

# TOWN OF ELMORE, VT

## Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

**Meeting Date:** June 13, 2012

**Start Time:** 6:32pm

**Adjourn:** 8:47pm

**Meeting Attendees:** Bob Burley-ESB Chair, Whit Hartt-ESB, Caroline DeVore-ESB, Michel Lacasse-Road Commissioner, Roy Marble-Marble Consulting, Sherry Lefebvre, Elmore property owner

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Meeting opened by Chairman. Review of minutes from May 2012 meeting will be conducted and approved at July meeting. Agenda modified to address “New Items” B2 and B3 first.

### **B. NEW ITEMS:**

**1. Cross Road Status Change: CL3 to CL4 at east end- Trail at west end.**

Roy Marble, representing Marble Consulting, and land owner Sherry Lefebvre, submitted to the ESB a letter outlining a request for Town Hwy #23 aka Cross Road be updated to full Class 3 condition. ESB discussed history of road maintenance, and clarified Mr. Marble’s and Ms. Lefebvre’s request. ESB took the following actions:

- a. **Action: Review with former ESB Member Bob West history of discussions with Mr. & Mrs. Lefebvre regarding Town’s plan for ongoing road maintenance.**
- b. **Action: ESB to review history of VT State aid for road maintenance on this non-conforming Class 3 road.**

**These actions will provide additional information to assist the ESB in responding to Mr. Marble’s / Ms. Lefebvre’s request.**

**2. Discuss Interest in 25ac Wolcott Gravel Pit (Roy Marble)**

ESB reviewed this request – there is no interest in pursuing this option at this time.

**Action: Burley to respond to Mr. Marble.**

### **A. SPECIAL TOPICS:**

**1. Water System Building – Easement revised by Bound Atty – flawed –will renegotiate.**

**New plans underway; expect minimal permitting delays**

Brief discussion of flawed design and Burley’s work to address; proposed redesign in process. This phase of the overall project should not further delay the overall timeline for completion. Expect to have project out for bid summer 2012. Burley project managing.

**Action: Burley to monitor redesign of infrastructure and update in July.**

**2. Discuss/Next Steps - Elmore Social Media and Email Policy: – All**

DeVore presented updated document with addition of Record Retention verbiage proposed by State office. Hartt requested additional time to review overall policy. Burley noted that the policy seemed complex for originally stated needs (ie. Town Email Policy). Board suggested a phased approach to deployment. Hartt and DeVore to manage go-forward plan; Burley has completed his review and edits.

**Action: Whitt to review policy and provide edits/feedback to DeVore.**

**Action: DeVore to draft phase implementation approach, review overall approach with Kent Shaw and publish updates to team prior to July meeting.**

**A. Last Text Edits on 7/12/2012**

**B. Last Content Item Edits shown by REV #, above**

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### **B. NEW ITEMS: (Schedule w/Select Board, min. 1 wk. prior to meeting)**

- 3. Barnett Plans Review – Review Plan, decide response to TRB 16May ltr.**  
Burley reviewed correspondence received from Mr. Barnett along with Mr. Barnett's proposed site development plan for Worcester Ridge:  
<http://web.me.com/rgreim/worcesterridge/Welcome.html>  
ESB to respond to Mr. Barnett's letter advising on limitations of building/development above 1,500 ft.  
**Action: Whitt to clarify limitation of building "variances" issued by ZRB.**  
**Action: Burley to respond to Mr. Barnett**

### **C. CONTINUING ACTIVE ITEMS: (Update status, by item, by DRI)**

- 1. Road Commissioner Update – LaCasse**  
Report provided by Road Commissioner. Sand pile 50% hauled in. Grading roadways as weather and road-side parking permit. Camp Rd grading has been limited when roadside parking prohibits passage of grader. Continued parking in the right of way by residents could impact the passage of emergency vehicles. Limit of roadside parking on Camp Road is posted but may at times be out of compliance.
- 2. Highway Dept. Truck Order Status - LaCasse**  
Expected July delivery
- 3. Prelim Discussion: Highway Dept. Staffing**  
Road crew staffing plan discussed. Currently using existing 1 full time and 1 part-time resource(s) with 2 additional resources available on an on-call basis. Should the work load or resource plan require the addition of either full or part-time resources, a requisition for staffing will be opened and candidates interviewed.
- 4. Junk Ordinance –**  
Approved and signed by all ESB members. 60-day enactment process begun.
- 5. TCO improvements underway**  
ESB reviewed progress on updates to Town offices (upstairs). On course; work looks great.
- 6. EPC Monthly Progress Report – Hartt**  
Sue Cano will be leaving the EPC in 2014. ESB discussed whether additional support on the EPC is needed and timeframe. EPC to attend July ESB meeting.
  - a. LCPC Contract for services –**  
Steve Monroe replacement on LCPC on board (Seth). EPC and LCPC to provide update to ESB at the July meeting.
  - b. Review & Decide DRB coverage variances – Shoreline District**
    - i. Increase lot coverage and stop variances**  
EPC has declined to increase lot coverage. EPC reviewed their reasoning with Hartt at the monthly EPC meeting.  
**Action: Hartt to request EPC provide lot coverage decision with supporting materials in writing as part of their formal response to the ESB request for a change to the lot coverage guidelines.**
  - c. Barnett request for waiver of 1500MSL building restrictions**  
See B3 above.

**Meeting Adjourned – 8:47pm.**