

Town of Woodbury Select Board

October 27, 2025

Draft Meeting Minutes

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

Town Officials: Robin Durkee –Town Clerk; Lilly Baron – Town Treasurer

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

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 6:08 P.M.

Adjustments to Agenda: None

Meeting Minutes: 10.13.2025 and 10.16.2025 WSB meeting minutes were approved.

Public Comment: None

Town Clerk's Report: Robin has been helping Lilly with incoming property tax payments as the October 30th deadline approaches. There has been little recording activity. Robin has received more complaints about rats from residents along Bliss Road. No one seems to know exactly where the outbreak is coming from or why. Robin reported that she has had her last appointment with the doctor who treated her hand injury, and she is no longer in pain.

Town Treasurer's Report: Access to the Tax Anticipation Note is now available but will only be used if necessary. Lilly will be keeping office hours Tuesday, Wednesday and Thursday evenings next week to accept property tax payments before the Oct. 30 due date. Lilly presented a draft of an Equipment Replacement Schedule for highway equipment that will lay out the necessary data about each piece of equipment, when it might need to be replaced and how much money should be budgeted each year.

Health Insurance 2026 Update - The town's current MVP health insurance will see a small increase for 2026 of \$13.10 for each employee. The town covers 85% of the monthly cost, with the employee responsible for the remaining 15%. The town's monthly expense for each employee will increase by \$11.00 each month; the employees' cost will increase by \$2.00 a month.

Personnel Policy (PP) - Lilly has prepared an outline for a single unified PP that includes an additional section to specify the benefits offered to the town clerk, town treasurer and their assistants. The WSB will review the PP and be prepared for further discussion at their next meeting.

CVRPC Mutual Aid Agreement – John Gordon has agreed to be a town representative to the CVRPC committee; two members have been requested by CVRPC. John has suggested the WSB/Lilly check in with Paul Cerutti. The WSB suggested that perhaps another member of the WVFD would be willing to take this position, since Paul already fills numerous roles.

Town Report Printing and Mailing – John Reid has prepared a draft RFP for the printing and mailing of the Town Report. The RFP asks bidders to suggest single or multi-year estimates. The WSB approved the RFP.

Bonus Flood Recovery Funds - Diana reported on the \$10,000 the town received from the Vermont Flood Recovery Office “to assist with flood recovery from the July 2023 Floods in the FY24 budget adjustment act.” There are only two requirements for use of these funds – The funds are not to be spent on projects which are eligible for the (FEMA) public assistance program, and we must retain records of the expenditures until the records retention period for projects related to the July 2023 floods (DR-4720) has elapsed to allow your community to demonstrate to FEMA that there has been no duplication of benefits. Diana made a motion to authorize Lilly to place the money in the Town Building Maintenance Reserve Fund. Discussion followed with Lilly suggesting that any decision regarding the funds be done during the upcoming FY 2027 budget work. The WSB voted on Diana's motion with Diana voting YES and Chris and Lizzy voting NO. This discussion will continue.

Road Erosion Inventory (REI) Grant: with Michael Gray – Woodbury was awarded a grant from the Better Roads program that will help pay for an updated REI in August of 2024/ FY 2025. The original REI was done in 2017 for all Vermont municipalities and now all municipalities have or will be doing a 10 year re-assessment of their town highways; the re-assessment must be done by October 31, 2027. Michael is contemplating whether he can do the re-assessment with the road crew's help rather than paying an outside organization like CVRPC. VTrans staff have been encouraging that.

This would also allow the town to purchase a tablet that would allow the input of data for the re-assessment in the field. Michael is trying to decide if he would do this and was seeking input from the WSB about this. WSB responds that they would certainly support him doing the work if he decides he has the time. Michael and Alfie are working on a Better Roads grant application for FY27 that would focus on the section of Valley Lake Road as it enters the village. The grant application is due October 31.

Recovery Officer's Report: Skip was unable to attend this meeting but had intended to send a written report for the WSB. None of the WSB members could find the report. There was discussion of a series of emails between Kim Canarecci, Vermont Recover Officer (and state FEMA liaison) that Skip had shared. The emails broached the subject of FEMA "de-obligating" the leftover funds from the bridge replacement projects on TH23 & TH24, both of which came in far below the budget FEMA previously approved. Skip had been assured that these funds, which are already in our account, could be used for other mitigation projects and some projects have been completed. Three culvert replacements and the re-roofing of the town office and the town hall have been completed. Skip recommends that the town pay for these projects from the fund but put on hold any other use of the funds until FEMA is clear on whether "de-obligation" (aka Clawing Back) could actually happen. Those other planned projects include two large culverts on County Road, some basement waterproofing and replacement of windows at the town office. Since the town has already hired Nate Sicard to engineer the two culverts, Alfie suggested that we continue to finance that work since the engineer's time is hard to come by and the projects will have to be done at some point regardless of funding. The basement waterproofing RFP only resulted in one late bid, and the proposed project was too expensive. No one responded to the RFP for the window replacement.

Road Commissioner's Report: with Alfie Larrabee – The new truck is ready and will be picked up from the dealer in New Hampshire, tomorrow. The plow frames have been installed on the other trucks. The road crew is presently working on the old 4900 truck to put up for sale; the old trailer will also be sold. The loader will need to go to the Cat dealer to be fixed. An elaborate flow test is needed to determine the problem and how to repair it. Alfie may have to rent another loader while the town's loader is away for repair. The road crew has been grading when possible. Lilly suggests a tour of the town road equipment and garage to better know the equipment she has been listing in the new Equipment Replacement plan, and Alfie will gladly comply.

Executive Session – The WSB voted to enter Executive Session at 7:30 p.m., citing 1VSA 313 (a)(3) and invited Alfie to join them. They closed the Executive Session at 8:15

The Board voted to offer the position of Road Foreman to Peter Dailey. If Peter accepts, Alfie will stay on as Road Commissioner at a limited schedule to continue to work with Peter on management skills. The Board will advertise for a full-time driver/equipment operator member of the road crew.

Updates and Other Business: Bills and payroll orders were signed at the end of the meeting.

The meeting was adjourned at ??? 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