

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: December 11, 2019

Start Time: 6:00 pm **Adjourn:** 7:55 pm

Meeting Attendees: See attached sign in sheet

Meeting Minutes Approval:

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

1. SPECIAL TOPICS:

a.

2. ACTIVE ITEMS:

- a. **REVIEW:** Town Garage: Feasibility study discussion/review.

Notes: The Town received a letter from DeWolfe Engineering Associates dated December 6, 2019 (copy attached). The letter states that they would not recommend that the building be occupied through the winter, if the repairs specified in their October 4, 2019 plan were not implemented. Since these temporary repairs were estimated to be over \$200,000.00 the Select Board rejected the bid and decided to look at alternate options.

DeWolfe Engineering Associates attended the meeting. They will be working on a feasibility study for utilizing the existing property to construct a new garage and look into other alternates. The budget for this work is \$3,000.00 t \$5,000.00 and the timeframe is expected to start in early January and complete by early February. It is expected that everything should be completed in time for the February 12th Select Board Meeting

In the meantime the Town needs to find a temporary garage to store the two tri-axil trucks and the one ton dump. Possible use of one the firehouse bays was discussed. In addition G. Schwartz to contact Izaak Draper to see if he can remove snow from the roof during snow events.

The scope of work by DeWolfe is to include at a minimum the following items;

- a) Can we build on the existing site
- b) What type of building would be constructed
- c) Proximity to the lake will be considered
- d) Lakeshore permitting
- e) Sewer system
- f) Zoning requirements
- g) Wetlands
- h) Access
- i) Provide a preliminary site plan
- j) Possible relocation of the firehouse and use the existing firehouse as the garage.
- k) If at any time the engineer hits a red flag they are to notify the Select Board immediately in order to minimize cost.

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- b. **DISCUSSION:** Public Meeting for Zoning/Subdivision bylaw changes. 1/2/20;
Warn SB Hearing; Hold SB Hearing; SB Vote – Dates TBD.

Notes: The Town of Elmore Planning Commission will hold a Public Hearing on January 2, 2020 at 6:00 PM at the Elmore Town Office, located at 1175 VT Route 12 Elmore, Vermont 05657 to take public comments on and to consider adopting Zoning/Subdivision bylaw changes and the addition of Health Care Section to the Town Plan. The Town of Elmore Select Board will hold a second Public Hearing on January 8, 2020 at 6:00 PM at the Elmore Town Office, located at 1175 VT Route 12 Elmore, Vermont 05657 to take public comments on and to consider adopting Zoning/Subdivision bylaw changes and the addition of Health Care Section to the Town Plan

- c. **DISCUSSION:** Public Meeting and warnings for Town Charter (1% room tax);
tax applies to short-term stays.

Notes: The Town of Elmore Select Board will hold a Public Hearing on January 8, 2020 at 6:00PM at the Elmore Town Office, located at 1175 VT Route 12 Elmore, Vermont 05657 and a second Public Hearing on January 15, 2020 at 6:00PM at the Elmore Town Office, located at 1175 VT Route 12 Elmore, Vermont 05657 to take public comments on and to consider adopting a Town Charter specifically for a Local Option Tax. Voting on the charter proposal shall be by Australian ballot held on Town Meeting Day. The full text of the Town Charter will be available for public review at the Town Office and the on web at: <http://www.elmorevt.org>. G. Schwartz to work with S. Draper to properly warn the meetings.

- d. **DISCUSSION:** Town contractor approvals. Review workflow for RACI
(responsible, accountable, consulted, informed).

Notes: The Road commissioner has the ability to make decisions at his own discretion, regarding the hiring of Town Contractors. However, the commissioner shall verify the following requirements prior to having any outside contractor perform work for the Town.

- a) Proof of Insurance
- b) W2 submitted for Tax Purposes
- c) Procure Billing Rates

- e. **UPDATE:** Fire Department submission of budget for SB review.

Notes: The Elmore Fire Department stated that their preliminary budget is put together and will be finalized by the beginning of January 2020. An equipment replacement schedule was provided as requested by the Select Board (copy attached). The Fire Department presented a check in the amount of \$38,892.00 which was raised by donations, fund raising and sale of equipment (breakdown attached).

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

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

Notes: Road Commissioner's Report attached

- b. **UPDATE:** Alario document retention project - DeVore

Notes: Payment for monthly charges for document retention has been setup on auto pay. Items to be scanned and stored include the following items;

- a) Employee records
- b) Grant paperwork
- c) Contracts and bids

C. DeVore to look into the current software and consulting services we are utilizing, to make sure we are satisfied with both.

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

December 6, 2019

Robb Wills
Town of Elmore
P.O. Box 123
Lake Elmore, VT 05657

Reference: Elmore Town Garage Roof Reinforcement Requirements

Dear Robb,

As discussed in our phone conversation on November 14, 2019, it is our understanding that the reinforcements specified in our October 4, 2019 plans will not be implemented this year as recommended by our office. During our phone conversation you asked if the building could be occupied through the winter and I indicated that I would not recommend that the building be occupied and would formalize a letter to you prior to your December select board meeting.

Based upon our visual inspection of the building and upon our subsequent calculations, it is my professional opinion that the building should remain unoccupied in the winter months unless reinforcement is installed.

My opinion is based upon the following facts:

- The building is located in Elmore which has the following design parameters
 - On ground snow load is 60 pounds per square foot.
 - Calculated flat roof snow load is 42 pounds per square foot.
 - Equivalent to 2'-0" of heavy wet dense snow or 4'-0" of powder snow.
 - Calculated sloped roof snow load is approximately 25 pounds per square foot.
 - Equivalent to 1'-3" of heavy wet dense snow or 2'-6" of powder snow.
- Significant roof sags and roof bowing is apparent in the modified portion of the roof.
- Minimal sags and roof bowing are noted in the original section of the roof.
- The roof rafters as originally installed and designed have a capacity that exceeds the code required sloped roof snow load.
- The roof beams in the original structure are significantly undersized and have approximately a 4 pound per square foot snow load capacity
 - The roof beams in this section do have some interior posts and wall sections that appear to redistribute snow loads through the upper floor framing.
- The field built roof trusses in the modified section of the roof create a cantilever chord detail that severely reduces the capacity of the roof while eliminating any ability to redistribute snow loads.
- The calculated capacity of the modified portion of the roof is approximately 2 pounds per square foot.

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317 River Street
P.O. Box 1576
Montpelier, VT
05601-1576
phone: 802.223.4727
fax: 802.223.4740
www.dirtsteel.com

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The facts show that the roof is severely overstressed when subject to code level snow loads. The severe bows and sags in the modified portion of the roof confirm the analysis results and as such we continue to recommend that the building remain unoccupied while subject to snow load.

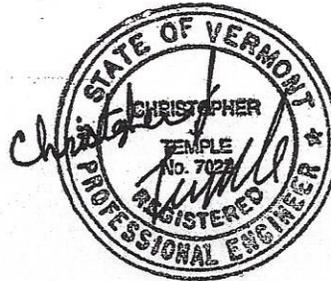
If the reinforcements recommended in the original drawings will not be completed and the building must remain occupied, you may consider installing a bearing wall under the trusses at the change in ceiling pitch. This option would limit the use of the garage space but would temporarily shore the structure for snow load conditions.

If you have any questions concerning this report, please call or write. If you would like me to attend a select board meeting or to meet with the board at the site, I would be happy to set up a time.

Sincerely,



Christopher J. Temple, P.E.



Road Commissioner Report

December 11, 2019

This report cover November 11, thru December 11, 2019.

Work in Progress or Completed:

1. As much of the Halloween storm damage has been fixed under the present conditions, the rest will have to wait till spring. Bedell Brook road clean up and final grading also several culverts will need more attention. Cost will exceed 30K. No word from state or Federal agencies on reimbursement yet.
2. Sand pile done. Have used 56 loads to date.
3. Gravel stockpile done
4. 3 Freezing rain events and lots of 1-3 inch snow storms.

Equipment:

1. All is working.

Upcoming Issues:

1. Applied for a better roads grant for much needed work on Gates farm road. 20K.
2. Ice house road, engineer contacted, looking for funding for a concrete box culvert. Cost of complete project under 200K.
3. Budget work up for 2020-2021.

Road Commissioner
Michel Lacasse

Equipment Replacement Schedule / Capital Reserve Proposed

Elmore Fire Department

Engine 2 - 1979 International Pumper:

Replacement FY 19/20

Replacement Cost: \$366,639

Yearly payment over 10 years \$31,105

Rescue 1 -1989 GMC

Rescue 2 - 2003 Chevy Silverado:

Replacement approximately in 2029

Proposed Capital Reserve: \$9,000

Estimated Cost of Replacement in 2029: \$80,000-\$150,000 used.

Engine 1 - 2010 International Pumper/Tanker:

Replacement Approximately in 2040

Proposed Capital Reserve: \$40,000 starting in 2029

Capital Reserve 2040: \$400,000

Estimated Cost of Replacement: \$620,000

Source of Funds	Amount
Anonymous Donation	\$ 25,000.00
Matching Donations	\$ 2,605.18
Go Fund Me	\$ 920.05
Chicken BBQ	\$ 1,908.67
Harvest Supper	\$ 2,793.12
Morrisville Rotary (Pol	\$ 500.00
Sale of E-2	\$ 4,165.00
Sale of old E-1	\$ 1,000.00
Total Funds	\$ 38,892.02