

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Draft

Meeting Date: March 8, 2023

Start Time: 6:00 pm **Adjourn:** 7:30 pm

Meeting Attendees: See attached attendance sheet

CALL TO ORDER: Chairman

The minutes of the 2/8/23 and 2/28/23 Select Board Meetings were approved as written.

- 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

a. DISCUSSION: Review any budget adjustments from Town Meeting

Notes:

There were no adjustments necessary as everything was approved as proposed

b. APPOINTMENTS: Election of SB Chair, Vice Chair, Secretary; Appointment of all roles, officers, board members

Notes: The following list of appointed officials were approved by the Select Board.

- Fire Warden - Andy Jones
- Tree Warden – Select Board
- Budget Committee – Select Board, Town Clerk and Treasurer
- Delinquent Tax Collectors – Town Clerk and Treasurer
- Planning Commission – Kate Sprague (chair), Glenn Schwartz, Michelle Greeson, Don Valentine and Bruce Olsson
- Energy Coordinator – Select Board
- Civil Defense Coordinator – Fire Chief) Brent Hosking
- Service Officer - Randy Pelton
- Zoning Administrator – Don Valentine
- Health Officer – Michelle Greeson
- Development Review Board – Jill Lindenmeyr (chair) Paul Rouselle, Caroline DeVore, Chris Jolly, Michael Furst and Jason Cohen
- Animal Control Officer – Ken Haggett
- Road Commissioner – Michel LaCasse

In addition, Caroline DeVore was elected Select Board Chair, Warren West - Select Board Chair backup and Glenn Schwartz- Select Board Clerk.

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c. APPOINTMENT: Clerk of the Works; discuss responsibilities and salary; continued from February SB meeting.

Notes: The Select Board voted unanimously to approve the Jerry Throne as the clerk of the works based on the following.

Clerk of the Works responsibilities include:

- Site visits for each day that work is being performed (up to two hours per day).
- Observe and document progress of the work.
- Determine whether the work complies with the plans and specifications.
- Document questions raised and submit RFI's as needed.
- Attend weekly Progress Meetings (up to one hour).
- Review of plans and specifications.
- Review RFI's and emails and provide comments as needed.

A salary of Fifteen Thousand Dollars (\$15,000.00) is based upon the above, an estimated work duration of six (6) months and as follows:

- Clerk of the Works will pay all taxes (1099 status).
- Clerk of the Works will provide all necessary transportation to accomplish the work.
- If additional unanticipated time or services are required, an additional cost of Fifty Dollars (\$50.00) per hour will be charged.

d. UPDATE: Lamoille FiberNet status; board member updates

Notes: Randy Tomlin presented the following information;

- Lamoille FiberNet will be providing service to all areas within the Town of Elmore
- An RFP was issued in October to perform the install
- They should know in about a month who will be performing the build out. The network is scheduled to be completed by the end of 2024
- Lamoille FiberNet will be providing fiber not coaxial cable with a speed of 1 gig to the house
- Cable will be provided up to 400 feet from the last pole at no cost. After that the cost would be approximately \$1.00/foot
- Lamoille FiberNet will provide internet service only. No television service

e. Town Voting Advisory Committee; Plan for review and decision-making

Notes:

- W. West to research the process and contact VLCT
- Public meetings to be held on nights or weekends in order to reach as many people as possible
- ESB to develop a survey to help plan

2. ACTIVE ITEMS

a. UPDATE: Closing update; P&S land sale to Brutzman

Notes: The closing is working its way through the process. W. West to check on the status.

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b. DISCUSSION: SB 2023 communication plan; regular cadence of news from the SB

Notes: The Select Board members will take turns writing an update narrative that will be placed on the Elmore Website. The updates will be in June, September and December

c. UPDATE: Elmore highway maintenance facility; funding, site work, etc.

- The Town has been holding weekly meeting with our designer and contractor to coordinate the work
- Partial NTP issued 3/8/23 for site work
- Final Plans to be issued in the next couple of weeks
- MSI expects to begin work in the next couple of weeks
- Waiting on fire marshal permit that should be issued in the next couple of days
- The application for electrical service was submitted to Morrisville water and light this week.
- S. Draper contacted three banks regarding interest rates for the bond loan investment including various durations of investment. Union bank has the best rates. The Select Board voted unanimously to approve the use of Union Bank.

3. CONTINUING ACTIVE ITEMS

a. UPDATE: Road Commissioner's Report

Notes:

- M. Lacasse reported that they are continuing plowing and sanding operations
- A discussion was held regarding the replacement of the 2012 dump truck In order to hold current pricing a new cab and chassis would have to be ordered by Labor Day of this year. Deliver of the completed truck would be about a year from now. It is anticipated that payment for this new truck would be from the equipment reserve fund.

b. UPDATE: Zoning Administrator's Report

Notes: D. Valentine reported that it has been quite the past 5 weeks

4. NON-AGENDA/OTHER ITEMS

a. Routine Administrative, operations items and payment approvals.

Notes: The Check Warrant Reports were reviewed at this meeting

Next meeting: Wednesday, April 12, 2023 @6:00pm. Requests to be on the agenda must be received by March 24, 2023.

