

TOWN OF ELMORE, VT

Meeting of the Elmore Select Board

MEETING MINUTES PREPARED BY S. FORTUNE
STATUS- DRAFT

Wednesday, April 8, 2026 , start time 6:01pm Adjourn – 7:15pm

Meeting

Select Board Members Present:

Glenn Schwart-Chair

Sharon Fortune-Clerk

Trevor Braun-Joined by Zoom

Meeting Attendees -See attached attendance Sheet

Recording will be available for a minimum of 30 days from meeting date.

CALL TO ORDER: Chairman Schwartz-@ 6:01 pm. Adjourned @ 7:15pm

- Review/approve previous meeting's minutes, Review additions or deletions to today's agenda- Conflict of Interest review for agenda items- Motion to approve March 11 minutes by G. Schwartz, Seconded by S. Fortune, approved as amended.

1. SPECIAL TOPICS (Note: Topic will be addressed for time noted with follow-up as needed and noted by the SB.)

- a. **DISCUSSION:** Reschedule May Select Board Meeting- Meeting date set for May 4, at 6:00 pm
- b. **DISCUSSION:** Reappointment for the Lamoille Fiber Net Representative-
Motion by G Schwartz to appoint Brian Evans Mongeon to this position. Seconded by S. Fortune- Motion Passed.
- c. **DISCUSSION:** Elmore Planning Commission Public Hearing for the 2026 Town Plan on April 9th and the Selectboard Public Hearing for the adoption of the Plan on June 10th SB meeting. Planning Commission to present draft and hear comments on draft. May be July SB meeting when plan is adopted.
- d. **DISCUSSION:** Meeting recordings hosted through GMA like Hyde Park, Morrisville, etc. Elmore SB meetings could be posted on the Green Mountain Access Channel. T Braun will continue investigating this option to present to SB at a future meeting.
- e. **DISCUSSION:** Proposal that Elmore Boards consider a cloud-based document storage system. Postponed discussion on this item to the May SB meeting.

2. ACTIVE ITEMS

- a. **UPDATE:** Review Action Item List- G Schwartz presented list (see attached) List was reviewed and discussed.
- b. **UPDATE:** Advisory Board for Capital Equipment Planning; 15+ year outlook
Committee met on April 7 and discussed both Fire Department and Road Department Equipment. There are 24 miles of roads in Elmore to be maintained. An inventory of the equipment is underway with the estimated life of each piece of equipment being determined. A 20-year plan will be developed.
Next committee meeting scheduled for May 4, 2026.
- c. **DISCUSSION:** Congressional Directed Spending Grant –
Not applying for this grant this year, intend to apply for this grant next year.
- d. **UPDATE:** Conflict of Interest and Open Meeting Law Training-
S. Fortune's communication with VLCT revealed the following information: Planning Commission members are not required to do either training, as the PC doesn't hold quasi-judicial proceedings. The DRB, however, is required to do the Ethics training, however, only the DRB Chair is required to do the Open Meeting Law training. Elmore's new

TOWN OF ELMORE, VT

Meeting of the Elmore Select Board

member to SB , T Braun, , must do both trainings. Returning SB members (Schwartz and Fortune) must complete these training every 3 years. They completed both trainings last year. The following DRB members must complete the Open meeting Law training: M Furst, P. Rouselle and T. Waldman.

e. UPDATE: Fire Department Fundraising - Adam Audet –

Discussion regarding capacity of the 2 town Fire Trucks , 1500 gallon and 2500 capacity.

- FD filling swimming pools in the summer and a waiver to keep EFD clear of any liability or damages and
- Town ordinance that would authorize the FD to charge auto insurance companies for automobile accident response.
- No action taken on this request, SB is awaiting town attorney's advisement regarding liability.

3. CONTINUING ACTIVE ITEMS (Update status by primary owner)

- a. UPDATE: Road Commissioner's Report-** Discussion regarding RFP's for lawn maintenance. Bids due May 1. See attached Report for breakdown of reimbursement money town has received for July 2023 flood. Total covered \$158,076.14, with Elmore's share being \$3,443.84.
- b. UPDATE: Zoning Administrator's Report-**
Detailed March Project Activity.
Creation of new form to require zoning applicants to pay Warning and Notification fees.
Discussion of possible grant programs working with Sarah Skelding, Agricultural Program Specialist. Site visit occurred on April 7 addressing stormwater remediation and site restoration.
Site visit with Alison Marchione, Vt Lake Shoreland Coordinator. See attached report

4. NON-AGENDA/OTHER ITEMS (Time Available and As Needed)

- a. Routine Administrative, operations items and payment approvals.

5. EXECUTIVE SESSION: Not planned for 4/8/26 meeting

Next meeting: May 4 2026 @ 6:00pm. Requests to be on the SB agenda must be received by the Chair before the last Friday of the preceding month.

Minutes Respectfully Created and Submitted by:

Sharon Fortune

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	4/8/26
ENTER MEETING NAME:	Select Board Meeting

CHECK ALL THAT APPLY
REASON FOR ATTENDING

Reason for Attendance

YOUR NAME (printed)	Observer	Interested Party	Principal Party	Expert or Consultant	WHY ARE YOU ATTENDING?
Glen Schwartz	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Select Board Member
Laura Jany	<input checked="" type="checkbox"/>				
Sharon Fontaine					SB Member
Dancy Deer					
BURNHAM					ZA
Dawn + George Kress	<input checked="" type="checkbox"/>				
Don Valentine	<input checked="" type="checkbox"/>				
Warren West	<input checked="" type="checkbox"/>				_____
Randy Tomant	<input checked="" type="checkbox"/>				
ADAM AUDGT		<input checked="" type="checkbox"/>			EFD
Julia Rys		<input checked="" type="checkbox"/>			
Michel LACASSE			<input checked="" type="checkbox"/>		R.C.
Michael					Zoom
Stephan Mether		<input checked="" type="checkbox"/>			

Date 4/8/2026

Notes 1. Item ID = 7 Digits (Month + Date + Year) - date proposed
 2 Status = N = New, A = Active, C = Completed I = Inactive

Line	Item ID	Status	Proposed by	Description	Responsibility	Status
1		A	G. Schwartz	Install Speed Signs	M. LaCasse	Scheduled for April/May 2026
2		A	M. LaCasse	Tree Removal at Route 12 and Greaves Hill Road	M. LaCasse	Joint Effort with the State of VT. Possible by the end of the month
3		A	G. Schwartz	Estimate for ramp and stair replacement at Town Hall	T. Braun	Trevor contacting contractors and looking into possible grants
4	31126.1	A	G. Schwartz	Town Appropriations	N. Davis	Nancy has begun research
5	31126.2	A	N. Davis	Select Board SOP's	T. Braun	Original to be in Town office and reviewed once a year. Copy to be on website for reference
6	31126.3	A	N. Davis	Emergency Plan to be put on Website	T. Braun	Plan to be created with help from LCPC. Fire house to be primary and new
7	31126.4	A	M. LaCasse	Create Garage Demo RFP/Demolish existing garage	M. LaCasse	Town garage secondary location until emergency generator is installed.
8	31126.5	C	M. LaCasse	Create Lawn Mowing RFP	M. LaCasse	Work to begin after July 1 2026 Due to budget year
9						RFP created and bids due on May 1, 2026
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Road Commissioner Report April 8, 2026

This report covers from March 11 thru April 8.

Work Completed:

1. Plow and sanded nine more times
2. Winter equipment taken off grader. Changed out cutting edge to the bit blade for spring.
3. High winds Easter Sunday brought down half a dozen trees by the Bedell Brook area blocking the Mt road.
4. Two different sink holes appeared as things were thawing out. Have been repaired.
5. Grader being used to smooth out bumps and pot holes when weather permits.
6. Repaired soft spots on Symond's mill road and Brown Hill yesterday morning, out plowing snow in the afternoon.

Equipment:

1. Truck #2 back in service March 24. Got set back up for winter equipment.
2. Truck #4 out of service for a week. Full service - oils, filters, state inspection, recalls.
3. Prep sweeper for the season to clean up black top.

Other:

1. Wrote the RFP for the lawns. Has been on the front porch forum and will be in the paper and website.
2. Filling out grant paperwork for state of Vermont monies.
3. FEMA: with the help of the ladies in the town offices, the last of the forms were completed on the July 2023 flood. The state of VT this week has reimbursed the town for their share of the cost.

Storm total: \$161,519.98

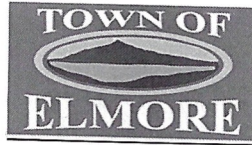
Fema covered: \$140,885.13

State share: \$17,191.01

Total Covered: \$158,076.14

Elmore Share: \$3,443.84

4. Green Up day May 2. There will be a container for trash and an area for tires and scrap metal. All will be at the Town Garage site starting at 8:00 AM. Bags can be picked at Town Garage, Clerk's Office and The Elmore Store.



ZONING ADMINISTRATOR REPORT

This report covers March 1 thru March 31, 2026.

March Project Activity:

1. Prepare and submit monthly U.S. Census Bureau report.
2. WEB Site maintenance.
3. Process Zoning applications
4. Worked on old Highway Garage rehabilitation plan and State Fire Marshal Demolition Permit. Filed notice with Asbestosis and Lead Regulatory Program, Vermont Department of Health.
5. Worked with property owners regarding pre application Zoning and Subdivision requirements.
6. Worked on updating Zoning Permits Index through 2025.
7. Worked with DEC – Lakes and Ponds representatives regarding Fire Station site rehabilitation and possible grant and funding opportunities through Lamoille NRCD.
8. Created new form to bill for Warning and Notification fee reimbursement per Section 8.6C.5 of the Zoning Bylaws. (Possible recapture of \$1,000 per year)
9. Work with Planning Commission reviewing Town Plan draft.
10. Met with landowner regarding possible housing project.
11. Site visits on W. Loop, Point Rd, Elmore Mt Rd, Camp Rd, Symonds Mill Rd, King Rd, Cross Rd to check on projects.
12. Numerous meetings and interactions with project applicants.
13. Moderated neighborhood concerns.

Tasks Included:

15 days in the office

MARCH 2026 ZONING APPLICATIONS:**

AMES, Steven and Heidi	104 Sterling View N.	Bdy line adjustment
WEST, Rosemarie & Warren	4117 Elmore Mt RD	2 car garage addition
COHEN, Jason/FRITZ, Michael	345 Hayford RD	Change Use

** Required Notice posting, AND notice to surrounding property owners.

ZONING ADMINISTRATOR REPORT

Notice of Alleged Violations (NOAV): First step in resolving zoning issues

SCHOBERLEIN, Eric & Jen 685 Beach RD Side yard setback issue. Survey completed, actively working with applicant and attorneys.

<u>MONTHLY ZONING APPLICATION FEES***:</u>	<u>2024</u>	<u>2025</u>
July	781.	5,120.00
August	1,210.	2,241.00
September	2,557.	555.00
October	1,938.	1,267.50
November	458.75	2,650.50
December	0	640.00
Total for Calendar Years	10,162	16,492.00
January 2026	0	0
February 2026	520	0
March 2026	200	839.00

*** Includes recording fees

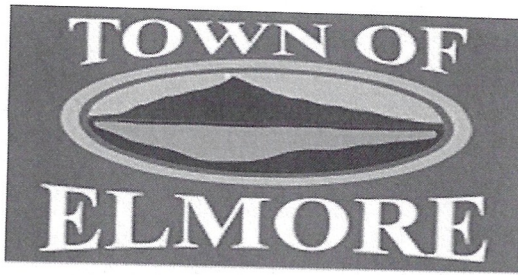
No DRB Meeting scheduled for April 2026.

CHARLES BURNHAM

Zoning Administrator
 Town of Elmore Vermont
cburnham@elmorevt.org
 802-888-2637

Tuesday, Wednesday and Thursdays 9 to 3

www.elmorevt.org/town/zoning



Zoning Administrator
P.O Box 123 Lake Elmore, VT 05657
1-802-888-2637
cburnham@elmorevt.org

Applicant: _____

Date: _____

Re: Warning and Notification Fees:

_____ News and Citizen \$ _____

Postage \$ _____

TOTAL AMOUNT DUE: \$ _____

Payable to: **Town of Elmore**, PO Box 123, Lake Elmore VT 05657

Elmore Zoning Bylaws last adopted January 20, 2020:

Section 8.6 C. 5. The applicant or appellant shall be required to bear the cost of public warning, and the cost of notifying adjoining landowners, as required under Subsections (C)(1) and (C)(2). In addition to any application fee established by the Selectboard, the applicant shall bear the cost of delivery to adjoining landowners, as determined from the most recent municipal grand list, either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service.