

# Town of Woodbury Select Board Meeting Minutes

May 11, 2026

## Attendees

**Select Board Members:** Diana Peduzzi, Chris Casey, John Gordon

**Town Officials:** Graham Christie (Town Clerk), Lilly Baron (Town Treasurer)

**Town Employees:** Peter Dailey (Road Commissioner); Michael Gray (WSB assistant)

**Members of the Public:** Robin Durkee; Geoff Whitchurch, NEKBroadband/CV Fiber; Ivan Niles, Worcester Rangers Snowmobile Club (WRSC); Kathryn Saunders, Worcester/Calais THO

**Media:** Lance MacKenzie – HCTV

**Call to Order** Chris called the meeting to order at 6:01 P.M.

**Adjustments to Agenda** NEK/CV Fiber ROW permit added; Worcester Rangers Town Road repair added; TH Grants Update added

## Approval of Previous Meeting Minutes

The minutes from the April 27, 2026, Select Board meeting were approved after Diana read an addition to the minutes addressing the results of the executive session held on the 27<sup>th</sup>.

**Public Comment** Robin noted that the WSB meeting agenda has not been posted on FPF recently.

## Worcester Rangers/VAST with Ivan Niles

Ivan Niles representing the Worcester Rangers Snowmobile Club, requesting permission to work on the Class 4 Town Highways in the Woodbury Mountain Wilderness Preserve. These road segments are rutted and eroded by years of use by recreational drivers, making it impossible for the snowmobile club's groomers to get through in the winter. The town does not maintain these roads. The link between the Woodbury roads and the Elmore roads is especially bad. West Woodbury Road – TH 3 – the Class 4 section goes from the Class 3 section, then turns west for the short segment (.3 miles) toward Elmore. South from that intersection is Slayton Pond Road TH- 17. These form an important connection route to other snowmachine trails to the north. The WRSC has cleared trees off the trail in the past but would like permission to do further repairs including widening, ditching and adding material to the road surface. They are hoping to get a grant from VAST to do this work. It may be a multi-year project depending on funding. Ivan reviewed the project with Alfie, former Road Commissioner, and now requests a site visit with Peter Dailey, an excavating contractor and NEWT to work out a plan and scope of work for improvements to the road. The WSB voices support for this effort; Peter is willing to be a part of the site visit and the ongoing project. The Clerk will forward a PDF version of the application for Work Within the Public Right of Way. There was discussion about how to limit use of the road during the construction

## NEK Broadband/CV Fiber ROW Permit with Geoff Whitchurch

Geoff has submitted to Peter the town ROW permit requesting the laying of a 1,000 feet of conduit in the town's ROW on Scribner Road between existing poles. The WSB looked at the permit and map of the proposed area for the buried conduit. The project description was missing in the permit. Peter mentions that there is a fairly deep

culvert in that 1000 foot section of road that needs to be upgraded to new standards. Peter suggests the conduit and culvert replacement projects be coordinated to be done at the same time. The project description will be made available to the WSB and the WSB will make a decision on this at its May 27<sup>th</sup> meeting.

## Road Commissioner's Report with Peter Dailey

Peter has received the report from PACIF that includes a suggested scope of work and the amount PACIF will pay to cover damages to the roof at the Town Garage. Contractor estimates need to be solicited. It is believed that a new generation of the racoon family have moved back into the ceiling. Peter also had a quote from McGee Ford for the motor replacement of the 550 - \$15,000. Mc Gee is not willing to accept any responsibility for the blown motor. They feel that the fact that the motor failed a few days after the 550 was returned for the \$12,000 exhaust repair is an unfortunate coincidence. Peter met a Ford dealer from Rutland area at the "Truck Show" last week, who said they could replace the 550 with a new truck for \$130,000. Chris asks about replacing the motor and keeping the truck going until 2028 when the 550 has been scheduled to be replaced and wonders how long the road crew could function without the truck. Peter answers that the 550 is primarily used as the winter salt truck. No decision on the 550 was made at this meeting. Peter mentions that he will be scheduling the pumping of the garage septic tank. Diana suggests he call Michaud's; Peter will give them a call.

Diana asked about the road crew part time employees who signed on to help with snow plowing. Peter reported that they are both still being scheduled for part-time hours, but are not committed to stay on. Only one person has shown interest in the full-time position but he does not have his CDL and said he was studying for it. There has been no other response to the published ads for the position. Peter suggested posting on the VLCT site.

Work for this week will be focused on grading and cleaning out culverts. Peter is working with the crew to get them trained on all the road equipment, Tim is learning to run the grader. It was also announced in the reading of the executive session for the April 27<sup>th</sup> meeting that Peter has been appointed as the town's Road Commissioner.

## Town Highway Grant Updates with Michael Gray

Michael received notice that the VTrans grants – paving of Foster Hill Road and engineering and design work for culvert replacements on Church Street and Bailey Bridge Road have received recommendations for approval. The final notice of these grant awards is anticipated soon. The road crew has also received notice of a grant award of \$20,000 for work on the section of Valley Lake Road as the road descends into the village. This work will be done after the culvert replacement on Valley Lake Road scheduled for this summer. Michael also shared that the property owner for the County Road portion of the EWP project does not want the town's road crew to do the work; they would prefer the work be done by the contractor who will doing the work on the Cabot Road/Buck Lake Brook project. The BRIC grant application for the Buck Lake Brook watershed study has been completed. However VEM/FEMA now requires two additional forms. One of the forms asks for a listing of relevant town officials and a bio/resume for each. Michael requests that the TTR, The EMD and the WSB chair put together a simple bio/resume for inclusion in this application. Michael and Keith Cubbon, CVRPC will also be providing bios for the application.

## Town Clerk's Report with Graham Christie

The Select Board signed the Certification of Election of Town Clerk form, to confirm to the Secretary of State that he has been duly appointed. Graham, with Robin's help, will be overseeing the MVUSD special school budget election on May 20<sup>th</sup> along with learning the job, also with Robin's help. Robin will stay on in the post of Assistant Town Clerk while training Graham, which may take up to two months.

Graham reported receiving two Notices of Dog Bites, which came in from hospital emergency rooms. These usually go to the Town Health Officer who determines whether any action is needed. In both cases, the dog bites happened with domestic pets, in the owner's homes. Concurrently and conveniently, Kathryn Saunders arrived at the meeting. Chris had spoken with her about taking on the position of Town Health Officer for the Town of Woodbury. Kathryn shares that she is the THO for Calais and Worcester, has many years of experience as a nurse and would be interested in serving as Woodbury's THO. She does not receive a stipend from the other towns and

would not expect one from Woodbury. The WSB accepted her offer and appointed her as the town's THO. Graham will put together an appointment letter for the next meeting. Chris offers to Kathryn that he is willing to be a backup for her on THO issues in town, if Kathryn feels that is needed. She accepted the two dog notices and will follow up with the owners.

## Town Treasurer's Report with Lillian Baron

The General Fund (GF) is currently operating at a deficit of \$66,058 though the GF balance has increased to \$37,377, due to the \$20K transfer of funds from the HF to the GF. As a result of this transfer, the HF balance has decreased to \$231,467. The Highway Fund (HF) has a budget surplus of \$143,912. Total Cash on hand is \$922,457. The HERF received a Swenson Quarry payment this month that brings that fund to a current negative \$37,874. The town has received its final PACIF invoice for FY 26. The town has also been reimbursed \$14k by the OSSU for insurance paid by the town for the elementary school. The town has also received all funds from VTrans for town highway aid for a total of \$80,911.

The town has received the final FY 26 cash flow report from the state for education taxes to MVUESD and Hazen. In September of each year the town receives a preliminary cash flow report that tells the town what is owed to MVUESD and Hazen. Because town taxes are paid once a year and the school taxes are also paid once a year, the town pays the full projected amount from the state's preliminary cash flow report to MVUESD and Hazen. Later, after these payments, the town receives a final cash flow report that states the actual amount owed. For this year, it appears the initial payment is \$40,000 higher than the actual amount owed. Lilly is expecting money back before the end of FY 26 from the state education department. Lilly has signed up for a June 5<sup>th</sup> NEMRC day long seminar on tax billing; the cost of the seminar is \$175.

Lilly asks the WSB to reconsider the TTR's weekly scheduled hours from the currently stated 22 hours a week. She is finding that the responsibilities of the position consistently require approximately 30 hours per week, depending on the time of the year. This change would affect the TTR's eligibility for VMERS, paid leave and employer offered health insurance. All changes could be directly addressed in the Elected Officials Agreement (EOA) of the personnel policy to fully outline the benefits and hours for the TTR position. The WSB requests that Lilly make those changes to the EOA and will discuss any proposed changes at a future meeting.

## Updates on Buyouts with John Gordon

John has a draft RFP for the demolition work of the two properties and states that the RFP should go out ASAP; WSB will review the RFP. Logistics around power and water are discussed. John spoke again with Tim Higgins and was given an estimate from Tim for the full transfer of the electrical line and transfer box from the old fire station to the Town Hall - \$3,000. He could temporarily disconnect the electrical equipment for later installation (after the demolition) for \$1000. The WSB agrees to this plan and approves hiring Tim Higgins- Woodbury Electric, to do the work. John will also ask Tim for an estimate to fix the deteriorating electrical line running out from the back of the Town Hall. It has already been decided the well/waterline work will be done in conjunction with the demolition. There is a request from WEC about creating an outdoor spigot to provide water for the skating rink, as part of the water configuration. Diana asks if there are any rules that will need to be followed with the water line work regarding public water. Where would the outdoor spigot be placed? Since the water from the well behind the Post Office building will only serve two buildings it may not be considered a public water supply. John will check into that.

John has suggested that part of the Shattuck property be used as a parking area for access to the two adjacent parks. Permission from VEM and Vtrans may be needed.

## Town Official Appointments

The Town still needs someone to serve as the town's contact person with FEMA.

## Updates and Other Business

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

**Status with FEMA:** Nothing to report

**Swenson/Polycor Quarry Act 250 Hearing Request:** David Mears, the town's lawyer has been asked to generate a report for the hearing



**Next WSB Meeting Date:** With the next scheduled date for the WSB meeting falling on Memorial Day, May 25, the WSB reschedules its meeting to be on Wednesday, May 27<sup>th</sup>.

## Adjournment


The meeting was adjourned at 7:50 P.M.

## Signatures and Approval

Chris Casey

Diana Peduzzi


  
Date Approved May 27, 2026

John Gordon

Date Approved

## Guide to Acronyms

**ACO** - Animal Control Officer; **ANR** - Agency of Natural Resources; **AOT** - Agency of Transportation; **AP** - Accounts Payable; **BR** - Better Roads; **BRIC** - Building Resilient Infrastructure and Communities; **CDT** - Collector of Delinquent Taxes; **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; **EOA** - Elected Officials Agreement; **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; **GF** - General Fund; **GIA** - Grants in Aid; **HED** - Hardwick Electric Department; **HERF** - Highway Equipment Replacement Fund; **HF** - Highway 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; **PTO** - Paid Time Off; **RBT** - RB Technologies; **REI** - Road Erosion Inventory; **RFP** - Request for Proposal; **ROW** - Right of Way; **SS** - Seacoast Securities; **TAC** - Transportation Advisory Committee; **TAN** - Tax Anticipation Note; **TC** - Town Clerk; **TH** - Town Highway; **THO** - Town Health Officer; **TM** - Town Moderator; **TTr** - Town Treasurer; **USDA** - United States Department of Agriculture; **VEM** - Vermont Emergency Management; **VTRANS** - Vermont Agency of Transportation; **VAST** - Vermont Association of Snow Travelers; **WC** - Workman's Compensation; **WCC** - Woodbury Conservation Commission; **WCL** - Woodbury Community Library; **W/CFS** - Woodbury/Calais Food Shelf; **WCSD** - Washington County Sheriff's Department; **WHRT** - Woodbury-Hardwick Rail Trail; **WRSC** - Worcester Rangers Snowmobile Club; **WSB** - Woodbury Select Board; **WPC** - Woodbury Planning Commission; **WNRCD** - Winooski Natural Resources Conservation District; **WVFD** - Woodbury Volunteer Fire Department; **ZA** - Zoning Administrator; **ZBA** - Zoning Board of Adjustment

WOODBURY, VT TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
Date: 5.28.26 at 9 o'clock  
minutes A M and recorded in  
Book 4 Page 439-442  
of MINUTES OF MEETINGS  
Attest:   
Town Clerk