

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: August 9, 2023

Start Time: 5:30 pm **Adjourn:** 7:32 pm

Meeting Attendees: Glenn Schwartz, Caroline DeVore, Warren West, Michele LaCasse, Don Valentine, Dawn Angney, Jerry Throne, Alison Link (via zoom), Nick Morales (via zoom), Rob Wills (site visit only) and Rob Gentile (site visit only)

CALL TO ORDER: Chairman

The minutes of the 7/12/23 Select Board Meetings were approved as written.

The Chair of the Board asked if anyone had any additions or deletions to the agenda items to be discussed tonight. All replied no.

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 replied no.

1. SPECIAL TOPICS:

- a. **SITE VISIT:** SB Members will meet at the new Hwy Maintenance Facility at 5:30pm for a site review.
Agenda will continue at 6:00pm at the Town Clerk's office immediately following the site visit.

Notes: The Select board met on site with Michele LaCasse, Jerry Throne, Nick Morales Rob Wills and Rob Gentile to discuss the paint issues on a total of 8 columns that are inaccessible to paint at this time. A decision was made to have MSI submit their proposed fix. Jerry Throne to notify MSI of this action via an RFI.

- b. **DISCUSSION:** Healthy Lamoille Valley, New Policy/State Parks; Town Plan. Alison Link

Notes:

- Allison Link asked if the Select Board has any concerns related to substance use and prevention. All replied no.
- Amendment to Elmore town plan and updates to Healthy Community Policy
- The town plan modification and policy were approved by the planning commission and were presented to the Select Board for Approval on July 17th2019

In reviewing the [Elmore Town Plan \(elmorevt.org\)](http://elmorevt.org) it would appear that the proposals presented at the [esb-minutes-2019-07-17-approved.pdf \(elmorevt.org\)](http://elmorevt.org) meeting did not make it into the plan or town documents?

- Based on new state policies: **an update to the Healthy Community Policy is needed**, especially around cannabis and tobacco.
- With new state regulations around tobacco and cannabis, Healthy Lamoille Valley is available to support health and wellness policy development.
- [Resources | Healthy Lamoille Valley](#)
- Check out our updated [Community Planning Toolkit: Preventing Youth Substance Misuse and Building Protective Factors | Healthy Lamoille Valley](#)

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- [HLV Resources for Elmore updates to Healthy Community Policy](#)
- Equity-
 - HLV collaborates with LCPC regarding health, wellness and equity, including the implementation of [Health Equity Planning Toolkit](#) and the [Vermont Healthy Communities – Health Equity and Community Design Technical Assistance Pilot \(healthycommunitiesvt.com\)](#)
- Alison asked the Board to revisit Elmore’s [3-4-50 goals](#) and what we are doing. Elmore State Park (tobacco and smoke free- new signage)
 - Alisson has been part of some meetings related to state level policy efforts towards making All Vermont State Parks smoke/tobacco/nicotine free. State law prohibits cannabis use in public (any form). I wanted to discuss this with you all and hear your thoughts related to Elmore State Park. I know in the past it has been difficult to connect with the park on signage and policies but our statewide tobacco policy group is looking into a state level policy.
- Alison asked about Elmore’s proposed town park. The Board stated that it will be a while before it is constructed but would be interested in any grant opportunities and any help or signage that could be provided.

Action items

- The Town of Elmore will work HCP and 3-4-50 on website
- The Select Board will bring HCP to Planning Commission
- Equity... send email to LCPC reconnect
- Website -share the 5k same day is a gravel run bike race
- Healthy Lamoille Valley to contact Elmore community trust
- Trail around lake- working on a trail
- Concrete language on state park- is it an extension of the town. If used that logic already embraced as town - could be positive response. Alison to provide language for the town and we would like to adapt that to state park...
- Town garage 18 acres on Route 12 by cemetery - 8 acre for garage and 10 acres for a park. Walking trails. In the plan and LCPC is working on a plan...xc trails
- Alison to send the Town any grant opportunities for parks.

c. **DISCUSSION:** Website Development & Management; review proposal

Notes: Nick Morales reviewed his proposal dated 7/28/23 (copy attached). Warren West reached out for another price and it was \$20.00/hour more. After discussion Warren West made a motion to accept the pricing and move forward with Mr. Morales. Caroline seconded the motion and all voted in favor of accepting the proposal.

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2. ACTIVE ITEMS

a. UPDATE: Brutzman Property

Notes: Warren West contacted the buyer of the property and put their attorney in touch with the Town's attorney to resolve this issue.

b. UPDATE: Elmore highway maintenance facility; funding, site work, budget, schedules, etc. Specific discussion of steel framework warranty, painting and contractor's update, etc.

Notes:

Review of work progress – Structural steel erection is on hold pending resolution of NCR's, continued upper field excavation, drainage work behind sheds, topsoil seeding and mulch in various locations, underground electric between utility pole and building, light pole base delivered and are being installed, generator pad is set in place, completed east end excavation and septic system work has begun.

Structural Steel Painting/Touchup - The Town of Elmore is not willing to accept the structural steel that has been supplied by RGB for the following reasons;

1. The surface preparation is only a prime coat vs a duplex coating, Galvanized and 2-coats of paint applied in the shop by Great Western Builders
2. The one-year warranty by RGB certainly does not equal the lifetime warranty by Great Western Builders

The Elmore Select Board met with Cross Consulting Engineers, Hardy Structural Engineering and Jerry Throne to discuss possible options on how to proceed. The following options were discussed;

1. Remove the entire steel structure and replace it with one that is an equal to Great Western Builders
2. Remove the metal siding sandblast the steel then metalize and paint the steel, followed by 2-coats of paint.
3. Touchup the primer and apply a compatible 2 coat system over the primer on all steel surfaces, as indicated below.

Although option #3 does not equal the system proposed by Great Western Builders, it appears to be the quickest option that will still extend the life of the Structure. All steel members would be required to receive an approved 3-coat system on all faces. Exterior main wall columns are far enough away from the outer wall steel to apply the paint. Other interior columns are tight but we believe they can be painted. The only exception to this would be the horizontal girts that are tight against the steel siding and have a neoprene or foam thermal break material adhered to them. MSI has agreed to perform the work in option #3 at no cost to the Town

Schedule Update – A recovery schedule was requested by the Town to show the contractual project completion after steel issues are resolved. Schedule to be submitted once resolution of current issues are resolved.

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Non-Conformance reports – a total of 4 non-conformance reports have been issued

- NCR #1 - Concrete Piers P-5 for Bollards
- NCR #2 - Building Structural Steel – Hardy provided a repair procedure for the anchor bolt issue. MSI to submit shop drawings of the angles for approval prior to having them fabricated this week.
- NCR #3 Exterior Doors – Doors and frames will be replaced with doors meeting the specifications.
- NCR #4 Insulation straps have failed and required clips may be missing /not installed per the insulation installation manual.

4. CONTINUING ACTIVE ITEMS

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

Notes: See attached report

- b. **UPDATE:** Zoning Administrator’s Report (10 min)

Notes: Don Valentine reported that the DRB met last week regarding the Brent Miller property. Caroline stated that the Select Board has no jurisdiction on the DRB. The Zoning Commissioner stated that he would take this matter to the State Environmental Court.

3. NON-AGENDA/OTHER ITEMS

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

Notes: The Check Warrant Reports were reviewed and approved at this meeting

Next meeting: Wednesday, September 13 2023 @ 6:00 pm.

WEB DEVELOPMENT & SITE MANAGEMENT PROPOSAL

PREPARED FOR

Select Board

Town of Elmore, Vermont

PREPARED BY

Nick Morales

JULY 28, 2023

**Select Board
Town of Elmore**

P.O. Box 123
Lake Elmore, VT 05657
(802) 888 - 2637

Dear Town of Elmore Select Board,

Please find below my detailed web development & site management proposal for your consideration.

The below tables include:

1. An itemized scope of work with development and configuration hours following the purchase of a WordPress.com Business plan
2. A list of 3rd party applications I highly recommend that are free with a WordPress Business plan
3. A summary of billable hours along with my rate of \$65/hr.

Best,

Nick Morales

SCOPE OF WORK

Milestone	Tasks	Summary	Hrs
1 - Analysis			
1.1	Analysis and design stage	Explore web layout UI/UX options	5
1.2	Architecture design	Landing Page hierarchy & URL paths	4
1.3	Gather Data	Gather content for all 32 web pages & prepare for ingestion	4
2 - Development			
2.1	Header & Footer Development	Design/ Build Header & Footer navigation	2
2.2	Landing Page Templates	Create landing page templates	8
2.3	3rd Party Applications	Install & configure 3rd Party Applications for UI/UX	5
2.4	Import existing client data	Client meeting to review GUI	4
2.5	URL Redirects	Redirect all old 'Source URLs' to new 'Target URLs'	2
3 - Testing			
3.1	Select Board	Select Board to review landing pages, navigation, & content	-
3.2	Fixes & Feedback	Select Board will provide feedback for changes to design and content	TBD
4 - Deployment			
4.1	Domain	Upon Approval of website completion, the web domain/dns ownership will need to be transferred	1

APPLICATIONS

3rd Party Application Install List		
Application	Summary	Cost
WordPress Business Plan	\$300/yr annual payment or \$40/mo plan	\$300 - \$480
Calendar for Minutes/ Agendas	Calendar app that allows for filtering, user subscriptions, day, week, mo, & yearly view options	FREE
Mega Menu	Allows for custom hierarchical navigation with nesting capabilities	FREE
Accessibility	Overlay widget that allows users to change UI/UX settings based on their conditional needs, ie. visually & hearing impaired	FREE
SSL Certificate	SSL Certificate included/pre-installed with Wordpress Business plan	FREE
MailChimp	MailChimp plugin installation & configuration to connect signup field to newsletter	FREE

HOURS & RATES

SUMMARY		
SCOPE AREA	HOURS	RATE
Website Development	35 - 42	\$65/hr
Monthly Maintenance	4 - 6	\$65/hr

Road Commissioner Report

August 9, 2023

This report covers from July 12, thru August 9, 2023.

WORK TO DATE:

1. Michel attended Fema meeting to register Elmore for federal disaster assistance. Town Clerks office will be doing the electronic portion of Fema reporting and participating in future meeting.
2. Repairing damage. We have made good progress to date. Things have slowed down this week as availabilities of material have dried up.
3. Structures Grant work is being done on Symonds mill rd. Culvert and ~~ditch~~^{ditch} line work, upgrade failed 18" culvert to a 36".
4. Mowing of road sides have started this week, will continue thru Aug 19.

EQUIPMENT:

1. Truck #1 is out of service with coolant issue and transmission Issue.

UPCOMING ISSUES:

Asking for an extension for grant in aid work that was to be done on Elmore Pond Rd by Sept 30, would like to do this next spring so we can concentrate on doing Fema work. Have not heard a response from the State.

Road Commissioner
Michel Lacasse