

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: January 12, 2022

Start Time: 6:00 pm **Adjourn:** 9:00 pm

Meeting Attendees: See attached attendance sheet

The minutes of the December 8, 2021 Select Board Meetings were approved

1. EXECUTIVE SESSION:

- The SB voted to enter executive session at 6:00 pm
- This session was closed to the public and no minutes were taken.
- The board discussed the following items: (1) Employee compensation (2) The negotiating or securing of real estate purchase options; (3) The appointment or employment or evaluation of a public officer or employee.
- The SB exited executive session at 6:30 pm

2. SPECIAL TOPICS

a. DISCUSSION: Dog barking issues Cross Rd/Rt. 12.

Notes: Travis Hill and Ken Haggett were in attendance to discuss a complaint regarding Travis Hill's dogs.

Travis reported the following;

- a) His dogs are outside dogs and he has been utilizing bark collars since the end of September
- b) He wants to build a dog kennel but that will take time and money.
- c) He stated that he does not believe that his dogs are barking at night.

Ken Haggett reported the following;

- a) He has been receiving ongoing complaints and has spoken to both Travis and the complainant multiple times
- b) He reports 8 complaints since 2020

The Select Board recommended to continue to monitor the situation and reminded both the owner of the dogs and Ken that any prolonged period of barking is unacceptable.

b. UPDATE ONLY: Elmore Community Trust update on notice of Post Office removal from Elmore Store

Notes: Kate Sprague was in attendance to present information regarding the possible closing of the post office in the Elmore Store. She presented the attached support letter that was signed by all members of the Elmore Select Board.

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c. **DISCUSSION:** Elmore Fire Department Budget

Notes: Members of the fire Department including Brent Hosking, Adam Audet and Jason Colen stated that the Departments budget is level with the amount requested last year. The attached budget items were discussed

d. Town Meeting Prep: Petitions and to be heard/voted as part of Town meeting. Decisions on deliver of ballots, warnings, etc. (Petition to revote withdrawal from LSUU received/certified by clerk 1/6/22).

Notes:

- The legislature will allow the Town Meeting to be fully remote with voting by Australian ballot.
- A motion was made by C. DeVore to keep Town Meeting day as originally scheduled and hold informational meetings via zoom. The SB unanously approved these items
- Ballots will be mailed to everyone
- Informational Meetings for the Town Maintenance Facility will be held on February 3, 2022 and February 24, 2022. Both meetings will be held via zoom and will be at 6:00 pm
- Informational Meeting for the school petition to leave the district will be held on February 22, 2022 at 6:00pm
- Informational Meeting for the school petition to leave the district will be in the same format as the previous meeting.

e. **DISCUSSION:** Notice of reappraisal required by State – budget impacts if any

Notes: Doue to the State requirement that the Town of Elmore perform a reappraisal this year the Select Board will add \$10,000.00 to the upcoming budget.

3. ACTIVE ITEMS

a. **UPDATE:** Elmore highway maintenance facility; Discuss materials to be created for information meetings

Notes: G. Schwartz notified Peter Garceau from Cross Construction Engineers on January 5, 2022 and provided them with the following direction

- Develop preliminary plans using the Montgomery facility to be used as a visual display during any presentations.
- Attend one informational meeting to discuss the project. Must be prepared to discuss the entire project as per your report dated November 2, 2021 including budget
- Attend Town meeting to discuss the project. Must be prepared to discuss the entire project as per your report dated November 2, 2021 including budget

The attached Plan was provided by Cross Construction Engineers and reviewed by the Select Board. Comments received at this meeting will be forwarded by G. Schwartz and incorporated into the plan. In addition, G. Schwartz received a phone call and follow-up

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email from Hannah Lajeunesse Project Manager – Lajeunesse Construction. They recently built the Cabot town garage and would like to be placed on our bid list. G. Schwartz presented an Amortized Loan payback chart (copy attached) for a loan of \$2,500,000.00 and \$2,000,000.00

b. UPDATE: ARPA funding update

Notes: The U.S. Department of the Treasury released and issued late Thursday, January 6, 2022, over 500 pages of the Final Rule. VLCT has not yet fully digested the new documents from Treasury, but will provide additional information over the next few days. G. Schwartz has contacted Katie Buckley to setup a meeting once the information has been reviewed. It appears that the new rules may provide more flexibility for the Town.

c. UPDATE: Hybrid meeting equipment for Town

Notes: Dolan Patrick presented the attached information regarding the hybrid equipment for the Town. The list of recommended hardware was reviewed and commented on. The board directed Dolan to work with Sharon to purchase this equipment and make sure that they use the Towns sales tax exemption on these purchases. In addition, the move to 100 Mb Dynamic Fiber through Consolidated communications was unanimously approved by the SB (copy attached). The ZOOM meeting equipment for the Town offices and Town Hall will be covered 100% including the installation/setup costs through the American Rescue Plan Act

d. UPDATE: Paint/update town offices

Notes: R. Wills received pricing for painting the interior of the Town Office from Marineau Painting. The price appeared very high and was rejected by the SB. R. Wills to seek additional pricing

e. INFO ONLY: Town of Hyde Park, Notice of Hearing (Motion for Preliminary Injunction);
1/25/22 9:00am

Notes: This item is for information only and was not discussed.

4. CONTINUING ACTIVE ITEMS (Update status by primary owner)

a. UPDATE: Open Town positions/hiring: ZA, road crew, DRB member

Notes: Regarding ZA

- Caroline reached out again to Hyde Park and did not receive a response.
- The Select Board questioned Don Valentine regarding his request to be the Towns ZA
- Don is willing to take on the position and would like to have training by Kristen Rose and Jill Lindenmeyr
- A motion was made by C. DeVore to nominate Don Valentine as the Zoning administrator. The SB unanimously approved Mr. Valentine to this position. C, DeVore to notify Sharon and members of the DRB.

Notes: Regarding the road crew

- R. Wills and M. Lacasse interviewed two people. At this point they agreed that they need to continue the search

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Notes: Regarding the DRB

- The DRB continues to look for a replacement for Jay Kennedy

5. NON-AGENDA/OTHER ITEMS: (Time Available and As Needed)

Routine Administrative, operations items and payment approvals.

- a. DISCUSSION:** Check Warrant Report

Notes: The Check Warrant Reports were reviewed at this meeting.

Town of Elmore
Meeting Attendance Record

ENTER MEETING DATE	1/12/22
ENTER MEETING NAME	Select BOARD Mtg

Check all that apply

Reason for Attending

Reason for Attendance

YOUR NAME (printed)	Observer	Interested Party	Principal Party	Expert or Consultant	WHY ARE YOU ATTENDING?
Glass Schwartz			✓		SB Member
Robb Wills			✓		SB Member
Caroline Bellone			✓		SB Member
Mike					
Michael Lawrence			X		Road Commissioner
Ken Haggitt			X		A.C.O. Issue
Brent Hosking			X		Elmore Fire Dept
Adam Audet			X		EFD
Jason Cohen			X		EFD
Kate Spague			✓		Community Trust
Don Valentine		✓			Planning Board
Texas Hill					" "
Whisper West	✓				Green

Town of Elmore
P.O. Box 123
Lake Elmore, VT 05657
802-888-2637

01/12/2022

To Whom it May Concern,

The Elmore Selectboard requests that the US Postal service reconsider the announced plans to end mail delivery at the Elmore Post Office. As town officials and residents with an interest in the strength and stability of our community we see the operation of the Post Office within the Elmore Store as a vital part of maintaining a vibrant community.

The proposed closure and its accelerated timeline is an affront to the hundreds of individuals and families who have joined together over the last two years to support the preservation of the general store and the historic Elmore Post Office. There is documented evidence that the closure of rural post offices can have a severe, permanent, negative economic impact on the surrounding community. It is our understanding that the Elmore Post Office provides a reasonable profit for the US Postal service, especially considering the size of the community it serves. With this in mind, we further contend that the true value gained from all of the postal services currently offered, especially the Post Office boxes, is far greater than the monetary profit it produces. The Elmore Post Office is part of the hub of our wonderful community and we do not wish to see any action taken that would almost certainly bring substantial harm.

If the justification for ending mail delivery at the Elmore Store is solely based on cost reduction objectives, we contend that the immense negative impact of this proposed change is significantly disproportionate to any potential cost savings, especially within the scope of the proposed cost-cutting measures over the next 10 years. By any account, the Elmore Post Office is not only a profitable enterprise for the USPS, but also a shining example of the ideals and core values of the Postal Service.

Your attention in this matter and prompt response is appreciated.

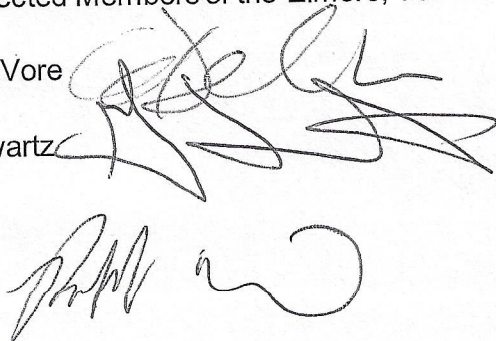
Respectfully,

The Duly Elected Members of the Elmore, Vermont Selectboard

Caroline DeVore

Glenn Schwartz

Robb Wills

The image shows three handwritten signatures in black ink. The first signature is for Caroline DeVore, the second for Glenn Schwartz, and the third for Robb Wills. The signatures are written in a cursive, somewhat stylized hand.

Elmore Fire Department

	FY 2021 Actual	FY 2022 Budgeted	FY 2023 Proposed
Total Carry forward to FY 2020	\$ 39,079.61		
Appropriation Operating Budget	\$ 22,500.00	\$ 24,500.00	\$ 24,500.00
Operating Expenses			
Air Packs	\$ (1,273.61)	\$ 1,000.00	\$ 1,000.00
Dues	\$ (304.39)	\$ 600.00	\$ 600.00
Engine 1 Maintinence	\$ (846.00)	\$ 1,000.00	\$ 1,000.00
Engine 2 Maintinence	\$ (1,929.08)	\$ 1,000.00	\$ 1,000.00
Equipment Repair	\$ (486.48)	\$ 500.00	\$ 500.00
Extinguishing Agents	\$ (2,524.60)	\$ 800.00	\$ 800.00
Fuel and Oil	\$ (775.96)	\$ 1,200.00	\$ 1,200.00
Haz Mat Supplies	\$ (37.56)	\$ 50.00	\$ 50.00
Utilities	\$ (5,465.71)	\$ 6,000.00	\$ 6,000.00
Medical	\$ (59.85)	\$ 100.00	\$ 100.00
Office Supplies	\$ (324.56)	\$ 300.00	\$ 300.00
Public Awareness	\$ (124.45)	\$ 50.00	\$ 50.00
Radio Repair	\$ (750.00)	\$ 750.00	\$ 750.00
Rescue 1 Maintinence	\$ (1,151.35)	\$ 1,000.00	\$ 1,000.00
Rescue 2 Maintinence	\$ (1,238.00)	\$ 1,000.00	\$ 1,000.00
Responder Compensation	\$ (5,289.00)	\$ 7,500.00	\$ 7,500.00
Station Maintenance	\$ (360.79)	\$ 900.00	\$ 900.00
Trailer	\$ -	\$ 100.00	\$ 100.00
Training	\$ 300.00	\$ 600.00	\$ 600.00
911 Sign Maintinence		\$ 50.00	\$ 50.00
Operating Total	\$ (22,641.39)		
Operating Carry Over to 2022	\$ (141.39)		
Appropriation Capital Budget	\$ 18,200.00	\$ 16,200.00	\$ 16,200.00
Hose and Adapters	\$ (12,906.49)	\$ 1,500.00	\$ 1,500.00
Station	\$ (6,662.23)	\$ 4,000.00	\$ 4,000.00
Air Packs	\$ (1,200.00)	\$ 1,200.00	\$ 1,200.00
Turnout Gear	\$ (5,784.60)	\$ 6,000.00	\$ 6,000.00
Equipment	\$ (9,129.02)	\$ 2,500.00	\$ 2,500.00
Radio	\$ (1,673.66)	\$ 1,000.00	\$ 1,000.00
Capital Total	\$ (37,356.00)		
Capital Carry Over to 2022	\$ (19,156.00)		
911 Sign Budget Carry Over from 2020	\$ 4,879.78		
911 Signs Spending	\$ (4,881.60)		
911 Sign Reserve Fund	\$ (1.82)		
Total Spending 2021	\$ (64,878.99)		
Concept 2 Donation	\$ 1,000.00		
Grant Income	\$ 3,000.00		
EFD Captal Donation	\$ 3,000.00		
Total Funds Available FY 2022	\$ 21,900.62		
Air Pack Reserve Fund	\$ 6,000.00		
Elmore Fast Squad Budget	\$ 500.00	\$ 500.00	\$ 500.00
Total Appropriation Budget	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00

EFD Overspending 2021

	Totals	
911 Signs	\$ (4,881.60)	\$ (4,881.60)
E2 Hose and Adapters	\$ (12,906.49)	\$ (12,906.49)
Capital Station		
Alarm	\$ (6,662.23)	\$ (6,662.23)
Capital Equipment		
E2 Monitor	\$ (1,650.00)	
E2 Portable Pump	\$ (3,826.00)	
Fire Rescue Boat	\$ (3,000.00)	
Engine 2		\$ (8,476.00)
Warranty	\$ (850.00)	
Outlets	\$ (743.50)	
Suction	\$ (335.58)	
		\$ (1,929.08)
Total Non-budgeted Spending		(34,855.40)
FY 20 911 carryforward	\$ 4,879.78	
Donations	\$ 2,000.00	
Grants	\$ 3,000.00	
EFD Association	\$ 3,000.00	
Total Non-budgeted Income		\$ 12,879.78
Total Reduction in Capital Reserve		(21,975.62)
Total Cost Associated with E2		(20,311.57)

Fast Squad 2021

	FY 2021 Actual	FY 2022 Budgeted	FY 2023 Proposed
Total Carry forward to FY 2021	\$ 3,825.30		
Town Appropriation 2021	\$ 500.00	\$ 500.00	\$ 500.00
Spending 2021 Covid supplies	\$ (603.22)		
AED	\$(1,449.00)		
Total Funds Available FY 2022	\$ 2,273.08		

Active Members of Elmore Fast Squad FY 2021:

- Ryan Hannon EMR Chief
- Kate Latz AEMT First Responder
- Jason Tallman EMT First Responder

Rescue Calls 2021: 42

Town of Elmore Hybrid Meeting Space Build Out research and estimates

	Items	Price Estimate	Notes
Two TVs	55/60" Monitor/TV in Town Office	\$600.00	
	75" Monitor/TV In Hall	\$850.00	
	Elmo document camera	\$229.00	
	Meeting System? Logitech?	\$1,000.00	Logitech Meetup with remote mic extension
	Protection of TV in Hall? Removeable Cage? Rolling Stand?	\$300.00	Rolling Standfor up to 85" TV
	Device for RF internet share	\$150.00	Ubiquiti Nanostation M5 x 2
	Switch/Router for Each side	\$180.00	Netgear AC1200 Gigabit wireless Router (~\$90 each)
	Computer with adequate power	\$1,200.00	Desktop Workstations Range from \$700 - 2000 based on capabilities
	TV Mounts	\$120.00	MonoPrice mounts about \$60 each
	Computer Cart/Stand enclosed	\$300.00	Luxor Media Workstation (or similar)
	Installation, configuration labor and time estimate 10 person-hr	\$250.00	
	Total Budget	\$5,179.00	

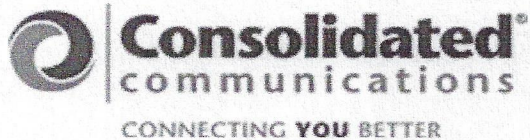
Town of Elmore
 Internet and Phone Service
 December 2021



Town of Elmore	100Mb Dynamic IP	100Mb + 1 Static IP	100Mb + 5 Static IPs
Monthly Cost	\$ 160.00	\$ 184.43	\$ 207.37
Installation Cost	waived	waived	waived
Two Phone Lines	\$ 61.00	\$ 61.00	\$ 61.00
Totals	\$ 221.00	\$ 245.43	\$ 268.37

Town of Elmore	200Mb Dynamic IP	200Mb + 1 Static IP	200Mb + 5 Static IPs
Monthly Cost	\$ 220.00	\$ 258.46	\$ 297.06
Installation Cost	waived	waived	waived
Two Phone Lines	\$ 61.00	\$ 61.00	\$ 61.00
Totals	\$ 281.00	\$ 319.46	\$ 358.06

Term is 36-month
 Installation timeframe is approx six-to-eight weeks from time of order



Regina Spillane
 Government Account Manager
 802 310 2472
regina.spillane@consolidated.com

Amortized Loan: Paying Back a Fixed Amount Periodically

Use this calculator for basic calculations of common loan types such as [mortgages](#), [auto loans](#), [student loans](#), or [personal loans](#), or click the links for more detail on each.

Loan Amount	<input type="text" value="2500000"/>
Loan Term	<input type="text" value="30"/> years <input type="text" value="0"/> months
Interest Rate	<input type="text" value="2.25"/>
Compound	<input type="text" value="Monthly (APR)"/>
Pay Back	<input type="text" value="Every Month"/>

Results:

Payment Every Month **\$9,556.15**
Total of 360 Payments **\$3,440,214.92**
Total Interest **\$940,214.92**

[View Amortization Table](#)

Amortized Loan: Paying Back a Fixed Amount Periodically

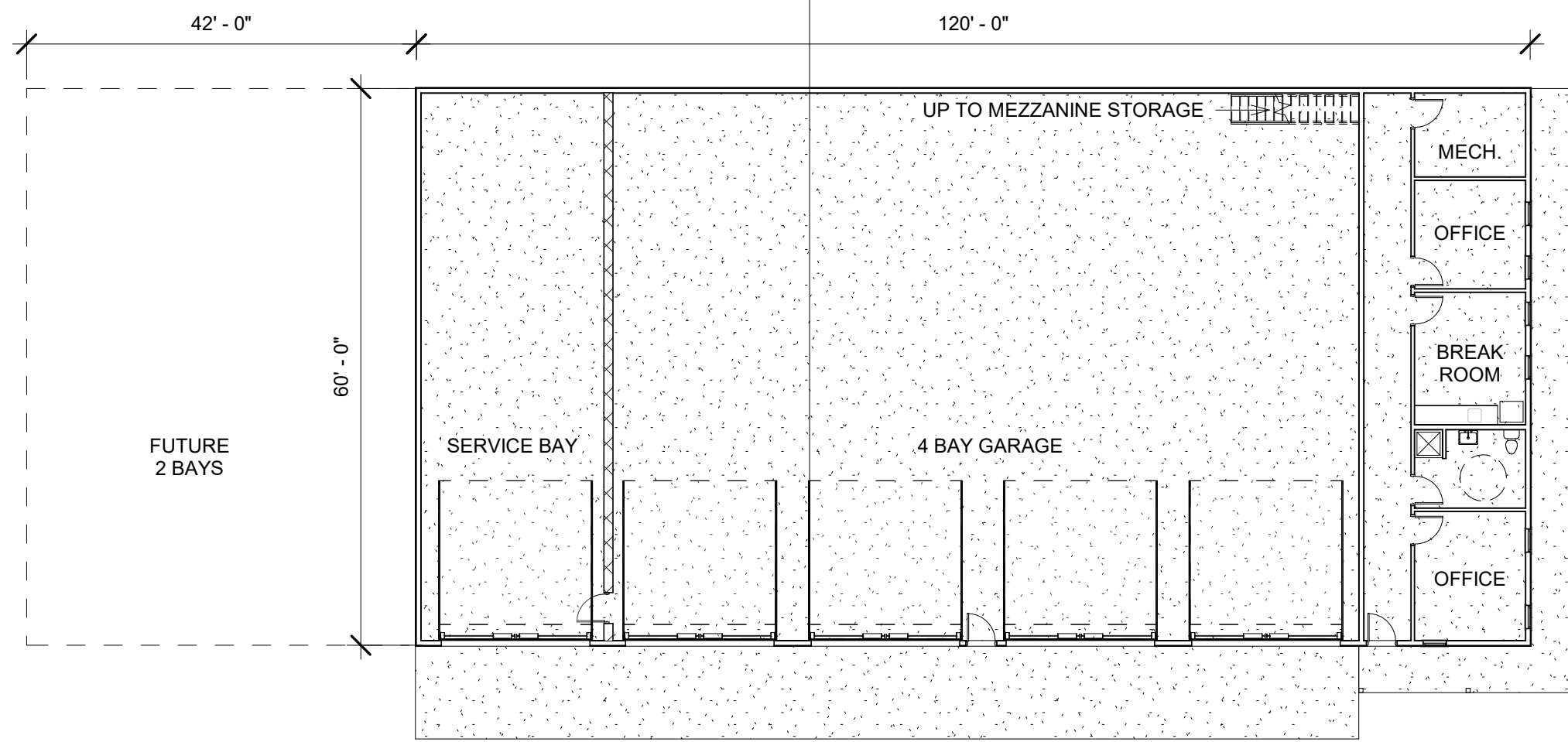
Use this calculator for basic calculations of common loan types such as [mortgages](#), [auto loans](#), [student loans](#), or [personal loans](#), or click the links for more detail on each.

Loan Amount	<input type="text" value="2000000"/>
Loan Term	<input type="text" value="30"/> years <input type="text" value="0"/> months
Interest Rate	<input type="text" value="2.25"/>
Compound	<input type="text" value="Monthly (APR)"/>
Pay Back	<input type="text" value="Every Month"/>

Results:

Payment Every Month **\$7,644.92**
Total of 360 Payments **\$2,752,171.94**
Total Interest **\$752,171.94**

[View Amortization Table](#)



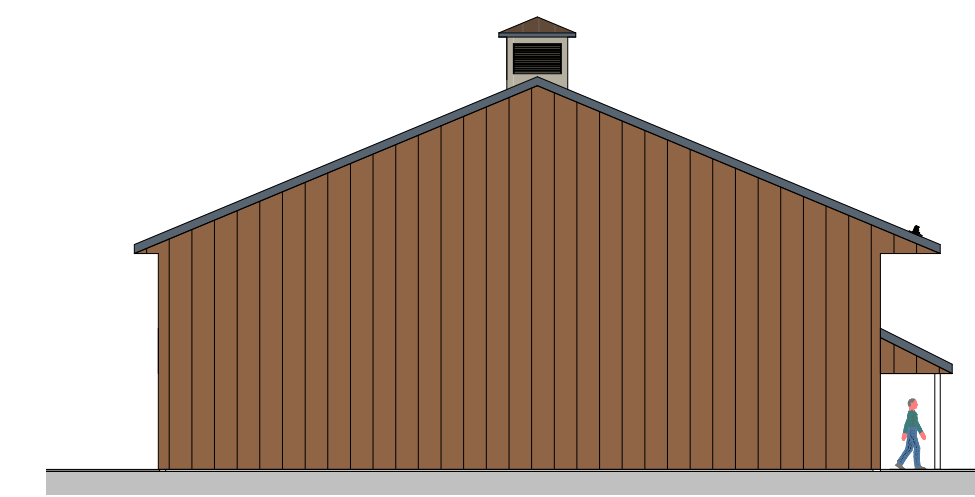
First Floor Plan

Scale: 1/16" = 1'-0"



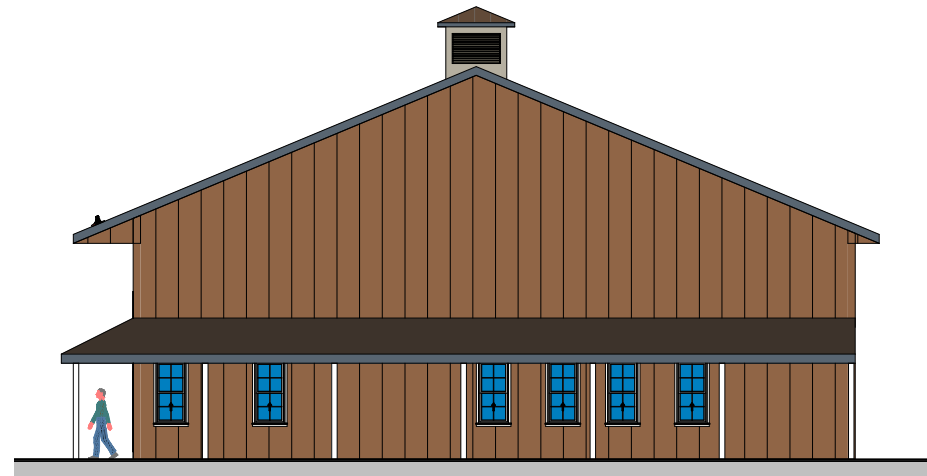
South Elevation

Scale: 1/16" = 1'-0"



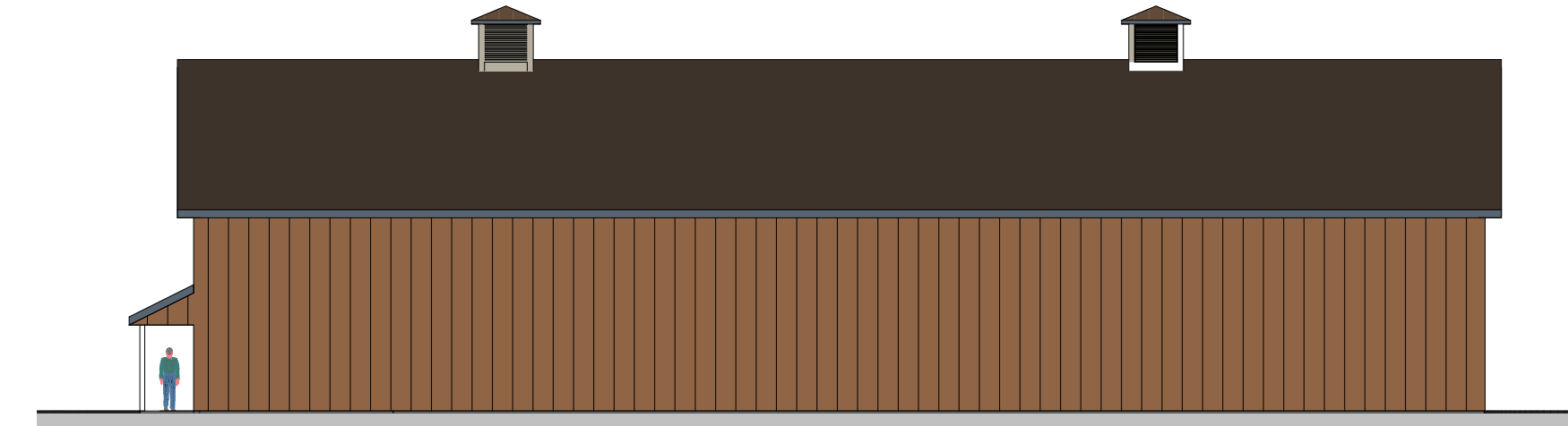
West Elevation

Scale: 1/16" = 1'-0"



East Elevation

Scale: 1/16" = 1'-0"



North Elevation

Scale: 1/16" = 1'-0"



Plan, Elevations and 3D Views

Rev. No.	Date	Description

**Town of Elmore
Elmore, VT
Highway Maintenance Garage**

Town, VT

VT Route 12

ARCHITECTURAL

A-1.0

Conceptual

© 2021 Design 21088 Elmore Maintenance Facility/Client/Revit/21088 Elmore Maintenance Facility.rvt
1/16/2022 2:27:10 PM

PROJECT: 21088
 DATE: Issue Date
 DESIGNED BY: VAE
 DRAWN: VAE
 CHECKED: PJG
 APPROVED: PJG

TEL: 802-524-5113
 FAX: 802-524-5481

CROSS
 CONSULTING ENGINEERS, P.C.

103 Fairfax Rd.
 St. Albans, VT 05478
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 Civil Consulting Engineers, P.C.

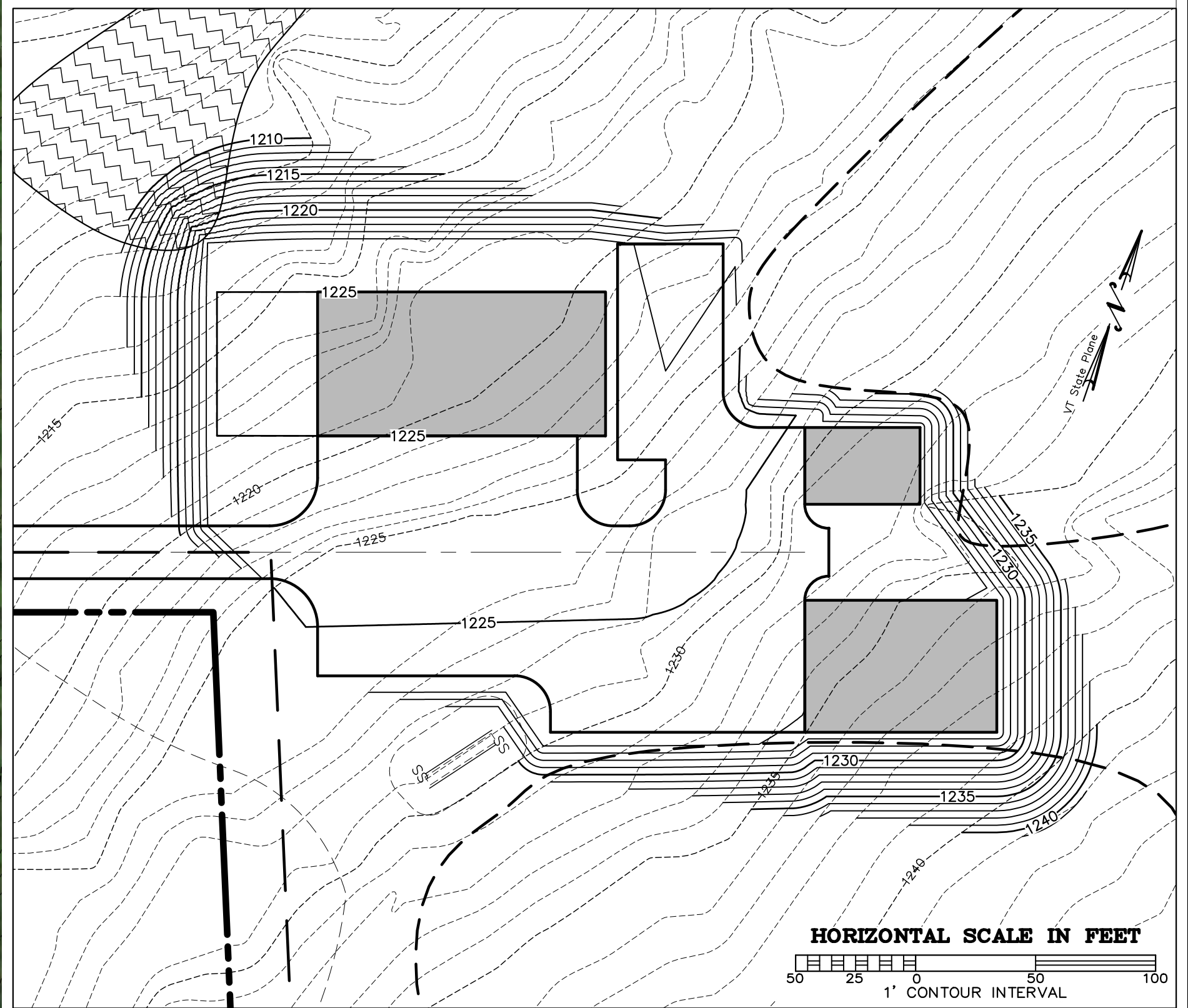
Q:\2021 Drawings\21086 Elmore Maintenance Facility\Current\Concepts\Concept 01.dwg Plotted: 1/1/2021 1:25:40 PM



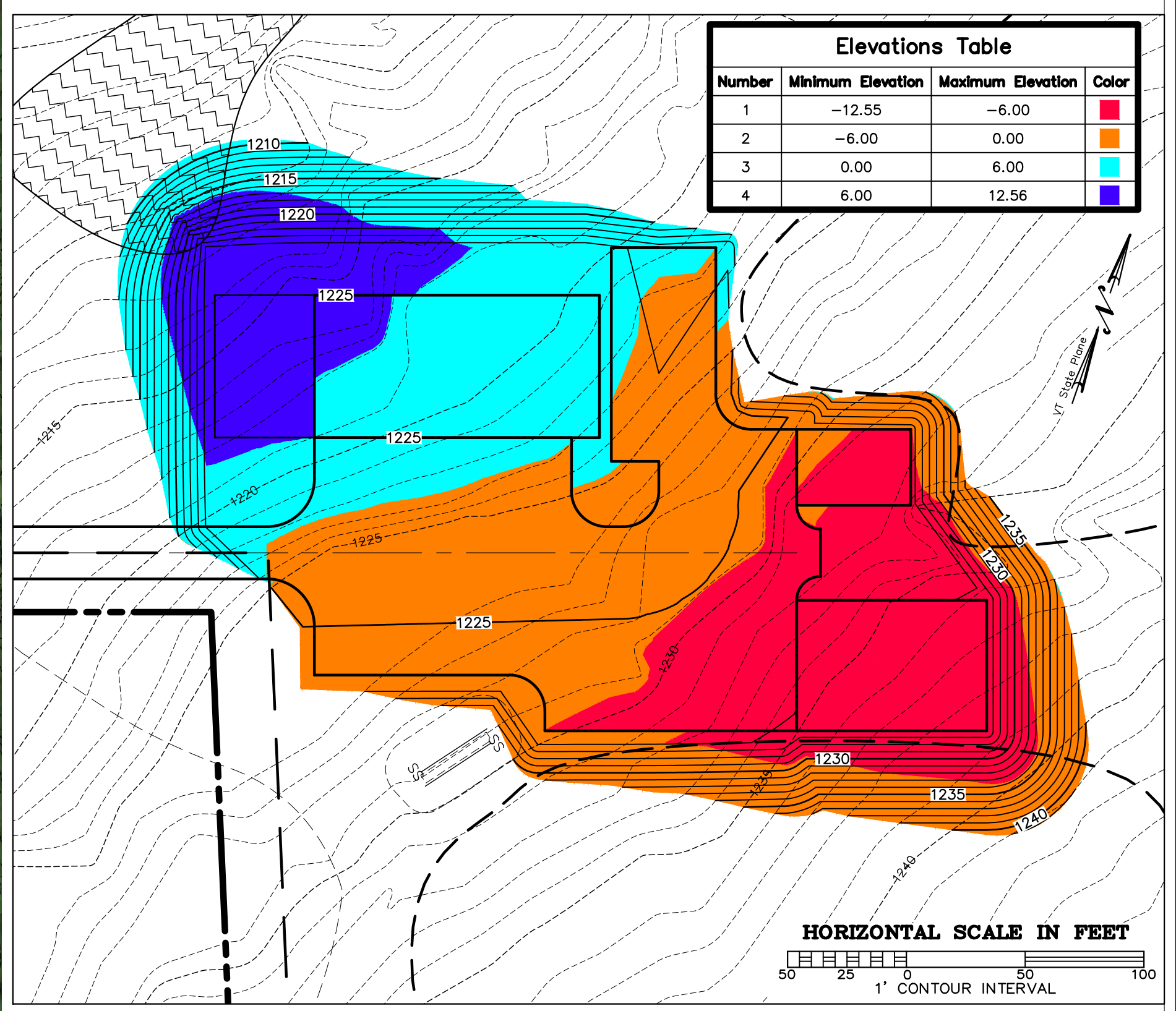
ZONING DATA
 ZONED: RURAL-EAST
 EXISTING LAND USE: AGRICULTURAL
 PROPOSED LAND USE: COMMUNITY SERVICES

	Requirements	Proposed
Min. Lot Area	2.0 AC	18.0 AC
Min. Lot Frontage	200 Ft	305 Ft
Front Yard Setback	25 Ft	296 Ft
Side Yard Setback	25 Ft	196 Ft
Rear Yard Setback	25 Ft	600 Ft
Max. Lot Coverage	6%	5.9% *
Max. Building Height	35 Ft	< 35 Ft

Source: Elmore Unified Bylaws, 2020-01-20
 * Assumes outdoor storage areas are grass.



CONCEPTUAL GRADING PLAN



CONCEPTUAL GRADING PLAN WITH CUT/FILL DEPTHS

Concept

PROJECT: 21086
 DATE: 2021-10-29
 DESIGN: DW
 DRAWN: DW
 CHECKED: PHC
 APPROVED: PHC

Tel: 802-524-2113
 Fax: 802-524-9681

CCE CROSS
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 St. Albans, Vermont 05478
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 Cross Consulting Engineers, P.C.

Concept 01

Town Of Elmore
 Elmore, VT
 Highway Maintenance Garage
 VT Route 12
 Elmore, VT

CIVIL
 C-01