

# TOWN OF ELMORE, VT

## Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz  
Status: Approved

**Meeting Date:** March 10, 2021

**Start Time:** 6:08 pm **Adjourn:** 6:55 pm

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

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**This meeting was conducted remotely via electronic means**

**Meeting Minutes Approval:**

The minutes of the February 10, 2021 Select Board Meetings were approved

**1. SPECIAL TOPICS:**

**2. ACTIVE ITEMS:**

- a. **UPDATE:** Appointment of town officers, election of SB chairman and clerk.

**Notes:** The attached list of appointed officials were approved by the Select Board. In addition, Caroline DeVore was re-elected Select Board Chair, Robb Wills- Select Board Chair backup and Glenn Schwartz- Select Board Clerk

- b. **UPDATE:** Room and Meals 1%

**Notes:** The voters of the Town of Elmore overwhelmingly approved a 1% Local Rooms Options Tax (194 yes – 45 no) on Town Meeting Day. G. Schwartz has been in contact with Sharon Asay the Director of Finance for the Vermont Department of Taxes. The State has begun the process for the Local Option Tax to start on July 1st. The Department handles the outreach for the new tax. They will send notifications to all registered taxpayers in the town and all of the surrounding towns. They also notify all of the e-commerce vendors and post the information on the state website and update their maps. The town is not required to do any outreach. The State will send the Town of Elmore a copy of the notification so we can post it on our website.

- c. **UPDATE:** Elmore Highway Maintenance Facility

**Notes:** R. Wills and R. Burley have identified 12 potential sites for the new facility and are in the process of ranking them in order for suitability. They are also looking at expanding the search are further South on route 12. In addition they are still in contact with the State regarding the existing site. Further investigation can be performed once the snow melts.

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- d. **UPDATE:** Estimate for Clerk's office maintenance

**Notes:**

- Baker Builder provided an estimate in the amount of \$3,917.24 for the soffit, fascia and shutter work @ the Town Office (copy of quote attached)
- Louis Marineau Painting provided a quote in the amount \$5,480.00 for painting and pressure washing the Town Office (copy of quote attached)
- The board voted to accept these proposals and proceed with the work

- e. **UPDATE:** Land records restoration (indexing remaining 27 years of land records)

**Notes:** Sandra Lacasse has been working on indexing the land records that were scanned. The company that scanned the records scanned 40 years, but only indexed 5 years. Sharon Draper has been using money from the grant that we received to pay Sandra. However, we can no longer use the grant money since all work had to be completed, or paid for by the end of 2020. We have money in this year's budget to perform the work beyond the grant. S. Lacasse has already indexed an addition 8 years, so that makes a total of 13 years indexed. The goal is to have the whole 40 years indexed. This will make it easier to research the records remotely. The Select Board voted to proceed with the work utilizing S. Lacasse and will notify S. Draper

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

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

**Notes:** The Road Commissioner reported the following;

- Crews have been pushing the snow away from the roads with the grader in preparation for the spring melt
- 2 wind events over the past month with minimal damage
- Crew will begin posting the roads on March 11, 2021
- The Select Board acknowledged the attached letter from the State of Vermont 1-21-21

- b. **CONTINUING:** Elmore Town Office Closures: Remain in effect. All person's wishing to conduct business in the Town Clerk's Office or with the Board of Listers must make an appointment. During appointments, all visitors must wear a mask to cover their nose and mouth. Office employees must practice social distancing of 6 feet. If social distancing cannot be practiced, masks must be worn.

**Notes:** The Select Board Meeting will continue to be conducted remotely via Zoom until further notice.

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

- a. Review Action Item List

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

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

- a. **DISCUSSION:** Check Warrant Report

**Notes:** The Check Warrant Reports that were supplied by S. Draper were reviewed and accepted by the Select Board. G. Schwartz to sign for the Board.

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

<b>APPOINTED OFFICIALS</b>
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Fire Warden	Andy Jones
Tree Warden:	Select Board
Budget Committee:	Select Board, Town Clerk
Planning Commission:	Kate Sprague (chair), Glenn Schwartz, Hans de Boer, Michelle Greeson, Don Valentine, Bruce Olsson
Energy Coordinator:	Select Board
Civil Defense Coordinator:	Fire Chief (Brent Hosking)
Town Grand Juror	Jay Kennedy
Service Officer:	Rand Pelton
Health Officer & Zoning Administrator:	Kristen Rose
Development Review Board	Jill Lindenmeyr (chair), Paul Rouselle, Caroline DeVore, Jay Kennedy, Michael Furst
Animal Control Officer	Ken Haggett
Road Commissioner	Michel Lacasse
Road Crew	Raymond Lacasse
Web Master	Kent Shaw

<b>STATE ELECTION ELECTED OFFICIALS</b>
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Justice of the Peace:	Diane Cote, Lisa Kelley, Jill Lindenmeyr, Anna Olsson, Stuart Wepler
Lamoille County Senator: District Representatives:	Richard Westman Dave Yacovoni and Avram Patt



ESTIMATE SOFFIT , FASCIA AND SHUTTER WORK ELMORE  
 TOWN CLERKS OFFIC  
 2/28/21

DEMO SOFFITS /FASCIAS GABLE END 3 MEN 5 HRS	15 MN HRS
INST NEW SOFFITS FASCIAS 3 MEN 4 HRS EA	12 MN HRS
REMOVE /INST NEW SHUTTERS AS REQ 2 MEN 4 HRS	8 MN HRS
CLEAN UP	2 MN HRS

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37 MN HRS  
 X 45

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LABOR TOTAL	1665.00
3- 1X6X16 BORAL TRIM @ 43.72 EA	131.16
3- 1X4X16 BORAL @ 27.38 EA	82.14
3- 1X12X16 BORAL @89.99 EA	269.97
NEW SHUTTERS [INC TAX]	545.90
2 DAY MANLIFT RENTAL @ 250 PER	500.00
ALLOWANCE FOR VINYL SIDING REPAIR	500.00
DISPOSAL FEES	50.00
G/C 10% PROFIT&OVERHEAD ON MATS	173.00

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ESTIMATED TOTAL 3917.24

**NOTE; NO PAINTING INCLUDED AS PER ROBB**

# LOUIS MARINEAU



**PAINTING & PAPERING**

89 Barre Street  
Montpelier, VT 05602

Phone #(802) 229-0487 Fax #(802) 229-6118

[www.marineaupainting.com](http://www.marineaupainting.com)

## Estimate

Date	Estimate #
2/15/2021	240578

Name/Address
Elmore Town Hall Attn: Rob Wills P.O. Box 66 Elmore, VT 05657

Job Name/Location

Job	Elmore Town Clerk - ...
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DESCRIPTION	QTY	COST	TOTAL
This proposal assumes work to be completed in accordance with Painting and Decorating Contractors of America Standards. Standards available upon request.			0.00
SCOPE OF WORK FOR EXTERIOR OF TOWN CLERKS :			
1) Scrape peeling areas and spot prime at soffits and fascia.			
2) Apply cleaner and power wash. Bad mold / lichen on pond side roadside. Not sure how good that will clean up.			
3) Two coats of finish black on fascia and soffit.			
4) Scrape, prime, paint at panel ceiling at entrance.			
5) Paint sign post.			
6) Paint two new doors and casings.			
7) Price includes \$500.00 for misc paint allowance.			
Labor and materials	1	5,480.00	5,480.00
A deposit of 25% is due upon acceptance of proposal. THE BALANCE WILL BE DUE ON THE LAST DAY OF THE JOB.			
Should you decide to go forward with this project, please sign one copy and return it to our office. Thank you for your inquiry.			
Signature _____ Date _____			

Yours Truly,

Brian Marineau, President



**PROUD MEMBER OF THE PAINTING AND DECORATING CONTRACTORS OF AMERICA**  
VISA, MasterCard and Discover cheerfully accepted.

<b>TOTAL</b>	\$5,480.00
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State of Vermont  
Office of the Secretary  
219 North Main Street, Suite 101  
Barre, VT 05641  
vtrans.vermont.gov

[phone] 802-476-2690  
[fax] 802-479-2210  
[ttd] 802-253-0191

Agency of Transportation

Rule 118-4

To Whom It May Concern,

In accordance with Title 19, Vermont Statutes Annotated, Sections 1109-1110, the Transportation Board has made and promulgated a rule to prevent the abuse of highways from November 15<sup>th</sup> to December 31<sup>st</sup> and January 1<sup>st</sup> to May 15<sup>th</sup> inclusive, in each year, or until adoption and announcement of any modification to the rule, two copies of which are enclosed herewith. In accordance with Section 12 of Act no. 246 of 1990, this rule is now administered by the Agency of Transportation.

In reading over these Sections you will note:

- a) This rule does not become effective in a particular town until it has been filed with the Select board, and
- b) Posted by the Select board in two public places, such as bulletin board at the Town Hall, or the office of the Town Clerk or Town Treasurer. Posted on privately owned property does not, in most cases, meet the legal requirements. The attached rule is sent to you for this purpose, if you have occasion to use it.
- c) The road to be protected must also be posted at each end with suitable conspicuous notices.

	Town Highways (Classes 2, 3 and 4)
Two-axle trucks	15,000 lbs
Three-axle trucks	18,000 lbs
Tractor-trailer units	20,000 lbs

If there are any roads in your town on which it is advisable to limit the loads from November 15<sup>th</sup> to December 31<sup>st</sup> and January 1<sup>st</sup> to May 15<sup>th</sup>, it will be necessary for you to post these two notices as outlined above. The conspicuous notices for each end of the road affected may be procured from your District Transportation Administrator.

Vermont Agency of Transportation  
Barre, VT

By   
Secretary of Transportation

Date 01/21/2021  
Rule 118-4



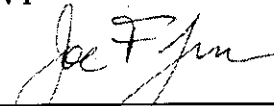
## NOTICE

Pursuant to the Title 19, Vermont Statutes Annotated, Sections 1109-1110, the State Transportation Board has made and promulgated the following rule, now administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990.

In order to prevent the abuse of any highway, or portion thereof, posted under the provisions of these Sections from November 15<sup>th</sup> to December 31<sup>st</sup> and from January 1<sup>st</sup> to May 15<sup>th</sup>, inclusive, in each year, or until adoption and announcement of any modifications of said rules, no vehicle having a weight, including vehicle and load, in excess of the weights specified below, shall be operated on any part of the following classes of highways, which are posted under the provisions of these Sections:

	State Highways	Town Highways (Classes 2, 3, and 4)
Two-axle Trucks	20,000 lbs	15,000 lbs
Three-axle Trucks	30,000 lbs	18,000 lbs
Tractor Trailer Units	40,000 lbs	20,000 lbs

Vermont Agency of Transportation  
Barre, VT

By   
Secretary of Transportation

Date 01/21/2021  
Rule 118-4

