

Town of Woodbury Select Board

February 10, 2025

Draft Meeting Minutes

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

Town Officials: Robin Durkee –Town Clerk; Lilly Baron–Town Treasurer; Skip Lindsay–Recovery Officer; John Reid -Auditor; Bonnie Collins-Lister; Stephen Murphy-Town Moderator

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 6:00 P.M.

Adjustments to Agenda: A correction to the agenda which included a reminder of upcoming voting dates - the school vote will be on March 4th at the school, not the 5th at the Town Hall.

Meeting Minutes – 01.27.2025 WSB meeting minutes were approved with a change concerning Alfie’s statement about the status of the sand supply. Diana proposed revised wording: “If the shortage gets worse and the supply can’t be supplemented, it might be necessary to cut back in the amount of sand used.”

Public Comment –None

Town Clerk’s Report: Extra copies of the Town Report have been received at the town office. The bulk of the reports were mailed directly from the printer, and have already arrived in voters’ mailboxes. Robin presented a Revised Certificate of Town Highway Mileage that has been revised to correct the designation of the two Class 4 roads at Nichols Pond. VTrans noted some discrepancies with TH 13 (Nichols Dam Road) and TH14 (unnamed) and Diana worked with them to clear it up. With several conflicting map resources, it was decided to go with the current on-the-ground alignment, as the official one. There is a spur off TH 13 which serves two camp lots, never has been considered as a part of the Class 4 Road but shows up on some state maps. This road has been treated by the owners as a private road and is gated. It will no longer appear on the state map. The residents can keep the E-911 location addresses as Nichols Dam Road and continue to restrict access and post “private property” signs. The revised map will show TH 13 going as far as the parking lot next to the dam, and then TH 14 will be shown as “untraveled” as it crosses the brook and goes into the woods. The Certificate was signed.

Robin reports that she is purchasing some furniture for the town office basement and has spent \$2,359 so far with the ordering of book cases and storage cabinets and \$169.39 for 2 air purifiers, one for the basement and one for the office upstairs. She will order a shop vac for the basement.

Diana repeats her suggestion to add a floor covering over the new cement floor. Thinking long range, the space could be useful at some point for an office or workspace, as the main floor and small listers / meeting room are limited. The money is available in the insurance settlement, and the time is right while the space is empty. One estimate for vinyl glued-down flooring from Country Floors, is about \$3,000. Another estimate for an epoxy covering came in at \$4,400. Lizzy thinks paint would be enough and would be cheaper. Insurance funds for the basement from the 2023 flood came to \$31,980. Expenses for the basement have come to about \$17,000 so far, with \$4,000 still owed to the concrete floor contractor. There is still about \$10,000 left with other small projects to be completed and paid for – a door, additional furniture. Chris suggests that the small projects be completed and paid for and that at that point, the WSB review the remaining funds to determine how the floor will be covered. Lizzy will check into painting.

Town Treasurer Report: For the previous two weeks – 01/28/2025 to 01/10/2025 - total cash received was \$15,778.04, of which \$15,414.04 was made up of delinquent tax payments and \$364.00 was from recording/copies/dog licenses etc. Payroll came to \$10,721.52 and accounts payable totaled \$16,075.98. Transfers from checking to the MMA totaled \$8,000.00. Lilly reports that Assistant Treasurer Tom Beers will

continue to do the bank reconciliations. Lilly said that her training has been going well. Brandy has been providing the training as she promised, and is considering being appointed as the assistant TTR so she can stay on the payroll for the near future.

Tax Mapping Contract: with Lister Bonnie Collins – Our town property/tax maps were last updated in 2017 and since then, they have only been updated by hand. Tax maps that are more than 3 years old are considered out of date. The town needs new maps to facilitate the upcoming reappraisal. With guidance from the town's district advisor from the Tax Department, Bonnie acquired a list of firms that do tax mapping for towns. She chose 3 contractors in Vermont and New Hampshire and requested proposals. She contacted those contractors repeatedly and eventually got only one firm proposal. Christine Chamberlain has done tax mapping work for several towns, including Calais, and submitted a proposal with a listed scope of work, references, resume and a proposed cost of \$8,200. The Tax Department advisor informed us that the town can use its "Lister Education Fund", (this set-aside fund is set up by state law and is currently at over \$10,000) to pay for the mapping. When the maps are in a digital format they will be updated regularly and will be posted on the town's website. Paper maps will still exist at the town office. The WSB will formally decide on the proposal at its next meeting.

Ethics Commission Requirements: with John Reid – John, appointed by the WSB at its 01.27.2025 meeting to be Woodbury's liaison to the newly formed state Ethics Commission(EC), explained the requirements regarding the town's compliance with the EC. The EC is not an investigative or enforcing entity but rather exists in an advisory role for the state's municipalities. Most issues surrounding ethics in municipal governance center around conflicts of interest and gift giving/acceptance. Conflict of interest is described as a person or an entity that personally stands to gain from a policy decision or a gift from an interested party that may be given to influence a particular decision. A person who is concerned about being in such a situation, real or perceived, should recuse themselves from any part of a discussion of or decision on the issue. The EC statutes apply to any appointed or elected town officials. John prepared a list of town officials that are encouraged (some are required) to take part in a training developed by the EC. He will notify the people on the list and track who has completed the training. It takes about 15 minutes to complete the training in written form, a bit longer in a video format. Woodbury needs to enact a procedure for handling complaints that would also be posted. He provided a draft motion, "That such a complaint (conflict of interest) be directed to the town's liaison to the state's Ethics Commission, who shall investigate the complaint, and report the findings to the Select Board and Auditors." The WSB adopted this motion and agreed to allow for anonymous complaints to be accepted.

AV Progress Report: with John Reid – John has received permission from the school to use the large monitor in the Community Room to zoom WSB meetings. The remote control has been lost so John ordered a new one. With this, and the new laptop, the option to offer zoom access to the public is possible. The WSB considered providing public access to its meetings via ZOOM and decided to give it a try. John and Michael will set up the laptop with the monitor in the community room at the next meeting and John will set up a recurring schedule for the WSB meetings that will be posted as part of the agenda going forward.

Road Commissioner Report: with Alfie Larrabee - The road crew has been doing a lot of snow plowing, as it snows almost every day these last few weeks. The trucks have been holding up well and the road crew is prepping the grader to begin shaving back the ever growing snow banks. The supply of sand is still a concern but not a desperate situation yet. Alfie will check in with Gravel Construction about the possibility of hauling the rest of the town's contracted sand from their pit if necessary. Hauling it would be inconvenient since the trucks are all set up with their plows and wings. There have been no complaints about the lack of sand on town roads and Alfie would like to keep it that way. Should the road crew need to cut back in its use of sand, hills, corners and crossroads will be prioritized and straight-a-ways will be sanded less.

Recovery Officer's Report: with Skip Lindsay - Skip provided updates for Disaster 4720DR-VT, the July 2023 flood. All of the 16 projects, comprising 64 separate damage reports, are now in a post award monitoring phase and obligated funds have been received by the town. All is the same for the 2 bridge replacement projects and Skip has signed the forms necessary for the release of \$815,215.37 for the two mitigation projects. Skip has received conflicting statements from FEMA and VEM regarding the use of leftover funds from these 2 projects and is trying to get a definite statement about the use of the leftover funds. For Disaster 4810DR-VT, the July 2024 flood, there are no changes to report as of February 10th, 2025. February 9th was the deadline for submitting projects for reimbursement of repair costs. The town should expect an additional \$ _____ for the 2024 damages. Skip also shared communications he has received regarding the executive orders and decrees from the new federal administration. He and Danielle will be closely monitoring these for anything that may affect the town's projects.

USDA Emergency Watershed Protection Program: with Michael Gray The forms for the grant agreement with USDA/NRCS are being prepared by Brian Voigt of CVRPC. Brian sent a draft of the forms on today's date. Michael will review the application forms for discussion at the next meeting.

Town Meeting: with Stephen Murphy – Stephen has attended 2 meetings in preparation for town meeting. He learned that the pre-town meeting forum, scheduled for Thursday, February 27th at 6:00 p.m. in the school gymnasium, is considered to be a select board meeting thus subject to the state's open meeting statutes. Warning notices, recording and minutes are required. Logistics were discussed.

Updates and Other Business: 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 _____

Lizzy Higgins _____ Date Approved _____

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; **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; **WHRT** – Woodbury-Hardwick Rail Trail; **WSB** – Woodbury Select Board; **WVFD** – Woodbury Volunteer Fire Department; **ZBA** – Zoning Board of Adjustment;