

# TOWN OF ELMORE, VT

## Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

**Meeting Date:** July 10, 2013

**Start Time:** 6:34pm **Adjourn:** 8:23 pm

**Meeting Attendees:** Bob Burley-ESB Chair, Whit Hartt-ESB (absent), Caroline DeVore-ESB, Michel LaCasse-Road Commissioner, Melinda Scott - LCPC

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Meeting opened by Chairman at 6:34p

### **A. SPECIAL TOPICS: (Items requiring expanded detail, data & discussion)**

#### **1. WATER SYSTEM PROJECT:**

- a. Disadvantaged Business Enterprise (DBE) admin & paperwork obstruction cleared.
- b. Contract Awarded and Signed, 3July13. DuBois Construction of Middlesex. Cost: ~\$545,000. This project has been delayed by 3 years. During that period, construction costs have increased at an avg rate of 5%/year. Costs of the project as still within the early projected estimates. To arrive at this awarded rate, the contractor has agreed to use the town's negotiated rates for materials.
- c. Tight management has kept project within budget despite 3 years of legal, governmental and agency delays.
- d. Expect substantial completion in fall 2013.
- e. Minor redesign, agreement to close Elmore Pond Rd, Town acquisition and storage of materials reduced cost by over \$40K. Changes do not affect performance, durability or any other aspect of project.
- f. Elmore Pond Rd to be closed 2 weeks in August. Local traffic permitted. M. Lacasse will advise residences that Elmore Pond Rd will be closed. Work to be scheduled so that job is completed prior to school starting. To meet costs, schedule, we are closing road during the day....will be open in the evening. Adjoining municipalities are being advised by Road Commissioner.
- g. VT AOT Rt12 Construction Permit Submitted. Required to get permit from AOT for in order to work within a public ROW.
- h. Vermont Municipal Bond Bank Application to be completed. VMBB underwrites 30yr bond which will be paid by 1)EPA grant, 2)VT Drinking Water Revolving Fund grant and 3)users. Review of financing options begun. Work begun with VMBB. Burley working. Burley to evaluate loan options and SB to approve based on lowest prevailing / available rates. Community National Bank and Union Bank are on the list to be contacted/considered.

#### **2. Town Plan: - Hartt in absentia**

- a. Public Meeting Minutes published.
- b. Statutory deadlines for SB edits & approvals looming.
- c. Select Board voted to appoint Whit Hartt as Elmore Planning Commission voting member.

- 3. EPA Random Audit:** EPA memo states town selected for random audit of financial controls. Extensive forms to be completed. Possible site visit by EPA contractor. Unclear if this is related to Irene damage, Water System Grant or truly random. Audit to review up to 5 years of records.

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

#### **1. Enhanced Shoreline District Storm Water Run Off Analysis completed;**

Melinda Scott, LCPC presented findings to the Select Board.

The model that Melinda developed was based on run-off models used by other municipalities and was adapted for the Lake Elmore model. Existing tax maps were updated digitally to reflect current topo, coverage and usage. A detailed review of the model and conclusions based on the

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model tools used was presented copies left with the meeting attendees.

The Elmore SWRO model used tools developed by Lewis Creek Assoc and the Addison County Regional Planning Commission. Once the model was created, an analysis of run-off was created using the existing lot coverage with two alternative lot coverage scenarios:

(1) Expansion of coverage from 10-15% , (2) maximum possible lot coverage. Additionally, two land regions were modeled, (1) Current Shoreland District, ~500 feet around Lake Elmore, (2) Shoreland District extending 2,000 feet out and around the Lake.

For reference, a single storm event of 2.1" of rainfall was used to calculate run-off. This model did not take into consideration current ground saturation or frequency of storm events.

### **For an area 500 feet around the lake:**

Today, with existing lot coverage, 13% of the impervious surface generates 24% of the runoff or 3 acre feet. (For reference, 1 acre foot is roughly equivalent to 12 standard school buses full of water.) 3 acre feet = 36 school buses full of water.

At 10% lot coverage in Shoreland District, impervious coverage rises from 13% to 16%. Runoff increases from 24% to 30%. Additional run off is 1 more acre foot or 12 additional school bus loads of water.

At 15% lot coverage, impervious surface increases to 18%. Runoff goes from 30% to 34% or an additional 2 acre feet or 12 more school bus loads of water.

Again, this is the run-off from is a single 2.1" storm event without consideration for how many subsequent storms or future storms there may be.

### **For 2,000 feet around the lake:**

Today 5% of impervious coverage causes 15% of the runoff. 6 acre feet = 72 school busses

For full details of the stormwater analysis, contact Melinda Scott, LCPC. A copy of this presentation and analysis are available at the Town Clerk's office.

## **2. Digitizing Tax Maps Overview – Franco Rossi, CAI Technology**

### **a. Overview of technology, explanation of F&Bs.**

Franco Rossi has been rescheduled for the September 2013 Select Board meeting.

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

### **1. Road Commissioner Update – LaCasse**

a. Intense autumn rains, abnormally deep frost followed by record rains in May and June resulting in poorer than normal roads.

b. Repairs to both trucks and grader resulted in 30-60% equipment shortages (ENORS) during May and June.

- Work completed: Grading when possible (55 hours) but weather is making it tough to keep up. Storm damage clean-up was a focus.

- **Equipment status:** Grader – back in service. Tires upgraded in rear.

Truck #2 freight liner back in service 6/17, out five days, radiator. No cost – under warranty.

Truck #1 out since June 1, engine repair. Will be done by 7/12.

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- Employee status – good.
- Upcoming issues:
  - Working on Better Back Roads grant for Beach Rd. Will know by 8/5
  - Approval of 2013 Town road and bridge standards.
  - Replacement of 2000 Ford 550 needs to be planned for.
  - Cold storage building for equipment needed for off season grader. Michel to explore possibilities with Bob and discuss with SB next meeting. Need to store our new and better equipment.

#### **2. Remove Town Safe at EFD – Status Update – DeVore**

Safe too heavy to move from current location within the Station to a new location. Safe needs to be moved outside of the Station building by the fire department before it can be removed. Caroline has contacted Eugene and asked him to notify her when the safe has been moved to a location at the station that will allow equipment to extract the safe.

- 3. Approved \$1000 contribution to Elmore Store & Town Center Celebration and fireworks, scheduled for weekend of 27JULY13.**

#### **D. COMPLETED/INACTIVE ITEMS:**

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

**Meeting Adjourned – 8:23pm.**