

Town of Woodbury Select Board Meeting Minutes

November 24, 2025

Attendees

Select Board Members Present: Diana Peduzzi and Lizzy Higgins Absent: Chris Casey

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: None

Audio recording of the meeting was made on Lizzy's iPhone.

Call to Order

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

Adjustments to Agenda

Michael Gray requested that a financial question regarding the EWPP grant and a conversation with Nate Sicard be added to the Road Commissioner's Report.

Approval of Previous Meeting Minutes

The minutes from the November 10, 2025 Select Board meeting were approved.

Public Comment

Robin Durkee noted a concern about the need for some warning signs and signals for the new fire station, specifically for northbound traffic on Route 14. She observed that the WVFD, when responding to a call, had trucks entering Route 14 and that northbound traffic did not have a clear line of sight for the fire trucks and had to stop suddenly. Robin suggested that warning signs or lights should be installed on Route 14 to warn oncoming traffic and protect the WVFD. She will contact the District Vtrans Administrator to make the suggestion.

Town Clerk's Report

Robin reported that she has received approximately half of the appropriations requests for the town report. One organization requested an increase in their appropriation; Robin was advised that they would need to go through the petition process or maintain their previous amount. Tim Higgins replaced the smoke detectors at the town office. Robin also noted that recordings have slowed and there are no appointments for vault usage this week.

Town Treasurer's Report

Lilly Baron reported that the FY26 education tax has been paid and funds have been removed from the town's account. Tax receipts have been distributed to the Highway, Library, and Cemetery funds. At the end of the last fiscal year, the General Fund had \$103,435; the current balance is \$84,923, which is slightly less than anticipated in the FY26 budget. Lilly indicated that this should not be a long-term issue, as delinquent tax payments will continue to be received through the end of the year. Use of the Tax Anticipation Note (TAN) is not expected to be necessary as long as delinquent taxes continue to come in steadily.

Preparation for the FY27 budget meeting has begun, with Lilly developing a preliminary budget. An Excel sheet has been created to aid in projecting next year's revenues and expenses and to present the information in a way easy to use by the WSB. Lilly is reviewing annual contracts, considering anticipated inflation and payment increases, and examining historical trends for specific line items. She is also working with PACIF (the town's insurance agency) and the school to clarify insurance responsibilities for the school building and its contents.

The Select Board next considered the annual maintenance contract with Brookfield Service for the school's emergency generator, which offered options for once or twice yearly maintenance and inspections. A question arose about whether the WVFD is still conducting monthly checks; Lizzy will verify with the WVFD. The Board decided to opt for twice yearly inspections if the WVFD is no longer performing monthly checks, and once yearly if those checks are still being done.

Due to a scheduling conflict, the planned budget meeting will be rescheduled. Lilly will send an email to coordinate a new date. She will also attend a NEMRC seminar on December 9th.

Skip Lindsay asked about the timing for collecting the 2023/2024 flood reimbursement costs still owed by the state for its ERAF reimbursement portion of flood-related repairs through FEMA. The amount is substantial—approximately \$103,500 (7.5% of \$1.3 million). The Board and Lilly agreed that a definite payment date from the state would be helpful for budget planning. Skip will contact VEM to inquire about this.

Recovery Officer's Report

Skip Lindsay reported no changes in the status of 4810DR-VT (2024 flood). The town is still awaiting the state's share of disaster relief funds, totaling \$13,500. For 4720DR-VT (2023 flood), FEMA requested additional information regarding bridge replacement work on TH23 and TH24, which Skip has provided. He completed a timeline of communications with FEMA regarding the use of leftover funds that were obligated for bridge replacement projects and shared an email stating that the town could use those funds for other mitigation

projects. Recent communications with FEMA and VEM have not mentioned “deobligation” of those leftover funds.

Road Commissioner’s Report

Alfred Larrabee raised a concern about a car parked at the top of Old Quarry Road where it meets Cabot Road. The car is in the right-of-way and is making plowing difficult for the road crew. This has been a recurring issue, with previous communication challenges with the owner. The car appears unused for the past two weeks. After discussing the pros and cons of towing, Diana will write a letter to the property owner, requesting that the car be moved by December 1st, after which it will be towed if not relocated.

Alfred also reported water leaking onto Flat Street, suspected to be from a broken waterline originating from a nearby spring and running to a property on Flat Street. He requested and received permission from the Board to repair the line. Lizzy will contact one property owner to make sure his rental property is not using the spring as a water supply. The new truck is working well, Peter is very happy with it despite the automatic transmission. Good news about the bucket loader – it was repaired after the pump test showed that the costly repair was not needed. Bicycle safety signs have been installed along with other requested signage at the town office.

There has been no response to the advertisement for a third road crew member. Alfred has a candidate in mind and received Board approval to make contact and discuss what it would take to hire him. The advertised wage range does not give enough flexibility to interest someone to change jobs. The WSB approved Alfie to contact the person and discuss what his requirements would be. Robin mentioned an icy section at the top of Cabot Road that has caused recent truck back-sliding and holding up others. Alfred said this section is not always checked when he salts the lower, paved section of the road. Part of the problem is that some trucks hauling for Swenson are from Canada and lack snow tires or chains. And they may not always have overweight permits, which state the requirement for chains or winter tires. The Board agreed to speak with the quarry about meeting those requirements.

Recap of ZBA Swenson Quarry Hearing and WSB Involvement

Lizzy Higgins shared notes from the ZBA hearing, summarizing town residents’ concerns and a shorter list of positive comments about the Swenson Granite Company proposed expansion, currently under review by the Woodbury Zoning Board of Adjustment and the District Environmental Commission. She suggested that the Select Board meet with Swenson representatives to address residents’ concerns. Diana explained the two permit processes and how they often work in tandem, but most often the municipal permit process is started earlier. And that it is up to the citizens to make their concerns heard. The town’s participation in the ZBA process is only regarding town infrastructure and compliance with the town ordinance. Lizzy spoke with Jonah Meacham, Chair of the ZBA, and suggested that he attend the next WSB meeting for further discussion. Diana recommended that Lizzy write her concerns and submit them to the WSB then to the ZBA. The Board discussed procedural details related to the Act 250 application and the Select Board’s role in the process. Subjects of most concern were traffic safety on Cabot Road with many more loaded trucks expected every day, and the noise and dust created by the crushing process.

Updates and Other Business

Personnel Policy

Diana suggested that the PP should have a standard formula for the basis for figuring paid leave for for the clerk, treasurer and assistants, instead of specifying a number of hours based on a work schedule that may be outdated or may change. Lilly offered to explore how other towns have done this and what VLCT might suggest. Further discussion will continue at another meeting.

Local Economic Impact Grant

Diana again suggested that the \$10,000 grant be placed in the Building Fund rather than remain as a miscellaneous line item which could disappear if not used during the fiscal year. The town is required to use the money only on projects that would not otherwise qualify for FEMA funding. Discussion was brief, and no decision was made; the topic will be revisited during the budget meeting.

Town Hall

Diana made copies of emails from MaryJo Lewellyn on the subject of protecting the front foundation of the Town Hall. This will be discussed at future meeting when Chris Casey is present.

Bills and Payroll

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

Adjournment

The meeting was adjourned at 8:35 P.M.

Signatures and Approval

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

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