

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: October 9, 2019 **Start Time:** 6:02 pm **Adjourn:** 8:05 pm

Meeting Attendees: See attached sign in sheet

Meeting Minutes Approval:

The minutes of the September 11, 2019 Select Board Meetings were approved.

1. SPECIAL TOPICS:

- a. Kevin Garry requested that the snow plowing of Camp Road be put on next month's agenda. This item will be added to the agenda.

2. ACTIVE ITEMS:

- a. **DISCUSSION:** Camp Rd winter plowing.

Notes: Mr. Garry stated that he wants the snow on Camp Road plowed in the opposite direct in order to lessen the amount of snow that is pushed onto the lake side of the road. He also sent a letter to the Select Board expressing his concerns about the plowing. R. Wills and M. LaCasse rode Camp Road to evaluate the conditions. They found many safety issues that will not allow a change in the current plowing methods. The safety concerns were discussed and it was decided that no change will be made.

- b. **UPDATE:** Town Garage: Update on engineering review.

Notes: Plans were received from DeWolf this week that include new steel beams and columns to reinforce the existing structure. These repair will make the building structurally sound and give the building a service life of 5 – 10 years. R. Wills stated that he contacted 8 companies and only one company expressed interest. Baker Builders will provide pricing and a timeframe of how long the construction will take.

- c. **DISCUSSION:** LCPC support of Town road maintenance priorities. Communication considerations.

Notes: Tasha Wallis Executive Director of LCPC attended the meeting to provide information about the services that the LCPC provides to the Town of Elmore.

TOWN OF ELMORE, VT

Monthly Select Board Meeting

- d. **DISCUSSION:** Zoning Administrator total annual hours – budget consideration based on growing demand for permitting and enforcement updates via zoning.

Notes: Kristen Rose (zoning administrator) sent an email to the Select Board on 10/9/19 that provided backup for her request to increase her hours in the next fiscal year (copy attached). This breakdown was reviewed in detail. The Select Board will take this request into consideration when preparing the 2020-2021 Budget. The budget would then have to be approved at Town Meeting Day. Kristen will present a revised fee schedule for Town Services at the next Planning Commission Meeting for review.

- e. **UPDATE:** Fish and wildlife (Cory Hardt) request for overflow parking at Town Garage for annual meeting. Advised they cannot block the Fire Department or town garage. Suggested they reach out to Methodist Church for approval to place overflow cars in their lot. (closed)

Notes: M. LaCasse will contact Cory Hardt and will let him know that the Town will plow the lower State Parking Lot and sand the church parking lot.

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

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

Notes: A copy of the report is attached. Shorty Towne expressed concerns about the rental Excavator being used by the Town Crew. He is concerned that this piece of equipment is not being efficient or cost effective. M. Lacasse stated the excavator is being used for grant work and gives the Town flexibility as to when it is being used. The Select Board will evaluate the cost effectiveness of this excavator at the end of the rental period. This information will be used to determine how similar work will be performed next year.

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)

1. Routine Administrative, Operations items and payment approvals.

6. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED

Road Commissioner Report

October 9, 2019

Work in progress or completed:

1. One of four culverts installed in Mt road. This is part of a state of Vermont structures grant. Work needs to be completed by October 31.
2. All culverts on Ward road have been replaced (4). Also road has ditch work, deberming and resurfacing all done.
3. Two culverts replaced and some ditching are resurfacing done on King road.
4. One culvert relocated and replaced between lower Mt road an Bliss Hill.
5. Half of sand pile put up.
6. Heavy rains brought out the potholes. The grader has been busy.
7. Greaves Hill- twenty plus stones of various sizes pulled out, gravel added not to hit and damage grader blade.

Equipment:

1. Truck #3 is out of service today. Dealer's timeline for repairs is two weeks DEF system failure.
2. Rental for excavator runs out at the end of October, may extend if the weather permits.

Employee's:

1. All is well.

Upcoming Issues:

1. Prep for the next upcoming season.
2. Having garage in better condition. Working main door would be nice.

Road Commissioner
Michel Lacasse

9/24/2019

Re: Zoning Administrator/Health Officer
Time and Tasks

Annual Number of Hours per Task (using 2018)

<i>Task</i>	<i>Hours annually</i>
Permitted Uses	66
Conditional Uses	28
DRB Mtgs	24
Inquiries/Violations	200
Filing/Office	24
Lakeshore Tree Removal	10
Dog Bites	3
Health Inspections	8
<i>Total Hours</i>	<i>363/year</i> <i>Avg 7 hrs/week</i> <i>\$9075/yr</i>

Tasks to do current/upcoming:

<i>Task</i>	<i>Hours annually</i>
Current backlog of potential violations (last 2 months) = Krohn, Andrews, Keith Farm, Duchessi, Rob Bowen, Jess Hunt, Tallman .	21
Zoning Bylaw edits, public hearings, attendance at PC Mtgs as appropriate	40
Certificate of Occupancy required by new bylaws for each Conditional Use	28
Zoning education/workshop for new bylaws	40/wksp
<i>Total Hours Needed</i>	<i>129/year</i> <i>Avg 2.5 hrs/week</i> <i>\$3225/yr</i>