

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: January 10, 2024

Start Time: 6:03 pm Adjourn: 7:30 pm

Meeting Attendees: (See attached)

CALL TO ORDER: Chairman

Review/approve previous meeting's minutes The minutes from 12/14/23 and 12/21/23 were approved.

Review additions or deletions to today's agenda – None

Conflict of Interest review for agenda items –None

1. **SPECIAL TOPICS (Note: Topic will be addressed for time noted with follow-up as needed and noted by the SB.)**
 - a. **REQUEST:** Don Valentine, Elmore resident, Request for time to be heard re: permits
Notes: Mr. Valentine stated that he would be appealing the Miller case in the Environmental Court on Friday.
2. **ACTIVE ITEMS**
 - a. **DISCUSSION:** Employee Benefits – Current and New Hire; FT and PT
Notes: This item was tabled and discussed in Executive Session
 - b. **UPDATE:** Fire Department Budget Review
Notes: Jason Cohen (treasurer of the EFD) presented the attached proposed budget for the 2024/2025 year.
 - c. **DISCUSSION:** Appropriations Budget; New requests; Percent of budget
Notes: 2 additional requests have been received by the Town. Both requests met the following requirements; benefit the Town of Elmore, non-profits and are located in Lamoille County. The Select Board will ask the EPC to look into justification requests for future appropriation requests.
 - d. **DISCUSSION:** Cemetery Commission; update and confirmation of new Chair
Notes: S. Stevenson and D. Peters presented the Cemetery proposed budget for the 2024/2025 year. There are currently 4 members on the Commission and they have not selected a Chair. There is currently 1 open position. There are two cemeteries in Elmore. Last year they had a total revenue of \$1,400.00 and had expenses of \$8,736.00, which included \$4,700 for refurbishing of old stones. Their request is as follows; \$3,000.00 for mowing, \$500.00 for mowing expenses, \$1,000.00 for stone refurbishing and \$100.00 for State Cemetery Organization. Total = \$ 4,600.00

TOWN OF ELMORE, VT

Select Board Meeting

- e. **UPDATE:** LCPC Update; Elmore member benefits; Annual update; Trevor Braun
Notes: Trevor Braun presented the attached Lamoille County Planning Commission FY23 Municipal Report

- f. **DISCUSSION:** Elmore Town Meeting prep;
Notes: A motion was made by W. West to change the time for this year's Town Meeting to accommodate more residents. G. Schwartz seconded the motion. Under discussion G. Schwartz stated that the time and date were voted on at the last town meeting and that we would have to seek a legal opinion on whether or not we can make a change. It was agreed that W. West would check with the Town attorney on this issue. The Select Board then voted unanimously to accept this motion.

- g. **UPDATE:** Elmore highway maintenance facility; funding, site work, budget, schedules, etc. Include discussion of screening tree planting as needed with neighboring property.
Notes:
 - Ralabate expressed concerns about the number of trees planted on the north end of her property to screen the new garage building. She is please with the spacing of the trees on the east side of property (approximately 8'-0 C-C). The spacing on the north side is greater. G. Schwartz to work with Ashley in the spring to plant additional trees (dependent on the proper planting season)
 - The Elmore highway maintenance facility will have a final inspection by the design engineer on January 30 and by the States Fire Marshal on February. Once the Fire Marshal provided a certificate of occupancy the Town will begin to utilize the facility. Minor items/punch list will take place until the spring.

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

- a. **UPDATE:** Road Commissioner's Report

Notes: See attached report

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

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

Notes: The Check Warrant Reports were reviewed and approved at this meeting

5. EXECUTIVE SESSION AS NEEDED

Notes: The Select Board voted to enter Executive Session at 7:30 pm no Minutes were taken during this session. Executive Session ended at 8:00 pm

Next meeting: Thursday, February 15, 2024 @ 6:00pm.

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE: 1/10/24

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?
Glenn Schwartz			✓		SB Member
Warren West			✓		"
Michel Lacasse			✓		RC
Andy Jones					FD
Trevor Braun		✓			EFD, LCPL
Don Valantine		✓			
Dawn Agney-Kress	✓				
George Kress	✓				
Ashley Kalabak					Town Garage, Trees
Brent Hosking		✓			Elmore Fire Dept
Susan Stephens					Elmore Cemetery Comm
Michele Gressel					VIA ZOOM
Dolan Patrick					VIA ZOOM
ANNA					VIA ZOOM
Caroline Bellve			✓		SB Member
Tina Lufon	✓				Resident
Jason Cohen		✓			EFD
Nancy Davis					VIA ZOOM Resident

Fire Dept Preliminary Budget 2024-2025

2025

	FY 2023	FY 2023	FY 2024	FY 2025	24/25 Diff	Notes
	Budgeted	Actual	Budgeted	Proposed		
Total Carry forward to FY 2023		\$ 33,130.03				
Appropriation Operating Budget	\$ 24,500.00	\$ 24,500.00	\$ 27,700.00	\$ 29,500.00	\$ 1,800.00	
Operating Expenses						
Air Packs	\$ 1,000.00	\$ (3,584.44)	\$ 1,600.00	\$ 2,100.00	\$ 500.00	Additional Expenses for required airpack testing, maintenance, and certification
Dues	\$ 600.00	\$ (444.36)	\$ 700.00	\$ 600.00	\$ (100.00)	Adjusted for actual spending
Engine 1 Maintenance	\$ 1,000.00	\$ (2,892.50)	\$ 2,000.00	\$ 2,200.00	\$ 200.00	E1/E2 Increased maintenance and
Engine 2 Maintenance	\$ 1,000.00	\$ (4,307.00)	\$ 2,000.00	\$ 2,200.00	\$ 200.00	pump testing costs
Equipment Repair	\$ 500.00	\$ (138.58)	\$ 500.00	\$ 500.00	\$ -	
Extinguishing Agents	\$ 800.00	\$ -	\$ 800.00	\$ 1,000.00	\$ 200.00	Increased cost of extinguishing agents
Apparatus Fuel	\$ 1,200.00	\$ (2,025.38)	\$ 1,200.00	\$ 1,500.00	\$ 300.00	Increased cost of fuel
Haz Mat Supplies	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -	
Utilities	\$ 6,000.00	\$ (7,956.93)	\$ 8,000.00	\$ 8,000.00	\$ -	('24 Incr.) Increased cost heat oil, new costs phone/internet/alarm
Medical	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	
Office Supplies	\$ 300.00	\$ (181.00)	\$ 300.00	\$ 250.00	\$ (50.00)	Adjusted for actual spending
Public Awareness	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -	
Radio Repair	\$ 750.00	\$ (486.60)	\$ 750.00	\$ 750.00	\$ -	
Rescue 1 Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	R1/R2: Maintain funds for aging
Rescue 2 Maintenance	\$ 1,000.00	\$ (129.63)	\$ 1,000.00	\$ 1,000.00	\$ -	fleet repair
Responder Compensation	\$ 7,500.00	\$ (5,862.00)	\$ 6,000.00	\$ 6,500.00	\$ 500.00	Anticipated adjustments based on numbers/hours volunteer stipends
Station Maintenance	\$ 900.00	\$ (6,314.84)	\$ 900.00	\$ 900.00	\$ -	Research recommended to study increasing bldg. maintenance fund. Note: Over \$4,000 for septic R&M. The extra "emergency" town appropriation covered half of the major repair required.
Trailer	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	
Training	\$ 600.00	\$ (40.00)	\$ 600.00	\$ 500.00	\$ (100.00)	Adjusted for actual spending
911 Sign Maintenance	\$ 50.00	\$ (32.97)	\$ 50.00	\$ 200.00	\$ 150.00	Increased cost/number signs
Operating Total		\$ (34,396.23)			\$ -	
Appropriation Capital Budget	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00	\$ -	
Hose and Adapters	\$ 1,500.00	\$ (538.43)	\$ 1,000.00	\$ 1,000.00	\$ -	
Station	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	
Air Packs	\$ 1,200.00	\$ (1,200.00)	\$ 1,200.00	\$ 1,200.00	\$ -	
Turnout Gear	\$ 6,000.00	\$ (13,430.10)	\$ 6,500.00	\$ 6,500.00	\$ -	
Equipment	\$ 2,500.00	\$ (4,892.72)	\$ 2,500.00	\$ 2,500.00	\$ -	
Radio	\$ 1,000.00	\$ (4,922.10)	\$ 1,000.00	\$ 1,000.00	\$ -	
Capital Total		\$ (24,983.35)			\$ -	
Total Spending 2024		\$ (59,379.58)			\$ -	
Concept 2 Donation		\$ 1,000.00			\$ -	
Grant Income		\$ 2,500.00			\$ -	
Town Appropriation for Septic System Maint		\$ 1,553.07			\$ -	
Air Pack Reserve Fund		\$ 8,400.00			\$ -	
Carry Forward to 2024		\$ 19,503.52			\$ -	
Carry Forward to Flat Fund 2024			\$ (3,200.00)		\$ 3,200.00	2024 Increase
Elmore Fast Squad Budget	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	
Total Appropriation Budget	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 46,200.00	\$ 5,000.00	Total increase since 2023



Lamoille County Planning Commission

PO Box 1637
Demars Building, 52 Portland Street, Second Floor
Morrisville, Vermont 05661
www.lcpcvt.org

(802) 888-4548 • e-mail: lcpc@lcpcvt.org • fax: (802) 888-6938

October 20, 2023

Caroline DeVore, Selectboard Chair
Town of Elmore
PO Box 123
Lake Elmore, VT 05657

Dear Caroline:

We at the Lamoille County Planning Commission, greatly enjoy working with municipalities from around the county. We greatly appreciate your time and your community's commitment to planning. All of us on the staff look forward to working with you and serving your municipality in the years ahead.

The Lamoille County Planning Commission requests that Elmore appropriate \$780.85 for our Fiscal Year 2025 operating budget at the 2024 Town Meeting. This is a very small increase over last year's appropriation. For an explanation of the appropriations process please see the attached memo.

Annual appropriations are a critical component of the overall LCPC budget. Appropriations are used by the LCPC to support match requirements for regional and municipal projects, especially those funded through grants. A town's voluntary contribution to regional planning also demonstrates its support for local and regional planning, one component of the confirmation process that maintains a municipality's eligibility for municipal planning grants from the State of Vermont. The LCPC's Fiscal Year 2023 Municipal Report for inclusion in your town report is attached. We hope this report will provide local citizens with an understanding of the general services provided by LCPC generally and to your town this year.

If there are particular services that we can provide to the Town in the upcoming year, please feel free to contact me at (802) 851-6346 or tasha@lcpcvt.org.

Thank you for the contribution we received from the town in the current fiscal year. We appreciate your consideration of our Fiscal Year 2025 request.

Sincerely,

R. Tasha Wallis
Executive Director

cc: Sandra Lacasse, Town Clerk
Trevor Braun, LCPC Town of Elmore Director
Roger Murphy, LCPC County Director

Town of Elmore

The Lamoille County Planning Commission greatly values our relationship with local communities. For over 25 years, we have held total appropriation requests to the ten towns in the County to a total of \$20,000.

Just ten years ago, Town Appropriations were about 3% of LCPC's annual budget. Town Appropriations now contribute less than 1% of LCPC's annual budget. For context, at other RPCs around the state, Town Appropriations are between 2% and 6% of total budgets.

LCPC's overall budget is funded mostly by Federal and State funds, these funds are all restricted and many cannot be used as matching funds. The Town Appropriations are an extremely important part of the LCPC budget as these funds are unconstrained and can be used both for match with other funds and for reserves.

LCPC currently has \$96,000 in a reserve account. Best practice is to have 3 months of operating funds in reserve. Based on current payroll and costs, target reserves should be \$160,000. Reserves are critically important to LCPC's operations as so much of our funding is based on reimbursable grants. We must have adequate funds in the bank to continue operations while we wait to be reimbursed for project work.

As you know, LCPC is a political subdivision of the state. The LCPC Board is governed by municipal representatives appointed by Selectboards and Trustees as well as 5 elected county representatives.

In 2023, the LCPC Board formed a subcommittee to review the current structure of Town Appropriations and to make recommendations for future appropriations. The Committee was committed to fairness across communities and to small, reasonable increases in individual years.

The LCPC Board adopted the following changes to Town Appropriations:

1. Increase total municipal appropriations from \$20,000 to \$30,000. This would increase the share of Municipal funds to about 1.5% of the annual LCPC budget.
2. Phase in the increase over four years, beginning in FY2025. This would provide for total annual increases of \$2,500 and would give towns time to adjust.
3. Change the assessment formula from 50% population and 50% grand list to 60% population and 40% grand list. This small change smooths and best equalizes the increases across towns in the region.

For the Town of Elmore, Town Appropriations will increase on the following schedule:

FY2025	\$ 780.85
FY2026	\$ 879.69
FY2027	\$ 978.54
FY2028	\$1,077.39

Thank you for your support of LCPC. Please reach out to Tasha Wallis , tasha@lcpvcvt.org with any questions.

Lamoille County Planning Commission

FY23 Municipal Report

(July 1, 2022 – June 30, 2023)



The Lamoille County Planning Commission (LCPC) is a multi-purpose governmental organization formed by municipalities and serving Lamoille County. LCPC is governed by appointed representatives from each town and village and five elected County Directors.

Lamoille County Planning Commission implements a variety of projects and programs tailored to local, regional, and statewide needs. The revised Lamoille County Regional Plan will be adopted in November 2023 and will be available on our Web site.

LCPC's [Annual Report for Fiscal Year 2023](#) is available on our Web Site.

Projects and Programs

- ☞ ***Municipal Plan and Bylaw Updates & Related Technical Assistance:*** Focus on predictable and effective local permitting through education, training, bylaw modernization, and plan updates.
- ☞ ***Brownfields Revitalization:*** Complete environmental site assessments and clean-up planning so properties can be sold or re-developed to benefit the economy; create/protect jobs, enhance quality of life, and increase housing opportunities.
- ☞ ***Transportation Planning:*** Coordinate local involvement in state transportation decisions; represent Lamoille County municipalities on Rural Community Transportation and Green Mountain Transit Boards; facilitate and provide administrative support to the Green Mountain Byway Committee; coordinate outreach and training through the Transportation Advisory Committee (TAC); provide services such as intersection studies, corridor plans, road foremen network, Municipal Road Permits and the Orange Book workshops, and traffic counts; and coordinate with other entities such as the Agency of Natural Resources for compiling county-wide lists of potential projects to consider for implementation.
- ☞ ***Emergency Response Planning:*** Better prepare our region and state for disasters by coordinating with local volunteers and the State on emergency response planning, exercises and trainings; assist communities with updating Local Hazard Mitigation Plans and implementation of hazard mitigation projects to reduce damages from future disasters; provide technical assistance to the Regional Emergency Management Committee.
- ☞ ***Watershed Planning and Project Development:*** Implement water quality projects and programs to protect water resources, ensure safe water supplies, enhance recreational opportunities, and address known sources of pollution; provide Vermont Clean Water Fund Outreach and Assistance; assist in the development of the Winooski and Lamoille Tactical Basin Plans.

- ☛ **Regional Plan:** Coordinate infrastructure, community development, and growth at the regional level through the development, adoption, and administration of a comprehensive regional plan.
- ☛ **Geographic Information Services:** Provide municipalities, state agencies, and regional groups mapping assistance and data analysis in support of their projects.
- ☛ **Special Projects:** Complete special projects such as downtown revitalization, recreation paths, farmland preservation, forest stewardship, economic development, and affordable housing.
- ☛ **Grants:** Provide assistance identifying appropriate funding sources, defining project scope, and writing applications.
- ☛ **Board Development:** LCPC is comprised of a Board of Directors, with 19 Directors appointed by municipalities and five County Directors representing regional interests. For FY23, County Directors were: Leo Clark, Liz Schroeter Courtney, Caleb Magoon, Linda Martin, and Roger Murphy.

Lamoille County Planning Commission FY23 Municipal Report



FY23 Municipal Assistance

July 1, 2022 through June 30, 2023

ELMORE

The Lamoille County Planning Commission is a political subdivision of the state, governed by a board that includes representatives from each Lamoille County municipality. In the absence of County government, the LCPC provides an essential link between local, state, and federal government agencies and local Lamoille County communities. The LCPC is uniquely positioned to provide broad and cost-effective professional planning services to local municipalities.

LCPC Board Member

Trevor Braun

Transportation Advisory Committee

Vacant

In Elmore these services included:

- ❖ Providing information and technical support regarding the Municipal Roads General Permit;
- ❖ Facilitating Grant In Aid funds, used to assist towns in complying with the state's Municipal Roads General Permit;
- ❖ Providing information about VTrans grant programs and other available funds for road projects;
- ❖ Providing information and technical support regarding compliance with the Municipal Roads General Permit;
- ❖ Providing information, technical support, and coordination about various highway topics between State officials and Elmore Highway Department;
- ❖ Assisting with updating of Local Emergency Management Plan;
- ❖ Assisting with Village Center Tax Credit application for repairs at the Elmore Store;
- ❖ Providing technical assistance related to options and funding sources for replacement of the Town Highway Garage;
- ❖ Providing conceptual planning assistance for a park at the new Town Highway garage property;
- ❖ Providing outreach on the update of the Winooski River Tactical Basin Plan;
- ❖ Providing outreach on funding opportunities for clean water projects;
- ❖ Providing outreach and informational resources on new Vermont stormwater management standards including the "3 Acre Rule" and Draft Stormwater General Permit;
- ❖ Conducting traffic counts;
- ❖ Providing technical assistance on updating data in the Elmore Local Hazard Mitigation Plan;
- ❖ Providing technical assistance and guidance regarding American Rescue Plan Act funding and reporting;

- ❖ At the request of the Town Planning Commission, envisioning recreation programming potential at 18 acre site for future new Town Garage complex. Information provides a framework to pursue grants to plan recreation at this site;
- ❖ Providing technical assistance to the Lamoille Fibernet Communications Union District;
- ❖ Providing outreach and informational resources about the Municipal Energy Resilience Program.
- ❖ Coordinating with partners, assisting with a scope of work amendment, and navigating the NEPA process (environmental and historic preservation review) for the Elmore Store Revitalization project.

Road commissioner report

January 10, 2024

Work to date

1. December 18, snowpack, three inches of rain and 62° spells flooding and mud season. Mountain Rd. Symond's mill and Brown hill to Woodbury line was the worst. Flooding damage has been repaired for now. Mud season was the challenge as weather would not cooperate. Ran the grader when we could. Hauled in material to smooth things up. Our stock piles and budget took a massive hit. Used 140 truck loads or 1960 yds. of gravel.
2. Back to plowing and sanding.

Equipment:

1. Truck #1, down on Sunday January 7, with a hydraulic issue. Radiator went today.
2. Truck #3 broken hydraulic piston on snow plow.

Upcoming Issues:

1. Finish Fema.
2. Finalize pricing on new truck and equipment.
3. Lots of tree trimming and clean up from storms.
4. Pricing on grinding and repave of Pond Rd.

LAST NOTE:

Please slow down many of the remaining potholes and ruts we will not be able to fix until better weather conditions permit. Thank You.

Road Commissioner

Michel Lacasse