

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

Meeting Date: April 10, 2013

Start Time: 6:31pm **Adjourn:** 8:00pm

Meeting Attendees: Bob Burley-ESB Chair, Whit Hartt-ESB, Caroline DeVore-ESB,
Michel Lacasse-Road Commissioner, Planning Board: Sue Cano – Acting Chair EPC

Meeting opened by Chairman at 6:30p. Minutes from March meeting were approved (DeVore). Minutes from February meeting will be emailed (Hartt).

A. SPECIAL TOPICS:

1. Water System Project – Burley

- a. **Elmore EPA STAG grant preserved – (EPA sequestration cuts)**
 - i. **Direct contact with Leahy, Sanders, Welch and EPA**
- b. **State Revolving Loan Fund approval pending – <3%> interest**
Still awaiting loan/funding approval from Eric Law. No problems anticipated.
- c. **Permit Applications prepared and sent to State and Town**
2 permit applications for town and 5 for state submitted (ex. Fire permits, Rt 12 permits, Design Approvals, Construction Permits etc). Town and State permitting in process.
- d. **Test Borings = soils will support load**
Thursday of last week conducted tests to be sure loads could be accommodated for water tanks. Tests fine. Should be no problem.
- e. **Preliminary Design Review – route, pressures, ROWs, etc.**
2nd prelim design in process. Route will sustain the necessary pressures and there are no additional ROWs needed.
- f. **Status meeting with adjoining land owner (Phil Dudley)**
Burley met with Phil Dudley (abutter) to explain project and walk through project plan.

Burley to spend this month getting bid package into place; 30-day bid process. We should be able to stay on schedule.

Burley brought site plans to the meeting for the SB (and meeting attendees) to review.

2. Town Plan: - Hartt

- a. **Quarterly Review – EPC**
DeVore reviewed full Plan package and provided feedback to the EPC. Sue Cano discussed feedback and stepped through changes and updates prepared by the EPC on the Town Plan.
- b. **Town Plan Review Status**

Last Text Edits on 4/30/2013

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A new/final version of the plan is available to the group for review. Everyone received via email. This final version will be circulated for any remaining feedback. A preliminary schedule of final milestones was reviewed.

c. Town Plan Public Meeting date

Sue Cano reviewed the State mandates for the scheduling of a Hearing prior to the adoption of the new Town Plan. The EPC is required to have meeting and the ESB is required to have a public hearing to adopt the plan. If the ESB agrees that the plan will be implemented along with any comments and/or suggested changes, the Plan can be adopted.

Sue reviewed a preliminary plan - Burley asked that the plan, with proposed dates, be submitted to the ESB for review. The following is the proposed schedule – Sue committed to email the schedule to the ESB following tonight’s ESB meeting:

The EPC proposed schedule:

- 1) May 22, Hearing, 6pm, Town Clerks Office
- 2) June 26, Address technical corrections or revisions based on comment received at the May 22 hearing.

Note: if substantial comment is received a special meeting will be properly warned to address the collected input prior to June 26.

- 3) May 23, Forward Town Plan to the Elmore Select Board. The Select Board will set their meeting schedule. The Selectboard must vote to adopt the Town Plan not less than 30 days and not more than 120 days after the plan is forwarded for review.

d. Pending State Level Shoreline Permit Law

The EPC has spoken to Megan at LCPC about this legislation and its potential impact on our town. Burley suggested that someone follow the legislation closely. Sue Cano noted that the EPC is aware and is following the progress of the bill. Whitt to monitor along with the EPC as the "DRI" SB member.

- Michel suggested that perhaps someone from the Lake Association could assist the EPC on the monitoring and review of the Bill process. Sue agreed and will connect with the Lake Association.

- 3. Email:** The EPC met with Kent Shaw and requested access to their existing elmorevt.org email accounts. Caroline & Kent reviewed the best process for "training" town officers on how to access their existing accounts and link these accounts to more "mainstream" email rendering and management tools like

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Yahoo and Gmail. Caroline & Kent suggested to the ESB that the town adopt Google for Business as a platform to easily and securely allow town officers to manage their email accounts and gain access to file storage via the Google DRIVE file management tools.

The ESB/Burley asked Caroline to put together a “Problem Statement” that would outline the suggested use model and impact analysis for Google Business and review with the SB at a separate meeting. Caroline will forward a document for review prior to the next SB meeting.

B. NEW ITEMS:

1. Elmore Hazard Mitigation Plan to maintain eligibility for FEMA funding – Update required. Many errors and omissions

This document is a “template” provided to all towns and used to determine town readiness for dealing with Hazards. The plan is supposed to be reviewed and updated annually. Bob reviewing template and updating any significant errors in the document so that it is more reflective of Elmore’s current state. Data reflecting the standard state of Hazard planning for our town will be corrected and submitted.

2. Front Porch Forum – discussion of Elmore participation – DeVore

At the request of the EPC, town adoption of an online “Discussion Forum” was reviewed by Kent Shaw and Caroline DeVore. Several area towns (Morrisville, Stowe, Waterbury, etc) have all adopted [Front Porch Forum](#) as their online community building and information sharing tool. Caroline forwarded materials to the ESB prior to the meeting so that they could familiarize themselves with this forum tool and better understand the application of the tool to the residents of Elmore along with pros and cons.

Burley felt that this type of electronic, web-based, information sharing tool was “an idea before its time” in Elmore. His observation was that the residents of Elmore would receive little benefit and that adoption rates among residents would be exceptionally low. Given his estimation of low adoption / low interest in the community, the \$2000 annual fee for Elmore to have a Front Porch Forum didn’t seem defensible.

Hartt will evaluate the Forum concept before the next meeting to better familiarize himself with the tool and what the potential upsides of providing this type of community building tools may be. He also wants to better understand the current usage of the Elmore Website as a metric to determine whether Elmore residents would value an electronic information exchange site or not.

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DeVore to gather additional statistics for the group on adoption in Morrisville and surrounding communities as a gauge of general community interest. She also noted that the SB has recently discussed ways to bring the community closer together. This type of on-line tool may be a way to foster community “conversation” and interaction especially as a way to include part-time residents (ex. Lake Community). The town website also helps, but is a one-way (outbound) communication vehicle, not an interactive one.

C. CONTINUING ACTIVE ITEMS:

1. Road Commissioner Update – LaCasse

- Plowing and sanding continue. 36+ inches of snow in last 30 days...WOW
- Pot holes major issue this year. Purchased an extra 724 yards of stone...51 loads above last year. While the material amounts are large, cost is ½ of what we spent last year on material.
- 2006 International truck going in for engine work to evaluate sensor issues.
- Working on grant paperwork to change out some culverts needed on Lacasse Rd. This is a planned capital improvement.

2. Road & Bridge Standards Info Meeting (Lamoille Cty TAC) -- 25Apr13, 1800hrs-1930hrs, River Arts Bldg, 74 Pleasant St. MVL.

- a. Proposed stds affect costs, some components unavailable, may be used to determine FEMA funding levels.

The last Elmore Hwy Stds summary document was approved in 1975; ESB to review the District 6 Template. This is the minimum standards that will cover the town for FEMA support and eligibility for future FEMA cost sharing.

3. LED lighting Status update – Hartt

Contacted Steve Cutler. Cost/light \$500 to switch to LED. There is a tremendous cost savings associated with the change. There may be a grant with Efficiency VT available to off-set upfront costs. Follow-up on grant availability next week with more status.

4. LCPC Elmore Specific storm water runoff model – Cost & Schedule

Caroline to update SB at next meeting. Initial calls in process, not status to report.

5. Remove Town Safe at EFD – Status Update - DeVore

Caroline to check with Eugene Dambach to remove the Safe from Fire Station. Warren expressed interest at the Elmore Store. Caroline to follow-up with Eugene and Warren on relocation arrangements.

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6. Off agenda discussion - SB Meeting Attendance – DeVore

Caroline discussed with the SB (Hartt) the likelihood that she would miss 2-3 SB meetings this year due to work-related travel requirements. She suggested that during these meetings conference calls/Skype/etc could be leveraged to have all 3 board members in attendance at the meetings. Hartt will think about how to approach. Burley no comment.

D. COMPLETED/INACTIVE ITEMS:

1. Open Action Item List reviewed by SB. Reviewed and new items to be added by Burley for next meeting.

Meeting Adjourned – 8:00pm.