

# TOWN OF ELMORE, VT

## Select Board Meeting

Meeting Minutes – prepared by G. Schwartz  
Status: Approved

**Meeting Date:** January 8, 2025

**Start Time:** 6:01 pm **Adjourn:** 7:20 pm

**Meeting Attendees:** See attached attendance sheet

**Meeting Recording** [https://us06web.zoom.us/rec/share/OZDA\\_bmhg0HiH2sLQ-2Wv88JqmGC3\\_JHy8yCkdqLQ4qILcQU\\_pKGKj7sXk6ZCg.iJkYEVstOpfaFgXf?startTime=1736377009000](https://us06web.zoom.us/rec/share/OZDA_bmhg0HiH2sLQ-2Wv88JqmGC3_JHy8yCkdqLQ4qILcQU_pKGKj7sXk6ZCg.iJkYEVstOpfaFgXf?startTime=1736377009000)

Passcode: 86g%!5us

**Recording will be available for 30 days from the meeting date.**

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**Call To Order:** C. DeVore

- **Review/approve previous meeting's minutes** - A motion was made by W. West to approve the minutes of the 12/11/24 and 12/19/24 meetings. C. DeVore seconded the motion. The motion was unanimously approved by the Select Board.
- **Review additions or deletions to today's agenda** – None
- **Conflict of Interest review for agenda item** No conflicts of interest were reported

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

- a. **DISCUSSION:** Support request. Conservation project VT Department of Forests, Parks and Recreation

**Notes:** Gunnar Nurme presented an overview of the conservation project involving a 100-acre donation from Mr. Burley to expand Elmore State Park (copy attached).

The Key benefits presented included:

- Public access for recreation, including hunting and hiking.
- Ecological value within the regional wildlife corridor.
- PILOT (Payment in Lieu of Taxes) program was discussed, ensuring no revenue loss for Elmore.

A motion was made by W. West to accept the conservation proposal as presented. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board.

- b. **UPDATE:** Town Plan Progress update from EPC

**Notes:** Dawn Kress presented an update on the review and revision process for the Town Plan, which is due for re-adoption by August 2026. Community members were encouraged to participate in monthly Planning Commission meetings. The next meeting is January 16, 2025, focusing on public buildings and facilities (Chapter 4).

# TOWN OF ELMORE, VT

## Select Board Meeting

c. **DISCUSSION/VOTE:** Town Hall renovations plan

**Notes:** Due to the fact that the Elmore Community Trust is consumed with the Elmore store, G. Schwartz measured the existing doors and received pricing from RK Miles. The conversation focused on replacing doors to address fire code and ADA compliance issues. G. Schwartz presented a cost estimate of \$4,500 that would be paid from the building maintenance budget. Future improvements include ramp upgrades and stair replacements. The Town will seek possible grants to pay for this work as this structure is within the Village Center.

A motion was made by G. Schwartz to accept the cost estimate in the amount of \$4,500 for the Town Hall door replacement. Doors are to comply with all ADA and NFPA requirements. C. DeVore seconded the motion. The motion was unanimously approved by the Select Board.

d. **APPOINTMENT:** Employee appointment as Ethics Liaison

**Notes:** Sharon Draper and Sandra LaCasse were appointed as Ethics Liaisons. Caroline to submit paperwork. No motion was required and acknowledgment will be noted in minutes.

e. **REVIEW:** Status of draft budget development

**Notes:** Missing budget inputs from the Fire Department and Cemetery Commission were received. A follow-up budget meeting scheduled for January 21, 2025, at 6:00 PM. Discussion will be limited to open items from the last budget meeting.

f. **UPDATE:** Town Garage – maintenance update

**Notes:** G. Schwartz reported that a ridge vent leak has been detected and has been reported to MSI. The General Contractor MSI is responsible for repairs under the one-year maintenance agreement. Timeline: Repairs are pending weather conditions.

## 2. ACTIVE ITEMS

a. **REMINDER:** Watershed in-person meeting 1/13/25 Elmore Town Offices (also via Zoom)

**Notes:** Peter Danforth Director, Lamoille County Conservation District and Evan Fitzgerald from Fitzgerald Environmental Associates will be at the meeting to describe the Lake Elmore watershed and answer any questions. The public is encouraged to attend this meeting and notices will be sent out via email, front page forum and a blog.

b. **UPDATE:** Elmore Town website blog / Communication

**Notes:** C. DeVore presented an update on the Elmore blog: Two posts are live and the goal is one post per week. Topics include meeting announcements and relevant community updates.

# TOWN OF ELMORE, VT

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- c. **DISCUSSION:** Town Hall Rentals – Proposal of fees and rental guidelines

**Notes:** W. West restated that the current allowable occupancy of the Town Hall is 49 people. Town Meeting Day is exempt. Once the doors have been modified the occupancy will be approximately 100 people. W. West is working on a revised application form for use of the hall to private parties. Changes to included:

- Identification of the purpose of the occupancy
- Revising the fee schedule
- Include the occupancy number

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

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

**Notes:** See attached Road Commissioner's Report

- b. **UPDATE:** Zoning Administrator's Report

**Notes:** See attached Zoning Administrator's 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.

- b. **UPDATE:** Nancy Davis raised the attached questions as a follow up to the December ESB Meeting

**Next meeting: February 12, 2025 @ 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:

*Glenn Schwartz*

1/9/25

**Questions for clarification about the 2024 Excavator Rental data provided by the Elmore Road Commissioner at the December Select Board Meeting presented by Nancy Davis**

1. Data showed that the excavator was rented for over 5 months and had 452 hours logged on it. Math shows that out of about 23 weeks, the excavator sat idle and unused half of that time:  
Question: Could equipment time have been more efficiently planned to save the Town some of \$45,500 total cost of rental?
  
2. Data provided shows that the Town employee operating the excavator reflected the 452 hours X \$25.50 hourly rate = \$11,526.00. FEMA reimbursement was \$36.06 and uses a calculation to include benefits and other employee costs. Data provided seemed to show a \$4,773.12 overpayment by FEMA.  
Question: Since the Town employee hourly rate of \$25.50 does not include the health and other employee costs, isn't it true that the \$4,773.12 FEMA overpayment is a falsely derived amount?
  
3. Data was provided as a cost analysis to show that the rental and Town employee operation was less expensive than subcontracting the work out.  
Comments:
  - A cost analysis should include more than one contractor.
  - Subcontractor hourly range for excavator operation (in separate documents provided) showed a range of \$175/hour to \$225/hour.
  - A subcontractor bid would be calculated differently than actual costs incurred by renting the equipment.

At the November Select Board meeting, RC stated that the 2024 FEMA flood money was not going to be available until 2025. Question: Was it the FEMA money from the 2023 flooding that was used to pay for the 2024 flood damage?

Town Of Elmore  
Meeting Attendance Record

ENTER MEETING DATE:	1/8/25
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
Don Valentine		✓			
Shelby	✓				
Nancy Davis					
Wurron West			✓		SB Member
BOB BURLEY		x	x	x	
Frances McCune	✓				
Michelle Lacasse			✓		Road Commissioner
Caroline DeBore			✓		SB Member
Dawn + George Kress	✓				
Sheila Reese		✓			VIA Zoom
Gunnar Nyrme	✓				
Colin Reynolds	x				OBSERVER
LEONARD ZUK					VIA Zoom
Barbara	✓				via Zoom

**State of Vermont**  
**Department of Forests, Parks & Recreation**  
1 National Life Drive, Dewey 2  
Montpelier, VT 05620-3801

*Agency of Natural Resources*

<http://fpr.vermont.gov>

December 11, 2024

Town of Elmore Selectboard  
PO Box 123  
Lake Elmore, VT 05657

RE: Land Conservation Project in the Town of Elmore

Members of the Elmore Selectboard:

The Vermont Department of Forests, Parks and Recreation (FPR) is working to acquire 102± acres of land in Elmore as an addition to Elmore State Park. Robert Burley owns a 200-acre parcel off Elmore Mountain Road, and Mr. Burley is working with FPR to subdivide the upper (eastern) half of the property and donate it to FPR as an addition to Elmore State Park, along with a deeded right-of-way for the State to access the property for management. The parcel that would be conveyed to FPR is 102± acres and is referred to as the “Burley” parcel. For more detail about the location of the property, see the attached maps. FPR is asking for the Town of Elmore’s support for this acquisition at your upcoming selectboard meeting on December 11, 2024.

The Burley parcel is forested, steep, and offers incredible views of Mount Mansfield and the surrounding Green Mountains. The majority of the parcel hosts a healthy Northern Hardwood Forest Natural Community. Higher elevation portions of the property host a Montane Yellow Birch – Red Spruce Forest and a high-quality Red Spruce-Heath Rocky Ridge Community. The undulating topography supports a myriad of habitat features from fern glades to stepped ledges and overlooks. The property is identified by Vermont Conservation Design as being within a Highest Priority Interior Forest and Connectivity Block, as well as a Highest Priority area for Physical Landscape Diversity. The addition of this parcel to Elmore State Park would add to the existing corridor of conserved land connecting Elmore State Park to the Worcester Range. This corridor is a regionally significant wildlife linkage recognized by the Staying Connected Initiative for helping to connect the spine of the Green Mountains to the Northeastern Kingdom. If acquired by FPR, the property would be open to the public for dispersed recreation and would be managed as part of Elmore State Park. The right-of-way access would expand management access to the western portion of Elmore State Park, an area that currently lacks adequate management access.

FPR respectfully asks for your support of this project. For your convenience, I have attached a brief letter to offer your support. Should you see fit to support the project, we use this letter to show town support as the project advances. If acquired, the property will be managed under an Interim Stewardship Plan until the Long Range Management Plan for Elmore State Park is amended or updated to include the parcel through a public process. Also, please find attached a letter regarding FPR’s Payment in Lieu of Taxes (PILOT) program. Essentially, FPR does not pay property taxes for land under its ownership, but it does make an annual PILOT that is designed to pay towns the same amount of municipal taxes they would have received in the year of acquisition had the parcel remained in private ownership.

Thank you and please feel free to reach out with thoughts or questions at any time.

Gunnar Nurme, Land Acquisition Coordinator

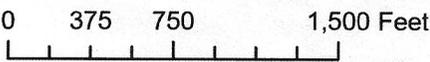


**Orthophoto Map**  
**Elmore State Park Expansion Project, Elmore**  
 Gunnar Nurme, October 2024




Scale: 1:10,000

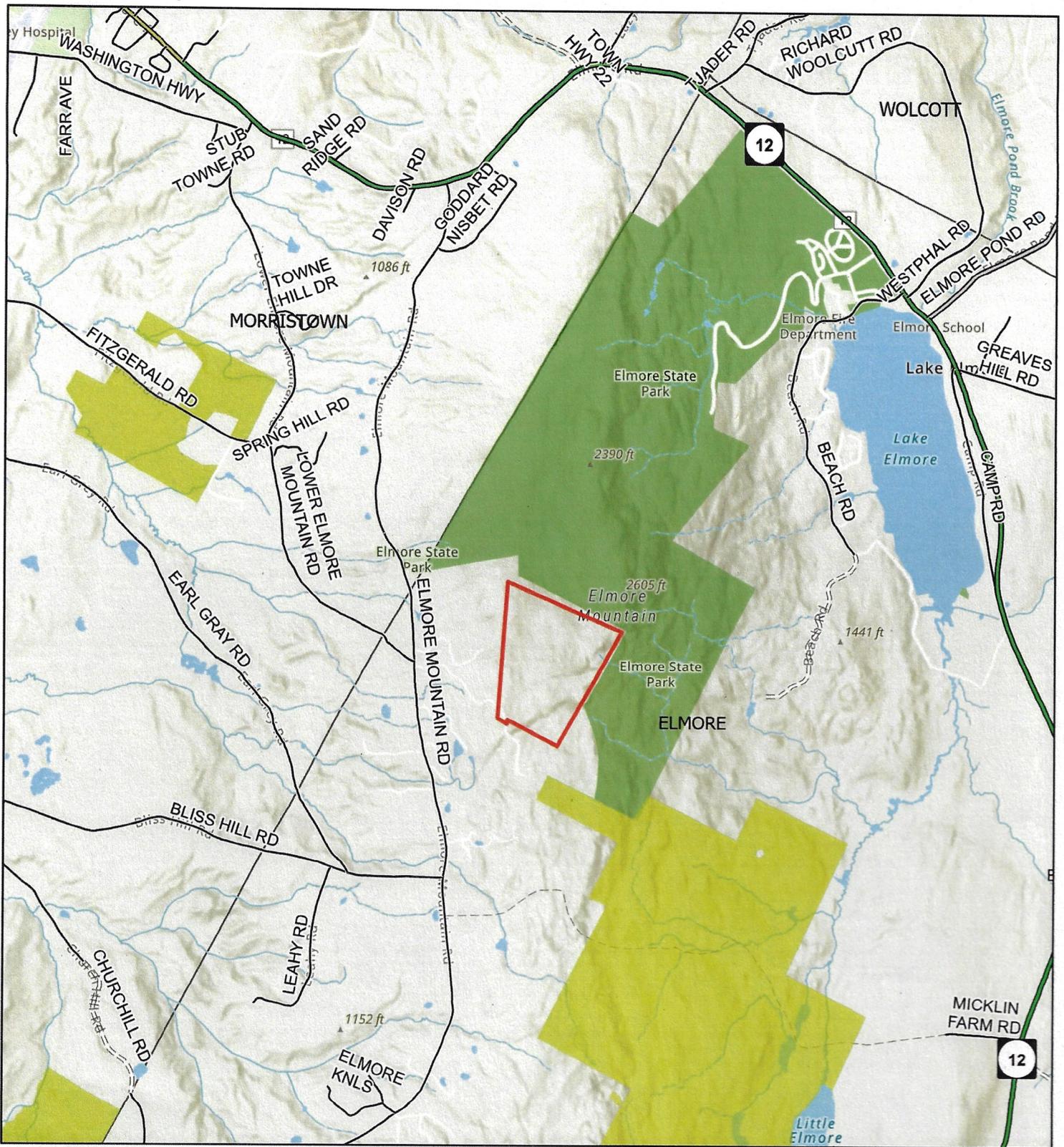
0    375    750    1,500 Feet





- Land to be Acquired by FPR
- Land to be Retained by Landowner
- Right of Way
- Elmore State Park

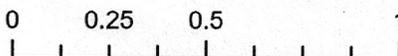
This map is for illustrative purposes only. The accuracy of the data layers shown on this map are limited by the accuracy of the source materials. No warranty as to the accuracy or the usefulness of the data is expressed or implied.



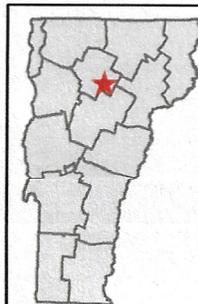
**Location Map**

**Burley Parcel**

Cartographer: Gunnar Nurme, July 2024



Scale: 1:30,000



- Burley Parcel
- Elmore State Park
- Other Protected Lands



**State of Vermont**  
**Department of Forests, Parks and Recreation**  
 1 National Life Drive, Davis 2  
 Montpelier VT 05620-3801  
 www.vtforest.org

Agency of Natural Resources

[tdd] 800-253-0191

Town of Elmore Select Board  
 c/o Sandra Lacasse, Town Clerk  
 P.O. Box 123  
 Lake Elmore, VT 05657

October 29, 2024

RE: PILOT Payment for the Robert M. Burley Trustee Property, Elmore, Vermont  
 SPAN 201-064-10072

Dear Select Board Members,

I have been asked to estimate the tax implications of the proposed acquisition by the Vermont Department of Forests, Parks and Recreation (FPR) of a parcel in the Town of Elmore. The parcel covers 200 acres, listed under the ownership of Robert M. Burley, Trustee of the 342 Trust on Elmore Mountain Road in Elmore, and FPR is proposing to acquire 102 acres of the total property. FPR is not proposing to acquire the structure(s) located in the western portion of the parcel.

The State does not pay property taxes, but it does make a payment in lieu of taxes (PILOT) on land it acquires that is equivalent to the amount the Town would receive for property taxes in the year of acquisition, if the land was privately owned. ANR creates the PILOT with the same equation that the Town uses to derive property taxes with the municipal tax rate and the Town's assessed value for the property, at the time of acquisition. Please see <https://fpr.vermont.gov/state-lands/acquisition/pilot-program> for a discussion of the PILOT process including periodic adjustments to increase the annual PILOT amounts paid to each town. The Legislature provides about 80 percent of the funding for the PILOT program, with the remaining 20 percent of the funding coming from the Vermont Department of Fish & Wildlife.

The table below lists the PILOT payments that the Town of Elmore would receive annually from the Agency of Natural Resources (ANR) for the parcel. Calculations are based on the Town of Elmore's municipal tax rate in 2023 and the land value as published in the most recent grand list (2023). Please note that ANR would apply the land value and municipal rate as set at the time of acquisition and so may produce a total slightly different from the total derived as of October 29, 2024.

PILOT Calculation Based on FY2023 Values				
SPAN	Assessed Value	Municipal Tax Rate	Equation	PILOT Due
201-064-10072	\$468,800 for 200.00 acres land value. Acquiring 102 acres	0.4700	102/200 acres = 0.51. 51% of \$468,800 = \$239,088 \$239,088/100 (0.4700) = \$1,123.71	\$1,123.71

Because the non-residential tax rate is set Statewide, and because the non-residential school tax is paid into the State Education Fund, the loss of the school tax on this parcel would be made up by all property taxpayers in the State, and not by Elmore taxpayers alone. As such, the education funds received by the Town from the State Education Fund are not impacted and the impact on individual taxpayers is minuscule, totaling less than 1/10<sup>th</sup> of a cent for Elmore taxpayers.

Sincerely,

Niels Rinehart

Town of Elmore Selectboard  
PO Box 123  
Lake Elmore, VT 05657

January 8, 2025

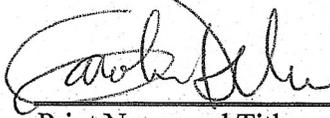
Gunnar Nurme  
Land Acquisition Coordinator  
Vermont Department of Forests, Parks and Recreation  
1 National Life Drive, Davis 2  
Montpelier, VT 05602

RE: Land Conservation Project in the Town of Elmore

Dear Mr. Nurme,

The Town of Elmore Selectboard reviewed the Vermont Department of Forests, Parks and Recreation's (FPR) proposed acquisition of the Burley parcel as an addition to Elmore State Park at our meeting on January 8, 2025. We sign this letter to offer our support for FPR's acquisition of the Burley parcel in the Town of Elmore.

Sincerely,

 *Caroline DeBore, SB Chair*

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Print Name and Title:  
Elmore Selectboard

# Road Commissioner Report

## January 8, 2025

This report covers December 11 thru January 8.

### WORK TO DATE:

1. Lot's of plowing. Nothing major 1"-3" mostly.
2. Haul in sand to shed one day.
3. One bad spot on Ward Hill during Dec 30 thaw.

### Equipment:

1. Truck #1 back in service Dec 20, out since November 15.
2. Front plow on truck #2 needs to be rebuilt. No part available 30-60 days out.

### Other:

1. Got reimburse for grant work done on Pond road \$12,000.00
2. Applied for a better roads grant for a culvert and road segment on Symonds mill road \$20,000.00
3. Weekly meeting with Fema.

Michel Lacasse  
Road Commissioner

## ELMORE ZONING ADMINISTRATOR REPORT

This report covers December 1<sup>st</sup> through December 31<sup>st</sup>, 2024.

### Tasks included:

- 12 days in the office
- Continued processing current pending applications - 4
- Office conferences with landowners, surveyors and engineers – 8
- Phone inquiries – 3
- Site visits – 0
- Application consultation & assistance – 2
- Response to tree cutting requests – 0
- Land Record research – 2
- Planning Commission support & Meeting– 4
- Selectboard meeting, follow up & prep – 6
- NOAV (Notice of alleged violation) – 0
- Forms update – 5 (Interested Persons, Cert of Compliance, Fees)
- Correspondence & Inquiries – 6
- Environmental Board attention – 1
- Private Road research & conf – 1
- DRB Agenda, Warnings, prep, Findings & Decisions – 11
- Listers assistance – 0
- VLCT & Professional inquiries – 0
- Forest Land, large parcel research – 0
- Driveway and Curb Cut assistance, policy research – 0
- Office Admin, Zoning Index support, web site support, printer - 8

### Upcoming and continuing projects:

Zoning Office file maintenance and upgrade system. Current system is chronological by year. Proposed change is to file by E-911 address or Tax Map number for easy reference.

Conduct random “drive bys” and phone follow-up on permits issued in the last two year for compliance.

Prepare and submit monthly U.S. Census Bureau report.

WEB Site maintenance.

Tree cutting in Lakeside Zone Application and Process system.

Monitor Zoning Administrator Hours and proposed budget.

Prepared “Interested Persons” form for DRB Hearings.

Flood Hazard Inventory research, Landowner letter

**DECEMBER ZONING PERMIT APPLICATIONS:**

NONE				

**Areas meriting further ZA study:**

Large landowner parcels in Elmore and recent conservation easements and effects on tax revenue.

Parcels on west sides of VT RT 12, Elmore Mt RD and Beach RD which are in the Forest Reserve District. May be unduly restrictive.

Increase exemption of accessory buildings from 80 square feet to 160 or 250 square feet.

**Charles Burnham,  
Zoning Administrator**