

# TOWN OF ELMORE, VT

## Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

**Meeting Date:** August 14, 2013

**Start Time:** 6:33pm **Adjourn:** 7:29 pm

**Meeting Attendees:** Bob Burley-ESB Chair, Whit Hartt-ESB, Caroline DeVore-ESB, Michel LaCasse-Road Commissioner, Shelia Rysz and Len Plant - EPB, Julia Kenney - Resident, Mike Battista - Resident

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Meeting opened by Chairman at 6:33p

### **A. SPECIAL TOPICS:** (Items requiring expanded discussion)

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

- a. **SB Approval of Reimbursement Resolution to comply with Section 1.150-2 of Internal Revenue Code - permits managing payment skew between invoices and reimbursement.**
  - i. Reimbursement Resolution was approved and signed by all members of the SB.
- b. **Construction start 1 Aug13 1) Spring to Pond Rd complete. 2) Pond Rd pipe 70-75% complete. 3)1 breach repaired.**
  - i. **Boil Water Notice protocols implemented and complied after one minor breach.**
  - ii. **Spurs on Rt 12 are next in line.**
  - iii. **Connection from site to meter pit complete (not connected)**

Some delays in project, nothing to impact overall plan at this point.

The project's consumption of gravel has been exceeded. Contractor is using more gravel than anticipated. Town secured an agreement for contractor to use the Town's gravel contract which was secured at a lower rate than the contractor's rate. (This lower rate lowered the overall project estimate). We have secured an agreement with Dubois/contractors that we can augment the town's gravel hauling requirements with the contractor's trucks to meet the updated demand.

- c. **Vermont Municipal Bond Bank Application (19 pgs) submitted. Anticipate BOD approval. Fin/Ops plan rated "excellent".**

A General Obligation bond will be issued. Our application was accepted and will be reviewed by their BOD by end of month. We anticipate no issues with approval.
- d. **Unexplained delays with DWSRF (Drinking Water State Revolving Fund) Approval forcing delays in Union Bank LOC and VMBB approval. Now CRITICAL PATH.**

Target resolution date is next week. There are no issues anticipated here.
- e. **Prepare "PIC" (Person In Charge) procedures to assure Financial Controls for VMBB & EPA funding.**
  - i. This is a set of procedures (State Govm't) insuring we have sufficient controls to insure that the monies issued are controlled sufficiently.

#### **2. TOWN PLAN:**

- a. **Review and Approve Town Plan. Required before end of Aug.**
  - i. Plan has been approved by the Planning Commission and now must be approved by the SB. Need to warn a public meeting.
  - ii. Whit to propose the date for the meeting and move the warning forward.
  - iii. Planning commission report - Quarterly:
    1. Shelia reviewed plan and current status.
    2. Following the approval of the new Town Plan, the by-laws must be reviewed. Whit working with Taylor Foster (LCPC) to complete

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necessary paperwork to apply for Grant to have assistance from LCPC for the development of the by-laws. End of September is the application deadline.

3. Zoning by-laws also need to be addressed
  - a. Flood plan and fluvial erosion are the upcoming items that the EPC is reviewing following the year-long project to complete the new Town Plan.
4. Shoreline District legislation meeting is upcoming in Montpelier in January. Whit to attend with Len.
3. **EPA "RANDOM" AUDIT:** Burley negotiated deadline deferral of the audit. Forms completed 8/14. Target audit completion CQ413. The contract auditor will meet with Bob to review our existing financial controls.

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

1. **BEOP (Basic Emergency Operations Plan) needs approval.** Brent Hosking, Town Emergency Coordinator, has not reviewed or signed the plan. Burley updated data and will submit to VEMA w/ SB approval. This form was approved by the SB and forms forwarded. Caroline reached out to Brent Hosking to request that he contribute to this effort.
  - a. The SB approved the plan as written and the plan has been submitted.
2. **Special SB Meeting to review 2013 road conditions. Possible citizen working group to identify line items & costs for SB & Town Meeting.**
  - a. SB to review & approve minutes.
    - i. Minutes approved as amended by SB at this SB meeting.
  - b. Mike Battista: Observed that he didn't know the date of the special SB meeting that was warned for 8/10/13. Notice was posted at the Town Clerk's office, Town Hall, Elmore Store and was posted in the paper.
  - c. Bob recapped the meeting and reviewed the possible creation of a Road Advisory Task Force.
3. **Sterling View residents - request SB to assume road at next meeting.**
  - a. Residents will attend September meeting. This change of road status could be an infrastructure investment for the town. The SB will use defined criteria to evaluate the request. Per the SB role, this request "must be for the greater good of the entire town". The SB will also evaluate whether this change represents a cost-neutral impact to the town or whether an increased infrastructure investment is required.
4. **Zoning Violations: 1)RV Pad, Elmore Mtn. Rd – no curb cut ; 2) Mound Septic System, Camp Rd built within ROW. Town to secure liability waiver. Weppler to resolve both.**
  - a. #1 above may require a curb cut and new culvert
  - b. #2 is inside the Town's ROW. Will have to negotiate a waiver of liability between the owner and the Town.
5. **Beverage container collection box – PA Soccer trip charity – at Town Hall until next spring – Jane Nutting Request.**
  - a. Whit to speak with requesting group to better understand the application and how the can will be maintained to ensure that no trash or vermin are attracted.

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

1. **Road Commissioner Update – LaCasse**
  - a. **Work Completed:**
    - i. Spot grading is the focus with the existing weather conditions.
    - ii. July 19, severe storm winds created closures on EMR until 2:00am
    - iii. July 29, overnight rain hit 3" of accumulation. Made the local news.
    - iv. Beach Road 13 culverts changed out. 12-13 were inoperable. Crew tried to keep the roadways open as much as possible.

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1. At this point, all of the culverts that were earmarked to be changed have been changed.
  2. Ditching and mowing continues.
  3. Nearly 2000 yards of material needs to be applied to roadways. The crew can haul 200 yards/day.
  - v. Major construction in town.
  - vi. Equipment:
    1. Truck #1 back in service August 2. Out since June 1
    2. New carbide blade on grader.
  - vii. Still waiting for Better Back Roads Grant status update. (10k request for Beach Road)
  - viii. Need to complete beach road ditching and resurface.
  - ix. Will work on creating bid for replacement of the 2000 F550 truck.
- 2. Remove Town Safe at EFD – Status Update – DeVore**
- a. Item closed – non-responsive parties. Multiple emails requests.

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

1. **Open Action Item List reviewed by SB.**
  1. Seven new items added to the list this month.

**Meeting Adjourned – 7:29pm.**