

**Town of Woodbury Select Board**

**April 14, 2025**

**DRAFT Meeting Minutes**

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

**Town Officials:** Robin Durkee –Town Clerk; Lilly Baron–Town Treasurer; John Gordon – Emergency Management Director; Skip Marchesani, IT Manager

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

**Members of the Public:** none; no zoom participants

**Media:** Jerome Lipani - Hardwick Community Television (Meeting can be viewed at hctv.us or Channel 1080)

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

**Adjustments to Agenda:** Add an Executive Session near the end of the meeting pursuant to 1 VSA 313(a)(3)

**Meeting Minutes** – March 24, 2025 minutes were approved.

**Town Clerk's Report:** Robin reported that Paul Council responded that he would accept appointment to another term on the Conservation Commission, and he was so appointed.

The WSB mentioned other open volunteer positions still unfilled - including Health Officer, Tree Warden, Solid Waste District Board representative, and at least two Planning Commission seats. A Front Porch Forum post will be prepared.

Dog licenses are still down from last year – 114 so far. 70 less than last year. Postcard notices will be mailed.

**Town Treasurer's Report:** For the previous two weeks – 03/24/2025 to 4/14/2025 - total cash received was \$27,718.25, including delinquent tax payments of 13,026.85, prepaid property tax of \$3,000, \$6,970 from recording fees, fleet permits and a VLCT refund and the final total from the library's Pie Breakfast \$4,722. Electronic transfers came from Swenson (\$7,671.99) and the State of VT - \$11,014. Payroll came to \$17,293 and accounts payable totaled \$40,515.

Lilly is continuing training with Brandy and has started the on-line accounting courses. She's working with John Reid to develop a reporting format that is more useful to the WSB.

**Town Official Emails** – with Skip Marchesani – Skip described options – free emails like gmail or yahoo, do not provide any security. Paid secure annual licensed subscription emails, through RB Technologies, offer internet security and also will assist with the preservation of email records per state requirements. RB offered two options M365 Business Basic \$72 per year or \$6/month per each email, for a total of \$216 per year. Or M365 Business Standard, \$150 per year (\$12.50/month) or \$450 per year for 3 users. These accounts will be accessible from any device (phone, laptop, etc) where there is internet access (WIFI) There will be some training involved. After a lengthy discussion – the board the board voted to choose the Business Basic. RB will set up our emails as follows – first name dot last name @woodburyvt.org.

**Flood Damage Buy-outs** – with John Gordon, Emergency Management Director John relayed the good news that the two applications he submitted have been selected for funding – 3664 VT RT 14 (the original fire station) and 3665 VT RT 14 (Shattuck residence) The approved project budget to acquire, demolish and restore

the two sites is \$537,368.42. These are not FEMA buy-outs, they come from the Flood Resilient Communities Fund (FRCF) managed by Vermont Emergency Management (VEM).. A Final Mitigation Project Requirement is that the Town present a title search to confirm the ownership of the land on which the Fire Station sits, and confirm that the Fire Station is the only building on the parcel (otherwise a subdivision might be necessary). Diana will find an attorney who can do the title search in a timely manner. There are a couple of other requirements that the treasurer will fulfill.

The budget includes money for project management. John reported that VEM inferred that they may have money for other flood resiliency projects. Since federal funds have been denied for a couple of projects Michael has been working on, this may be an option to pursue.

The Local Emergency Management Plan for the town also has to be updated, copies were provided to the board members to suggest updates, and the responses should be made to John by the next meeting date.

**Road Commissioner Report:** with Alfie Larrabee – Roads are holding up, the crew has been grading and adding gravel in muddy spots. They are doing maintenance work on the excavator.

There have been issues about some driveway culverts – who is responsible for driveway culverts that get clogged and need to be replaced or re-set? Generally when a new driveway is put in, the owner installs the culvert as part of their driveway construction, but there are many older homes with small culverts that have never been upgraded. In one case, a culvert under a town road has funneled debris that ended up clogging a residential driveway culvert. Discussion about who is responsible in such cases, Alfie asks for guidance. The board concluded that Alfie should judge whether the failure of a driveway culvert was due to town road runoff, and not just poor maintenance by the homeowner. If the road runoff and storm damage has created the problem, he can offer to have the town replace the culvert if the homeowner will pay for the culvert – typically a few hundred dollars. If it turns out that this policy is subject to abuse (the town replaced his culvert, why won't they replace mine?) then we will have to re-consider.

**Recovery Officer's Report:** with Skip Lindsay – Skip was not available – no report.

**Scoping Committee Report** – Chris reported from the meeting with Alfie, Skip L and Michael to begin listing some flood control projects that could be funded with the “extra” FEMA funding allocated for the two bridge replacements. Skip had prepared two lists, one of road projects and one of town building projects. Some projects might be do-able by the road crew sooner than waiting to hire a contractor. Regarding the Town Office building, new roof, windows, drainage ditch behind the building, Chris and Lizzy have volunteered to do some cost estimates for the building improvements. A second meeting between Alfie, Michael and Skip will take place next week and a preliminary list should be available for the next WSB meeting.

**VTrans Structures Grant:** with Michael Gray – Michael and Alfie met with VTrans District 6 reps on Thursday, March 27<sup>th</sup>, to go over the VTrans Structures grant application for the Valley Lake Road culvert replacement. Nate Sicard designed the VLR culvert and he suggests that projects be put out to bid in the late fall / early winter when contractors are planning for their next season. Nate's cost estimate from a couple of years ago, was \$275,000. The VTrans cap on such projects is \$200,000. **(or is that an annual cap?)** The town would have to budget for that match in FY 2027. In the meeting with VTrans, Michael asked whether the town would be eligible to receive a similar amount of money in subsequent years, and whether the two culverts close to Rt 14 (Bailey Bridge Road and Church Street) might be candidates for that grant program.

**Updates and other business:** Chris continued the discussion about changing the format of select board meetings in the future. Starting with the next meeting (April 28) he suggests holding that meeting in the Town Office and limiting the number of reports, only as needed – and this would be more of a “work meeting” for the

WSB, with a lighter scheduled agenda and more time devoted to tasks the select board needs to address. Both meetings would necessarily be duly warned and open public meetings. **(with zoom access?)**

**Executive Session:** At 8:10 the board voted to enter Executive session to discuss an employee/employment issue as allowed in 1 VSA 313(a)(3).

The Executive session was closed at 8:30. No action was taken.

**Other Business:** The bills and payroll orders were reviewed and signed.

**The meeting was adjourned at 8:50 P.M.**

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

Lizzy Higgins \_\_\_\_\_

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

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

**Guide to acronyms:** ACO - Animal Control Officer; AP – Accounts Payable; BEAD – Broadband Equity, Access and Deployment; BRIC – Building Resilient Infrastructure and Communities; CR – Cash Receipts; CRC – Consolidated Resource Center; CUD – Communication Union District; CVRPC – Central Vermont Regional Planning Commission; CVSWD – Central Vermont Solid Waste District; 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; NEK/CV – NorthEast Kingdom/ Central Vermont CUD; 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; VCBB – Vermont Community Broadband Board; 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;