

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: April 12, 2023

Start Time: 6:00 pm **Adjourn:** 7:22 pm

Meeting Attendees: See attached attendance sheet

CALL TO ORDER: Chairman

The minutes of the 3/8/23 and 3/29/23 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:** Appropriation - Lamoille Restorative Center \$200.00 (All – 10 min)

Notes: After discussion regarding the required due dates for all appropriations and the fact that this request was made after that date and after the Town approved the budget at Town Meeting, the Select Board voted unanimously to reject this request.

- b. **DISCUSSION:** Municipal Energy Resilience Program –

Notes: Victoria Hellwig and Rob Moore presented the Municipal Energy Resilience Program that provides municipalities with the opportunity to apply for grants up to a maximum of \$500,000.00 (copy attached) to become more energy resilient. After review of the program the Select Board voted unanimously to approve moving forward with the free energy assessment Level 2.

- c. **APPROVAL:** Elmore Cemetery Commission By-Laws and Planning Commission Welcome Letter

Notes: After discussion the Select Board voted unanimously to approve the Planning Commission Welcome Letter as written. (Copy attached). The Elmore Cemetery Commission By-Laws were unanimously approved as amended. G Schwartz to forward changes to D. Peters for incorporation. (Copy attached)

- d. **APPOINTMENTS:** Elmore Town Clerk and Town Treasurer

Notes: The following list of appointed officials were approved by the Select Board. These positions will begin on April 13, 2023.

Town Clerk – Sandra LaCasse
Town Treasurer – Sharon Draper

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- e. **UPDATE:** 2023 Local Emergency Management Plan submitted.

Notes: C. Devore submitted the 2023 Local Emergency Management Plan earlier this month.

2. ACTIVE ITEMS

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

Notes:

- Contract has been issued. MSI came back with comments that G. Schwartz responded to. Ball is in MSI's court
- Continuing to have weekly progress meetings with MSI.
- Work has begun. Pipework and access road operations are ongoing. E & S controls have been put in place.
- Site is drying out nicely as the snow has melted
- Concrete sub scheduled for the beginning of May
- Building steel is ordered and is being fabricated. MSI has a commitment letter from the fabricator to deliver on June 5, 2023.
- MSI to submit first pay request on Friday. Contract and insurance to be resolved before payment will be made.
- MSI has been performing well in the field but paperwork has been an issue.
- Daily photographs of the construction are available on the Elmore Website <https://www.elmorevt.org/> under Photo's

- b. **DISCUSSION:** Town lot sale to Brutzman.

Notes: The sale of the property is currently on hold. Due to conflicts in legal advice that the Town has received, W. West will reach out to VLCT to get a better understanding of our options moving forward.

- c. **DISCUSSION:** Town Meeting Structure; Voting (Floor, Australian Ballot, Hybrid), Committee: VLCT input.

Notes:

The town is studying options regarding introducing the Australian ballot on Town Meeting Day to the voters. There are three options for Australian ballots, election of officers, budget articles, and public questions. If the town would like to hold a vote to introduce Australian ballots as an option for Elmore, it must be done in a town meeting format and therefore only voters who attend that meeting would be able to vote.

The Select Board will be developing a schedule for informational meetings and present the concept to the voters of Elmore. Once we have those informational meetings and find support within the community, we will schedule an in person special town meeting to vote to change from a traditional town meeting vote to a hybrid Australian ballot /meeting vote.

W. West will put together a schedule for the Select Board to consider next month regarding the informational meetings and the potential additional special town meeting to consider these options.

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3. CONTINUING ACTIVE ITEMS

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

Notes: See attached report

- b. **UPDATE:** Zoning Administrator's Report

Notes: No update provided

4. NON-AGENDA/OTHER ITEMS

- a. Routine Administrative, operations items and payment approvals.

Notes: The Check Warrant Reports were reviewed at this meeting

5. EXECUTIVE SESSION PLANNED

Notes: The Select Board voted to enter Executive Session at 7:23 pm no Minutes were taken during this session. Executive Session ended at 7:52 pm

Next meeting: Wednesday, May 10, 2023 @ 6:00pm. Requests to be on the agenda must be received by March 24, 2023.

Municipal Energy Resilience Program

The Municipal Energy Resilience Program (MERP) is a new program that provides staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions. The program aims to do this by promoting:

- renewable energy & fuel switching, and
- weatherization and thermal improvements.

This new program is offered to enhance comfort in existing buildings owned by cities, towns, fire districts, incorporated villages, and all governmental incorporated units, except for schools districts. The following opportunities are available through the new MERP program. **LCPC can assist you with every stage of the process.**

Community Capacity Grants

These grants provide up to \$4,000 to support community engagement and outreach.

Potential Uses:

- Host educational events
- Purchase promotional materials
- Start an energy committee
- Hire a consultant

Free Energy Assessments

In order to be eligible for Implementation Grants, Towns must apply for building assessments of any municipally owned building except schools. Two levels are available:

Level 1: Walk-through assessment. Takes ~1.5 hours and qualifies the building for implementation funds.

Level 2: Investment grade audit. Takes ~4 hours, requires building documentation, and qualifies the building for implementation funds and other Federal and State funding sources.

Implementation Grants

Each municipality can apply for a maximum of **\$500,000** for building renovation projects regarding weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems with more efficient renewable or electric alternatives. Any municipal building that receives an energy assessment through the MERP program is eligible for this funding.



Contact
Lamoille County Planning Commission
for more information and assistance!
<https://www.lcpcvt.org/>

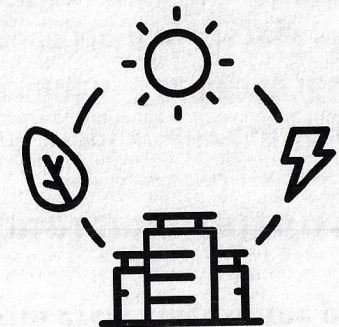
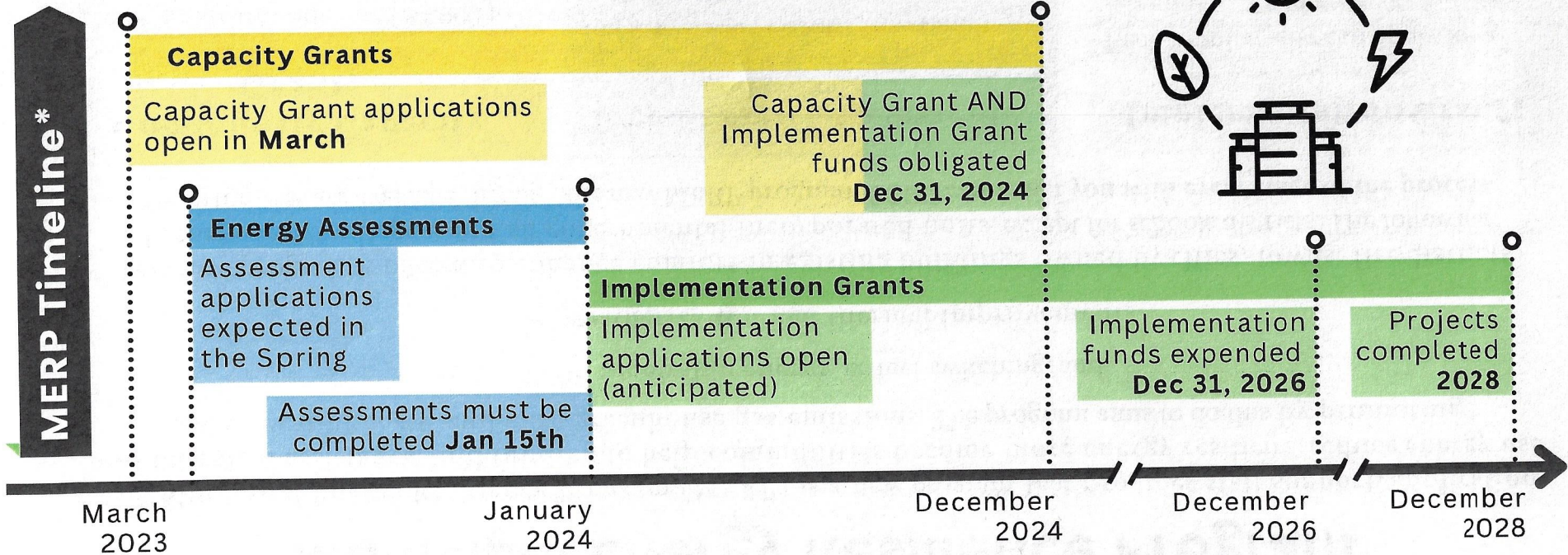
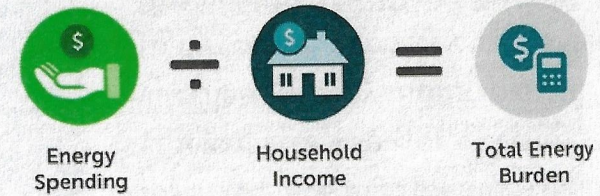
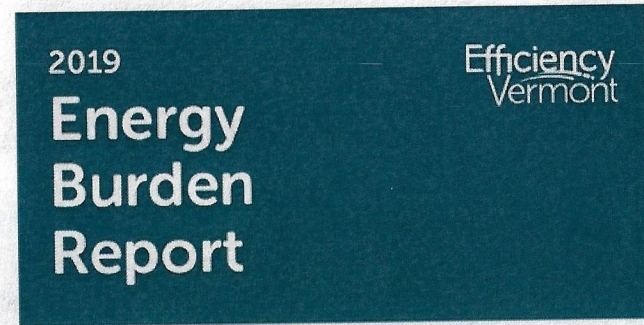
Victoria Hellwig
victoria@lcpcvt.org
802-888-4548



Town Eligibility and Prioritization

The program is designed to target communities most in need of improving their energy resilience, which traditionally are those with a high **energy burden** - defined as the proportion of income spent on energy, including heating, electricity, and transportation. Small, rural towns with less capacity will also be prioritized.

Please visit Efficiency Vermont's webpage and view their 2019 report on energy burden in the state to learn more.



*Timeline subject to change

Welcome to Elmore

With this document the Elmore Planning Commission would like to congratulate you on your recent purchase of property in Elmore, and welcome you to the community. We love it here and hope you will too. We would also like to introduce you to our little town, its history, culture and lands by laying out the individual zoning districts and providing background information that will help you to understand their purpose and the intention behind their creation. In recent years Elmore has seen an increase in conflicts over development, much of it coming from a disregard for or confusion about our Zoning Bylaws. With this understanding, and with the intention of maintaining the natural features and lifestyle we all enjoy, we would like to encourage you to become familiar with the most recent version of our Zoning Bylaws and Municipal Plan, available at our website <http://www.elmorevt.org> or by visiting the Town Clerk's office. This document does not include individual zoning bylaws.

History

Although Vermont has been continuously inhabited by communities of people for nearly 13,000 years, due to its challenging topography it was the last area in the region to be settled by Europeans. The town of Elmore, chartered on August 21, 1781, was named for one of its first settlers, Revolutionary war Colonel Samuel Elmore. Colonel Elmore was originally from Norwalk, Connecticut and a good friend of Ethan Allen. In the late 1700's Elmore had two distinct village centers, Lake Elmore and East Elmore, and each had specific functions. East Elmore, which at one time dwarfed the Lake village, was centered around the industry of logging, while the Lake community had better farmland, a starch factory, creamery, butter tub factory, iron mine and copper mine. Each village had a general store and post office, schools, factories, blacksmiths, and many small farms. East Elmore Village disappeared after the trees were harvested while Lake Elmore carried on as the village center.

Elmore Today

Elmore currently has a population of 886. The town's defining features are Elmore Mountain, Lake Elmore and the adjacent village center and State Park. There are also several remote ponds as well as large tracts of wilderness, open agricultural fields and the Worcester Range of the Green Mountains. These features, as well as the tourism, recreation and quality of life they provide are very important to the Town and its citizens. As a small town with a limited budget many town functions in Elmore are provided by hard working and devoted volunteers. These include the Select Board, Planning Commission, Development Review Board, Lamoille South Unified Union School Board, Elmore Volunteer Fire Department, Fire Department Auxiliary and others. Town meetings are held on the first Tuesday of March and are a wonderful way to engage with the community and see direct democracy at work. Forest fragmentation and habitat loss are two of the biggest threats to Vermont's natural heritage and 80% of Elmore is covered with forest. For this reason it is important that we try to plan for the preservation of these areas before they are destroyed.

Emergency Information

Flooding is the most severe and costly natural disaster in Elmore. Flood events can occur at any time of year, even in winter. Other likely natural events include heavy winter snow and ice storms, and high wind thunderstorms. All of these events can cause temporary road closures and power outages lasting from several minutes to several days, if you experience a power outage call your local provider and alert them. In recent years Elmore has been experiencing mild to moderate drought conditions, this can lead to the failure of private wells and an increase in the possibility of wildfires. You must be aware and respectful of current fire conditions. If you experience a water shortage an emergency water spigot located at the Elmore Fire Station. The new Town Garage also functions as Elmore's emergency shelter. One of the most important factors in weathering any emergency is a strong and supportive community which includes knowing your neighbors and having the knowledge and tools to protect yourself. For additional community information visit the Town website <http://www.elmorevt.org>

The Zoning Districts

Village District

A successful and thriving village center requires a combination of critical elements. The village of Elmore is fortunate to include a town hall, general store, post office, school, a town green with lake frontage, town offices and more. The purpose of the Village District is to allow for a concentrated mix of residential, cultural and limited commercial uses within the town's historic community center in a manner that respects the historic settlement pattern of a compact village surrounded by rural countryside. An important component of the Village District is an inviting streetscape, this includes buildings located close to the street with deep front porches and/or storefronts with sufficient parking for commercial viability that does not dominate the visual appearance of the Village. In recognition that much of the Village is located on the shore of Lake Elmore, shore land protection standards must be followed in this district as well.

Rural-East District

Rolling hills and forests, mixed with low density development and traditional working landscapes are what characterize the Rural-East district, which covers the areas east of Elmore Mountain. The purpose of this district is to preserve that rural, agricultural, forested, and scenic character by allowing for compatible, low density forms of development which have been determined to have a minimal impact on agricultural lands, water quality, forests and wildlife, and aesthetics. Portions of this district are within the Remote Area Overlay District and are subject to additional standards.

Rural-West District

The Rural-West district covers lands on the western slopes of Elmore Mountain including areas around Elmore Mountain Road which may include sweeping views of the Green Mountains but are also located far from town services and can often include fragile features such as steep slopes, large areas of intact wildlife habitat, headwater streams and soils unsuitable for on-site septic disposal. The purpose of the Rural-West District is to preserve the Town's rural agricultural lands, water quality, forests, wildlife habitat, and aesthetics while allowing for

compatible forms of development that have been determined to have a minimal impact on these features. The District will also limit overall density in those areas of Town far from community and emergency services and facilities to avoid undue financial burden on the Town while encouraging traditional land uses, such as passive outdoor recreation in forests.

Forest Reserve District

Forest Reserve District covers areas within the Worcester Mountain Range which includes Elmore Mountain and is part of the largest piece of un-fragmented forest land in north central Vermont and is a globally important breeding area for forest songbirds, as well as a critically important international wildlife corridor. (Staying Connected Initiative, 2012)

The steep slopes and remote nature of the district are considered unsuitable for many types of development which could result in poor or limited access, concerns about the health, welfare and safety of residents and an undue financial burden on town services, including emergency services, utilities and road maintenance. By restricting development in the district the Bylaws intend to avoid these and other issues. The unbroken forests of Vermont's mountain ranges are important to many people who live here. The purpose of the Forest Reserve district is to maintain our piece of this natural legacy responsibly so it can be enjoyed by everyone for generations to come.

Undeveloped Shore land District

Fixing areas where decades of unplanned and damaging development along lakeshores has occurred can be difficult. However, where development has yet to occur on lakeshores there is a unique opportunity to direct careful development and set aside open land for the benefit of the public and wildlife. The purpose of the Undeveloped Shore land District, which includes the areas around Little Elmore Pond, Little Pond, and Hardwood Pond, is to protect water quality and shore land vegetation, minimize adverse impacts to the lakeshore environment, limit encroachments into public waters, and preserve both visual and physical access to and from the lakes and ponds.

Developed Shore land District

Lake Elmore is one of the defining features of Elmore and incredibly important to the town economically, recreationally and aesthetically. The Developed Shore Land District includes all lands which are located within 500 feet of the shorelines of Lake Elmore as measured perpendicularly inland from the mean water level elevation. This area is critical to maintaining the health of Lake Elmore as a viable environment for aquatic and other wildlife, including loons that nest along the shoreline of the lake, as well as providing safe and enjoyable recreational opportunities for people. By regulating development and vegetative coverage, the bylaws strive to minimize adverse impacts to the lakeshore environment, limit encroachments into public waters, and preserve both visual and physical access to and from Lake Elmore.

Flood Hazard Area Overlay District

The purpose of the Flood Hazard Area Overlay District (FHAO) is to responsibly regulate development within areas determined to be River Corridors and Special Flood Hazard Areas (see definitions in Zoning Bylaws). These hazard areas may overlay any other existing zoning

districts and development within the FHAO is subject to the regulations of the underlying zoning district as well as those of the FHAO. By applying these additional regulations the Town strives to avoid and minimize the loss of life and property, the disruption of commerce, the impairment of the tax base, and the extraordinary public expenditures and demands on public services that result from flooding events. According to the Vermont Agency of Natural Resources (ANR) "Flooding events are Vermont's most frequent and costly type of natural disaster." Improper development in Flood Hazard areas can also contribute to water pollution and have profoundly negative effects on river equilibrium and ecology. By shifting development away from vulnerable flood areas, Elmore can help to maintain the health of our streams and rivers. These regulations also make the Town of Elmore, its citizens, and businesses eligible for federal flood insurance, federal disaster recovery funds, and hazard mitigation funds as may be available.

Remote Area Overlay District

The Remote Area Overlay District (RAO) consists of largely forested areas in the south eastern quadrant of Elmore which are located a substantial distance from existing public roads and public services. As an overlay district, development within the RAO is subject to the regulations of the underlying zoning district as well as those of the RAO. The purpose of the RAO is to maintain existing and traditional land uses in these remote areas in a manner that preserves fragile features, including steep slopes, soils unsuitable for on-site septic disposal, large areas of intact wildlife habitat, headwater streams and associated water supplies, and scenic resources. The Vermont Agency of Natural Resources identifies the area as the highest priority for conservation in Habitat Connectivity, and Interior Forest Blocks (defined by ANR as generally forested areas of 20 acres or more with no roads and little or no human development that best provide interior forest conditions.) These un-fragmented areas function as important wildlife habitat and travel corridors for the entire northeast region reaching across the border into Canada. Additionally, regulations in the RAO are meant to minimize the negative effects of scattered remote development such as increased financial burden on Town services, utilities, road maintenance and poor or limited access to emergency services.

Thank you for taking the time to learn about our community. Through the hard work and commitment of our residents we can plan for a future Elmore that balances the needs of all its people while maintaining the landscape we all treasure. If you would like to learn more about our town please visit the website <http://www.elmorevt.org>. There you will find links to all kinds of information like important town documents, community announcements and events and beautiful photos. We would also like to remind you that all town committee meetings are open to the public and we encourage you to get in touch and get involved.

Elmore Cemetery Commission By-laws

Article I. The name of this Association shall be The Elmore Cemetery Commission.

Article II. The purpose of the Commission shall be to ensure that the Elmore Cemetery receives quality care and is managed in an efficient fashion for the benefit of community members.

Article III. Membership and Officers

Section 1. The business of the Commission shall be conducted by five members elected by Town residents at an Annual Meeting. Terms shall be for five years and vacancies between Annual Meetings may be filled by Select Board appointment.

Section 2. The officers of the Commission shall be selected by the elected Commission members and shall be members of the Commission. The officers shall be: Chairperson, Secretary, Treasurer, and Grounds Manager.

Section 3. Vacancies in any office shall be filled by a majority vote of the Commission Members. Individuals may fill more than one officer position. Officers shall be elected at the Annual Meeting of the Commission and shall serve a one year term. Officers may be reelected.

Article IV. Meetings

Section 1. The Commission shall meet at least quarterly and at other times upon the request of a member.

Section 2. There shall be an Annual Meeting held in the month of December.

Section 3. All meetings shall be warned at least one week in advance. *per state statute*

Section 4. Minutes shall be taken at each meeting and will be available to the public.

Section 5. A Treasurer's Report shall be presented at each meeting and the financial status of the Commission shall be audited at least every three years.

Section 6. A quorum shall consist of at least three members of the Commission.

Article V. Duties of Officers

Section 1. Chairperson. The Chairperson shall preside at all meetings of the Commission and perform such other duties as are usual to the office.

Section 2. Secretary. The Secretary shall keep a record of all meetings and Commission attendance records. The Secretary shall handle all correspondence including Warnings.

Section 3. Treasurer. The Treasurer shall maintain a detailed record of all plots sold including the purchaser's name, cemetery lot number, and date sold. The Treasurer shall provide a

written receipt for all lot purchases and deposit sales checks into the appropriate Commission bank account. The Treasurer shall also be responsible for managing all Commission accounts and providing financial reports at each meeting.

Section 4. Grounds Manager The Grounds Manager shall be responsible for the sale of plots and shall serve as the primary Commission contact person with the cemetery groundskeeper. The Grounds Manager shall obtain contact information from any person or group purchasing a plot or plots. This information shall be provided to the Treasurer who shall send an official acknowledgement of the purchase. The Grounds Manager shall provide a sales receipt acknowledging receipt of the purchaser's check.

Article VI Approval and Modification of By-Laws

the Select Board

By-Laws of the Elmore Cemetery Commission shall be approved and/or amended by ~~majority~~ ~~vote of Commission members~~. Copies of approved or amended By-Laws shall be shared with the Town of Elmore Select Board.

February, 2023
Approved by the Cemetery Commission

Road Commissioner Report

April 12, 2023

Work to Date:

1. Hoping plowing and sanding is done for this season.
2. Wings (plows) have been taken off trucks and grader.
3. Grading roads as they dry out. will have gone once over main routes by Friday.
4. Been fixing soft spots and wet areas with gravel in our stockpile.
5. Stockpile will be used up by Friday. Gravel pits open Monday.

Equipment:

1. Changing out winter equipment.
2. Truck #2 out of service for 24 hrs. for a wire harness issue March 14.

Upcoming:

1. Renting brush cutter at the end of the month to work on Brown Hill area and Eagle Ledge.
2. Will be making priority list for summer projects.
3. Green up Day May 6. Hours will be 8:00 Am- 4:00 PM. Container for trash will be at the Town Garage, scrape metal in small dump truck and there will be an area for tires. Bag will be available at Town Garage, Town Hall and The Elmore Store. Green bags will be picked up Monday if left next to roadway.