

Town of Woodbury Select Board

August 25, 2025

Meeting Minutes

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

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

Town Employees: Alfred Larrabee–Road Commissioner

Members of the Public: none

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 – Rob Gildener request, Pam Ankuda request, Discuss Personnel Policy

Meeting Minutes – August 11 and August 18 minutes were approved

Town Clerk's Report : The Board of Civil Authority held the bi-annual checklist meeting as required by state law. After reviewing the checklist, the BCA identified 47 listings of people who they believe have moved away and must be challenged. Three on the checklist have died and three “duplicate” entries were cleaned up.

A check for \$1,500 was received from Caledonia All Terrain Travelers to go toward the repair of flood damage on the Rail Trail. These repairs have been completed as part of the mitigation funds that remained after the two bridges were completed. Diana asked Skip Lindsay whether there is a way to contribute that money toward the FEMA-funded project and he advised that it would be better to keep the money separate. There may be other rail-trail improvements that could be done with that money such as guard rails at the big landslide from 2023. Robin will review the minutes from the last Rail Trail committee meeting to see what was intended.

The WSB approved a previous request from Robin, to increase the pay rate for the Assistant Town Clerk Pam Ankuda to \$20/hour, and to allow her to receive pro-rated paid leave benefits, (sick, vacation, personal and holiday) based on her regular work schedule of 18 hours a week. The Personnel Policy states that the ATC can be given paid leave benefits if approved by the TC, with approval of the WSB. She is not requesting any other benefits.

Treasurer's Report: Property Tax Bills were issued on August 14 with help from Brandy. Payments are being received, and there have been several questions about the rate increase.

Union Bank provided a proposal for a Tax Anticipation note, up to \$315,000 at 5.75% fixed rate for one year. This would only be used in an emergency. Approved.

There was further discussion about how the “premium assistance” benefit should be calculated. Lilly researched past practices and found no guidance in the new or older personnel policies. In recent years the town has paid the entire amount of the spouse's premium contribution. In the current case, the spouse's employer has increased the employee contribution significantly. To maintain the most recent

practice, the town will pay the entire employee's spouse's premium contribution. Lilly pointed out that even with this increase, the town greatly benefits by NOT paying the entire health insurance (85%) for a family policy.

Lilly will be sending out the bid request for heating fuel – 5,000 gallons of LPG and 200 gallons of #2 fuel oil. Bids will be opened at the Sept. 8 meeting.

CVRPC has asked the Town to participate in the Emergency Mutual Aid Agreement, this agreement sets up a system through which member towns can request assistance from nearby towns with equipment, manpower, materials, as needed during an emergency. Participation in this system insures that such aid can be included in FEMA funding requests, similar to how outside contractors are paid and submitted to FEMA. In order to participate, primary and backup requesting and aiding officials must be appointed. (can be the same person). John Gordon and Michael Gray were suggested.

All the bills for the two bridges have been paid.

Chris reported on a meeting with two Calais officials – Town Administrator and SB Chair, to start discussions about types of resources that could be shared in the future.

Recovery Officer's Report : Skip Lindsay – Skip reported on the status of FEMA details, more forms were signed and submitted. 2024 disaster work is finished, the FEMA portion has been paid (\$143,825) and the state portion (\$13,468) remains unpaid. For the 2023 damage, both bridges are complete and invoices received. Work was high quality. Skip is submitting the paperwork for those projects to be closed out. (funds are already in the town's account) He's not sure what the state portion will be, possibly 7% of the total.

Other mitigation projects – two contractors attended the site visits for the roof replacements and bids are due . 9/4. The RFP for the basement waterproofing project has been issued, site visit set for August 27 and bids are due Sept. 25. The board reviewed the RFP for window replacement, to be ready to be approved at the 9/8 meeting. A Gantt chart was prepared for each project.

Three of the other identified mitigation projects have been completed and three are awaiting design work from Nate Sicard. Lilly warned that if the town spends more than \$750,000 of federal money in one fiscal year, a single audit may be required. Skip and Lilly and Alfie will be meeting to figure the final tally of the work that has been completed, what remains and whether some projects can be deferred until 2027.

Road Commissioner Report: Alfie Larrabee – Within the last year the WSB authorized Alfie to shop for a new truck to replace the older of the plow trucks. A company in NH had many trucks available in their yard when he first visited, and the price was around \$200,000 including all the plows, etc. Since then, Alfie has learned that all of the available trucks have automatic transmissions. Both Alfie and Peter would prefer a manual transmission but it would take another year and a half to special order one. Also, the trucks on the lot are not set up for plowing, all the extra equipment will have to be installed and it may take up to 90 days to be ready to go. Plus, the price is now up to \$299,617. If we wait another year, the price would likely be much higher. Trade-in has not been discussed but Alfie would prefer to keep the existing older truck for use as a spare. The price includes full undercoating and an extended warranty. The WSB voted to authorize Alfie to order the truck.

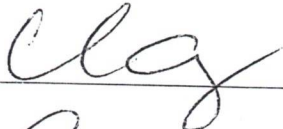
Work on the Wilbur Road project is underway, the road will be closed temporarily.


Other Board Business – Road Commissioner advertisement, job description and application were approved. John Reid will post them on the web site and Robin will put the ads in the local papers for three weeks.

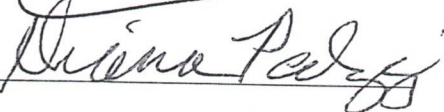
Alfie would like to leave his work with the town by October 1st, but he will not leave until we find a replacement and he will train the replacement. He just does not want to plow snow. If we can find a third truck driver to plow snow, he would be willing to consider working on the management part of things, he is flexible and has repeatedly said he does not want to leave us in a bad situation.

Bills and payroll orders were signed before the close of the meeting.

The meeting was adjourned at 8:10 P.M.

Chris Casey 

Lizzy Higgins 

Diana Peduzzi 

Date Approved 9/8/25

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; **PDM** – Program Delivery Manager; **POC** –Point of Contact; **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; **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;