

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Final

Meeting Date: March 14, 2018

Start Time: 6:35 pm **Adjourn:** 9:00 pm

Meeting Attendees: Caroline DeVore – ESB Chairman, Robb Wills – ESB, Glenn Schwartz – ESB, Michel Lacasse– Road Commissioner, Robert Burley – Resident, Aaron Schwartz – Resident, Sharon Fortune - Resident

A. SPECIAL TOPICS:

1. **ACTION:** Appointment of town officers, election of chairman and board's clerk.

Notes: Welcome new Select Board member Glenn Schwartz.

APPOINTMENTS: Appoint 2018-2019 Town Officials per statute

All previously appointed officials continue in their current roles.

There are currently two open positions on the Planning Commission and one open position on the Development Review Board.

Caroline DeVore elected SB Chairman, Glenn Schwartz elected SB Clerk.

2. **DISCUSSION:** [Records Management and Retention](#). Consider/review assistance from Records and Information Management (RIM) specialists to assist with records retention.

Notes: The Town of Elmore currently has no electronic system for retention of data. ESB to research this topic, contact the State records and information specialist and apply for possible grants. This topic will be discussed further at the next meeting.

3. **DISCUSSION:** Town email server capacity. Storage capacity reaching limits of current program. Have enough space for up to 12 months. Evaluate options.

Notes: Approximately 10 people are currently using the town email address. Possible switch to Microsoft or Gmail accounts was discussed. Caroline DeVore to invite Kent Shaw to the next ESB meeting to discuss possible options.

B. NEW ITEMS:

1. **REVIEW:** Contact list for Selectboard by topic area with notification process.

Notes: Select Board members are to make a list of different scenarios and who would be the best person to be called for that particular event. This will be discussed at the next meeting. In addition, a contact list with telephone numbers and email addresses will be developed.

2. **UPDATE:** FEMA Emergency Shelter requirements.

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Notes: Rob Wills reached out to FEMA and reported the following;

- Emergency dwellings don't have to meet all designated requirements, but a group of dwellings can qualify if they collectively meet the requirements.
- We have the ability to discuss this issue and share facilities with other municipalities.
- Rob Wills will setup a meeting with the Elmore Fire Chief, since the fire station meets most of the criteria.
- The deadline to update the plan is April 1, 2018.

3. **DISCUSSION:** Administration and Outside Services. Discuss purchase orders and invoices for work against pre-approved projects.

Notes: The topic of contract and contingent work services was discussed and the following issues were reviewed;

- Payments to vendors or contingent staff for work conducted for the Town must have proposals approved by the Select Board on file prior to work being performed. This can be an approved budget amount, Statement of Work or project proposal.
- The Town Clerk will match the approved proposal to the vendor's invoice prior to payment.
- Effective immediately, the term for payment of approved vendor invoices will be net 30 days.
- Based on the workflow of projects that are outsourced, the Select Board will evaluate work coverage options including hiring contingent staff.
- Select Board members have a stipend; however board members have, from time to time, submitted invoices for work conducted on behalf of the town that was additional to their duties. Moving forward, the Board will define and discuss guidelines and policies for this type of out-of-scope or contingent work and invoicing insuring that conflicts of interest are strictly avoided.
- Caroline DeVore is to write a guideline draft for all contract or outsourced work projects and present it to the Select Board for review and discussion.

C. CONTINUING ACTIVE ITEMS: (Update status by principle owner)

1. **UPDATE:** Road Commissioner's Report – Lacasse

Work Completed:

- Mud season started early with record warmth in February. The worst conditions were on Lacasse Road, where 15 loads of material were required to repair the roadway. Cars were left on the roadway which hampered the repairs.
- Most roadways were graded prior to the refreeze.
- Spot grading was performed as weather permitted.
- A lot of plowing and sanding due to the recent snow events.

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Equipment status:

- Dump Truck (2006 International) still has many issues. Managed to get the truck running except for the damage caused by the towing company. The parts apparently were not ordered by Fairfield and it will be 3-5 weeks until they are received and the repairs can be made. The insurance will pay for the new parts and labor to install but the temporary fix may be to Elmore's expense. The truck is currently in use.

Employee Status:

- Employees had one day off in February and no days in March.
- Have spent a lot of overtime due to the weather.

Upcoming Work / Anticipated Issues:

- New tandem truck
- Michel LaCasse to look into alternate repair facilities.

2. UPDATE: Central Vermont Internet

(a) Overview of CVI, a forming Communications Union District under 30VSA Ch82.

Background from January Meeting: CVI STATUS: "Central Vermont Internet: Effort to create a regionally controlled "Communications Union District" to provide reliable, lower cost, high speed internet in Central VT. The district would span central Vermont area, be self-sustaining (user fees) with each town having board membership. No property tax impact.

(b) Decision to enter public meeting process to join multiple Washington County and Lamoille county towns to deliver internet speeds 3-700 times faster than existing at current competitive rates. Subscriber based.

Notes: Bob Burley made a presentation and provided a handout with information (copy attached). The next steps will include;

- Bob Burley to draft a warning for a Public Meeting where the Selectboard will hear public comment on whether the Town should participate in the CVI Union Communication District. A 30-day public meeting notice period is required. Meeting to be warned for Tuesday, April 24th at 6:30PM in the Town Clerk's Office.
- Following the Public Meeting, a Special Select Board Meeting will be required to approve or disapprove this issue.
- If Town participation is approved, the Select Board will appoint a representative to attend the initial meeting of the CVI Board on May 8th participating as Elmore's representative.
- There will be no cost to the Town of Elmore.
- There is one set of operating rules for per District.
- Bob Burley expects to invoice the Town of Elmore between 4 and 10 hours of consulting time for his work on this project through April 24, 2018.
- The Select Board will warn their Special Meeting on this topic to immediately follow the town meeting on Tuesday April 24th

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3. **UPDATE/ACTION:** Planning Commission – Determine who will support EPC and attend meetings as needed.

Note: Glenn Schwartz will support the Elmore Planning Commission and attend their next meeting on Wednesday, March 28th. Development of the Town Plan is the priority and is due at the end of the year.

4. **UPDATE:** DRB – DeVore to provide update.

Caroline DeVore stated that the zoning needs to be tightened up and will be addressed at the next Development Review Board meeting.

5. **UPDATE:** VT Open Meeting Law training. Onsite meeting scheduled for 3/21/18 at 6:30pm – 8:30pm. Training provided by Sarah R. Jarvis, Esq., Staff Attorney, Municipal Assistance Center, Vermont League of Cities and Towns
All Elmore board members emailed and Special Meeting warned.

Notes: It is anticipated that 13 individuals will be in attendance.

6. **UPDATE:** Lake Association – G. Schwartz

Notes: Glenn Schwartz reported that the Lake Association was awarded a grant from the Vermont Department of Environmental Conservation in the amount of \$20,928.00 to be used for milfoil removal and a greeter program. This grant requires a town match which is available in a combination of current funds and in-kind resource support. The approval of a \$15,000 appropriation from the Town makes this grant of matching funds possible.

D. COMPLETED/INACTIVE ITEMS: (Update status)

1. Review Action Item List

Notes: The action list was reviewed.

E. NON AGENDA/OTHER ITEMS: (Time Available)

1. Routine Administrative, Operations items and payment approvals.

F. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED

CENTRAL VERMONT INTERNET (CVI) DISTRICT

ISSUE: Central Vermont is significantly underserved by existing Internet Service Providers due in large part to a combination of outdated equipment (slow, gaps and interruptions) and low housing densities (unprofitable). While the issue is a sequel to rural electrification which confronted the non-urban United States from the 1930's through the 1960's (addressed by the government subsidized REA (Rural Electrification Agency) and while current governments may recognize the importance of internet access, government funding is very limited, slow or unavailable. A multi-community approach is a proven, excellent remedy.

SUMMARY: The CVI initiative (replicating successes in Southern Vermont and elsewhere) is forming to provide state of the art fiber optic (not copper based DSL), **subscriber based**, scalable, internet services to towns, businesses and residences in Washington, Orange and Lamoille Counties with **no increase in property taxes.** Over 10 towns in Washington County approved joining this initiative at 6 March 18 Town Meetings. Elmore has proposed and is evaluating extensions to Lamoille County.

STRUCTURE: Vermont Law (VSA30, Ch 82) permits the creation of NON PROFIT "Service Delivery Districts" which are not limited to town boundaries. Examples include Water Districts, Sewer Districts, Fire Districts, etc. Initially CVI proposes a district spanning requesting towns in Washington and Lamoille Counties. Each town will appoint a member to the CVI Board of Directors who shall oversee the formation, operation and administration of the district, independent of towns. All technical, administrative and financial operations are the responsibility of the district. Capital funding is likely to be a combination of Revenue Bonds (state and federal tax exempt) plus business and individual investors. Operations funding is subscriber derived.

SCHEDULE:

- Proof of Concept: EC Fiber is a similar district in southern Vermont serving 24 towns. Financial feasibility demonstrated by 6 subscribers per mile.
- Formation: Initial meeting, by statute will occur on 8 MAY 18. Names of Town BOD members must be submitted before 30 APR 18.
- Infrastructure: Phased build-out will likely begin in 2020
- First Service Delivery: 2020.

SERVICES: (Partial list)

- Tiered, sustained internet **speeds from 17Mb/s to 700Mb/s.**
- Business phone lines with unlimited local/long distance and features
- Digital voicemail – voicemail to email
- Static IP Addresses
- Net Neutrality: Never block, throttle or sell users data

COSTS: (Estimates only, based on EC Fiber, Actual pricing may vary) 149 cent Δ

- Estimated Range: From: 17Mb/s @ \$66/mo. TO: 700Mb/s @ \$199/mo.
- Estimated installation & activation charges similar to current providers