

# TOWN OF ELMORE, VT

## Select Board Meeting

Meeting Minutes – prepared by G. Schwartz  
Status: Approved

**Meeting Date:** November 09, 2022

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

**Meeting Attendees:** See attached attendance sheet

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- The minutes of the October 12, 2022 Select Board Meeting were approved.
- The Chair of the Board asked if anyone on the ESB had a conflict of interest regarding the agenda items to be discussed tonight. All members replied no.

**1. SPECIAL TOPICS (Note: Topic will be addressed for no more than 15 minutes with follow-up as needed and noted by the SB.)**

**a. DISCUSSION:** Delinquent property tax collection – Approve turn over to attorney for action

**Notes:** After discussion the ESB unanimously voted to have the law offices of James Barlow from Danville Vermont pursue the delinquent property tax collection.

**b. DISCUSSION:** Town employee insurance — Review and update contribution status

**Notes:** C. DeVore researched the surrounding area Town employee insurance coverage to compare them to Elmore. The following documents were provided and reviewed;

- 2020 Vermont Municipal Compensation and Benefits Report from the Vermont League of Cities and Towns

Key Takeaways presented included:

- a) Elmore offers 100% full benefits for part time and full time employees; no Life/STD/LTD
- b) Most towns offer less than 100% benefit coverage for both employees and families
- c) Similar-sized towns (Hyde Park, Hardwick and Worcester) offer 90% coverage or they offer 100% health but no vision/dental.

Discussion of the item will be continued at the next ESB Meeting

**c. REVIEW/APPROVAL:** Municipal Planning Grant (MPG) application/resolution (All 2 min)

**Notes:**

- The EPC at their last meeting on 11/1/22 reviewed and signed the Municipal Planning Grant (MPG) application
- There has been a lot of progress made on the potential plans for how to utilize the property surrounding the new town garage.
- The cost of the preliminary plans for the town will be a maximum of \$500 to develop or the town can provide in kind services of \$500 in which case the town will incur no cost.
- The EPC recommended that the ESB sign the grant.
- The Elmore Select Board unanimously voted to sign the Agreement. The agreement was given to Alec Jones from the LCPC to return to Kate Lalley Regional Planner for the LCPC for final execution.

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### 2. ACTIVE ITEMS

- a. **UPDATE:** Elmore highway maintenance facility; land purchase; funding, site work, etc

**Notes:**

- The Land purchase was completed on 11-7-22. Money for engineering services that were performed by Cross for the property owner were deducted from monies due
- The Project was put out for bid on 11-2-22. A list of the 14 potential bidders that received a bid invitation is attached
- Bids are due until 1:00 P.M. local time, Friday, December 2, 2022. Deadline for questions is 11-24 -22.
- John H. Mudgett, CPA from Mudgett, Jennett & Krogh-Wisner PC completed the Town Audit and sent it out for Select Board Review. A meeting has been set for 11:30 on November 15<sup>th</sup> to review
- S. Draper and W. West have continued to work on the Bond application that is due in December
- G. Schwartz has been working with Ryan Burke to develop foundation Plans for the structure to be relocated. If completed in time it will be added to the bid documents via addendum
- G. Schwartz worked with K. Shaw to have the bid advertisement on the Elmore Website. This includes a direct link to the bid documents

- b. **UPDATE:** Town land/parcel – intent to sell.

**Notes:**

- W. West investigated the property in the Town records and found the following;
  - a) The property is 1.2 acres
  - b) The current assessed value of the project is \$22,400.00
  - c) The Towns records show that the property does not perk
  - d) The property consists of mainly rocks and trees
- After discussion the ESB decided to put this item on the agenda for our next meeting and invite J. McKinley to provide guidance as to the value of this property

- c. **UPDATE:** Town Acting Zoning Administrator Appointment

**Notes:** G. Schwartz reported that at the last EPC Meeting that was held on November 1, 2022 the following items were discussed;

- The reason for the need of a zoning administrator assistant was discussed. The position is needed to assist with the work load for the current zoning administrator as well as providing a wealth of experience and knowledge of the position.
- Stuart Wepppler's experience with the zoning administrator position was discussed.
- Stuart will be able to assist Don as well as fill in for Don in his absence.
- This is a paid position and the assistant will report directly to the Zoning Administrator.
- A Motion was made and seconded to recommend to the Select Board the appointment of Stu Wepppler to the position of Zoning Administrator assistant. Everyone voted in favor other than Don who abstained.

C. Devore will check into the appointment duration and rate of pay. Discussion of the item will be continued at the next ESB Meeting

## **TOWN OF ELMORE, VT**

### **Select Board Meeting**

3. **CONTINUING ACTIVE ITEMS** (Update status by primary owner)
  - a. **UPDATE:** Road Commissioner's Report  
  
**Notes:** See attached report
  
4. **NON-AGENDA/OTHER ITEMS** (Time Available and As Needed)
  - a. Routine Administrative, operations items and payment approvals.
    1. The Check Warrant Reports were reviewed at this meeting
  
5. **EXECUTIVE SESSION AS NEEDED**



## Road Commissioner Report November 9, 2022

This report covers October 12 thru November 9.

### Work Done:

1. Stock piles complete.
2. Grant in aid work completed on Symond's mill road. Ward Hill section , ditching drainage that was installed in years past was reestablished, culverts replaced and stone lining. Towne excavation was hired to assist our department.
3. Cleaned and flushed out several more culverts.

### Equipment:

1. Winter prep is well under way.

### Upcoming:

1. Hoping to do more brush cutting weather permitting.
2. See what may be out there for grants. Elmore Pond rd will be needing attention. Class 2 roadway.

Michel Lacasse  
Road Commissioner



TOWN OF ELMORE  
New Town Garage

October 2022  
Project: 21086  
Page: 1

## **BIDDERS LIST**

### **Connor Contracting**

Mike Connor, President

[mike@connorcontractinginc.com](mailto:mike@connorcontractinginc.com)

(802) 527-1955

### **PeakCM**

Jeff Davis, Vice President

[JADavis@PeakCM.com](mailto:JADavis@PeakCM.com)

(802) 988-1092

### **ReArch**

Bert DeLaBruere, President

[Bertd@rearchcompany.com](mailto:Bertd@rearchcompany.com)

(802) 863-8727

### **Engelberth Construction**

Wendy Hitchcock, Project Manager

[wendy.hitchcock@engelberth.com](mailto:wendy.hitchcock@engelberth.com)

(802) 655-0100

### **PC Construction**

James Fayette, Vice President

[jfayette@pconstruction.com](mailto:jfayette@pconstruction.com)

(802) 651-1209

### **DEW Construction**

Tim Heinlein, Project Manager

[theinlein@DEWCORP.com](mailto:theinlein@DEWCORP.com)

(802) 764-2333

**Neagley & Chase**

Mark Neagley

[MNeagley@neagleychase.com](mailto:MNeagley@neagleychase.com)

(802) 658-6320

**Spates Construction**

Grant Spates

[grant@spatesconstruction.com](mailto:grant@spatesconstruction.com)

(802) 766-5000

**Kingdom Construction**

Karl Chaffee

[kingdomc@comcast.net](mailto:kingdomc@comcast.net)

(802) 334-3117

**Lajeunesse Construction**

Hannah Lajeunesse

Project Manager – Lajeunesse Construction

Email: [Hannah@lajcon.com](mailto:Hannah@lajcon.com)

Cell: 802-272-3622

Office: 802-479-1078

**Daniel Hebert, Inc.**

Daniel Hebert, Jr.

Email: [info@dhigc.com](mailto:info@dhigc.com)

(603) 237-4454

**Donald P.Blake Jr. Inc.**

Donald Blake

[info@stowebuilder.com](mailto:info@stowebuilder.com)

802-888-3629

**Dalton Construction LLC**

Caley Dalton

[caleydalton@daltonllcconstruction.com](mailto:caleydalton@daltonllcconstruction.com)

802-279-2376

**Blow & Cote Inc.**

Marc Cote

[marc@blowandcote.com](mailto:marc@blowandcote.com)

802-888-2067