

# TOWN OF ELMORE, VT

## Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz  
Status: Approved

**Meeting Date:** April 15, 2020

**Start Time:** 6:00 pm **Adjourn:** 7:15 pm

**Meeting Attendees via electronic means:** Caroline Devore, Robb Wills, Glenn Schwartz,  
Michel LaCasse, Don Valentine

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This meeting was conducted remotely via electronic means and began by Carole DeVore reading the following statement;

As Chair of the Elmore select board, I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically.

In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:

- a) Providing public access to the meeting by *telephone*, with additional access offered through video conference. We are using WebEx for this remote meeting.<sup>1</sup> All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by raising your hand to be recognized;
- b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using your computer and telephone in our posted meeting agenda. *[Instructions have also been provided on the town website at: [www.elmorevt.org](http://www.elmorevt.org)*
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anybody has a problem, please type into the chat bar or raise your hand.
- d) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law.

Let's start the meeting by taking a roll call attendance of all members participating in the meeting.

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### Meeting Minutes Approval:

The minutes of the March 11, 2020 Select Board Meetings were approved.

### 1. SPECIAL TOPICS:

- a. **DISCUSSION:** COVID-19 Vermont Awareness information. The following links provide the latest information for the state of VT updated daily. On Friday, April 10, Governor Scott extended Vermont's State of Emergency through May 15. **Find all VT updates on <https://www.healthvermont.gov/response/coronavirus-covid-19> by clicking the "See the Latest Update" button.**

Additionally, please see below for new guidance released or updated Friday 4-10-20 by the State of Vermont:

- [Governor's Executive Order 01-20, Addendum 9](#)
- [Health Alert: Hospital Discharge for COVID-19 Patients](#)
- [Health Update: Overview of Vermont Residents Testing Positive for SARS-CoV-2: March 21-April 3, 2020](#)
- [Learning and Engagement: Support for Families during Spring Break](#)
- [Class of 2020 Vermont Seniors: Considerations due to COVID-19 Closure](#)
- [Supporting Learning While Social Distancing: Companion Document for Families of Children with Disabilities](#)

**Note for area renters:** All lodging facilities are currently to be closed except for exemptions when supporting the state's COVID-19 response. Governor Scott announced on Friday, April 10 that lodging operators may accept reservations for stays and events occurring on June 15 or later.

- b. **DISCUSSION:** Elmore Town Office Closures: Remain in effect until May 15 – this date may be extended by the Elmore Select Board based on state guidance. Check the Elmore Town [Website](#) for updates.
- c. **DISCUSSION:** Town Boards including EPC and DRB meeting discontinuation. Will Elmore issue Zoning Permits during period Town Offices are under limited operation and boards are not conducting meetings? Discuss essential operations.

**Notes:** The DRB will not be meetings until further notice. In addition, permits will not be issued at this time. Glenn Schwartz will contact the Planning commission to see if a meeting should be conducted remotely via electronic means

- d. **DECISION:** Signature authority during Town Office closure. The board will appoint one member to have signature authority for all actions that would normally require signature of each board member.
- Notes:** The board unanimously voted G. Schwartz to have signature authority.

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- e. **DISCUSSION:** Essential Employees – backup/secondary plans. Current essential employees are Town Clerk, Road Commissioner and crew.

**Notes:** The board will request schedules for possible vacations by essential personnel in order to get possible replacements. In addition it was recommended that the road crew practice social distancing and that they do not ride in the same vehicle.

#### **2. ACTIVE ITEMS:**

- a. **DISCUSSION:** Town Garage: Updates and next steps following Town Meeting.

**Notes:** Robb Wills discussed the Town Garage with Rob Moore of the LCPC. Rob Moore will write the RFP but suggested that we start with a RFQ (request for qualification) as the next step. LCPC will perform this work under a grant at no cost to the Town of Elmore.

G. Schwarz stated that he had received financial incentive information from Efficiency Vermont and VPPSA on behalf of Morrisville Water & Light Department. This information will be forwarded to LCPC.

- b. **UPDATE:** Passage of 1% Local Option Tax. Submissions to State Legislature.

**Notes:** Sharon Draper forwarded all of the required information to the Secretary of State. However due to the fact that it is late in the legislative session and they are only dealing with COVID 19 issues it is unlikely that this will be approved at this time.

- c. **UPDATE:** Update on Town signage replacement. Discuss pricing and timing before moving forward.

**Notes:** G. Schwartz Presented pricing from Cutting Edge Graphics to replace the doubled sided sign at the Town office, the sign at the Lake and the two welcome to Elmore Signs. The board voted unanimously to proceed. G. Schwartz to order the signs.

#### **3. CONTINUING ACTIVE ITEMS:** (Update status by principle owner):

- a. **UPDATE:** Road Commissioner's Report – Lacasse

**Notes:** The Road Commissioner reported that they are still dealing with mud season but are having trouble procuring materials as the quarries are closed. They are working on submitting paperwork to FEMA electronically for the Halloween Storm.

M. Laccase reported that the septic at the garage is not working properly and they must operate it manually. This is probably due to a high ground water issue. Michel also reported that there is plenty of sand left over from this winter. All other work is on schedule. Greenup day has been postponed until May 30<sup>th</sup>.

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**4. COMPLETED/INACTIVE ITEMS: (Update status)**

- a. Review Action Item List

**Notes:** The action list was not reviewed at this meeting

**5. NON AGENDA/OTHER ITEMS: (Time Available)**

**6. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED**