Town of Woodbury Select Board Meeting Minutes

November 9, 2026

Attendees

Select Board Members: Diana Peduzzi, Chris Casey
Town Officials: Graham Christie (Town Clerk); Lilly Baron (Town Treasurer)
Town Employees: Peter Dailey (Road Commissioner); Michael Gray (TH Admin. Asst., WSB assistant)
Members of the Public: Robin Durkee
Media: Jerome Lipani – HCTV

Call to Order
Chris called the meeting to order at 6:02 p.m.

Adjustments to Agenda
USDA/NRCS EWP update placed in the road report. There will be no buyout update as John was unable to attend this meeting.

Approval of Meeting Minutes
The minutes for the 10/26/2026 WSB meeting were approved.

Public Comment
Michael states that at the recent WCC meeting, members were unaware of the reasons for the increase in town taxes and suggests the WSB again try to get the word out for the increase.

Road Report with Peter Dailey
The road crew has the town trucks ready for the arrival of winter.
The concrete slab under the salt shed is deteriorating and is being removed, to prepare for pouring of a new slab.
Peter also announced the road crew will stay on its 4 day week,10 hour days schedule, instead of the previous four and a half day winter schedule. The day will start at 5:30, giving them extra time to stay ahead of the school busses The day will end at 3:30.
Peter would like to revisit the alternate re-routing of the sharp corner on Valley Lake Road that was under study a few years ago. The corner is dangerous for traffic, has always been impossible to maintain and is a source of erosion into a nearby stream. Discussion of this possibility follows. The WSB is open to the idea and the landowner is still open to the land swap that was proposed to allow the change. Diana feels strongly that an engineer should be involved to design any re-alignment. Peter believes that it should be a project by an outside contractor. There has never been a budget estimated or approved for the project.
Michael shares that the USDA/NRCS EWP project for Buck Lake Brook/Cabot Road is now in the process of developing an RFP for a design contract. Lincoln Frasca of CVRPC has been asked and accepted the role of putting together the draft RFP. Once the draft is finished, sometime in December, it will be reviewed by the WSB and USDA/NRCS before the final draft RFP is put out for bid. A list of potential civil engineers with sufficient experience to best understand the complex situation is being developed to receive the RFP.

Coe & Coe Architects Town Garage Study Proposal with James Coe
James Coe has visited the Town Garage and developed a phased plan for the WSB to use in deciding what steps to take for needed improvements to the Town Garage. He listed several small-town town garages his firm has designed. They are also the designers for the addition to the new Woodbury fire station. The proposal is for a pre-design study of the town garage with a cost of $10,000 for the study. The pre-design study would serve as a stepping stone to provide information for discussion and planning for possibilities concerning the town garage. James proposes three deliverables included in the study...

1) Total cost for the fix of the present problem with the roof and ceiling for the insurance claim.
2) Possibilities for the upgrade of the existing shell of the garage.

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3) The elimination of the present garage to create a new building on the current site.

Lilly reported on the status of the PACIF/VLCT insurance payment for the ceiling/roof; which is still on hold. She stated that the town could accept the payment and would still be able to request more if the proposed study determines repair of damages would cost more. Options on how to proceed are discussed. It is decided that the town will accept the amount offered by PACIF-$40,000 and ask for a statement in writing from PACIF that there could be more paid to the town if it is determined that their estimate was inadequate. Peter was asked what the status of the roof/ceiling is at the moment. He said that nothing has been done yet and that the ceiling still has several holes. He plans on covering the ceiling holes with foam board insulation to help keep the heat in the garage this winter. Diana moved to approve the study proposed by Coe & Coe. Chris noted that John Gordon had recently emailed that he approved the proposal. The contract was approved.

Town Clerk's Report with Graham Christie

Graham presented the yearly service contract for the elevator at the town office. The fee is $425. Robin confirmed this is the same amount as last year's contract. WSB approved the contract. The special town meeting minutes have been completed by Stephen Murphy, the town moderator. The WSB will review the minutes and approve at their next meeting. Graham has two forms, an Act 154 Good Standing Certification and a Municipal Resolution Form from the Department of Housing and Community Development (DHCD) that need to be signed by the WSB. These forms are in regard to the municipal planning grant that Graham, as the town's zoning administrator, is hoping the planning commission will submit to DHCD. The WSB requests time to review the forms. Graham closes his report by saying he survived his first general election and thanks Robin and the many volunteers that assisted on election day.

Town Treasurer's Report with Lilly Baron

Total cash on hand at the end of October was $2,769,594 with $700,00 more collected since the end of October. In November, these funds will be dispersed to the Library, Cemetery, Highway Fund and HERF. The education funds will also be disbursed in November. Grant expenditures in are currently showing a negative balance as the town waits for reimbursements for projects that have been completed. General fund expenditures generally run higher during the first half of the fiscal year, largely due to the to the annual appropriations and payments to non-profits as well as town designated funds, like the library, cemetery and the WVFD. The Highway Fund is showing a year-to-date deficit of $128,928. Overall, the town's operating funds collectively show a positive year-to-date variance of $2,632,865. It is anticipated that the budgeted line item for diesel fuel will exceed what was budgeted for FY 27. The town's health insurance is up for renewal, with the monthly individual premium increasing from $1,216 to $1,283. This represents an annual increase of about $680 per employee for the town's share and $800 in total premium costs for each employee.

There is a new draft MOU from Hardwick for West Woodbury winter road maintenance with proposed costs of $9,500 (FY27), $12,000 (FY28) and $12,600 (FY29). The WSB consents to moving forward with this draft MOU. Lilly suggests that the WSB start looking ahead for anticipated projects and costs that would allow for an element of financial planning that would aidt he yearly budget proposal process. She'll also be looking at the current budget to determine changes that might be incorporated. All this in hopes of developing a budget that addresses current needs while also preparing for future projects and expenses.

Swenson Act 250 Permit

Diana reported the quarry's Act 250 permit has been approved and that the increase in reimbursement to the town is a part of the permit. The District Commission has approved the project application that was submitted a year ago. The project involves expansions to the quarry footprint, over a number of years, and addition of a crushing operation to ease the problem of storage of waste granite (grout). The complete permit can be seen here: woodburyvt.org/2026/11/20/swenson-granite-co-act-250-permit-agreement-with-town

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Planning Commission Applicants

The WSB has received three applications for appointment to the Planning Commission. Lilly Baron, Michael Boisvert and Jerome (Jerry) Hatch were appointed to four-year terms. Beth McCollough had recently been appointed at a previous WSB meeting. Michael will contact Jim Schweithelm and Andrew Delaney, current PC members, to get a meeting in place ASAP. There needs to be a Planning Commission chair to sign the application for a municipal planning grant that Graham is hoping will aid in the coming work of updating the zoning ordinance.

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 7:40 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; **COI** – Certificate of Insurance; **CR** – Cash Receipts; **CVRPC** – Central Vermont Regional Planning Commission; **DHCD** – Department of Housing and Community Development; **ELPDA** – East Long Pond Dam Association; **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; **GF** – General Fund; **GIA** – Grants in Aid; **HED** – Hardwick Electric Department; **HERF** – Highway Equipment Replacement Fund; **HF** – Highway Fund; **HMP** – Hazard Mitigation Plan; **H&H** – Hydrological & Hydraulic; **HO** – Health Officer; **LEMP** – Local Emergency Management Plan; **K –** thousand**; LHMP** – Local Hazard Mitigation Plan; **MMA** – Money Market Account; **MRGP** – Municipal Roads General Permit; **MOU** – Memorandum of Understanding; **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; **PR** – Payroll; **PTO** – Paid Time Off; **RBT** – RB Technologies; **RC** – Road Commissioner; **REI** – Road Erosion Inventory; **RFP** – Request for Proposal; **ROW** – Right of Way; **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; **VDH** – Vermont Department of Health; **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; **WEC** – Washington Electric Co.; **WNRCD** – Winooski Natural Resource Conservation District; **WSB** – Woodbury Select Board; **WPC** – Woodbury Planning Commission; **WVFD** – Woodbury Volunteer Fire Department; **ZA** – Zoning Administrator; **ZBA** – Zoning Board of Adjustment; **ZO** – Zoning Ordinance

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