

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore
Status: APPROVED

Meeting Date: October 11, 2017

Start Time: 6:34 pm **Adjourn:** 7:37 pm

Meeting Attendees: Robert Burley – ESB Chairman, Caroline DeVore – ESB, Robb Wills – ESB, Michel LaCasse – Road Commissioner, Don Valentine – Resident (interested party)

A. SPECIAL TOPICS:

- 1. DISCUSSION: Elmore Fire Dept. Building Repairs: Review inspection results & cost estimate. Develop the repair and financing plan.**

Notes: Repair assessment SOW is appended to minutes. SB made observed that the cause of damage is not the initial construction. Previous repairs were inadequate and resulted in damage; EVFD repair budget unplanned. Rough repair estimate of \$7k - \$10k. SB would like to have this work completed before winter weather begins. Board to review available funds in Town budget.

Action: Request for Proposal will be posted in local newspapers, FPF, Website outlining nature, scope and schedule for work. Fire Department, as sole tenant will be requested to contribute to costs of repair.

Related: SB discussed a need to implement routine inspections of Town buildings to identify potential issues (structural, safety, maintenance) and avoid undue expense to the Town for overdue repairs and maintenance.

- 2. DISCUSSION: ANR/Wemple Paper on proportional contributions to TDML (backbone of MRGP REGULATIONS fwd to ESB & RC on 9/18/17) – Projected TDML for dirt/gravel roads is 6%**
 - a. Projected cost increases to Elmore and other towns Highway Budget will be in 15-20% range. Expect tax increases to comply with Act 64 water quality regulations promulgated by ANR which affect: roads, driveways, houses, agriculture, and recreation activity.**
 - b. Identify Elmore comments to be submitted to AOT during Public Comment Period**

Notes:

Key Town Impacts:

- 1) Financial:
 - a. Highway Budgets of all towns will increase 15%-20% depending on condition of roads. Pre and post construction State Inspections required.
 - b. Increases in Town staffing to upgrade and maintain larger road inventory, including previously unmaintained Class 4 roads.
 - c. Property tax increases to private properties, agricultural and forest land via annual State required permit.
 - i. Impervious surface tax based TDML estimated runoff from impervious surface
- 2) Private Property:
 - a. Significant impact to private property (disruption, curb cuts, driveways, drainage)
 - b. Sediment capture impact – ditching and catchments easements will be required on some private properties abutting town and state highways.
 - c. Additional restrictions on new access roads, driveways and curb cuts. Some existing driveways will require reconfiguration.
- 3) Public Safety:
 - a. Requirement for 4x4 ditches on roadside may increase property damage and injury to vehicles and occupants.

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- d. Projected average vehicle speed increases resulting from required smoothing, shaping and firming of all Town Road surfaces to NEW state-wide standards to control storm water runoff.

B. NEW ITEMS:

1. DISCUSSION: Elmore Electronic Communications Policy – email account usage

Notes: DRI: Caroline DeVore - Caroline to remind all new and existing Town employees/board members of benefits to using Town email addresses/accounts for all Town-related email communication/business for security and continuity.

2. DISCUSSION: Lister Access to Grand List database application

Notes: SB approved installation of NEMRC Grand List files (Public Documents) on Lister June McKinley's computer. This will permit McKinley to continue active Lister function during her annual southward relocation during winters and further assist in training of newly appointed Lister. Annual renewal approval by ESB will be required on "as prudent" basis.

C. CONTINUING ACTIVE ITEMS:

1. Road Commissioner Update – LaCasse

Work Completed:

- Sand pile complete.
- Ditch work on East Elmore Road and Symonds Mill Road
- Changed culvert on Gates Farm Road

Equipment status:

- All in working order.

Employee Status:

- Took some time off.

Upcoming Work / Anticipated Issues:

1. Two more culverts to put in and headwalls to fix.
2. Deberm Gates Farm Road.
3. Prep for winter work requirements.
4. Work with LCPC on inventory mapping.
5. Prepare spec sheet for new highway truck.

2. STATUS: Route 12 Speed Limit reduction: Cano/Howell/Wills

Notes: Received draft letter from Cano and Howell. SB reviewed and approved for Rob Wills to sign and submit to AOT as the required request an Engineering Study on State Highway.

3. STATUS: Sub-Division By-Law Municipal Planning Grant Application

Notes: Grant application submitted prior to 10/2/17 deadline. Award notification is

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expected in December.

4. STATUS: Road Erosion Inventory Grant Application.

Notes: Grant approved and we need to get started ASAP. Burley and Lacasse to bird dog follow-up and schedule for work with Rob Moore, LCPC DRI.

5. UPDATE - EPC:

- **ENERGY PLAN: Draft Energy Plan submitted to state PSB for “preliminary review” to smooth final approval.**
 - **Town Plan Update due 2018 = MAJOR EFFORT/WORK necessary**
 - **Burley met with EPC 27Aug to map out initial steps.**
- 6. Elmore Water System: Brooke Green & Abram Ward remain in arrears for FY17 and first ½ FY18 water service charges. Osborne to meet once more to explain consequences.**

D. COMPLETED/INACTIVE ITEMS

1. Review Action Item List

E. SB EXECUTIVE SESSION

No Executive Session Required.

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Town Of Elmore Scope of Work for Fire Station Repair

Exterior:

- Remove all metal siding and Typar on building from window on the left of the door and window on the right of the damaged door. Roughly 16 ft.
- Inspect plywood
- Remove rotten plywood to determine extent of damage. Determine if there is any structural damage and notify the Selectboard of extent of damage.
- Replace any rotten wood including framing around door.
- Replace damaged plywood
- Re-Typar
- Reinstall door
- Reinstall Metal siding

Interior:

- Repair any damaged sheetrock around door to the point of painting
- Repair sheetrock damage in ceiling upstairs to the point of painting

Attic:

- Replace rotten supports on roof structure
- Reinsulate where sheetrock is damaged

Roof:

- Replace 7 roof panels. Roughly 25x3 each
- Tighten loose screws on roof
- Replace and Reinstall septic roof vent boot
- Add 2 rows of snow guards to protect vent pipe 3 feet long each
- Check / add / replace flashing around chimney