

Town of Woodbury Select Board

May 27, 2025

Meeting Minutes

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

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

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

Chris called the meeting to order at 6:04 P.M.

Meeting Minutes – May 12, 2025 WSB meeting minutes were approved.

Adjustments to the Agenda - John Gordon will be moved ahead in the agenda.

John Gordon, Emergency Management Director – Two items – Buyouts and Local Emergency Management Plan (LEMP) Regarding the buyouts of two village properties, there is not much news but John will be meeting with the state agency people on Thursday the 15th.

John has finished work on the update of the LEMP – which is required annually. It mostly involved updating contact information for use during an emergency. Diana moved to adopt the LEMP for 2025. After some discussion Chris called for a vote and the LEMP was adopted.

Town Emails: with Skip Marchesani – During the meeting Skip took personal laptops and I phones from the WSB members and attempted to set up the new emails. So far it was not successful mostly due to the lack of cell phone service in the town office, and the different requirements for Apple products.

Town Clerk's Report: Robin discovered a dehumidifier in the back section of the basement, they plugged it in, left it on over the weekend and the drainage bin was full when they checked it on Monday. A sump pump is planned for installation when the contractor shows up. She reported that the Secretary of State's new system for voter registration and election records is soon to be complete and "go live" any day now. Robin is going to "Occupational Therapy" to get help with a hand injury that happened during the workday. She should not work more than four hours a day, or type for more than 45 minutes at a time.

Town Treasurer's Report: For the previous two weeks – 05/12/2025 to 05/27/2025 - total cash received was \$17,247.82, Payroll came to \$9,645.01 and accounts payable totaled \$32,035.98

Regarding the CD investments previously approved, it was discovered that if FEMA money is invested, any earnings over \$500 must be returned to the government. Considering the amount of record-keeping that would be entailed, it was decided not to pursue the investment of the FEMA funds. She and Brandy have studied whether the town might be looking at a deficit at the end of FY25 (June 30) so she is looking in to the options to borrow money in anticipation of taxes.

Lilly presented the idea of creating a quarterly and end-of-year financial health report. Auditor John Reid will help to develop a report format.

Lilly brought up the matter of paid leave as it concerns Alfie's new 30-hour weekly schedule. The WSB had studied the Personnel Policy for the Road Crew, it is clear that a full time worker, working at least 30 hours, is entitled to benefits. (as further enumerated in the policy). However, regarding paid time off (vacation, sick leave, holidays) full time is described as 40 hours and an employee working less than 40 hours regularly will

receive pro-rated hours. Robin discovered that the policy also says that Holiday Leave pay “shall be based on the length of their regular work day, which may vary seasonally”. Thus a 40-hour worker whose Monday would usually be 10 hours, will get ten hours paid for a Monday holiday. Lilly also asked whether the 15% contribution for health insurance, will change for a 30-hour full time employee. The board found no reason to change this amount.

Updates and Other Business:

Town Health Officer -There was a dog bite report received from a local hospital. Chris, as the new THO asked about the requirements for any follow up. Diana (as THO last year) learned that no response to the hospital is required, but the person who was bitten, should be contacted and asked whether they want any further action to be taken by the town.

Future Policies –

Town Emails – Skip asked for guidance regarding any other town officials or employees who want to have a woodbury.org email. They cost at least \$6/month. He should bring such requests to the WSB for approval.

Personnel Policy for Office Staff – Lilly offered to work on this. The budget includes money for a “Select Board Assistant” which is primarily for Michael Gray, but the budget item was not limited to Michael.

No overnight parking in the Town Office Lot or the School lot. Diana suggested that a sign would be more effective than a policy. Chris thinks a policy would back up a sign.

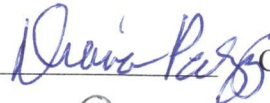
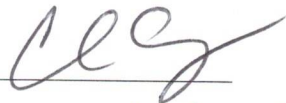
Domestic Pet Nuisance Control Ordinance – still on the to-do list.

Town Office construction projects – Skip Lindsay supplied a draft of an RFP for roof replacements for the Town Office and the Town Hall. It was 28 pages long. Lizzy and Chris went through about half of the document, making changes and deletions, and will continue to work on it.

Other specifications for work on Town Office – Lizzy is working on.

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

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

Diana Peduzzi  Chris Casey 

Elizabeth Higgins  Date Approved 6/9/25

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; 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; VEM – Vermont Emergency Management; VTRANS – Vermont Agency of Transportation; WCSD – Washington County Sheriff’s Department; WHRT – Woodbury-Hardwick Rail Trail; WSB – Woodbury Select Board; WVFD – Woodbury Volunteer Fire Department; ZBA – Zoning Board of Adjustment;