Town of Woodbury Select Board Meeting Minutes

March 23, 2026

Attendees

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

Town Officials: Robin Durkee (Town Clerk), Lilly Baron (Town Treasurer); Bob Martin (Zoning Administrator)

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

Members of the Public: Daniel Koenemann & Lucas Goldfluss (Winooski Natural Resources Conservation District); Paul, Pat& Daniel Grandy; Amy Smith; Larry Ferno; Retta Dunlap (WVFD President); Paul Cerutti (WVFD Chief)

Media: Jerome Lipani - HCTV

Call to Order Chris called the meeting to order at 6:05 P.M.

Adjustments to Agenda None

Approval of Previous Meeting Minutes

The minutes from the March 9, 2026 and March 15, 2026 Select Board meetings were approved

Public Comment Retta requested that the WSB hold a discussion or public hearing for town

residents to have a conversation about Act 181, proposed changes to Act 250. She feels the restrictions/regulations for private land owners, especially in rural districts, like Woodbury, are way out of bounds. Retta also asked how much land in Woodbury is in the current use program. Diana thought the listers could find that number.

Town Clerk's Report with Robin Durkee

Robin announced that the MVUESD proposed budget revote will be held at the Town Hall on March 7th, 10-7. There will be an informational meeting on the MVUESD budget on April 2nd, 6 p.m. at the Hardwick Elementary School. gymnasium. Robin has been confirming town appointments that were up for renewal and also listed those appointments that are not filled: Energy Coordinator, Solid Waste District Rep, Tree Warden and several Planning Commission seats are open. The annual contract with the Washington County Sheriff's Department has been received. Robin noted that the WCSD hourly rate has gone up to $68/hour and the mileage rate has increased to 72.5 cents/mile. The WSB will review the contract at their next meeting. Robin reported that only 39 dog licenses have been issued so far, with the deadline looming for residents to license their dogs on April 1st.

Winooski Natural Resources Conservation District (WNRCD)

with Daniel Koenemann and Lucas Goldflusss

Daniel and Lucas, of WNRCSD, reviewed some suggested erosion/ phosphorus prevention techniques that could take place on town owned property in Woodbury Village. These are part of the larger project WNRCD is undertaking "The Sabin Pond Initiative" trying to interest property owners adjacent to lakes and streams that are a part of the Kingsbury Branch watershed in Woodbury. Their goal is to reduce phosphorus loading into the Kingsbury Branch, which eventually flows into the Winooski River. The two areas they focused on for this meeting are town properties (and soon to be town properties from the buyout program John is overseeing) in the village on either side of Route 14. They also designed plans for the area behind the old firehouse, Robin explained that that is not town property, it is owned by the Woodbury Fire Auxiliary. Dan and Lucas restate, as they have previously, that WNRCS suggestions are not mandates. This is true for all the work they will be suggesting in Woodbury to private landowners and the town. They currently have no funding for these works. If landowners wish to take up WNRCD suggestions, WNRCD will work with landowners to help secure funding to implement those suggestions. Dan and Lucas discuss their suggestions for the town owned property and other streamside property in the village, and then explain the program to some Woodbury Lake landowners who were present. See the HCTV recording for the full discussion.

Road Commissioner's Report with Alfred Larrabee and Peter Dailey

Peter reported that the road crew was able to get a load of salt after being without any for almost a month. The Ford 550 is now at the Ford dealership undergoing the necessary repairs. Alfie checked on replacement costs which he found to be very high. Alfie met with the PACIF insurance adjuster on the roof repair/replacement issue and is waiting for the report. Plans can't go ahead until we know how much money would be available and what PACIF recommends, before any decisions can be made about repair or replacement of the garage roof . Since the racoon families have trampled and degraded any insulating value, there is a lot of heat being lost. At the site visit, the adjuster felt the best route would be to remove the sheetrock ceiling to do the repair work. This would require a great deal of prep work beforehand and disrupt the use of the garage for a significant amount of time. Alfie feels it might be better to remove the roofing and try to do as much work as is affordable in a larger scale of roof repair than may be covered under the insurance adjuster's suggested scope of work. Discussion followed on various repair/replacement scenarios for the town garage roof and other garage improvements. The adjuster also requested the town get an estimate for the repair work. Chris suggested that a temporary fix may be what is possible for the present as the town continues to look at what needs to be done to improve or even replace the building.
Michael had one last VTrans document, the Annual Financial Plan, to be signed by the WSB. Michael, the road crew and the town treasurer will be meeting with VTrans for its annual check in.

Town Treasurer's Report with Lillian Baron

Lilly presented an amendment to Section 4. Insurance of the school lease. The amended changes incorporate more specific language for terms of coverage but does not change insured amounts. Lilly also presented a draft of a Fund Balance Policy for the WSB to consider. The purpose of this policy is to establish clear expectations for maintaining an appropriate fund balance to manage risk, address unforeseen expenses, and support long-term financial stability. It also outlines how the Select Board will respond to year-end surpluses or deficits. The WSB asks questions about the draft and will review and take up at its April 13 meeting.
Lilly also presented a revised draft of the town's Personnel Policy that completes the work on the policy started, but never finished, by previous select boards. She explains that the major change from the current policy is separating benefits that are offered to elected officials, primarily the town clerk and town treasurer and their assistants, from the old policy, for clarity, and incorporating benefits specific to elected officials in a separate amendment to the personnel policy. Robin stated that she thought Michael was hired to work on the personnel policy. Michael answered that he felt he was not hired to work on the policy exclusively but was asked by the WSB to work with Lilly to complete the work on the policy and to charge the town for his time as the WSB assistant. (Michael was on the previous select board mentioned and did the bulk of the work, with advise from VLCT, to formulate and present suggested policy changes that were then discussed and reformed to the whole select board's satisfaction). Michael met with Lilly initially to get Lilly up to speed on what the

previous select board was working to accomplish and shared how he felt this should be done. Lilly began background work on the suggested change, consulted with VLCT and showed willingness to get this plan "right" as discussed with Michael. At this point in the process Michael felt Lilly "got it" and could do the work on her own, allowing Michael to pull back and devote his time to other interests. Michael stated that the draft Lilly was presenting, with the separate amendment for elected officials, is what VLCT had advised. The WSB will review the personnel policy and its elected official amendment and agreed to discuss at a future meeting.
Lilly suggested that some ($20,000) of unassigned fund balance be transferred to avoid a deficit in the general fund. The transfer would come from unassigned leftover funds from the prior year in the highway budget and be placed in the general fund. Diana moved to approve the transfer of the funds and the WSB approved.

Updates on Buyouts with John Gordon

The real estate closing on the Shattuck property occurred last Friday, March 20th. The closing on the old firehouse will hopefully happen next week. John will need to make a correction on the closeout agreement to correct a date. Retta and Paul requested that the WVFD be able to store equipment in the old firehouse after the closing. John stated that to do that there will need to be an amendment to the closing agreement. The WSB okays the WVFD storing equipment beyond the closing date and authorized John to sign on the WSB's behalf. Retta will provide the amendment text. The town will also need to have liability insurance for the two closeout buildings, until they are demolished.

Recovery Officer's Report

Skip was not in attendance for this meeting but did provide a written report to the WSB, the jist of which was there is no news as FEMA is still out on furlough with the shut-down.

Town Official Appointments

Manuel O'Neill was appointed to the Slyvia Jackson Fund committee. Sara Hedrick was appointed to the Woodbury Conservation Commission. Bob Martin wishes to step down as the zoning administrator but is willing to continue as an interim assistant ZA to help train a new ZA. He recommended Graham Cristie; Diana will contact Graham.

Swenson Granite Company Act 250 Permit Application

Robin reported that the old entrance to the quarry was shut down by the Mining Safety and Health Administration (MSHA). This eliminates one of the quarry's proposals for truck traffic to and from the quarry. The WSB has requested an ACT 250 hearing; the quarry (Polycor) has 15 days to respond.
Alfie was asked to work up some cost estimates for repaving of the paved section of Cabot Road and resurfacing the gravel section as well as costs for the work needed to address the sharp corner at the top of the hill by the new quarry entrance/exit.

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 4/13/26

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; **LEOP** – Local Emergency Operations 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; **ZBA** – Zoning Board of Adjustment