

## Town of Woodbury Select Board

September 8, 2025

### DRAFT Meeting Minutes

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

**Town Officials:** Robin Durkee –Town Clerk; Lilly Baron – Town Treasurer; Skip Lindsay–Recovery Officer

**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:** none

**Meeting Minutes** – August 25, 2025 WSB meeting minutes were approved.

**Public Comment** – None

**Michael and Darlene Richardson** – Michael and Darlene Richardson did not appear for this meeting after requesting to be on the agenda.

**Town Clerk’s Report:** Robin has placed an ad for the Road Commissioner position in several media outlets and with VLCT. She also shared information about a broadband technician training opportunity that can be funded with a grant. Robin has a notice of the training available at the town office and has also posted it.

**Town Treasurer Report:** Lilly gave a quick overview of financials. For the second half of August the town collected \$258,096 in tax revenue. Spending remains on track or below projections in the budget. For the fund balance, the highway budget will show a temporary deficit for the next couple of months; once more tax money has been received, funds will transfer from the general fund to the highway fund. This has been the usual trend for this time of year. Lilly set up a line item for the buyouts in the accounting system. Small expenses like the cost of the title search and appraisals have been paid out and reimbursed.

The line item for the FEMA 2023 flood work now shows a balance of just under \$465,000 after completion of the bridge projects on TH 23 and TH24. This represents the “leftover” funds which will be used for several mitigation projects now in various planning stages.

The purchase agreement has been sent to the dealership for the new truck; the anticipated payment for the truck is November 24<sup>th</sup> of this year. The HERF fund will be depleted with this payment but another installment of \$90,000 is due to the HERF in FY 26 and will be transferred as soon as the tax receipts allow. Another one or two quarterly payments from Swenson will fill the gap.

**Heating Fuel Bids:** Two bids were received, one from Suburban Propane and the other from Gillespie Fuels & Propane, for the purchase of heating fuel and propane. Prices proposed in the bids were as follows :

Heating Fuel – Suburban \$3.05/gallon; Gillespie \$2.54/gallon

Propane – Suburban \$1.70/gallon; Gillespie \$1.51/gallon

The WSB voted to award the contract to Gillespie for providing the heating fuels to the town. Lilly mentioned that the town has a \$2,000 credit with Gillespie that will be used towards the fuel expense.

**Zoning Board of Adjustment:** David Barnowski will be moving from Woodbury and has resigned from the Zoning Board of Adjustment. Becky Browning has expressed interest in filling the empty position. ZBA Chair Jonah Meacham missed the meeting but Diana reported that both Skip Marchesani and Jonah (and she) felt that Becky would be a good board member. The ZBA has historically been difficult to fill. Becky Browning was appointed to a 3 year term.

**USDA/NRCS EWPP:** with Michael Gray – Michael presented the EWPP grant agreement for the Buck Lake Brook/Cabot road mitigation project. (stream bank armoring) The project's required 25 % match is a concern – could be as high as \$37,500. After a few back-and-forth communications, USDA has confirmed that federal funds cannot be used as the town match, so using some of the remaining mitigation money cannot be considered.. Those leftover funds have been placed in a town fund specifically designated for mitigation use; this project is considered mitigation as the stream bank has a history of washouts that have compromised Cabot Road in the past. USDA will pay 100% for the engineering /design of the project and 75% of the construction costs as well as \$3,370 for technical assistance for monitoring the construction. As mentioned previously, the town is obligated to match 25% of the construction costs. Commitment by the town to USDA comes with the start of construction; until then, the town can back out. Seeing no down-side to signing the agreement, the WSB agreed to sign the grant agreement.

**Adoption of the Local Hazard Mitigation Plan:** with Michael Gray - The LHMP has been reviewed and approved by VEM. The next step in its approval process is the adoption of the plan by the WSB. The WSB approved adopting the plan. The final step will be for FEMA to do a final review and approval but the town will be in good standing for full funding in the eyes of FEMA with the adoption of the plan by the WSB.

At the end of the two previous presentations Michael asked the WSB to consider the purchase of an iPad, similar to what VTrans/Better Roads staff use, for use in the town highway grant work. This would facilitate the grant work Michael does. A brief discussion follows, with the select board requesting Michael research the costs and bring the request back to the WSB.

**Recovery Officer's Report :** with Skip Lindsay – With the completion of the bridge replacements on TH23 and TH24, the closeout for the 2023 flood damages, Disaster 4720-VT, has begun. VEM and VTrans will be inspecting the projects; this is a new requirement for FEMA projects. VEM is now the intermediary for FEMA and Skip will now be corresponding directly with VEM. Closing forms for the 2024 flood, Disaster 4810-VT, have been submitted and signed. Woodbury is still waiting on compensation of \$13,468 from the state for D4810-VT; FEMA's reimbursement of \$80,812 for D4810-VT has been received.

Skip mentions that Lilly reached out to VLCT regarding the language in the town's RFP templates concerning insurance requirements. These may be too severe and thus intimidating to contractors. VLCT sent a much simpler insurance template that the town will be using in hopes that more contractors will consider submitting bids for town projects.

The draft RFP for the window replacements in the town office was discussed. Chris notes small changes to the RFP around bid submission and the start and completion dates. Skip will edit the draft.

Skip announces that as of December 29, 2025 he will be stepping down as the recovery officer for the FEMA flood mitigation work. The work is all but done and should be completed by then.

**Town Office and Town Hall Roof Bids:** One bid was submitted for the roof replacement work by Vermont Construction. The bid amount for the town hall was \$34,000 and \$36,800 for the town office. The WSB awarded the contract to Vermont Construction and authorizes Chris to sign. It is anticipated that the work will be done before the snow flies.

**Road Commissioner Report:** with Alfie Larrabee – The road crew has begun work on a major grants project ( 2 grants are involved) on Wilbur Road that is intended to relieve the flooding and erosion that occurred with the past two summer's flooding and caused damage to camps on Herricks Cove Road and deposition of gravel and dirt into Woodbury Lake.

Nate Sicard, the town's engineer, will not be able to complete the engineering for the culvert installation / mitigation projects on County Road. Two of the three planned culvert projects are still waiting for VTrans (or Sicard) to complete a hydraulic study. Alfie estimates that each culvert project may cost

about \$50,000 to \$75,000. One other project he suggested which has not been considered for mitigation work is on East Hill Road where the ditch has been severely eroded from flooding. If there is time before winter sets in the road crew hopes to get to that project. Whether it can be funded with the FEMA mitigation plans, is still a question.

Diana asks Alfie if he has considered asking the road crew to work some overtime on Fridays to catch up on grading and hauling in winter sand. Alfie is open to that and will ask the road crew if they are willing to do that. The new trailer is in the yard and is waiting for its licensing to be put to use. The new truck (10 wheeler) was addressed in the treasurer's report. It is Alfie's hope the new truck will be ready in time for winter snowplowing. Alfie intends to hold on to the old 10 wheeler to use as a spare in case of the inevitable breakdowns experienced with the winter plowing.

The new wooden fence / used car display area by Wheelhouse Motors, may be in the highway right-of-way. If so it can be a hazard and subject to damage during snow plowing. Alfie will take a look and measure the right-of-way which is generally 50 feet from the center line.

**Updates and Other Business:** Bills and payroll orders were signed at the end of the meeting. Swenson Quarry – Diana reported that Swenson Quarry has submitted an Act 250 application for a substantial expansion to their operation. This will include operating a crusher for up to 45 days a year, resulting in 20,000 cubic yards of crushed granite. They are proposing to increase truck trips to up to 50 per day (loaded trips)

The town and residents along the road have the right to participate in the Act 250 process. The company is also expected to apply for a zoning permit which will require a local hearing before the Zoning Board of Adjustment..

**Executive Session:** The WSB voted to enter an executive session at 8:10 p.m., citing 1VSA 313(a)(3) and inviting Robin Durkee to attend. The session closed at 8:35. No action was taken.

**The meeting was adjourned at \_\_\_\_\_ P.M.**

Diana Peduzzi \_\_\_\_\_ Chris Casey \_\_\_\_\_

Lizzy Higgins \_\_\_\_\_ Date Approved \_\_\_\_\_

**Guide to acronyms:** **ACO** - Animal Control Officer; **ANR** – Agency of Natural Resources; **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;