

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

Meeting Date: May 8, 2013

Start Time: 6:31pm **Adjourn:** 8:09pm

Meeting Attendees: Bob Burley-ESB Chair, Whit Hartt-ESB, Caroline DeVore-ESB, Michel Lacasse-Road Commissioner

Meeting opened by Chairman at 6:31p.

A. SPECIAL TOPICS:

1. Water System Project – Burley

- a. **Bid Status: 30 Day Bid Period underway.** Ends 22May13
- b. **Local Permits, Construction Permits, Operating Permits done**
- c. **STAG Grant approved, DWSRF Loan being revised/increased**
- d. **Cost estimates updated (5% up vs. 2011) – due to inflation**
- e. **Will secure line of credit when contract awarded – actual costs agreed.**

2. Town Plan: - Hartt

a. Update Pub Mtg. Sched. & SB ratification meeting.

Public meeting is 5/22/13 at 6:00pm. Notice posted at Town Offices.

Select Board approval meeting will be set in accordance with statutes following the Public Meeting; Whit to notify the SB of statutory requirements and suggest a meeting time.

b. Plan edit: Eliminate all references to FLESA Maps

- i. **None found at LCPC or Elmore TCO therefore not available**
Whit to track down and insure we're accurate with these references.
- ii. **DRI to perform last edits needed – LCPC contract expired.**
Whit to follow-up.

B. NEW ITEMS:

1. Elmore CPOD – Emergency Supplies Distribution Point –

LCPC & Burley will assess possible sites. There are no obvious Elmore-centric sites, but Bob to follow-up.

2. Woodbury SB to consider permitting ATV/Mud Truck traffic on West Woodbury Rd. There is a possible adverse effect on Eagle Ledge Trail, Tallman Rd and private lands in Elmore.

Advisory only – no actions taken.

C. CONTINUING ACTIVE ITEMS:

1. Road Commissioner Update – LaCasse

-Last snow plowing – 4/18.

-Wrapping up mud season. New gravel meets new state standards of 85% stone and 15% fines. We recognize that the stones are larger (up to 1.5") – several driver complaints received.

-Replaced 5 roadway signs that were taken over winter.

-Started putting down chloride for dust control. Earlier than usual (usually June/July).

-Green up day: Trash 2120 lbs., Tires 2920 lbs., Metal 100 lbs., With greater "monitoring" of what is dropped off, found that materials dropped were reasonable. Costs are considerably down from previous years.

-New spray system received. Put to use May 7th. 3,000 gallons used.

-Michel attended several workshops.

-Elmore has been contacted by Calvin Maskell of Hardwick for purchase of gravel pit.

Selectboard determined Town has insufficient funds to consider this proposal. Bob to notify Mr. Maskell.

2. LED lighting Status update – Hartt

Last Text Edits on 5/16/2013

TOWN OF ELMORE, VT

Monthly Select Board Meeting

- Hartt working on evaluation. He will build a cost/benefit model to develop a basic understanding of cost to town and overall impact to utility costs. Model will not include the Fire Station in the initial model). Hartt will forward the CB analysis before the June meeting.
3. **Elmore Hazard Mitigation Plan (maintain eligibility for FEMA funding)** Update Completed and Approved.
 4. **Update - State Shoreline Permit Legislation – Hartt**
 - a. **Lake Assn. Participation & SB to be updated – DRI**

Permit Legislation still on hold. Hartt to investigate a Lake Association contact to work with him on tracking of this project.
 5. **LCPC Elmore Specific storm water runoff model – DeVore**
 - a. Should Elmore fund an Elmore specific refined model to accurately reflect Lake Elmore topography and zoning. Evaluate the Cost and Schedule
Caroline contacted Melinda Scott, LCPC and coordinator of storm water model for Lake Elmore. Study is funded entirely by a grant, no cost to Town of Elmore.
 - Melinda is leveraging an existing model as a basis for Lake Elmore model - updated for topography and vegetation. Detailed Shoreline District parcel maps created and properties slightly beyond the Shoreline District have been updated/digitized for the purposes of this project. (last update 2004, aerial maps only)
 - Project started with entire Lake Elmore watershed. Determined best focus was on Shoreline District vs. entire watershed. Impervious area significant in Shoreline (~25% of land area)
 - When basic model in place, we'll be able to explore and analyze different scenarios and better understand the impact of specific zoning/regulation on the Lake's storm water runoff.
 - LCPC will be to include a scenario under current zoning and help us see how a change in current regulations could impact the Lake.
 - Next steps: LCPC will complete the model of Lake Elmore with the existing grant and then present results to the Board/Town. If at that point we want to further refine the model and analysis, we can evaluate what the next level of detail would include. Digitized tax maps will be an important next step.
 6. **Town Tax Map Digitization Project – DeVore**
 - LCPC thought current maps were PDF renderings of CAD drawings.
 - Contacted Cartographic Associates (CAI Associates), Franco Rossi. We do not have digital maps data in place, only TIFF files converted to PDFs (aerial photos only).
 - CAI scheduled to meet with SB in June to review basics of GIS (geographic information system) digital tax parcel data.
 - GIS integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information.
 - Project costs vary depending on scope of data captured and use models, but estimates for capturing the GIS are \$4-\$6 / parcel for conversion and GIS development.
 - Preliminary work for Stormwater runoff model (above) can be leveraged for parcels in the Shoreline District.
 7. **Remove Town Safe at EFD – Status Update – DeVore**

The Millers want the safe. Caroline connected the Millers with Eugene Dambach at the Fire Station. Safe to be moved week of May 13th. Action complete.
 8. **Google Business/Drive Update –DeVore**
 - a. **Scope to evaluate town officer use of town email and whether we can move to a more “mainstream” email UI.**

Current solution seems to have too many “touches” to access existing email accounts. (mail.elmorevt.org).
Caroline evaluated Google Business/Drive. Annual cost of \$50/user

TOWN OF ELMORE, VT

Monthly Select Board Meeting

- i. Google Business: Really a question of which email client we want to use for our town officers. Google/business offers secure email, calendaring, file sharing, doc creation and backup services.
- ii. Caroline to evaluate with Kent Shaw leveraging Outlook (client/server) and Outlook.com (Cloud solution) and report back to SB.

9. Front Porch Forum - DeVore

a. Problem Stmt + Costs + Tangible & Financial Benefit to Elmore?

- Reviewed Kent Shaw's evaluation of FPF and adoption of in other towns. Bob questions the business model of FPF Is this a viable company and one that we can use longer term if we invest? What to evaluate FPF and the board to see if adoption in 2014 may make sense – also evaluate possible grant to defer cost.

D. COMPLETED/INACTIVE ITEMS:

- 1. Open Action Item List reviewed by SB.**

Meeting Adjourned – 8:11pm.