

Town of Woodbury Select Board Meeting Minutes

November 10, 2025

Attendance

Select Board (WSB) Members: Diana Peduzzi, Chris Casey

Town Officials: Robin Durkee (Town Clerk), Lilly Baron (Town Treasurer), Bonnie Collins (Lister), John Reid (Auditor), Bob Martin (Zoning Administrator), Jim Schweithelm (Planning Commission), Skip Lindsay (Recovery Officer)

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

Members of the Public: Brian Voigt (CVRPC Senior Planner), MaryJo Lewellyn, Carol Ray

Media: Jerome Lipani (Hardwick Community Television). The meeting can be viewed at hctv.us or Channel 1080.

Call to Order

Chris Casey called the meeting to order at 6:00 P.M.

Adjustments to Agenda

The Request for Proposal (RFP) for the Town Report Printer was added to the Treasurer's Report section.

Approval of Meeting Minutes

The minutes from the October 27, 2025 and November 3, 2025 WSB meetings were reviewed and approved.

Public Comment

No public comments were made during this meeting.

Town Clerk's Report

Robin Durkee presented an Access Permit application submitted by Carol Ray, which had already been reviewed and approved by Alfred Larrabee. The Select Board signed the permit. Robin also submitted errors and omissions on the Grand List, as identified by Ron Wells (Lister), for the Select Board to sign, which they did. The chimney patching at the town office has been completed. The Vermont Department of Labor sent a notice regarding a new format for municipal job postings.

Town Treasurer's Report

Tax payments collected by the October 30th deadline totaled \$3,125,502.95, with additional payments that may still arrive. The NEMRC accounting service reported delinquent taxes totaling \$243,322.31, which should decrease as mailed payments are processed. Lilly Baron expects the final delinquency amount to be slightly above the usual historical range.

Currently, the General Fund balance is high because all tax revenues are initially deposited before distribution to other accounts. This week's check warrant includes two payments to the school district totaling \$2,368,422.16. After these payments, \$605,562.09 will be transferred to the Highway Fund, representing its share of tax revenue, and \$90,000 will be placed in the Highway Equipment Replacement Fund (HERF).

Insurance costs, halfway through the fiscal year, are already near budgeted amounts for FY26. Reasons for increased insurance costs include higher valuations for town-owned properties (including the school and library), claims such as

flooding at the town office and workers compensation, and inflation. There is some uncertainty about whether coverage for the school building includes both the building and its contents.

Regarding the highway budget, the maintenance line for the LoPro truck exceeded the budget due to maintenance identified during annual inspections and the expiration of the truck's warranty. Alfie and Lilly recommend allocating more funds for older equipment in future budgets.

Town Report Printing RFP

John Reid reported that three bids were received for printing and mailing the town report: Accura Printing/Jet Services (\$4,717 for one year), L. Brown & Sons (\$4,259 for one year), and REPRO Printing (\$2,762 for one year, \$2,674 for two years, \$2,577 for three years). John recommended awarding the contract to REPRO Printing for three years, noting their past reliability and service. REPRO will handle mailing, with postage billed separately. The Select Board approved a motion to award the three-year contract to REPRO Printing at \$2,577 per year for 550 copies of an 80-page report, as specified in the contract.

Town Hall

Mary Jo Llewellyn, an Architectural Historian and Woodbury resident, discussed the physical state of the Town Hall and efforts to secure funding for improvements to make the building usable year-round and preserve its structure. The Woodbury Town Hall is listed on the Historical Register and is considered Vermont's oldest town hall still in use. In 2022, Jan Lewandoski, a specialist in historic buildings, inspected the hall and raised concerns about the integrity of the beam on the front wall, which is close to the granite steps and susceptible to rot.

Mary Jo and Rick Cannon examined the area behind the granite steps. One suggested solution—cutting back the granite steps—would be costly. Lewandoski recommended installing flashing between the building's wood and the steps to prevent moisture damage. Rick also recommended removing lower clapboards and installing flashing down to the cement wall supporting the sill.

Mary Jo also observed evidence of powder post beetles in the wooden floor joists beneath the building. Flooding events have caused erosion under the building, leading to pooling water and creating an environment conducive to beetle infestation. Chris Casey recommended gathering information and cost estimates for remedies, and Mary Jo will research solutions for the beetle problem.

Lister's Report

Bonnie Collins reported that NEMRC, hired for the town-wide property reappraisal, informed the Town that the process will not begin until 2028 due to a shortage of contractors. The reappraisal is required by the state, and residents have started asking questions about the timeline. Bonnie prepared a draft FAQ for inclusion in the town report and general distribution.

Regional Future Land Use Map

Brian Voigt, CVRPC Senior Planner, provided background on Act 181 of 2024 and changes to Act 250. Vermont's Regional Planning Commissions are now required to update regional land use maps according to unified statewide standards set by VAPDA. CVRPC is currently updating its map, with a final draft expected in December. This will be submitted to the state Land Use Review Board for compliance. Brian discussed changes in data and criteria for the map and clarified that the regional land use map is aspirational, not a zoning bylaw. It will influence future permitting but is unlikely to differ significantly from the town's current map.

Recovery Officer's Report

Skip Lindsay updated the Select Board on disaster recovery efforts for 4720DR-VT (2023 flood) and 4810DR-VT (2024 flood). For 4810DR-VT, FEMA has handed administration to the state, all required documents have been signed, and the town can expect approximately \$13,500 in disaster relief funds. For 4720DR-VT, FEMA raised concerns about bridge projects, specifically whether all work was completed and the difference between actual costs and obligated funds. The state assured FEMA that the work was inspected and completed. FEMA has expressed concerns about "deobligation" of leftover funds from bridge work, though previous communications indicated these funds could be used for other mitigation projects. Skip is compiling a record of communications and will monitor the situation and remain in contact with the state recovery officer.

Town Highway Staffing Report

Chris Casey announced that Peter Dailey accepted the position of Road Foreman. There has been limited response to the search for a new Road Commissioner. Alfie Larrabee will continue in a part-time interim role to train Peter for management duties. An advertisement for a third road crew member has been posted.

Swenson Granite Company

Swenson Granite Company has applied for an Act 250 permit amendment to expand the quarry site, including increasing the quarry area and grout storage. The company plans to crush grout on site for up to 45 days and sell finished product to the construction industry, with up to 20,000 cubic yards of product per year. This may increase truck traffic on Cabot Road to a maximum of 50 loaded trucks (100 round trips). The Zoning Board of Adjustment will hold a hearing for non-conforming use on November 18 at 6 PM in the Town Hall. The ZBA must determine whether the expansion will result in greater detriment to the community.

Road Commissioner's Report

Alfred Larrabee reported ongoing work to prepare trucks for winter. The new truck and the repaired 2024 truck are ready for service, and the 550 will serve as the salt truck. The bucket loader is scheduled for a hydraulic pump flow test to determine repair costs and duration; a rental may be needed if repairs cannot be completed quickly. The road crew has been unable to grade roads due to persistent rain, as grading during wet conditions would worsen road quality. At least two days of dry weather are necessary for proper grading.

Updates and Other Business

Chris Casey had questions regarding the draft Personnel Policy after reviewing it; Diana Peduzzi had not yet reviewed the policy. The Select Board will add the Personnel Policy to the agenda for the next meeting.

Lizzy Higgins could not attend this meeting, and the Local Economic Impact Grant—her topic of concern—was postponed until the next meeting.

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

The meeting was adjourned at 7:45 P.M.

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.

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