

# TOWN OF ELMORE, VT

## Select Board Meeting

Meeting Minutes – prepared by G. Schwartz  
Status: Draft

**Meeting Date: November 8, 2023**

**Start Time: 6:00 pm    Adjourn: 7:13 pm**

**Meeting Attendees: (See attached)**

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CALL TO ORDER: Chairman

- Review/approve previous meeting's minutes The minutes from 9/27/23 and 10/16/23 were approved as written.

Review additions or deletions to today's agenda - None

- Conflict of Interest review for agenda items - None

**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: PACIF UM/UIM Coverage Direction (uninsured/underinsured motorists)**

**Notes:** The PACIF UM/UIM Coverage provides a better policy at no additional cost to the Town. A motion was made to have Caroline sing the required paperwork and move forward with the new policy. This motion was made by W. West and seconded by G. Schwartz. The Select Board then voted unanimously to accept the motion

**b. DISCUSSION: VEM grant; buyout river corridor property - Morrey; Brian McWalters**

**Notes:** A motion was made accept the buyout. This motion was made by W. West and seconded by C. DeVore. The Select Board then voted unanimously to accept the motion. Sandra and Warren to fill out the paperwork. J. Throne to be possible manager for the project. All cost will be reimbursed by FEMA.

**c. DISCUSSION: Town use of contractors; resident contractors v. non-resident contractors**

**Notes:** Mr. Towne asked for this item to be discussed at this meeting. His concern is what policy is utilized when hiring contractors for the Town. He also expressed concern about the amount of work that MSI performed for the Town this summer. The Road Commissioner explained that he chose them when considering both price and availability. A lot of this work was emergency work due to this summer's flooding. The policy is for the Road Commissioner to hire the best price contractor that can perform the work. He keeps a list of preferred contractors that are capable of performing the work. They must provide an insurance certificate and rates on a yearly basis.

**d. DISCUSSION: Animal Control Officer Open Position; Local Kennel Needs**

**Notes:** A discussion was held regarding Dean Mercier the animal control officer from Walcott will taking the place of Kne Haggett. A motion was made to appoint Dean Mercier to be the next Animal Control Officer for the Town. This motion was made by G. Schwartz and seconded by W. West. The Select Board then voted unanimously to accept the motion. Caroline to contact Kent Shaw to setup an email address for Mr. Mercier.

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- e. **DISCUSSION:** ZA letters to SB regarding DRB hearings/decisions.

**Notes:** W. West went through the following questions and answers supplied by the Towns attorney with Don Vallentine (Zoning Administrator).

1. **Question** - Does the SB have any responsibility/obligation to respond to this request, (other than professional curiosity acknowledging receipt of it)? If we do need to have a SB meeting to address this note is November 1st a real deadline?

**Answer** - There is no obligation for the selectboard to respond to a request from ZA "to review the Miller and Martin cases."

2. **Question** - Does the SB have any role in adjudicating differences between the decisions made by the DRB Board and zoning bylaws as interpreted by the ZA?

**Answer** - The selectboard does not have any role in adjudicating differences between the decisions made by the DRB and zoning bylaws as interpreted by the ZA. If one or both decisions were appealed to the Environmental Court, the selectboard would become involved. However, at this point, there is no role for the selectboard.

3. **Question** - If not, how do these differences get rectified if they do?

**Answer** - If one or both decisions were appealed to the Environmental Court, the selectboard would represent the town in that litigation. At that point, the selectboard's involvement would be appropriate and required.

## **2. ACTIVE ITEMS**

- a. **UPDATE:** Town Voting Process: Australian Ballot / Town Meeting; Information Session Planning

**Notes:** The Town held a total of three informational meetings and provided 2 handouts at the meeting as well as on the Town website that detail the vote. The vote will take place on November 16, 2023 at 6:30 pm at the Elmore Firehouse. Additional notices will be provided to the community. The Town moderator will be present at the vote. G. Schwartz to coordinate the removal of the fire trucks with the fire chief. W. West to coordinate the chair setup/removal.

- b. **UPDATE:** EPC position / open water commissioner position / board member nomination

**Notes:**

- The EPC has nominated Dawn Angney to replace Hans de Boer as member of the Elmore Planning Commission. A motion was made to appoint Dawn Angney to the Elmore Planning Commission. This motion was made by W. West and seconded by G. Schwartz. The Select Board then voted unanimously to accept the motion.
- As per the EPC Meeting last night, they are seeking approval to utilize LCPC to help with the survey for the Town Park. It is felt that this would be very beneficial. This work would be performed at no additional cost to the Town. A motion was made to have LCPC assist in creating a survey for the Town Park. This motion was made by W. West and seconded by G. Schwartz. The Select Board then voted unanimously to accept the motion.

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- Mr. Burley has recommended Nancy Davis to be appointed to the to fill the open water commissioner position. She is a very well qualified person who is, along with Jon Osborne, performing required daily quality and purity tests and system performance monitoring. A motion was made to appoint Nancy Davis to fill the open water commissioner position. This motion was made by W. West and seconded by G. Schwartz. The Select Board then voted unanimously to accept the motion.

- c. **UPDATE:** MERP Energy Resilience Assessment Grant app submitted 10/18/23. No action.

**Notes:** No action required

- d. **UPDATE:** Elmore highway maintenance facility; funding, site work, budget, schedules, etc. Ashley Ralabate, neighbor next to garage, attending meeting to discuss screening.

**Notes:** G. Schwartz reported on the following;

- Project is on schedule and on budget
- Poured SOG-02 all interior slabs completed
- Solar panels on roof are installed and wiring is ongoing
- All exterior siding is complete 40% complete
- interior metal siding
- Offices are 70% complete
- Garage doors to be installed next week
- Exterior concrete scheduled for next week
- Final inspection for the sitework was performed by the designer this week. A punch list with minor items will be issued

Ashley Ralabate was not in attendance. C. DeVore to invite Ashley to our next meeting

**3. CONTINUING ACTIVE ITEMS** (Update status by primary owner)

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

**Notes:** See attached report

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

**Notes:** Don Valentine stated that there is one pending application

**4. NON-AGENDA/OTHER ITEMS** (Time Available and As Needed)

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

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

**5. EXECUTIVE SESSION: Planned for 11/7; The appointment or employment or evaluation of a public officer or employee;.**

**1 V.S.A. 313(a)(3).**

**Notes:** The Select Board voted to enter Executive Session at 7:13 pm no Minutes were taken during this session. Executive Session ended at 7:55 pm

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

Town Of Elmore  
Meeting Attendance Record

ENTER MEETING DATE:	11-8-23
ENTER MEETING NAME:	Select Board Meeting

CHECK ALL THAT APPLY
REASON FOR ATTENDING

Reason for Attendance

YOUR NAME (printed)	Observer	Interested Party	Principal Party	Expert or Consultant	WHY ARE YOU ATTENDING?
Glewin Schwartz			✓		SB Member
Warren West			✓		" "
Don Valentine					Z.A
Shoofy Towne					Agenda? <del>Core</del>
Nancy Davis		✓			
Dean mercker					Dean Mer
Kent Haggard			✓		A.C.O.
Michel Lacasse			✓		R.C.
Sandra Lacasse	✓				Town Clerk
Caroline DeVore			✓		SB Member
Brittany BAMS	✓				VIA ZOOM

# Road Commissioner Report

## November 8, 2023

### Work to Date:

1. Pond Road. grant in aid project. ditch, de berm, and changed out three culverts.
2. Fema, all the sights have been repaired.
3. Debermed Hardwood Flats rd from start to Mercia Rd.
4. Put up new speed limit signs on Symonds mill Rd.
5. Sand hauled in for winter use. Put half in our new sand shed. 2520 yds total.
6. Hauled in gravel to stockpile for mud season.
7. Ditch work on Bailey Hill on Mt Rd.

### Equipment:

1. New water pump in truck #1.
2. Winter equipment is put on.

### Upcoming:

1. Will be grading roads when weather permits.
2. Some seeding and mulching still needs to be done.
3. Pike industry to repair pavement where culverts were replaced on Pond rd.
4. Paperwork to be put together for Fema reimburstment.
5. Truck purchase to replace Truck #2.