

# TOWN OF ELMORE, VT

## Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

**Meeting Date:** June 11, 2014

**Start Time:** 6:30 pm **Adjourn:** 7:34 pm

**Meeting Attendees:** Robert Burley – ESB Chairman, Whit Hartt-ESB, Caroline DeVore-ESB,  
Michel Lacasse-Road Commissioner

---

---

Meeting opened at 6:30p

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

1. **ELMORE WATER PROJECT: System Fully Operational 19MAR14**
2. **Inaugural Public Meeting held 2Jun14 –**
  - a. **3 Water Commissioners elected: Jon Osborne, Warren Miller, Phyllis Houle**
  - b. **By-Laws Approved, Rules & Regulations Approved**
  - c. **Minutes Attached – Appendix #1**
3. **Spring Site security inspection 6Jun14 to identify upgrades to meet reduced testing hurdle.**  
Work with ANR to upgrade site for future cost reductions.
4. **Leak near Houston curb stop repaired.** Owner responsibility

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

1. **Elmore Emergency Operations Plan – Review Updated Plan for approval**
  - a. ESB members need Emergency System Training to validate to insure maximum FEMA \$ in emergency. Brett Hoskins completed.
  - b. To be capable of acting in case of emergency with no single point of failure, all SB Members will take a state emergency course - ICS 402 or ICS100 training (Incident Command System).

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

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

Work Completed:

- a. Ice storm damage cleaned up and chipped.
- b. Reset culverts frost pushed up.
- c. Nine new culverts installed.
- d. Hauled materials needed for Lacasse culvert.
- e. Significant grading.
- f. Sweeper rented to do Beach Rd and Pond Rd.

Equipment status:

All well.

Employee Status:

All well.

Upcoming issues:

- a. Lacasse Rd culvert starts June 17. Plan for 3-4 day closure.

#### **2. West Loop Rd Inspection & Findings completed;**

- a. SB determined that the home owners have responsibility for roadway maintenance. Letter forwarded to home owners. No comment received to date.

#### **3. Status: Update, 10 ton Town Truck – LaCasse**

Pricing out stainless steel dump body. Lacasse evaluating options. Update at next meeting.

#### **4. Status – Update on Town Law Enforcement Survey – DeVore**

Survey posted last week at TCO, Elmore Store, on the town website and on line at this address:

<https://www.surveymonkey.com/s/S763F39>

**Last Text Edits on 7/7/2014**

# **TOWN OF ELMORE, VT**

## **Monthly Select Board Meeting**

- Survey originally planned to close on Monday, July 7<sup>th</sup> but SB asked to keep the survey period open to end of July to gather additional input. Caroline will compile feedback and have for August SB meeting.
5. **Status - Revised Elmore Road & Bridge Standards Update – LaCasse**  
Will provide update at next month's meeting.
  6. **Elmore Planning Commission Update – Hartt**
    - a. **Status & Timeline: Schedule for Shoreline Zoning Update**
    - b. **ANR requests FTA to use Elmore By-Laws as State template**  
Stuart Weppler attended 5/28 meeting. Discussed changes to lot coverage and building height zoning in the Shoreland district. Elmore will accelerate by-law update for the Shoreline and the concept will be used as a template (along with Colchester) for other towns in VT.
  7. **Tax Map Digitization Update – DeVore**  
Contract signed with CAI and project has started. Town has 60 days to evaluate the Query Manager tool (\$1800/year subscription). Add Franco Rossi to the SB Meeting agenda in July to review and demo the tool and invite the Listers and Town Clerk to meeting. We have deferred the addition of VTrans data for now. Can add at a later date for (\$1700). Project to be completed by November 30<sup>th</sup>. Contract for State Grant needs to be reviewed and signed. Extensive project reporting required. SB team to review and send feedback to Caroline by Wednesday, June 18<sup>th</sup>.
- Note: During next month's meeting the SB will focus primarily on an evaluation of the Query Manager tool. Other SB agenda items will be addressed on an emergency basis only. See SB Chairman to add items.
8. **Status: Route 12 Repaving & Rumble Strip issue – VTrans, MVL, LMR Select Boards in process to schedule joint project review meeting.**  
Meeting scheduled for 6/23/14 at 6:00pm with VTrans in Morrisville Town Office SB meeting room. Will review rumble strip inclusion on repaved section of Rt 12 between Elmore and Morrisville. VTrans and repaving project manager to participate. Issue: To have rumble strips or not on stretch of Rt 12 from Elmore to Morrisville.
  9. **Wage increases (Town Hwy Employees and Listers)**  
Planned wage increases in line with approved Town Budget were approved by SB. Wage increases will be effective July 1, 2014. This is the first pay raise for Town Highway employees and Listers in more than 5 years.

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

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

**Note:** During next month's meeting the SB will focus primarily on tax map digitization. Other agenda items will be addressed on an emergency basis only. See SB Chairman to add items.

**Meeting Adjourned**

**Last Text Edits on 7/7/2014**