

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

Meeting Date: October 9, 2013

Start Time: 6:36 pm **Adjourn:** 8:37 pm

Meeting Attendees: Bob Burley-ESB Chair, Whit Hartt-ESB, Caroline DeVore-ESB, Michel LaCasse-Road Commissioner, Franco Rossi, CAI Technologies, Sandy Rossi, Observer

Meeting opened by Chairman at 6:36p

A. SPECIAL TOPICS: (Items requiring expanded discussion)

1. WATER SYSTEM PROJECT:

- a. **Paperwork admin & workload to meet DWSRF administrative reimbursement requirements is burdensome and frequently contradictory.**
 - i. Delays reimbursement from the loan fund & slows vendor payment
- b. **Confusion – Federal Government Shut Down suspends STAG grant (\$250k) – DWSRF loan is funded and will continue. May cause cash flow problem meeting contractor payments.**
 - i. STAG grant will not be released until the Govt Shutdown ends.
- c. **Successful pressure tests of tanks, water metal tests, concrete tests & framing begun on treatment building.**
 - i. EPA requires a retest of water any time any change or interruption to the water system. Full battery of test are completed.
- d. **Initial meetings scheduled with Ashley Lucht - RE: Creation and Administration of Elmore Water Service Area.**
 - i. Bob meeting with Ashley Lucht tomorrow. We want to have the designation of having a “water service area” vs. a “water district”.
- e. **Jim Bound complaint about: 1) steepness of new drive and 2) alleged removal of Wolcott boundary pin – never found by surveyors or crew during construction.**
 - i. Drive slope meets standards. Added an additional 14 yards of material to smooth the grade.
 - ii. New pin will be placed.

2. TOWN PLAN:

- a. **Short discussion RE: minor edits and Approval Status.**
 - i. Plan approved and submitted in September.
- b. **Short discussion RE: Tighter SB-EPC-LCPC coordination and guidance for Zoning Bylaw Update. Need simple, tight process .**
 - i. See Planning Commission Update below.

B. NEW ITEMS: (Schedule w/Select Board, min. 1 wk. prior to meeting)

1. **Franco Rossi – Digitized Tax Maps Presentation**

Review of current state of Elmore tax maps.

Elmore maps are based on orthophotos (aerial photos) that were used as a base of information. Aerial photography has been rectified and put in 2 dimensions. Accuracy of ~400 feet. 99% of municipalities in VT have orthophotos leveraging aerial maps.

***What is an orthophoto:** Orthophotograph or orthoimage is an aerial photograph geometrically corrected ("orthorectified") such that the scale is uniform: the photo has the same lack of distortion as a map. Unlike an uncorrected aerial photograph, an orthophotograph can be used to*

Last Text Edits on 10/16/2013

TOWN OF ELMORE, VT

Monthly Select Board Meeting

*measure true distances, because it is an accurate representation of the Earth's surface, having been adjusted for topographic relief,[1] lens distortion, and camera tilt. (*Wiki)*

Before digital drafting, ink on mylar was used to create maps for municipal settings. Old maps were scanned to create today's PDFs or TIFF file formats. The digital images are updated, but not digitized. There is some security and value in the PDFs, but we can't get to analytical data on each parcel.

In the '90s, the state funded digitizing parcels. The state only digitized parcels, not parcel data. Today, a tax map digitization project would require "starting over" to get the detailed data into a database format that would allow more analysis and ease of updating the data. There is no conversion cost since we don't have old digital maps to convert. Elmore has circa 1991 maps – only parcel data.

Value of digitized data - Discussion

- Once we have the digitized data we can link the CAMA data (assessment data) to each parcel to enhance the record.
- Dissemination of data is easier. Data can be shielded where needed.
- Are maps "revenue generating"? No one is charging yet. No business model has been setup yet to charge for the data. Data on a parcel is in one file in the GIS.
- 130 online clients – 18 in VT are accessing data through the CAI online tool which also allows viewing and analyzing parcel data. Tool to visualize and manipulate the data was created by CAI (proprietary).
- Data can be delivered to any GIS application for access/visualization. Ongoing maintenance of the digitized data can be outsourced to any vendor.
- Digital data can be concatenated to the file system at no additional charge when the visualization system is initially setup.
- Map overlays can be added (ex. Flood plan, zoning).
- Estimate a 90-day setup timeframe for any digitally available data.

Pricing Estimates:

- \$2500 to create the online basic site; Annual fee of \$1800 for the service. No charge to host the data.
- Maintenance costs to update the maps would be the same as our existing contract (\$800/year)
- Digitization estimates for 500 parcels, shape file, geo data could be \$2-\$3k to convert everything on the maps and allow the Town to print the tax maps like we have today. \$250 handling fee each time CAI touches the dataset to add more info. Most municipalities wait for the annual maintenance update to change or incorporate new data.

2. Discussion & Response to Eugene Dambach email, 27Sept13, critical of road crew and road commissioner competence and performance.

- a. SB reviewed Mr. Dambach's 9/27/13 letter. Selectboard agreed to provide a written response to Mr. Dambach.

C. CONTINUING ACTIVE ITEMS: (Update status, by item, by DRI)

1. Road Commissioner Update – LaCasse

- a. **Work Completed:**
 - i. Sand pile done
 - ii. Yard clean-up to park additional cars for fireman's dinner Saturday.
 - iii. Most roads graded and chloride spread
 - iv. North Co hired for tree and brush removed on Earl Gray Rd. Job well done.
- b. Equipment:

Last Text Edits on 10/16/2013

TOWN OF ELMORE, VT

Monthly Select Board Meeting

- i. All in working order
 - c. Employee Status
 - i. All well
 - d. Upcoming Issues
 - i. Hauling stay mat for Earl Gray Rd. Should finish the complete length of road.
 - ii. Finish Beach Road
 - iii. Cold storage building
 - iv. Specs and prices for replacement of F550
- 2. Beach Road Tree Removal Status – LaCasse**
 - a. Selectboard to send letter to land abutters advising of tree removal
- 3. Elmore Planning Commission Update – Hartt**
 - a. Hartt appointed EPB interim chairperson until March 2014 when Town Meeting held.
 - b. Town plan approved and submitted. Grant for Zoning ByLaws submitted. December award timeframe. County will make notification of approval \$8k with no matching funds from town needed.
 - c. EPC meeting format changed – members will take key issues and follow-up/champion
 - d. Several items in the Town Plan were noted as “Should” items. These will be prioritized and worked through with suggestions on how each could be implemented.
- 4. Ted Barnett request to meet with SB:**
 - a. Ted Barnett, landowner, Worcester Ridge Road, contacted Caroline DeVore and requested an opportunity to meet with the SB to discuss his proposed development project on Worcester Ridge Road. The SB agreed to hear from Mr. Barnett at the November 2013 SB meeting. A 10-15 minute discussion period will be added to the agenda. If Mr. Barnett and/or his designated representatives cannot attend the November meeting, another date will be selected after the first of the year. **Action:** Caroline to contact Mr. Barnett to confirm which SB meeting he will attend. Note: Mr. Barnett has attended previous Elmore Planning Commission meetings and has reached out to the zoning and SB on previous occasions regarding this development project. The SB has noted that this final discussion on the topic will conclude the town’s review of Mr. Barnett’s development project.

D. COMPLETED/INACTIVE ITEMS:

- 1. **Open Action Item List reviewed by SB.**

Meeting Adjourned – 8:37pm.