highway and municipal budgets don't have to be voted on separately as they have been for the last few years. Combining the budget amounts into one budget gives the town more opportunity to move unassigned balances between the funds. She suggests that the \$75,000 match for the Valley Lake Road culvert should be budgeted as an expense but the entire \$275,000 cost of the whole project should not be included in the budget, it would just expand things unnecessarily. She would also like to work toward having an end-of-year budget surplus roughly equal to two months of expenditures, to provide needed operational cash until taxes come in. Cost estimates for health insurance are not yet available. Wages and insurance are driving the cost increases.

Preliminary estimates for the general fund is \$633,827 (11% increase) and for the highway fund, \$867,000 (15% percent increase). This discussion will continue at the special meeting Monday Dec. 15.

# Updates and Other Business

**Town Hall-** Diana distributed copies of emails with recommendations from Rick Cannon and Mary Jo Llewellyn. that were submitted since the last meeting

**Mountain Tamers Annual Request** –the request for snow machines to use some sections of Class 3 roads, was approved. There were no changes from the prior years.

## Bills and Payroll

Bills and payroll orders were signed at the end of the meeting.

## Adjournment

The meeting was adjourned at 8:37 P.M.

## Signatures and Approval

Chris Casey \_\_\_\_\_

Diana Peduzzi \_\_\_\_\_

Lizzy Higgins \_\_\_\_\_

Date Approved \_\_\_\_\_

## Guide to Acronyms

ACO - Animal Control Officer; ANR – Agency of Natural Resources; AP – Accounts Payable; BR- Better Roads; BRIC – Building Resilient Infrastructure and Communities; CIP – Capital Improvement Plan; CR – Cash Receipts; CRC – Consolidated Resource Center; CVRPC – Central Vermont Regional Planning Commission; DHC – Department of Health; EC – Ethics Commission; EMD – Emergency Management Director; EMS – Emergency Medical Service; ERAF – Emergency Relief Assistance Funds; ET – Electronic Transfer; EWPP – Emergency Watershed Protection Program; FIRM – Federal Insurance Rate Map; FPF – Front Porch Forum; FY – Fiscal Year; GIA – Grants in Aid; HED – Hardwick Electric Department; HERF – Highway Equipment Replacement Fund; HMP – Hazard Mitigation Plan; HPD – Hardwick Police Department; H&H – Hydrological & Hydraulic; LEMP – Local Emergency Management Plan; LHMP – Local Hazard Mitigation Plan; MMA – Money Market Account; MRGP – Municipal Roads General Permit; MOU – Memorandum of Understanding; MTSC – Mountain Tamers Snowmobile Club; MVUESD – Mountain View Union Elementary School District; NEMRC – New England Municipal Resource Center; NEWT – Northeast Wilderness Trust; NRCS – Natural Resources Conservation Service; OSSU – Orleans Southwest Supervisory Union; PDM – Program Delivery Manager; POC –Point of Contact; PR – Payroll; RBT – RB Technologies; RFP – Request for Proposal; SS – Seacoast Securities; TAC – Transportation Advisory Committee; TAN – Tax Anticipation Note; TC – Town Clerk; TH – Town Highway; THO – Town Health Officer; TTr – Town Treasurer; USDA – United States Department of Agriculture; VEM – Vermont Emergency Management; VTRANS – Vermont Agency of Transportation; WCC – Woodbury Conservation Commission; WCSD – Washington County Sheriff’s Department; WHRT – Woodbury-Hardwick Rail Trail; WSB – Woodbury Select Board; WPC – Woodbury Planning Commission; WVFD – Woodbury Volunteer Fire Department; ZBA – Zoning Board of Adjustment