

# Town of Woodbury Select Board Meeting Minutes

December 22, 2025

## Attendees

Select Board Members: Diana Peduzzi, Lizzy Higgins, Chris Casey

Town Officials: Robin Durkee (Town Clerk), Skip Lindsay (Recovery Officer), John Gordon (EMD)

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

Members of the Public: Retta Dunlap (WVFD President), Dan Koenemann (Winooski Natural Resources Conservation District, WNRCD); Carol Ray

Media: Jerome Lipani - HCTV

## Call to Order

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

## Adjustments to Agenda

Dan Koenemann with an update on the Sabin Pond watershed improvements; Robin's Town Clerk Report is added to the agenda; there will be no Town Treasurer Report. John Gordon arrives at the WSB meeting after the formal adjustments are made and the WSB places him in the agenda also. Work on the FY 2027 budget is tabled until December 29<sup>th</sup>.

## Approval of Previous Meeting Minutes

The minutes from the December 8, 2025 Select Board meeting were approved.

## Public Comment

None

## Sabin Pond (Woodbury Lake) Watershed Action Plan with Dan Koenemann

Dan provided a spreadsheet that highlights priority projects for potential improvement of water quality in Sabin Pond. There are plans to hold a public meeting on the suggested improvements in the future, most likely in the summer. Dan explained that the improvement projects in the spreadsheet are suggestions only and there is no mandate for any of these projects to be completed, although funding may be available for willing landowners. Dan focused on 3 projects that are associated with town property (FEMA buyouts that will become town property) in Woodbury village involving the Kingsbury Branch and Buck Lake Brook. After brief discussion of the projects Dan asks if the WSB would be willing to pursue them and give the go ahead to WNRCD to begin design work; the WSB gives the okay to WNRCD to do the design work. Work on any of these projects, should they happen, would not start until the summer of 2027.

## Status of FEMA Buyouts in the Village with John Gordon

John has the Voluntary Transaction Agreement (VTA) forms for the 2 FEMA buyout projects in the village. One was signed at the previous WSB meeting but a needed correction was made, requiring that it be signed again. The WSB signed both forms.

John also mentions that he was contacted by Michael Sadler about a possible voluntary radio communication system in Woodbury and Calais to be used for emergencies. The WVFD and the town road crew have radios for communication. Alfie shares that the road crew's system is poor and could use improvement. John will contact Michael and give him Alfie's contact information.

## Traffic Safety in Woodbury Village with Retta Dunlap

Retta requests the WSB consider a crosswalk and traffic warning lights in the village to allow WVFD members and town residents to cross Rte. 14 safely when arriving at the Fire Station. This conversation began a few WSB meetings ago when Robin brought up concern for the WVFD as trucks enter Rte. 14, and limited sight distance for northbound cars. A recent grant notice from the AOT, sent to the town from CVRPC, offers funding for public safety projects, prompting an email discussion between Michael Gray and Retta of possibilities to resolve this concern using grant money. Michael spoke with Keith Cubbon of CVRPC and was told that the grant program was focused on town/city highways and not projects that involve state routes.

Keith also agreed with the need for a crosswalk and warning lights in the village and felt that VTrans might have funding available. Keith stated in that discussion that he would contact Michelle Redman, VTrans District 6 manager to discuss this with her and get back to the town after the holidays.

Retta reported that the furnace in the WVFD's auxiliary building is defunct and will need to be replaced. This building also serves as the home base for the Woodbury/Calais Food Shelf, and the heating system is shared. The WVFD is working out what to do about this and will keep the WSB posted.

Robin mentions that the school warning sign by the fire station has been knocked down. She will call VTrans to let them know.

## Town Clerk's Report with Robin Durkee

lit has been very quiet at the town office. She is working on the town report. She will be checking emails and phone messages at the town office over the holidays. Robin also mentioned that the new furnace at the town office has been fixed and that the problem with its functioning properly was due to a build up of condensation.

## Road Commissioner's Report with Alfred Larrabee

The road crew has been focused on snow plowing. The interview with an applicant for the third full time road crew member had to be postponed. Alfie would like to schedule a new interview as the applicant is still interested in the job. Alfie and the WSB set a date of December 29 at 5:00 p.m. for the interview. An accident on Old Quarry Road is discussed briefly that involved a car going off the road and crashing into a car parked at the top of Quarry Road. No details are known.

## Recovery Officer's Report with Skip Lindsay

4810DR-VT (2024 flood) is ready to be signed off; Skip is waiting for the financial form to be sent for him to sign. This should conclude all work on 4810DR-VT. The close out for 4720DR-VT (2023 flood) is ongoing. The work scope changes for the two bridge projects have been accepted and the FEMA/VEM award amount has been reduced from the original amount. Skip has been in communication with a representative from VEM who has taken issue with the change of the scope of work for the TH23 and TH 24 bridge projects, having changed from the original preliminary cost estimate from DeWolfe Engineering, to the actual work scope developed for the repairs by Nate Sicard that resulted in significantly lower cost. VEM is claiming that they – FEMA/VEM were not notified of the change in the

scope of work. Skip has provided them with the email exchanges regarding this subject, which proves that the changes were sent to FEMA but apparently never recorded. VEM/FEMA has now approved the change to the projects. The discussion has moved to, whether the town will be required to return the difference between the original approved project among, and the final actual costs, some of which has already been expended on other mitigation projects. A draft letter to VEM has been prepared by Skip and is approved for sending by the WSB. Skip is trying to resolve the “leftover funds” and VEM’s “deobligation” (taking back) of those funds before the FY 2027 proposed budget needs to be submitted for the town report.

## Town Report

John Reid has provided a list of reports that need to be submitted for the Town Report, and by whom they are usually prepared. Robin will provide him with an updated mailing list which he will amend to insure that only one report is mailed to each household. Reports are needed by January 13<sup>th</sup> and the FY2027 proposed budget will need to be completed and sent to him by January 20<sup>th</sup>. Robin and Diana will work on updating the lists of Elected and Appointed Officials. Robin states that she is doing the town report dedication. The notice of the town reappraisal, discussed with lister Bonnie Collins a few meetings ago, should also be in the report.

## Updates and Other Business

### Swenson Act 250 Application

Diana reported that the ZBA held a deliberative session on December 11. The ZBA will be holding another deliberative session in January. The Swenson Quarry has submitted its Act 250 application but the application is not yet complete. The applicant still needs a permit from the town’s ZBA to provide to the Act 250 Commission. Carol Ray had a series of questions about the application, the ZBA and the process and procedures related to the ZBA and Act 250. These procedures are mostly dictated by law - for example, the right of the ZBA to hold deliberative sessions that are not open to the public. She hopes there will be another public hearing but the WSB cannot determine that.

### Town Hall

Robin reported that the water to the town hall has been shut off, and will be re-connected when the monthly potluck supper is scheduled.

### Bills and Payroll

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

### Adjournment

The meeting was adjourned at 7:41 P.M.

### Signed by:

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

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

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

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; **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; **WNRCD** – Winooski Natural Resources Conservation District; **WVFD** – Woodbury Volunteer Fire Department; **ZBA** – Zoning Board of Adjustment

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