

Town of Woodbury Select Board

March 10, 2025

Draft Meeting Minutes

Select Board (WSB) Members: Lizzy Higgins; Diana Peduzzi; Chris Casey

Town Officials: Robin Durkee –Town Clerk; Lilly Baron–Town Treasurer; Skip Lindsay–Recovery Officer; John Reid -Auditor; Stephen Murphy-Town Moderator

Town Employees: Alfred Larrabee–Road Commissioner; Michael Gray–WSB Assistant/Scribe

Members of the Public: None

Media: Jerome Lipani - Hardwick Community Television - HCTV camera broke down shortly into the meeting. The remainder of meeting was recorded via ZOOM.

Chris called the meeting to order at 6:03 P.M.

Adjustments to Agenda: Organizing the WSB was added. Executive session was added, citing 1VSA 313(a)(3)

Meeting Minutes – 02.24.2025 WSB meeting minutes and 02.27.2025 pre-town meeting minutes were approved.

Public Comment –None; There were no zoom attendees.

Woodbury Select Board Governance: Diana nominated Chris to chair the board for the coming year. Lizzy seconded and he was approved. Lizzy nominated Diana to be the board clerk and she was elected. Diana was also assigned to sign the overweight permits for the town. The WSB designated the Times Argus to be the newspaper of record for legal notices. The WSB meeting schedule shall remain as is – second and fourth Mondays each month at 6 PM in the Community Room at the Woodbury Library. Chris mentioned the possibility of having occasional “working meetings” with a lighter agenda of guests.

Town Clerk’s Report: Robin thanked all those who helped with Town Meeting.

Robin created a report of attendance at town meetings from 2010 to 2025. The numbers show a steady decline in attendance, from an average of 129 voters from 2010 to 2017 to an average of 95 voters from 2018 to 2025, with the last three years 2023, 2024 and 2025, showing the lowest numbers. Years 2021 and 2022 are exceptions to this count because Australian ballot voting was conducted, due to COVID public meeting restrictions. In those two years, the number of residents voting was higher, 316 and 229 residents respectively, in those years paper ballots were mailed out at state expense.

Brookfield Service submitted a proposed contract for maintenance of the generator at the school. There are two options - an annual maintenance for \$900 or twice-yearly, for \$1,600. Last year the twice-yearly was chosen. The generator also serves the (old) fire station which serves as the Emergency Operations Center for the town. We need to know how that will change with the new fire station. The WVFD has been doing regular maintenance checks monthly – will that continue? Lizzy will call Paul Cerutti to ask about the state inspection, the WVFD’s monthly check of the generator, and plans for the future if the new station will have it’s own generator.

Town Meeting Wrap-Up: with Stephen, John and Robin – All felt that town meeting went well. Elections and budget votes were finished before the lunch break, leaving the “non-binding issues” to be taken up after lunch.. The state reps David Yacavone and Saudia LaMont addressed the meeting just before lunch, as planned. The presentations and discussion were very brief.

Eighty six voters signed in that day. John pointed out that attendance has not increased with the town's switch to holding Town Meeting on Saturday. He also pointed out that only 53 voters turned out for the school budget votes on Tuesday, March 4th. He wondered whether we should re-consider moving the meeting to Saturday. Saturday meetings conflict with school vacation for many families, and attendance has not increased. The change to Saturday was in response to a survey and complaints that people could not take a week day off from work to attend. Should there be another survey? John offered to put together a survey, and the WSB will consider it.

Town Treasurer Report: For the previous two weeks – 02/25/2025 to 03/10/2025 - total cash received was \$7,766.33, of which \$7,222.53 was made up of delinquent tax payments and \$543.80 from copies and dog licenses. There was a large electronic transfer of \$815,215.37 from FEMA for the TH23 and TH24 bridge replacement projects. There was also an electronic transfer of \$90.00 for a state of Vermont recording fee. Payroll came to \$9,772.14 and accounts payable totaled \$18,297.25. Transfers from checking to the MM totaled \$800,000.00.

Diana asked whether a separate "reserve fund" should be established to make sure that the use of the "two bridges" FEMA grant including the "leftover" funds will be easier to track in the accounting system. Lily explained that there already is a FEMA fund account total listed in the "Due From/Due To" page of the monthly report. Upon further questioning it appears that there is one line item for 2023 FEMA and a second line for 2024 that has a confusing title..

The total 2Bridge money has reached our bank account \$815,215.37 – so why is the total for that line item now showing \$787,102.15? Two weeks ago the line item read -27,691.12? Lilly will check into why the negative number in the 2/24/25 report. After the two bridges are completed, there should be at least \$500,000 that we will be able to use for other mitigation projects.

Lilly, Brandy and Skip have struggled to get the SAM.gov/CAGE/FEMA GO registrations necessary for FEMA and other federal grant work. For some reason this has not been as easy as in prior years. Lilly discovered that the USPS address for the town office was listed incorrectly. She has corrected this listing and will resubmit the corrected address in the SAM.gov registration form.

Town Appointments: Robin sent inquiries to residents of all town appointed positions whose terms were due to end in 2025. The following appointments were made:

Road Commissioner - Alfred Larrabee.- one year

First Constable – Andrew Delaney – one year

Animal Control Officer – Ed Dumas – one year

Pound Keeper – Kim Silk – one year

Dangerous Building Officer – Kim Silk – one year;

Recovery Officer – Skip Lindsay

Planning Commission - Michael Gray – 4 years

Zoning Board of Adjustment –Rick Cannon and Michael McGlynn – 3 year terms

Conservation Commission – Michael Gray and Chad Wohler - four year terms;

Central Vermont Regional Planning Commission Rep – Michael Gray – one year

Emergency Management Director – John Gordon...has not responded;

E 911 Coordinator – Skip Lindsay – one year

Tree Warden – Jim Schweithelm...will NOT continue;

NEK/CVFiber Board – John Reid as delegate; Michael Gray as alternate – one year terms

CVRPC Transportation Advisory Committee Rep – Michael Gray – one year

Woodbury Fund Committee – Robin Durkee, Alex Peltz, Gary Smith, Natalya Zahn – one year

Norman Etkind will NOT continue; Grady Neill and George Sawyer have not responded;
Sylvia Jackson Fund Committee- Ginger Etkind, Michael Gray and Diana Peduzzi - one year

Road Commissioner Report: with Alfie Larrabee – The road crew is dealing with snow and rain in its upkeep of town roads and is preparing for mud season. Gravel piles at the town garage are frozen at the moment. The sand pile is holding up. The 2014 10 wheeler is fixed; an electronic sensor had failed. The town's grader is set to go but will need new tires soon. The grader will be used to push back snow banks in hopes of helping the roads dry out. VTrans has sent the annual letter about posting the roads for mud season. Alfie will put up the posters when appropriate and will oversee any requests for exceptions to road use during the time the roads are posted.

Recovery Officer's Report: with Skip Lindsay – As noted in the Treasurer's Report, the FEMA dedicated funding for the two bridges has arrived and is secure in our bank account, we hope. After the two bridges are complete, there should be over \$500,000 that can be used for other mitigation projects (each will require FEMA approval and accounting, same as always). Skip will be working to clarify FEMA procedures and documentation as we plan for additional projects. Culvert replacements at Bailey Bridge Road and Church Street were mentioned. Skip suggested that the town form a small committee/working group to identify possible mitigation projects. Skip and Danielle continue to account for their administrative (labor) costs that will be reimbursable to the town after the bridge work is done. The finish of the bridge work for TH23 and TH24 will complete the projects under 4720DR-VT – the July 2023 flooding. Projects listed under 4910DR-VT, the July 2024 flooding have been documented and submitted to FEMA but are still waiting to be "in process mode".

VTrans Structures Grant & EWPP and BRIC Grants Updates: Michael shares that the BRIC grant application for a Buck Lake Brook Watershed study has been submitted and is being reviewed by VEM. Michael and Keith Cubbon of CVRPC will continue to aid with this review process. The town will need to make the submission of this grant to FEMA through FEMA GO (GO stands for Government Operations) and will have until April 15th to submit the grant application. Currently that process is stalled until the town can re-register with SAM.gov. The Cabot Road/Buck Lake Brook EWPP grant has been awarded but engineering work is stalled awaiting the town's SAM.gov registration and current federal confusions on funding for the NRCS.

Michael has started work on a VTrans Structures grant for the replacement of the culvert on Valley Lake Road in the village center. Engineering design by Ruggles Engineering was completed through a previous VTrans Structures grant. There are several yearly update forms that will need to be completed before the grant application can be submitted. A meeting with VTrans District 6 staff is planned.

Updates and Other Business: Cacky Peltz contacted Diana to ask about the process to change the speed limit on Bailey Bridge Road from 35 to 25 mph. Discussion followed on the legal process to change the speed limit. Michael encountered a similar request when he was on the WSB. The road would need to be monitored (traffic counts) for traffic use and an established procedure would be required for the formal change. The WSB will research the process, look at our Traffic Ordinance and the VTrans Orange Book for guidance. In the meantime, placing "No Outlet" or "Not a Through Road" sign at the beginning of the road may help. There are not many residences on the road. Diana also received an email from the Meyer family concerning Nichols Dam Road. They are requesting a meeting to discuss whether the road can be established as a "pent road". The Orange Book describes what a pent road is. This discussion will be placed on a future WSB agenda. Skip and

Michael brought up the placement of “Bicycles May Use Full Lane” signs as recommended by the Planning Commission and approved by a previous WSB a couple of years ago. The sign posts have been purchased but the signs have not been ordered. Alfie will order the signs.

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

Executive Session: The WSB voted to enter an executive session at 7:50 p.m., citing 1VSA 313(a)(3) The Executive session was closed with no action taken.

The meeting was adjourned at 8:05 P.M.

Diana Peduzzi _____ Chris Casey _____

Lizzy Higgins _____ Date Approved _____

Guide to acronyms: **ACO** - Animal Control Officer; **AP** – Accounts Payable; **BRIC** – Building Resilient Infrastructure and Communities; **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; **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; **PDMG** – Program Delivery Manager; **PR** – Payroll; **RBT** – RB Technologies; **RFP** – Request for Proposal; **SS** – Seacoast Securities; **TAC** – Transportation Advisory Committee; **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; **WHRT** – Woodbury-Hardwick Rail Trail; **WSB** – Woodbury Select Board; **WVFD** – Woodbury Volunteer Fire Department; **ZBA** – Zoning Board of Adjustment;