

Town of Woodbury Select Board

October 13, 2025

Draft Meeting Minutes

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

Town Officials: Robin Durkee –Town Clerk; Lilly Baron – Town Treasurer; John Reid – Auditor/Town Website Coordinator; Darren Usinowicz and Heather Meacham – Woodbury reps to the MVUESD

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: Road Access form for Walker property/Sand Hill Road; EWPP extension request; Executive Session, citing 1VSA 313(a)(3)

Meeting Minutes – 09.22.2025 WSB meeting minutes were approved.

Town Clerk's Report: Robin received a phone call from Tepin Delaney asking if the town would like to store their PA system, that was recently used for the Legislators' visit at the town hall, in the Town Hall for use at other meetings. After brief discussion the WSB decides it would be best not to store the PA system at the town hall. It is too large to be stored in the storeroom, and takes up quite a bit of space. Liability and safety of the equipment is another concern. Robin will thank them for the offer. Another inquiry came from Cindy Gordon about the possibility of having a monthly pot luck at the Town Hall, starting sometime this fall. Robin is the person who schedules the TH but asked the WSB for their opinion in this case. The WSB felt this was a nice plan but was concerned about winter use of the Hall – the heating system doesn't make up for the cold floor - and the water is usually shut off during the coldest months. If these issues can be dealt with, the WSB would support the idea. Robin mentioned appropriation requests are starting to come in for town meeting. Some of the organizations wish to ask for an increase in their appropriation. Any organization requesting an increase would need to gather signatures on a petition from 5% of the town's registered voters. Lastly, Robin has received 3 copies of the newly updated town highway map. The map will be posted at the town office; two other copies are given to Alfie for the town garage and Michael for his town highway administrative work. John Reid will post the new map on the town website.

Town Treasurer's Report: The town received \$690,384 in tax revenue during the month of September. All tax payments are due by October 30th. The highway fund has moved into a temporary deficit, as anticipated. This will continue through October and return to a surplus by November once additional tax revenues are received. Overall, the budget is tracking as expected, though RB Tech remains over budget. Lilly suggested that it may be worth reviewing alternatives to RB Tech. This is briefly discussed at the meeting. Reviews of budget accounting by the town auditors was done in September and will continue monthly going forward. Lilly has started working on a capital equipment plan for replacement of highway equipment. She asked Alfie to review it and hopes to have a draft to share with the WSB at their next meeting. Lilly attended a VLCT session on capital planning. (CIP). A CIP usually envisions a 10-20 year interval that anticipates infrastructure projects and has the benefit of stabilizing tax rates. Lilly states that developing a full CIP would be a longer term project that could warrant its own town committee. The WSB will explore and discuss this idea at future meetings. Utility payments for the old fire station are set. Fuel delivery will come from Bourne's and will be on demand rather than automatic. The WSB will ask Tim Neill to monitoring the tank level. Lilly contacted the Village Trust Initiative, program sponsored through the Vermont Council on Rural Development. The program funds community revitalization and infrastructure projects for small towns. Robin and Lilly will meet with the director soon to learn more and explore potential opportunities for the town. The CVRPC Mutual Aid Agreement has been set up. The WSB will need to appoint two town representatives to coordinate the agreement. Chris will contact potential town representatives, previously discussed.

Woodbury Elementary School Elevator: with Darren Usinowicz and Heather Meacham – The district school board has recently learned, from a state inspection, that the school's elevator has rust somewhere on its carriage. This will need to be fixed or the elevator will have to be shut down. The school district has one year to fix this before the elevator would be required to be shut down, which would in effect shut down the building for school and town uses. Also noted with the

inspection is that the control panel for the elevator is old, parts for any repair are no longer available (or very hard to find as used parts). An initial estimate for these two repairs is \$113,000 for the control panels and \$10,000 for the carriage rust. Darren and Heather also report on another anticipated school expense – the need to replace the fire escape. The estimate for that project is \$360,000. This cost would also cover creating egresses for the school basement rooms as there is no sprinkler system in the basement and no means of exit. The exit created would be in the form of a window well. All these school investments would be covered by the union district. Darren and Heather hint at the difficulty within the MVUESD in discussing repairs to the Woodbury school in light of the fact that the school district does not own the school. The town retained ownership of the building when the district mergers became mandatory and established a lease arrangement with the school district for use of the school. Diana pointed out that the construction and remediation at Hardwick Elementary School over the summer was funded by a bond vote approved by the voters in the entire MVU district and included in our school tax rate this year. But would a similar bond for Woodbury be approved by the same voters? There was a discussion of other possible sources of funding that the town could contribute, but we have no such “capital fund” set aside.

Auditor’s Report: with John Reid – The auditors will be reporting to the WSB monthly going forward. They did a review for September and all appeared in good order. Tom Beers the Assistant Treasurer, is still doing the reconciliation of the warrants and bank statements. The auditors will also review these. The two new auditors have not yet experienced the yearly review process; John is preparing them for that.

Town Website Update: with John Reid – There are plans to add more content to the website and to make access avenues for information on the website easier to follow. John asks the WSB what they would like to see on the town website. There is a form for users to ask questions of town officials, which has already caused some confusion over who gets the inquiry and who is responsible for responding.

Regional Land Use Map: with Michael Gray – A new date needs to be set to meet with Brian Voigt of CVRPC to review a new draft of the regional land use map. There is a question if this is related to the Act 181 Act 250 hearings that are occurring in the state. Michael did not know the answer to that but will contact Brian Voigt to ask. A tentative date of November 10th is set by the WSB for this meeting.

Buck Lake Brook/Cabot Road - USDA/NRCS EWPP Grant Extension Request: with Michael Gray - The EWPP original grant agreement for the Buck Lake Brook bank stabilization project has a final completion date of 12.31.2025. Due to federal shakeups, layoffs and confusions, the NRCS has been unable to deliver design work for the project in a timely fashion. This would be a one year extension to 12.31.2026 to complete the project. The WSB signed the extension request.

Road Commissioner’s Report: with Alfie Larrabee – The road crew has completed the hauling the 3000 yards of winter sand in the town’s contract. The new truck is expected to be ready for pickup on October 25th. Work on the other trucks to prepare for winter plowing is ongoing. Peter Dailey will be taking a two week vacation starting next week. Alfie would like to sell the old 4900 truck and the trailer that was recently replaced. The road crew is hoping to get to an East Hill project before winter sets in. This would be to remedy the deep ditch on a bad curve that was carved out from flooding. The WSB signed the form approving work within the Town Highway ROW, for the Walker property on Sand Hill Road. Alfie wished to recuse himself from signing the permit as the Road Commissioner. He will be the contractor for the construction, and wanted to avoid any perceived conflict of interest. (This work was approved, absent the actual form, at the last meeting.)

Status of Employee Search: The town has received 2 applications so far and one inquiry of interest. Chris will call the person who inquired about the job but has not yet applied. The WSB decides to hold interviews for the two applicants, tentatively setting a date of October 16th with the first interview scheduled for 5:30, the second for 6:30. The interviews will be held in Executive Session, pursuant to 1 VSA 313(a)(3).

Updates and Other Business: Bills and payroll orders were signed at the end of the meeting.

Town Office Basement Waterproofing – Only one bid was submitted and it was received a week after the deadline. The WSB could consider it in any case if it made sense. There was some confusion over whether the proposed trenching would be interior or exterior. Lizzy will call the contractor to understand the proposed project. The RFP was issued

asking bidders to propose a solution to the problem of water in the basement of the Town Office, it did not specify a plan but instead asked the bidders to make a proposal.

Swenson Act 250 Amendment application – The WSB plans to meet with the attorney from Tarrant, Gillies and Shems, on either Oct. 20 or Nov. 3, to prepare for the town’s response during the upcoming Act 250 process. This meeting will be held in Executive Session pursuant to 1 VSA 313(a)(1)(F) professional legal services.

Executive Session – citing 1 VSA 313 (a)(3): The WSB voted to enter executive session at 8:25, citing 1VSA 313 (a)(3) inviting Alfie to join them.

The Executive session closed at **8:54** and no action was taken,

The meeting was adjourned at 8:55 P.M.

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;