

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: March 09, 2022 **Start Time:** 6:00 pm **Adjourn:** 7:16 pm

Meeting Attendees: See attached attendance sheet

The minutes of the February 9, 2022, February 22, 2022 and February 24, 2022 Select Board Meetings were approved

1. SPECIAL TOPICS

- a. **DISCUSSION:** Welcome new board member; appointment of Town officers; nomination of board chair, vice-chair, clerk

Notes: The attached list of appointed officials were approved by the Select Board. In addition, Caroline DeVore was elected Select Board Chair, Warren West - Select Board Chair backup and Glenn Schwartz- Select Board Clerk. The following items were also discussed/approved by the Board;

- Warren West was welcomed as the new Select Board member
- Michelle Wepler was recognized for her many years of service to the Town
- Michel LaCasse was appointed as Town Grand Juror to fill a vacant position
- Sharron Draper was appointed as Town Delinquent Tax Collector
- Sandra Lacasse was appointed as assistant Town Delinquent Tax Collector
- Sandra Lacasse was appointed as assistant Town Clerk
- Total compensation of \$2,000.00 to be shared for the Town Delinquent Tax Collectors
- The remainder of the 8% fee for Town Delinquent Tax Collections will be returned to the Town
- The replacement of K. Rose as the Towns Health Office was discussed. G. Schwartz to seek a qualified person to take this position.

- b. **UPDATE:** King Road land survey

Notes: C. Devore stated that she contacted the Town's attorney regarding this issue. The attorney stated that the location of the roadway as confirmed by survey and on file at the Towns office shall be the location of the road.

2. ACTIVE ITEMS

- a. **UPDATE:** Elmore highway maintenance facility (passed); Land next steps; DRB update, formation of committee

Notes: Seth Jenson from the LCPC stated that he has had conversations with the USDA regarding the bond amount to construct the Maintenance Facility. The bond can be separated into two (2) phases. Phase 1 would be financed through the Vermont bond bank at a similar rate to that of the USDA. This phase would include land purchase, final design and permitting costs. Seth will research to see if the Sitework can be included in the Phase 1 financing. Phase 2 which will

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consist of the actual construction of the facility would be financed through the USDA. Final design and architectural drawings will be necessary for application of the loan. Seth stated that this should be done as soon as possible to avoid possible interest rate increases. The Select Board will attend the DRB Meeting on March 17 to discuss the possibility of reducing the amount of land to be purchased. G. Schwartz presented a drawing (attached) created by Cross Consulting Engineers that could reduce the land purchase to 10 acres. Caroline will contact Turner Keith on 3/18 to discuss the land purchase as discussed at the DRB Meeting. The purchase documents would then be developed by legal counsel the following week. Seth Jenson would then advise as to the closing date for the transaction. Warren West will setup the advisory committee and will be looking for 4-5 volunteers. G. Schwartz to create a flow plan for the phased work and a budget for the Sitework that will be provided to Seth. If it is determined by the DRB that we can purchase less than 18 acres the Town will ask that a right of first refusal be incorporated into the land agreement for the remaining acreage.

- b. **UPDATE:** Elmore School petition (Did not pass)

Notes: No action required

- c. **UPDATE:** ARPA funding update

Notes: No Update to report

- d. **UPDATE:** Hybrid meeting equipment for Town

Notes: Dolan Patrick and C. DeVore to discuss the Logitech system. Two accounts have been setup to purchase the equipment with tax free exemption. All equipment and installation to be paid for with ARPA funding.

- e. **UPDATE:** Paint/update town offices

Notes: W. West will get three (3) quotes for this work and present them to the Board at our next meeting.

3. CONTINUING ACTIVE ITEMS

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

Notes: See attached report

4. NON-AGENDA/OTHER ITEMS Routine Administrative, operations items and payment approvals.

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

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

- b. **DISCUSSION:** Wearing of Masks in Town Buildings

Notes: The Select Board unanously decided that the use of masks would no longer be required in Town owned building. Use of masks will now be optional.

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c. DISCUSSION: Green Burial

Notes: C. Blood has had a request for a green burial in the Town of Elmore. Research has found that this is legal in the state of Vermont as well as the Town of Elmore. However, the Town's Heath Officer is to check the State regulations and approve the location of the burial and complete the required paperwork. The location should also be incorporated into the deed of the property. The Town Heath officer is currently an open position that we are hoping to fill ASAP.

d. DISCUSSION: Additional Office Computers

Notes: S. Draper expressed the need for 2 additional computers for use at the Town Offices. The following was approved by the Board;

- Replace Sandra's computer with a new Desk top computer and use her current computer in the vault. Access to the vault computer should be limited to search of scanned documents only.
- Purchase a second Town computer to be used by the Town Zoning administrator. This can be a laptop or desk top as determined by you and the zoning administrator.

5. EXECUTIVE SESSION:

- The SB voted to enter executive session at 7:16 pm
- This session was closed to the public and no minutes were taken.
- The board discussed the following items: New Employee health insurance start date
- The SB exited executive session at 7:45 pm

APPOINTED OFFICIALS

Fire Warden	Andy Jones
Tree Warden:	Select Board
Budget Committee:	Select Board, Town Clerk
Planning Commission:	Kate Sprague (chair), Glenn Schwartz, Hans de Boer, Michelle Greeson, Don Valentine, Bruce Olsson
Energy Coordinator:	Select Board
Civil Defense Coordinator:	Fire Chief (Brent Hosking)
Town Grand Juror	Vacant
Service Officer:	Rand Pelton
Zoning Administrator & Health Officer	Don Valentine
Development Review Board	Jill Lindenmeyr (chair), Paul Rouselle, Caroline DeVore, Michael Furst, Chris Jolly
Animal Control Officer	Ken Haggett
Road Commissioner	Michel Lacasse
Web Master	Kent Shaw

STATE ELECTION ELECTED OFFICIALS

Justice of the Peace:	Diane Cote, Jill Lindenmeyr, Anna Olsson, Stuart Wepler
Lamoille County Senator: District Representatives:	Richard Westman Dave Yacovoni and Avram Patt

Road Commissioner Report

This report covers from February 9, thru March 9.

Work to Date:

1. Plow and sand as needed.
2. Dealt with multiple high wind events, lucky damage was minimal.
3. Lots of rain water had a difficult time getting into ditches with snow banks so frozen.
4. Hired Manosh to thaw out a frozen culvert on East Elmore road, 24 inch by 40 foot pipe frozen entire length. Water flowed over the roadway creating a mess.
5. Started punching holes and pushing back snow banks with equipment.
6. Smoothing up roads with grader.

Equipment:

1. Working well. Changed several hydraulic hoses on the loader.

Employees:

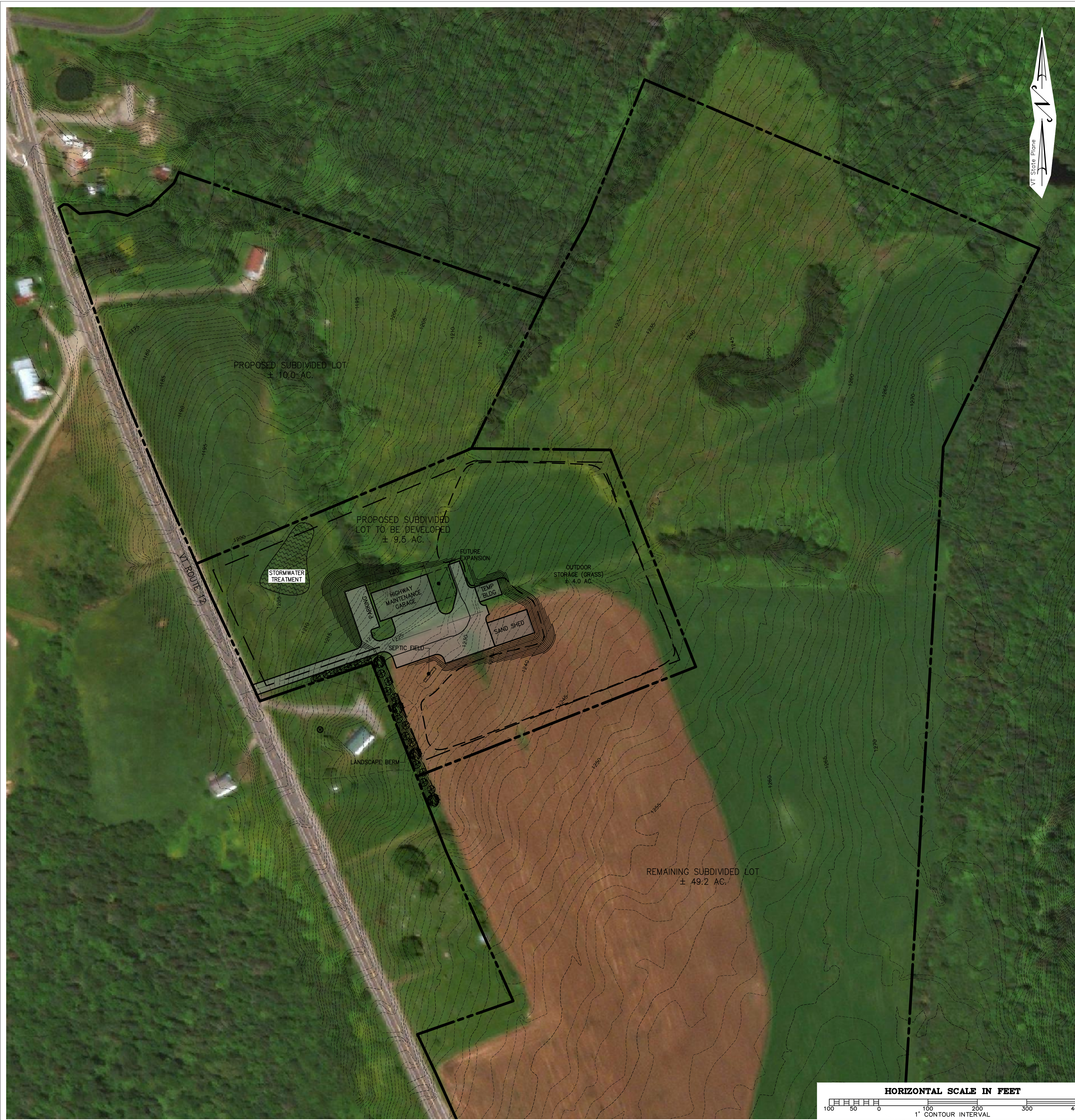
1. Edward Adams has joined our department as of February 28, full time. Welcome aboard.

Upcoming Issues:

1. Ice house box culvert project went out to bid March 8th, cost projected to be closer to \$200,000.00 figure will be using the highway reserve fund to pay for this until we are reimbursed from the state structures program, \$175,000.00 Max. Bids will be due March 22, by 11:00AM at that time bids will be opened. I hope to have the box done this construction season.
2. Brush cutting this spring will be attention on apple trees that need to be pruned back rough on mirrors.

Michel Lacasse
Road Commissioner

Q:\2021 Drawings\21086 Elmore Maintenance Facility\Current\Concepts\Concept 02_min_lot_rev2.dwg Plotted: 3/7/2022 9:10:20 AM

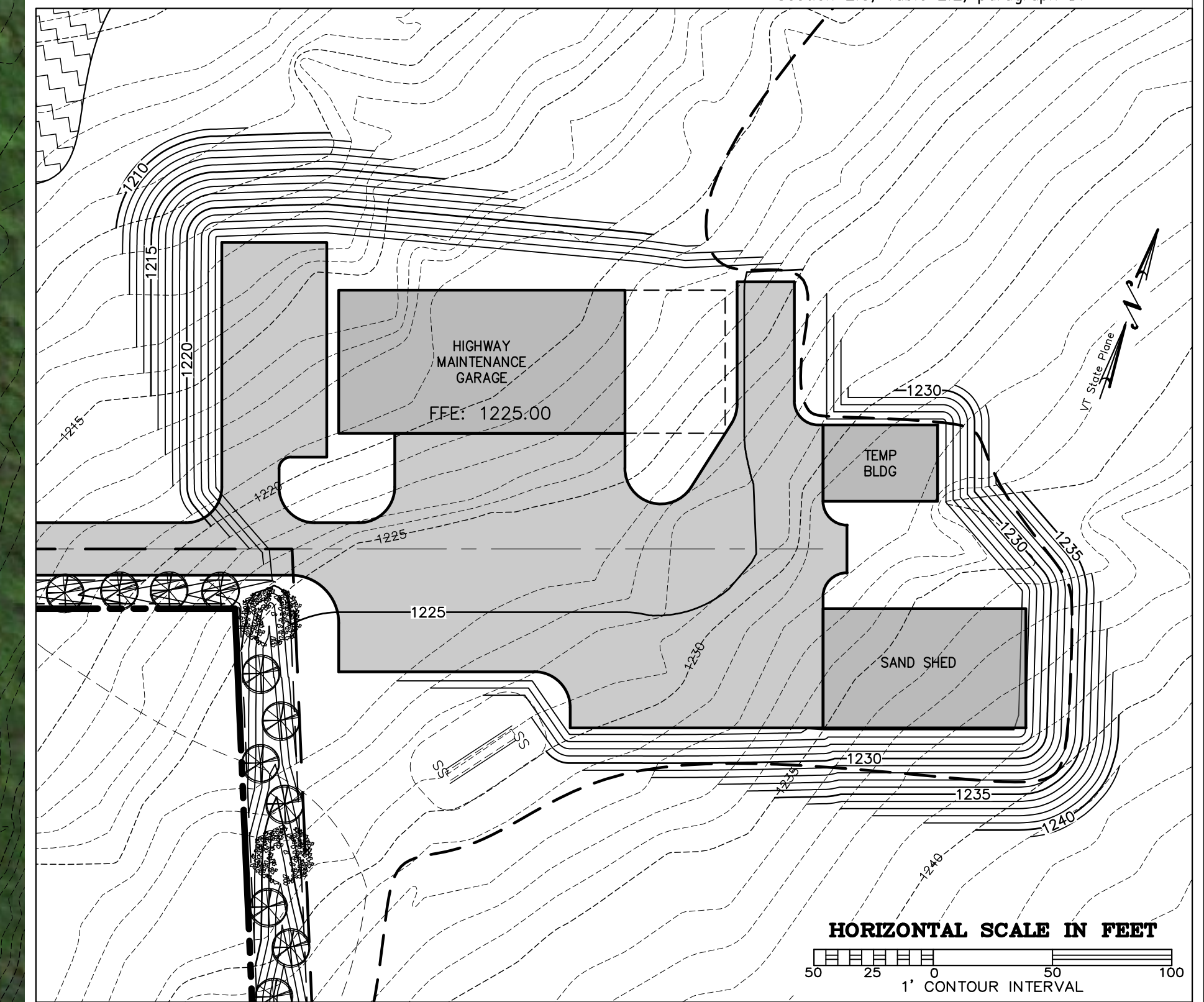


ZONING DATA
 ZONED: RURAL-EAST
 EXISTING LAND USE: AGRICULTURAL
 PROPOSED LAND USE: COMMUNITY SERVICES

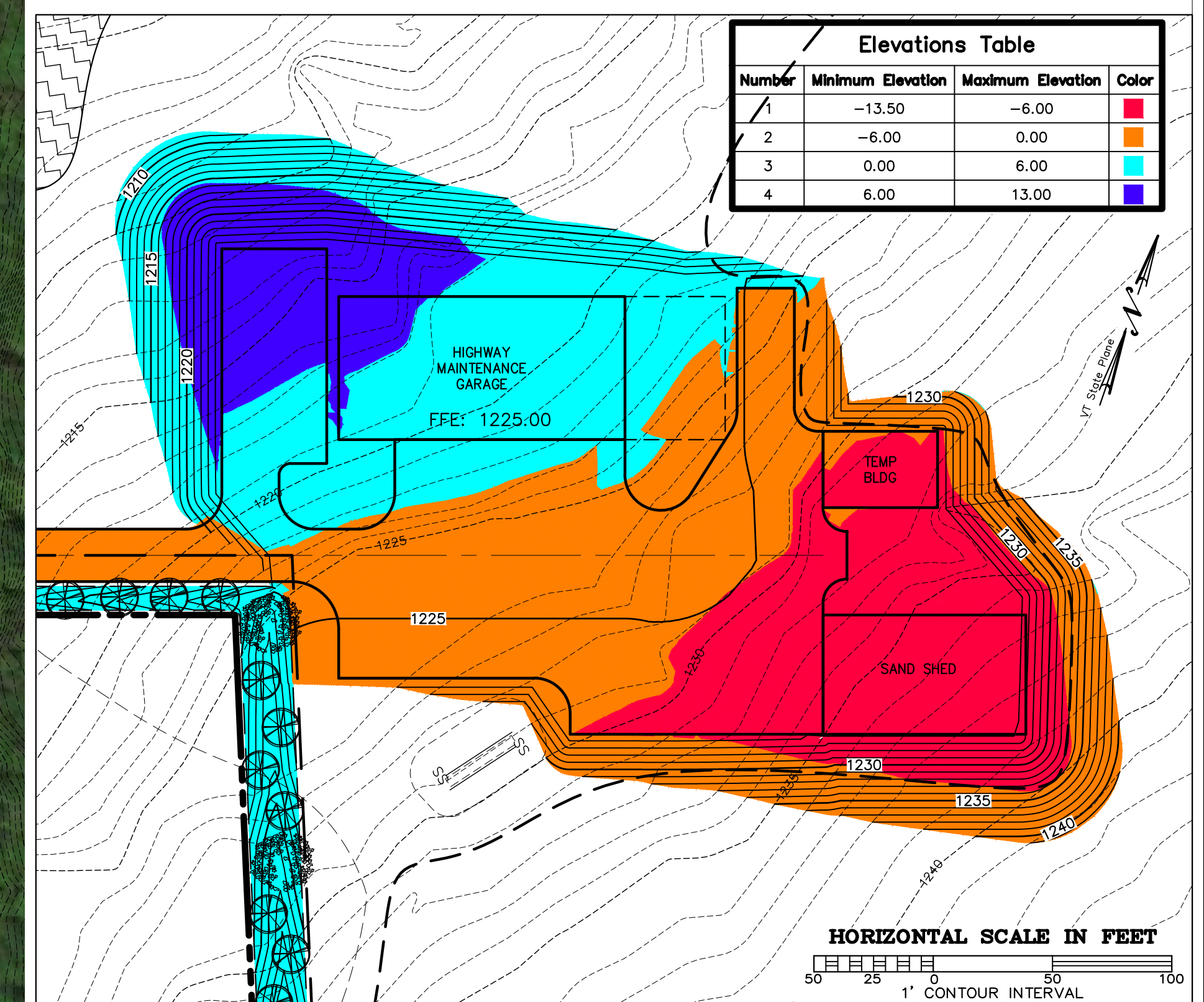
	Requirements	Proposed
Min. Lot Area	2.0 AC	8.3 AC
Min. Lot Frontage	200 Ft	305 Ft
Front Yard Setback	25 Ft	296 Ft
Side Yard Setback	25 Ft	196 Ft
Rear Yard Setback	25 Ft	600 Ft
Max. Lot Coverage	6%	13.3% *
Max. Building Height	35 Ft	< 35 Ft

Source: Elmore Unified Bylaws, 2020-01-20

* Assumes outdoor storage areas are grass. Requires a variance from Article 2, Section 2.5, Table 2.2, paragraph D.



CONCEPTUAL GRADING PLAN



CONCEPTUAL GRADING PLAN WITH CUT/FILL DEPTHS

Concept

PROJECT: 21086
 DATE: 2022-03-07
 DESIGN: DW
 DRAWN: DW
 CHECKED: PHC
 APPROVED: PHC

Tel: 802-524-2113
 Fax: 802-524-9681
CCE CROSS
 CONSULTING ENGINEERS, P.C.
 103 Fairfax Rd.
 St. Albans, Vermont 05478
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 Cross Consulting Engineers, P.C.

Concept 02 -
 Minimum Lot Size
 With Larger Storage
 Areas

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

CIVIL
C-01