

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: August 12, 2020 **Start Time:** 6:00 pm **Adjourn:** 7:14 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 July 08, 2020 and July 14, 2020 Select Board Meetings were approved.

1. SPECIAL TOPICS:

- a. **UPDATE:** Fire Department – Update on monitored alarm install. (Trevor Braun)

Notes: Trevor Braun presented the attached cost analysis of the proposed fire alarm for the Elmore fire House, including the \$3,000.00 grant that was received. The cost of the alarm would be paid for and maintained with Fire department funds. The Select Board unanimously approved the Fire Departments request to install the alarm in the Town owned Building.

- b. **DISCUSSION:** Fire Warden Appointment. Per Kathy Miller, Andy Jones has been assisting.

Notes: The Select Board unanimously approved the appointment of Andy Jones as the Fire Warden Andy can be reached by his mobile # 802-279-4923 or home #802-888-7695 or by email andyandpennyj@fairpoint.net . The best way TO REACH Andy is by his mobile phone as he rarely checks his email.

- c. **DISCUSSION:** Online meeting apps. Cost for expanding MS TEAMS and other options to consider including UberConference, WebEx, Zoom, etc.

Notes: Since all of the Boards are meeting via electronic means C. DeVore has been and will continue to researching multiple services. The Board authorized a budget of up to \$250.00 / year for this service.

2. ACTIVE ITEMS:

- a. **UPDATE:** Town Garage: Updates including funding options

Notes: Bob Burley has begun to manage this project and has prepared the attached Project Requirements dated August 2020 for the Board to review and comment on.

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- b. **UPDATE:** Town Garage – Garage door repairs

Notes: Repairs are still expected to be completed by the end of October.

- c. **UPDATE:** Town Hall roof repair and painting update

Notes: The Town Hall Painting has been completed. Iron Horse is scheduled to perform the roof repairs. R. Wills will contact S. Draper to make sure the required deposit is sent out.

- d. **UPDATE:** DRB meeting held August 6th via videoconference. No complications. All town meetings can resume via video/dial-in conference.

Notes: C. DeVore reported that the backlog of permits was resolved at this meeting.

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

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

Notes: The Road Commissioner reported the following;

- Both Dump Trucks are now back in service
- Working on the stockpile of sand on rainy days
- FEMA grant work is now complete and the paperwork has been submitted
- Grading roads
- Mowing has been done

- 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 board will look into how we can begin to meet in person. The goal would be to have the October Select Board Meeting in person.

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

- a. Review Action Item List

Notes: The action list was not reviewed at this meeting

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

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

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

6. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED

	Mammoth	VLS	
System Cost	\$3,922.40	\$3,990.90	
Labor Cost	\$3,500.00	\$4,250.00	
Total Installed	\$7,422.40	\$8,240.90	
PACIF Grant	-\$3,000.00	-\$3,000.00	
Final Installed	\$4,422.40	\$5,240.90	
LCSD Monitoring per month	\$15.00	\$15.00	
Phone/Internet per month	\$50.00	\$50.00	
Annual Inspection	\$200	\$200	
Total Annual Costs	\$980	\$980	
1st year cost	\$5,202.40	\$6,020.90	
5 year cost	\$9,322.40	\$10,140.90	

1. PROJECTED CURRENT TRENDS – 100 year horizon

- 1.1. Current ratio of paved to unpaved highways will experience minimal change. (97% unpaved).
- 1.2. Current total mileage of Elmore roads is unlikely to exceed 35 miles (currently ~29miles)
- 1.3. Demographic: mean age of Elmore population will gradually increase, reflecting declining national birth rates and increasing retirements thus increasing demand for medical, emergency, homecare and delivery services coupled with AOT and ANR expanding requirements will result in higher road maintenance investments/expenses.
 - 1.3.1. Increasing fragmentation of large land holdings resulting from urban migration, recreational, and 2nd home patterns.
 - 1.3.2. Elmore broadband connectivity due to location and topography will lag regional adoption rates and retard “remote worker” influx.
 - 1.3.3. Decline in both school enrollment and individuals in prime working years will reduce “rush hour” and increase mid-day highway volumes which can effect maintenance/repair scheduling.
- 1.4. Vermont’s increasingly high total cost of living will continue as a major factor in demographic shifts which can precipitate proportional shifts in the available tax base.
- 1.5. Access to state and federal funds will likely decline as Vermont must soon confront the cumulative effects of increasing annual deficits (credit rating and debt service) coupled with reducing meeting large un-funded pension liabilities.
- 1.6. Newer residents are likely to be unprepared for rural life, seeking increasing town highway services.
- 1.7. Elmore’s role as a “commuting” community is difficult to project in the face of significant projected energy cost increases and transitioning labor/work trends.
- 1.8. Rapidly increasing AOT, DOT, OSHA, EPA, ANR, etc. requirements coupled with increasing distances required to obtain road materials will continue to add significant workload, variable costs and materials storage to Elmore’s current highway operating practices. A facility must have the flexibility and space to reconfigure/expand “on the fly.”

2. FACILITY DECISION PARAMETERS: Planned Expected Useful Life = 100 years

- 2.1. Total Investment will be optimized for Predictable Costs and Predictable Cash Burn rates.
- 2.2. Initial Design and siting shall anticipate and include flexibility for future expansion.
- 2.3. Design & Construction shall optimize for lowest Total Life Cycle costs throughout: 1)Design, 2)Construction,3) Maintenance and 4)Expansion phases.
 - 2.3.1. Core Structural Integrity Goal is 100 years
 - 2.3.2. Minimal structural, material or component failures for 75 years.
 - 2.3.3. Minimal periodic maintenance of building, operating equipment, mechanicals, materials & finishes
 - 2.3.4. Flexible internal re-configurability for mission, equipment, personnel and maintenance.
 - 2.3.5. Meets OSHA, EPA, ANR and relevant building and industry standards

3. FINANCING: Total Life Cycle Cost is the figure of merit. Critical decision factors will be predictability, projected town revenue streams, stable debt service and incurred performance obligations. ALL options will be explored and screened based on: timing, availability and incurred town performance obligations. Consideration will also be given to ALL residents’ affordability.

- 3.1. The 2013 Water System Financing identified that 25-30% of Elmore residents fall within Federal poverty range.

Town of Elmore: DPW Project Requirements- V1.1 – 11AUG2020

4. **SITE:** Total Expected Useful Life >100 years (The current site and CCC pole building is 80+ years.)
 - 4.1. Located within 2 mile radius of Elmore Town Center and less than ¼ mile from pavement.
 - 4.2. Meets all OSHA, EPA, ANR regulations for human use, water quality and materials storage.
 - 4.3. Accommodates the new DPW building plus 1-2 poly covered equipment storage 'barns'
 - 4.4. Existing and expansion flexibility to accommodate all necessary road materials
 - 4.5. Parking for 3 visitors and 3 employees, expandable for 6 employees and 4 visitors

5. **NEW DPW BUILDING:** Design from start to accommodate future expansion
 - 5.1. Initial: 3 Bays for WIP (work in process) trucks with depth for installed plow + sand equipment and "stacking" of loader in front. Clearance for "body up" maintenance.
 - 5.2. Future: Expandable with a 4th WIP bay, same dimensions
 - 5.3. Initial: 1 Maintenance Bay with lift capability and oil-water separator if ANR required.
 - 5.4. Initial: 1 Bay for 550 class dump body, clearance for "body up"
 - 5.5. Future: 1 Bay for 550 class dump body, clearance for "body up".
 - 5.6. OSHA and EPA compliant
 - 5.7. Initial: Wall tool and small parts storage
 - 5.8. Initial: Storage Crib for tires, large tools and large parts.
 - 5.9. Initial: Waste Petroleum collection/storage/recycle

6. **STAFFING ACCOMODATIONS:**
 - 6.1. Expected workforce will grow
 - 6.1.1. From current 2 highway to 3 highway in 12-18 month and 4-5 highway within 10 years to meet current OSHA and future workload.
 - 6.1.2. From 0 Admin to 1 Admin to meet expanding state and federal records, reporting and grant application and obligation requirements.
 - 6.2. Initial Highway Rooms: 1 Road Commissioner/Supervisor Office and 1 Employee Break Room
 - 6.3. Initial Sanitary: 1 Bathroom, 1 Shower.
 - 6.4. Future Sanitary: 1 Bathroom, 1 Shower (plumb for both, fit-up later)