

# Town of Woodbury Select Board Meeting Minutes

April 13, 2026

## Attendees

**Select Board Members:** Diana Peduzzi, Chris Casey, John Gordon

**Town Officials:** Robin Durkee (Town Clerk), Lilly Baron (Town Treasurer)

**Town Employees:** Alfred Larrabee (Road Commissioner); Peter Dailey (Road Foreman); Michael Gray (WSB Assistant/Scribe)

**Members of the Public:** Graham Christie

**Media:** Jerome Lipani - HCTV

**Call to Order** Chris called the meeting to order at 6:01 P.M.

**Adjustments to Agenda** Road Commissioner's Report after Public Comment; Appointments after Treasurer's report

## Approval of Previous Meeting Minutes

The minutes from the March 23, 2026 and April 2, 2026 Select Board meetings were approved

**Public Comment** None

## Road Commissioner's Report with Alfred Larrabee and Peter Dailey

Peter reminded the WSB that the road crew is still looking for a third full time member. WSB asked Robin to put out the ad in the usual local outlets, FPF, Facebook and VLCT's job posting site.. Peter and Alfie suggest that the starting rate for a road crew worker should be \$25-27/hour. The two part-time road crew members who worked through the winter are willing to stay on a bit longer but both have reasons for not working into the summer. The grader is ready to go but rain predicted throughout this week will keep the road crew from grading to eliminate potholes in the roads. The lack of muddy spots on the roads is a welcome mystery. The 550 is fixed and inspected at a cost of \$12,000. Alfie reported that the water leak on Flat Street has been unearthed and plugged, and the repair work should be done after another day's work.

Town Garage Roof/ceiling damage - The insurance adjuster's report was submitted. The next step is to have a contractor look at the roof/ceiling and come up with a scope of work for an RFP. Alfie will study the report from the adjuster more to get a better sense of what to request. The project is likely to be above \$8,000 and will need to go out to bid. Peter, Alfie and Chris will put together a scope of work for an RFP or public advertisement.

Alfie announced that May 1<sup>st</sup> will be his last day as the town's road commissioner. He is willing to talk about future consulting management if the WSB is interested in that. Chris thanks Alfie for hanging in through the winter. Peter asks if the road crew can attend a chainsaw show and training on May 1<sup>st</sup>. on town time. This is a trade show with no admission cost. WSB approves. The road crew will also be attending the annual truck show in Barre on May 6. There is a fee for this event.

## Town Highway Grants Report with Michal Gray

VTrans had suggested the town submit applications to their Structures Grants program. After discussion with the road crew, it was decided to apply for a repaving grant to resurface Foster Hill Road and a grant to fund the engineering/design work for the culverts on Church Street and Bailey Bridge Road. Michael shares the estimated costs in the applications and that the projects, if funding is awarded, will be planned for and budgeted for FY28. The WSB approves submission of these applications which Michael will prepare. The WSB asks Lilly what the paving fund balance is and learns there is enough funds to cover the town match for the paving of Foster Hill Road this summer. It is decided to try to have that project done this summer, if the town is awarded grant funding and can get on a contractor's schedule. The road crew will also be pursuing a GIA grant that will be done in FY 28. Michael learned from his involvement with CVRPC as Woodbury's rep and in talking with VTrans and BR/GIA folks, funding aid for town highway work may be less in the near future. Michael also quickly reviewed ongoing grants and the projects they will be aiding with grant funding support in FY 27.

## Town Clerk's Report with Robin Durkee

Robin presents the contract with the Washington County Sheriff's Department and notes that hourly rates and mileage rates have gone up. \$5,000 was budgeted for this contract for FY27, and the the contract was signed for that amount. Robin reported that the loan discharge form for the Pickett property, signed at a prior meeting, was never received by the Pickett's lawyer. A new copy was provided and signed. As of this meeting, 94 dogs have been licensed, compared to 164 for 2025. Second notices will be mailed to those dog owners that have not yet licensed their dog(s). WSB signed an appointment letter for Kim Silk, who has accepted appointments as the Dangerous Building Officer and the Pound Keeper.

## Town Treasurer's Report with Lillian Baron

The General Fund is currently operating at a budget deficit of -\$85,439, this is consistent with the intake of delinquent taxes and our higher than expected FY26 costs. The Highway Fund has a budget surplus of \$208,028, and remains in a strong position. Overall, the FY26 budget remains in a net position of \$122,589 year-to-date when considering both funds. Total cash on hand is \$958,124.

Lilly proposed transfer of unassigned balance in the Highway Fund, at the end of the fiscal year, into the HERF. The WSB questions if it is okay to assign unused TH funds to the HERF without voter approval. Lilly will check on this with VLCT. Upon closing out the FEMA 2023 grant, we expect to receive ERAF/State funds (state match and admin reimbursement) These revenues should eliminate the current negative fund balance in the FEMA 2023 Flood Fund. Lilly has set up separate fund accounts for VTrans Structures Grants (covering the Valley Lake Road culvert in FY 26) and the Better Roads Grant Fund (currently covering the REI, scheduled for reimbursement in FY 28). The grant funds will periodically show negative balances, which is normal, as expenses are incurred prior to reimbursement. Finally, when reviewing total cash on hand, it is important to note that \$422,254 is currently restricted and not available for general use as we continue discussions regarding the outcome of the excess funds with FEMA.

Lilly has appointed Bonnie Collins to be Assistant Treasurer and requests the Select Board to approve the rate of \$25 an hour for the assistant treasurer's work. Bonnie will also be taking over the bank account reconciliation work that Tom Beers has been doing. Lilly also informed the WSB that the Delinquent Tax Collector will be paid a new rate of \$32/hour, starting with the next payroll cycle.

The RFP for the mowing contract will be sent out this week to the 3 contractors that usually submit a bid and will also be posted to the usual papers and social media sites. The submitted bids will be reviewed at the April 27 WSB meeting.

Lilly reviews the draft Fund Policy and the amendment for benefits to elected officials as part of the Personnel Policy with the WSB. It is planned to do a final review at the April 27<sup>th</sup> WSB meeting for approval and adoption of policy drafts.

## Town Official Appointments

Diana reviewed appointments still unfilled, including the FEMA Recovery Officer and 911 Coordinator that will be open pending Skip Lindsay's resignation from those positions. The WSB will put out a notice for the many unfilled town appointed positions. Graham Christie expressed his interest in the ZA position, sharing that he has experience with zoning and permitting processes in his prior career in Florida. Graham also expressed interest in the advertised Town Clerk position. Bonnie Collins had also expressed interest in the ZA position. John feels it would be best to check in with Bonnie to see if she is still interested, considering Graham's offer.

## Updates on Buyouts with John Gordon

The buyouts for the two flood damaged properties in the village have been completed; the town now owns both properties. John will be submitting a final financial report. With the buyouts complete, John received notice that the demolition of the two buildings has to be completed within 90 days. John will be working on the RFP for the demolition work. John also brings up other projects, related to the removal of the old fire station, that need to be considered and then acted upon. The emergency generator at the school is currently also hooked up to the old fire station. With the Town Hall designated as an emergency shelter, John recommends that the power line from the emergency generator be connected to the Town Hall. The water line and the storage water tank in the old firehouse will also need to be reconfigured, with the storage tank being placed in the Town Hall. The water source also serves the post office. The scope of work for the removal of the old fire station will be of two parts...one being the demolition of the building and second, the reconfiguring of water and power lines. Chris asks about an extension of the 90 day order; John suggests the town wait until that seems needed. It is estimated the electrical work will come to \$10,000 to \$15,000 dollars. John will get an estimate for the electrical work. Bid process may be needed.

## Local Emergency Operations Plan Update with John Gordon

John has updated a draft LEMP. The LEMP for this year is due to be adopted by June. John provided copies for the WSB to review and make any updates before approving at the next meeting.

## Recovery Officer's Report

Skip was not in attendance for this meeting but did provide a written report to the WSB. In his report, Skip stated that he had notified the WSB and VEM on April 2<sup>nd</sup> of his resignation as FEMA Recovery Officer, effective on April 24. On the same date he notified the WSB and the Vermont Enhanced 911 Board of his resignation from his position as the town's E911 coordinator. He also reported that FEMA, VEM and the state 911 board will be needing contact information for the appointments to these roles by the town by April 24.

On April 17<sup>th</sup> there will be a virtual meeting with VEM to try to resolve the issue of the work scope changes for the TH 23 and TH 24 bridge replacement work and the leftover obligated FEMA funds designated for those projects, including those funds used for other mitigation projects that the town believed were eligible mitigation projects in accordance with published guidance provided by FEMA.

## Swenson/Polycor Act 250 Hearing Application Status

Bowman (the engineering firm representing Swenson) has submitted a letter to the District Environmental Commission stating their position - they see no reason for an increase in the 6.5 cents per CF of usable granite as reimbursement to the town to pay for the added road damage caused by the heavy truck traffic.. The WSB has reviewed a letter from the town's attorney, to the District Commission, explaining why the town should be granted a hearing on this subject. Alfie met with John Reid to give him a breakdown of town highway costs and additional

services provided to keep Cabot Road open and safe for all traffic. John is helping gather data for the town's request for a higher reimbursement rate from Swenson/PolyCor. The 6.5 cent reimbursement rate was originally set in 2001. A comparison with the 2001 TH budget and the 2026 TH budget and other economic factors will be prepared for presentation to the Commission.

## Updates and Other Business

### Bills and Payroll

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

### Adjournment

The meeting was adjourned at 8:30 P.M.

### Signatures and Approval

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

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

John Gordon \_\_\_\_\_

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

## Guide to Acronyms

**ACO** - Animal Control Officer; **ANR** – Agency of Natural Resources; **AOT** – Agency of Transportation; **AP** – Accounts Payable; **BR**- Better Roads; **BRIC** – Building Resilient Infrastructure and Communities; **CDT** – Collector of Delinquent Taxes; **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; **PTO** – Paid Time Off; **RBT** – RB Technologies; **REI** – Road Erosion Inventory; **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; **TM** – Town Moderator; **TTr** – Town Treasurer; **USDA** – United States Department of Agriculture; **VEM** – Vermont Emergency Management; **VTRANS** – Vermont Agency of Transportation; **WCC** – Woodbury Conservation Commission; **WCL** – Woodbury Community Library; **W/CFS** – Woodbury/Calais Food Shelf; **WCSD** – Washington County Sheriff's Department; **WHRT** – Woodbury-Hardwick Rail Trail; **WSB** – Woodbury Select Board; **WPC** – Woodbury Planning Commission; **WNRCD** – Winooski Natural Resources Conservation District; **WVFD** – Woodbury Volunteer Fire Department; **ZA** – Zoning Administrator; **ZBA** – Zoning Board of Adjustment