

TOWN OF ELMORE, VT

Meeting of the Elmore Select Board

Meeting Minutes – prepared by C. DeVore
Status: APPROVED

Meeting Date: February 14, 2018

Start Time: 6:31 pm Adjourn: 7:55 pm

Meeting Attendees: Robert Burley – ESB Chairman, Caroline DeVore – ESB, Robb Wills – ESB, Michel Lacasse – Road Commissioner

NOTE: SELECTBOARD MAY ENTER EXECUTIVE OR DELIBERATIVE SESSION(S)

A. SPECIAL TOPICS:

1. **TRANSITION - DISCUSSION:** Review items on action item list that require transition. Mr. Burley to provide status including current actions, recommended next steps and primary contacts. Active items include subdivision regulations and energy plan. Review inactive items that may come back on the agenda (Eagle Ledge, Lake Elmore Dam ownership, Sale of Atlas/Meyer). Provide documentation and actions that were part of inactive items.

Notes: B. Burley reviewed with all the specifics of his work with the EPC (Subdivision Plan, Energy Chapter, Town Plan) and current status.

Subdivision: LCPC converting format of previous plan to editable (MS Word) document. SB to get input on plan from DRB, EPC and Zoning Admin and sign new plan with approval.

Energy Chapter: Work complete with only a few minor edits.

Inactive items: All files are shared at the SB meetings and hardcopies are with the Town Clerk. Complete copies are saved to a CD for reference.

2. **DISCUSSION:** Truck failure 2/12/18 – 2006 International. Towed to Clark's in Jericho, expected out of commission two weeks.

Notes: Truck under evaluation at Clark's. Additionally, towing caused significant damage to the plow frame and hydraulics. (Point of connection was to the plow frame). Michel working with Fairfield's and Clark's to assess damage and understand liability issues. Michel to update board - R. Wills is the primary to assess next steps.

3. **UPDATE:** Regarding transition on the Select Board. B. Burley agreed to remain as Ad Hoc advisor/consultant to Board as needed/requested to provide continuity and workload smoothing. Any projects that require more extended work/projects can be reviewed by the SB and billed at Mr. Burley's standard consulting rate to the Town.

B. NEW ITEMS:

1. **REVIEW:** Reviewed calendar of activities that SB should be aware of, approve, contribute to or participate in.

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List reviewed and discussed. Examples: appointment of board members, setting of tax rate, budget setting, employee reviews, annual road inventory/review, water system annual report, annual FEMA or other, materials pricing/contracts, fuel contracts/purchases for town, etc.

No Actions – only update.

2. **DISCUSSION:** Build SOP for primary contact on board by topic area and notification process to other members. Example: Town Buildings, Town Roads, Town Equipment, Lake Association, etc. Objective to assign a primary and secondary point of contact for each area with process for updating others until next warned meeting. When to use email, text, phone, etc. to provide updates.

Action: C DeVore to make a list of primary contacts by topic area.

3. **UPDATE:** Complaint received about town plowing and mailbox damage. Action: Caroline spoke with home owner and discussed possible cures and noted the Town's Winter Policy.

Action: Socialize Winter Policies via website – note that items placed in the ROW are at owner's risk (including mailboxes).

Notes: Winter policy has been pulled to the Homepage of the Town website. Policy was approved by SB in March 2015. Policy will be moved to the homepage every November and moved to website resources section every April.

4. **DISCUSSION:** Snowmobile ROW crossing on Rt. 12 between Beach Rd and Hosking Farm Road. VT State Police issued warning to snowmobile operators riding down Rt. 12 to make the crossing. SB checking on state guidelines for length of connections between roads and authority to issue any type of provision.

C. CONTINUING ACTIVE ITEMS:

1. Road Commissioner Update – LaCasse

Work Completed:

- Plowed and sanded 28 times. 30 plus inches of snow Feb 4 to Feb 10.
- Pushed back some snow banks with loader.
- Dealing with a couple of frozen culverts.
- Cleaned up garbage dump site.
- Assisted Elmore Fire Dept at fire scene in west Woodbury.
- Clean parking lots for polar splash.
- 2 ½" of rain on January 12th, water over EMR and East Elmore.

Equipment status:

- Truck #1 out of service.
- Servicing grader for spring.

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Employee Status:

- Busy.

Upcoming Work / Anticipated Issues:

- LCPC has set a date of October 31 to complete road inventory grant.
- Getting new roads permit for July 1 from state of VT.
- Looking for grants.

2. UPDATE: EPC

- Subdivision bylaw
- Energy plan update

Notes: See A.1.

3. UPDATE: DRB staffing update. Jay Kennedy appointment complete – onboarding complete.

4. UPDATE: VT Open Meeting Law training. Onsite (\$415).

Notes: To date, 13 board members in Elmore have committed to attending a meeting when arranged. Looks like a Wednesday evening 6-8pm will be optimal for all. Invite extended to Morrisville to join forces and even share expenses.

SB approved spend of up to \$415 for training to be held after Town Meeting Day. C DeVore to arrange.

5. UPDATE: Letter received from Elinor Peter re: Milfoil Removal from Lake. Email forwarded to all by Bob.