

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: May 13, 2020

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

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

This meeting was conducted remotely via electronic means

Meeting Minutes Approval:

The minutes of the April 15, 2020 Select Board Meetings were approved.

1. SPECIAL TOPICS:

a. **DISCUSSION: Note for area renters and home owners**

Notes: All lodging facilities are closed through June 15 except for exemptions when supporting COVID19 response.

Note for returning home owners: If returning to Elmore, we request that you quarantine for 14 days. The Lake Association will help by sharing this message to Lake Elmore residents via email and Facebook.

b. **DISCUSSION: Elmore Town Office Closures:**

Notes: Remain in effect until June– this date may be extended by the Elmore Select Board based on state guidance. Check the Elmore Town Website for updates. Town Clerk is available during normal work hours via phone to answer any questions.

c. **DISCUSSION: Town Boards including EPC and DRB meeting discontinuation continues through June 1st.**

Notes: Caroline will distribute COVID19 procedures / recommendations to be followed for future in person meeting. Check the Elmore Town Website for updates.

2. ACTIVE ITEMS:

a. **DISCUSSION: Town Garage: Updates including funding options**

Notes: R. Wills presented information received from Rob Moore of the LCPC regarding possible grant opportunities (copy attached). After review, the Board decided to recommend the USDA options to LCPC.

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- b. **DISCUSSION:** Town Hall Roof; standing seam metal panel replacement (6 panels)

Notes: R. Wills stated that the roof around the chimney at the town hall is in need of repair. Since the chimney is no longer in use it will be removed and the roof will be repaired/replaced over that area. A quote was received from Bannister Custom Exteriors (copy attached) and Iron Horse. The quote from Iron Horse was incomplete. The Board felt that the price submitted by Bannister was too high. R. Wills will go back to Iron Horse to get pricing on the full scope of work.

- c. **UPDATE:** Passage of 1% Local Option Tax.

Notes: David Yacovone is working on passing this in the State Legislature. G. Schwartz forwarded information to Dave to help with this process. However COVID19 continues to delay this process.

- d. **UPDATE:** Update on Town signage replacement.

Notes: Replacement of the sign at the Lake and the two welcome to Elmore Signs have been installed. The doubled sided sign at the Town office will be installed later this week. G. Schwartz Presented pricing from Cutting Edge Graphics to replace the two remaining signs (copy attached) for the Town Hall and the Elmore School. The board voted unanimously to proceed. G. Schwartz to order the signs.

- e. **DISCUSSION:** Symonds Mill Rd building

Notes: The question was raised if this building requires a permit. Caroline to follow-up with the DRB and Kristen Rose.

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

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

Notes: The Road Commissioner reported the following;

- Road grading continues
- Cleaned up turn arounds
- Blacktop areas have been swept
- 2013 Freightliner is out for service
- Performed maintenance on equipment
- Hauled stone to the stockpile
- Ordered culverts
- Minor FEMA work still needs to be performed
- State grants are on hold due to COVID19. Therefore some of the grant work planned for this construction season will not occur.

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- **The Board reiterated that all contractors performing work for the Town of Elmore must have proof of insurance on file prior to performing any work.**

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)

6. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED



ESTIMATE

Cutting Edge Graphics
4608 VT 100 • Unit A
Hyde Park, Vermont 05655
United States

18026357470
www.cuttingedgegrafx.com

BILL TO
Town of Elmore - Town Clerk
Sharon Draper
Sharon Draper – Town Clerk
P.O. Box 123
Elmore, Vermont 05657
United States

GlennS@nci3.com

Estimate Number: 95

Estimate Date: May 6, 2020

Expires On: May 6, 2020

Grand Total (USD): \$945.00

Items	Quantity	Price	Amount
Signs Elmore Town Hall 3/4 " PVC 1 sided Routed shape 15.5" X 57"	1	\$375.00	\$375.00
Signs Elmore School 3/4" PVC Routed shape 1 sided 28" X 44"	1	\$445.00	\$445.00
Installation Installation of vinyl graphics Per Hour	1	\$125.00	\$125.00

Total: \$945.00

Grand Total (USD): \$945.00



ELMORE SCHOOL

A Vermont Tradition



ELMORE TOWN HALL



Customer Info:

Job #: VT-3288
Property Logistics - Willis, Robert
506 North Hill Road,
Stowe, VT, 05672
(802) 793-0904

Bannister Custom Exteriors

91 Morse Drive Fairfax, VT 05454
Phone: (802) 862-7850
Fax: (802) 651-0701
Company Representative:
Ryan Bannister
(802) 862-7850
ryan.bannisterexteriors@gmail.com
Job Number: VT-3288

1199 VT-12, Wolcott: Standing Seam Metal Panel Replacement (6 - Panels)

Description
Charge Galvanized Steel - Coil » Englert » 24 GA x 24" » Standard Colors (Kynar 500)
Installation Ice & water shield » Certainteed » WinterGuard Sand HT
Charge Panel Clips - Standing Seam » Englert » 1.5" R-Clip 1300 Fixed - .018" Galvalume
Charge Low Profile Clip Screws » Simpson QuickDrive » #10 x 1" Quick Guard Coating - Collated(1)
Charge Hex Screws w/Bonded Sealing Washer » Englert » 1.5" - #14x13 DP1 » Standard Colors
Charge Pop Rivets » Englert » 1/8" x 3/8" Grip Rivet (#44) SS » Standard Colors (Kynar 500)
Charge Hand Nails - Roofing/Siding » ABC Supply » 1-1/2" EG
Charge Butyl Tape » Englert » 3/16" x 7/8" x 25' - double beaded
Charge Touch-up Paint » Englert » Standard Colors
Charge Caulking » Geocel » 2300 » Clear
Installation 4' x 8' x 1/2" - CDX
Installation 2" x 8" - Spuce
Charge 16D Nails » Grip-Rite » 3.5" Hot Dipped Galvanized
Installation Roofer, per hour
**Note: Includes the replacement of 2 metal roof panels only.
Installation Roofing, General Labor, per hour
**Note: Includes the replacement of two metal roof panels only.
Remove Roofing Debris
Charge Travel Fee
Charge Portable Restroom - Rental

Total for all sections: \$6,393.61

Total: \$6,393.61

1) Bannister Custom Exteriors price and this estimate are based solely upon Bannister's visual inspection of the site. Bannister has not performed scans or testing, including but not limited to infrared scans, nuclear scans, destructive testing or water testing. Bannister has only performed a visual inspection, and cannot guarantee that no additional problems will be discovered once the replacement or repairs begin. Owner acknowledges and understands that after Bannister commences the work, new or additional problems may be uncovered that was not discovered by Bannister's visual inspection. If such new or additional problems are discovered, the price and time to complete the repairs will be adjusted based upon the reasonable additional costs and time resulting from such problems.

2) Bannister Custom Exteriors shall furnish the labor and materials necessary to perform the work described herein or in the referenced contract documents. Bannister is not a licensed architect or engineer and does not provide architectural, engineering or consulting services. It is the owner's responsibility to retain a licensed architect or engineer to determine structural integrity and proper design, including that the design is in compliance with applicable ordinances, codes and regulations. If plans, specifications or other design documents have been furnished to Bannister, customer warrants they are sufficient and conform to all applicable laws and building codes. Bannister is not responsible for any loss, damage or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by Bannister from the contract documents. Customer warrants all structures to be in a sound condition capable of withstanding normal activities of roofing construction equipment and operations and the work that is to be performed. Bannister Custom Exteriors is not responsible for the location of roof drains, adequacy of drainage or ponding on the roof.

3) Customer acknowledges that tear-off of existing roofing or siding materials and re-roofing or residing of an existing building may cause disturbance, dust or debris to enter into the interior. Customer agrees to remove or protect property directly below the roof and/or along all exterior walls in order to minimize potential interior damage. Bannister Custom Exteriors shall not be responsible for disturbance, damage, and cleanup, loss of use or loss to interior property that customer did not remove or protect prior to commencement and during the course of roofing or siding tear-off and re-roofing or residing operations. Bannister Custom Exteriors will try to confirm project start date and schedule at least one week prior, along with information for tenants about when to move vehicles, items on decks, etc. Customer shall

notify tenants and building occupants of re-roofing and/or re-siding and the need to provide protection underneath areas being worked on. Customer agrees to hold Bannister Custom Exteriors harmless from claims of tenants and occupants who were not so notified and did not provide protection.

- 4) Bannister Custom Exteriors is not responsible for leakage through the existing roof or other portions of the building that have not yet been re-roofed or re-sided by Bannister. Bannister is not responsible for damages or leaks due to existing conditions or existing sources of leakage simply because Bannister started work on the building.
- 5) Owner represents that there is no electrical conduit embedded in the existing roofing or attached directly to the backside, underside or topside of the roof deck or exterior sheathing upon which Bannister Custom Exteriors will be installing the new roofing or siding. Owner will indemnify Bannister from any personal injury, damage, claim or expense due to unsafe structural conditions and the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Bannister's personnel, and shall compensate Bannister for additional time and expense resulting from the presence of such materials.
- 6) If there is more than one layer of existing roofing and/or siding, there will be an additional \$50 per square, plus trash removal and trucking costs.
- 7) If any decking or sheathing needs to be replaced, there will be an additional cost above the contracted price. The cost will be estimated at the time of discovery and the final cost will be provided upon the completion of the project.
- 8) We do our best to protect your landscaping, however, not all items can be protected. Bannister Custom Exteriors is not responsible for damage to flower beds, trees, shrubbery or window screens.
- 9) The job site will be left watertight at the end of each working day.
- 10) Trash removal and clean-up are included. The job site will be picked up daily and a final clean-up will be done at the completion of the project. Bannister will do their best to pick up all roofing debris including fasteners, felt paper, etc., however, we are not responsible for any debris that may be overlooked due to job site conditions such as landscaping, for example.
- 11) **All jobs exceeding \$1,000 will require a 50% deposit and with a signed copy of this estimate. The balance of the project is due on the day of completion unless other arrangements are made with our office in advance. If the final payment is not received on the final day of completion, a 15% annual interest charge including all reasonable attorney's fees and costs will be included in the final payment.**
- 12) No projects will be scheduled unless a signed copy of our estimate is returned to our office, including deposit if required. If other arrangements need to be made, you can contact our office Monday through Friday between 8 am - 4 pm (winter hours may be different).
- 13) 2 yr - Workmanship Warranty Included. Bannister's Workmanship Warranty is not transferable and does not include the repair of any interior damage or exterior repairs, which also includes all slate repair. If any work is performed to any areas we've previously been contracted to replace by anyone other than Bannister Custom Exteriors, within the 2 year warranty period, all provided warranties will be null and void. This includes all manufacturer extended roof system warranties as well.
- 14) Please be advised, steel products, Plastics, Asphalt, Polyisocyanurate and other roofing and siding products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of the contractor. If there is a substantial increase in these or other roofing and siding products between the date of the contractor's proposal and the time when the work is to be performed, the amount of the contract may be increased to reflect the additional cost to the contractor, upon submittal of written documentation and advance notice.

***BANNISTER CUSTOM EXTERIORS IS A FULLY INSURED CONTRACTING COMPANY TO BETTER PROTECT AND SERVE YOU.
Bannister Custom Exteriors is a DBA of Bannister Roofing & Siding Inc.***

THIS ESTIMATE MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS, UNLESS OTHERWISE APPROVED.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

This estimate was last edited by Ryan Bannister ((802) 862-7850, ryan.bannisterexteriors@gmail.com) on April 22, 2020. The estimate may be withdrawn if not accepted within ____ days.

program	funding entity	eligible work scope	grant or loan	max amount	match required	interest rate	notes
Community Facilities Technical Assistance & Training	USDA	assist and train municipality on writing and advertising RFQs and RFPs, selecting and hiring a consultant for alternatives analysis, and manage the consultant	grant	share of regional amount if awarded	to be determined	no	if awarded, this grant will allow LCPC staff to work with multiple municipalities on training and technical assistance; an outcome of this work is the Town has enhanced their application for construction funding
Community Facilities	USDA	hire consultant for final design and contractor for construction	grant	?	?	no	provides funding for final design and construction
Rural Development	USDA						
VT State Infrastructure Bank	VEDA		loan	n/a	n/a	yes	https://www.veda.org/financing-options/other-financing-option/state-infrastructure-bank-program/
Municipal Bonds	VT Municipal Bond Bank		loan	n/a	n/a	yes	https://www.vmbb.org/municipal-bonds/loan-programs/
State Revolving Loan Fund	VT Municipal Bond Bank		loan	n/a	n/a	yes	https://www.vmbb.org/state-revolving-fund/
Transportation Alternatives	Vtrans	write & advertise RFP for alternatives analysis, select and hire consultant for alternatives analysis, and manage the consultant	grant	\$300,000	20%	no	alternatives analysis is required first step to be eligible for construction funds
Transportation Alternatives	Vtrans	write & advertise RFP for final design and construction, manage the contractors	grant	\$300,000	20%	no	requires alternatives analysis first, which possibly could be provided as outcome of funding from another source like USDA, therefore construction funds are applied for in a following fiscal year after the analysis is completed
Municipal Highway & Stormwater	Vtrans	write & advertise RFP for alternatives analysis, select and hire consultant for alternatives analysis, and manage the consultant	grant	no max	20%	no	alternatives analysis is required first step to be eligible for construction funds
Municipal Highway & Stormwater	Vtrans	write & advertise RFP for final design and construction, manage the contractors	grant	no max	20%	no	requires alternatives analysis first, which possibly could be provided as outcome of funding from another source like USDA, therefore construction funds are applied for in a following fiscal year after the analysis is completed