

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: April 11, 2018

Start Time: 6:31 pm **Adjourn:** 8:30 pm

Meeting Attendees: Caroline DeVore – ESB Chairman, Robb Wills – ESB, Glenn Schwartz – ESB, Don Valentine – Resident, Sharon Fortune - Resident

A. SPECIAL TOPICS:

1. **ACTION:** Appointment of Transportation Advisory Committee (TAC) representative.

Notes: The following were appointed by the Select Board
Bob Burley Primary, Michele Lacasse Alternate #1 and Glenn Schwartz Alternate #3

B. NEW ITEMS:

1. **REVIEW:** Elmore's Emergency management plan.

Notes: This plan is required to be submitted by May 1, 2018. The plan is being updated with emergency personnel. No other changes are being made. Caroline DeVore to receive emergency management training online.

2. **DISCUSSION:** Town email server capacity. Storage capacity reaching limits of current program. Have enough space for up to 12 months. Evaluate options. Kent Shaw to review with the SB.

Notes: This item was tabled until the next meeting, since Kent Shaw was not available. Kent has determined and notified the SB that the storage capacity is good for another year.

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

Notes: The following is a work in progress. Additional categories will be added. In the case of an emergency, the Primary person will be contacted by telephone. Non-Emergency events will be sent via email. The program SeeClickFix will also be investigated by the Select Board to see if it has any merit for the Town of Elmore.

| <u>Category</u> | <u>Primary Responsible Person</u> | <u>Secondary Responsible Person</u> |
|---------------------------------------|-----------------------------------|-------------------------------------|
| Town Buildings | Robb Wills | |
| Roads | Michele Lacasse | Glenn Schwartz |
| Zoning, Permitting, Districting, ect. | Zoning Administrator | Caroline DeVore |
| Dog Issues | Ken Hagget (Animal Control) | Robb Wills |

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Health Issues

Michelle Wepler

Rob Wells

4. **DISCUSSION: Replacement of town sodium vapor lights with LEDs – more light at less cost.** Possible grants available to cover costs.

Summary of minutes from April 2013:

Contacted Steve Cutler. Cost/light \$500 to switch to LED. Significant cost savings associated with the change. There may be a grant with Efficiency VT available to off-set upfront costs. SB no funding so action deferred.

Summary from minutes of March 2016:

DISCUSSION: Replace town lights with LED. Est. cost \$7000, Est. Time to Break Even (TBE) is approximately 8.5 years. MWL to provide locations and verify light count.
ACTION: SB discussed and doesn't see a pressing need or tangible short-term benefit to the town of converting all lights. SB has requested a replacement of the light at the Town garage.

Notes: The Select Board reviewed this topic and discussed the replacement of 12-14 lights. It was determined that the existing lights would be replaced with LED lights on an as needed basis. Caroline DeVore will check to see if any grants are available to pay for the change to LED.

5. **UPDATE:** Lake District noise concerns – Joe Kelly. SB has received no complaints of noise since the notification in 2016.

Per SB action on this topic in March & April 2016. Minutes from April 2016:

STATUS: Noise Abatement & Occupancy approaches – DeVore

DISCUSSION: The Board discussed recent noise concerns and DeVore presented an overview of Noise Ordinances from Morrisville and Stowe. In addition, Robb Wills shared the current VT Title 13 from the VT Crimes and Criminal Procedures booklet regarding noise. The SB will continue gathering data, but as an immediate course of action, recommends that residents contact the Lamoille County Sheriff's Office (i.e. Dial 911) for immediate relief from noise. The SB will continue evaluating dispatch calls due to noise complaints and will consider adoption of a noise ordinance and/or other fines and penalties to property owners should data reflect a consistent, growing or escalating issue.

Short-term rentals and Over-Occupancy complaints: SB will continue gathering data concerning property owners who rent their properties at occupancy levels that exceed permitted use. The SB will continue to evaluate complaints, including dispatch calls that indicate property over-occupancy. Additional permitting and fines will be evaluated should data indicate a consistent or growing issue.

Notes: No complaints have been received since 2016. The Select Board suggested that the Lake Association investigate ways to help this situation, since most of the previous complaints have involved rental properties along the lake. In the meantime, any complaints should be reported to the State Police.

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

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

Notes: Copy of the report is attached to these Meeting Minutes

2. **DISCUSSION:** Records Management and Retention. Consider/review assistance from Records and Information Management (RIM) specialists to assist with records retention. Each board member to review documentation prior to meeting.

Notes: Glenn Schwartz to contact John Quinn, Secretary of VT Agency of Digital Services and Chief Information Officer to obtain assistance.

3. **UPDATE/ACTION:** Planning Commission – Schwartz

Notes: The Planning commission is having difficulty selecting a date for the next meeting. The priority item is the Town Plan that must be completed by the end of 2018. This plan does not require a total rewrite but an edit/refresh. If the Planning commission is unable to accomplish this task, outsourcing may be required.

4. **UPDATE:** DRB – DeVore

Notes: The Town of Elmore received a grant for reviewing subdivision bylaws to address fragmentation of forest and farmland. The Select Board will review the proposal received from the Lamoille County Planning Commission for performing this work.

5. **UPDATE:** VT Open Meeting Law training.

Notes: Completed with 13 in attendance.

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

Notes: Approval was received from the state for the plan of action for the 2018 season Information regarding the Lake Association was placed on the Elmore website including the 2018 calendar of events and dues information
Advertised for a part time position for the greeter program on the Elmore Website, bulletin boards and Front Porch Forum

D. COMPLETED/INACTIVE ITEMS: (Update status)

1. Review Action Item List

Notes: Action list was reviewed and updated

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

1. Routine Administrative, Operations items and payment approvals.
2. Painting of the Town Hall was discussed. Robb Wills to create a scope of work and send it out for bids proposals.

Road Commissioner Report April 11, 2018

This report covers March 14, thru April 11, 2018. Think spring, roads are in fair to good condition.

Work Completed:

1. Plow and sand. March 13-14, 24"-26" of snow. couple of small storms since.
2. Wing back snow banks with grader to prevent snow melt into roadways.
3. Light grading being done when weather permits.
4. Worst of mud season so far has been a section on Symonds mill road between Ward road and King road. Road closed for a while, night of March 31 until road was repaired April 1st.
5. Used york rake to help dry out roads.
6. Hauled 56 yds of stone to help replenish stock pile.
7. High wind event April 5, winds of 60+ mph minimal damage. Four trees and a dozen or so large branches to clean up.

Equipment:

1. Truck #1 back in full service April 2, with all necessary work completed.
2. Taken snow plowing wings off trucks and grader.
3. Changed out cracked antifreeze reservoir on grader.

Employee:

1. All is well.

Upcoming Issues:

1. Municipal roads general permit (act 64). Town needs to be in compliance for July 1, requirements and fees are still not set.
2. Updating of maps and inventories with L.C.P.C. ✱
3. Priority list for construction season.
4. Installation of new road signs when ground thaws.
5. Spec out new truck.

Road Commissioner
Michel Lacasse