

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: October 9, 2024

Start Time: 6:02 pm **Adjourn:** 8:00 pm

Meeting Attendees: See attached attendance sheet

Meeting Recording https://us06web.zoom.us/rec/share/B4Tzx5x_jUaYt0706Ryt7A8zHOfFdwiK-Xli890MAEOggN1mFpr0Ca8djEPxgGsr.QY-Q2jC29huHpKoz?startTime=1728510828000

Passcode: G+DJN#*2

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

Call To Order: C. DeVore

- **Review/approve previous meeting's minutes** - A motion was made by C. DeVore to approve the minutes of the 9/11/24 meeting. W. West 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 items**- None

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

- a. DISCUSSION:** Town website updates; Nick to join for Q&A

Notes: Nick Morales introduced himself as the webmaster for the town of Elmore. He took over the website from Kent as of the 1st of the year. The following items were discussed;

- Nick provided a brief on updates to the town website. He outlined improvements in uploading meeting recordings and documents, and addressed delays in document posting.
- The Selectboard and residents discussed adding features like real-time road maintenance updates and clearer navigation to important documents, such as dog control contacts.
- Nick agreed to create Standard Operating Procedures (SOP) for board member email setups and handle inquiries from town officials about their town email addresses.
- Updates to the website that need to be made should be sent to him directly.
- There are some new Board members who are having trouble setting up their Town email addresses
- No private emails are to be used for Town business.

- b. DISCUSSION:** Town flooding reimbursement updates

Notes: Michel reported that the town had received additional FEMA funds, amounting to a couple of thousand dollars, related to the flooding from the previous year. The State reimbursement is still pending, but expected within the next few months. The States portion is 7.5% but may be higher

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c. DISCUSSION: Town Hall Rentals

Notes: The Board revisited changes to the Town Hall rental policy, proposing a reduction of fees for local residents while keeping the space free for community events. The Occupancy Limits were discussed and it was agreed that the State Fire Marshal would be contacted to confirm the occupancy limits. Warren West and Trevor Braun volunteered to contact the Fire Marshal. It was agreed that any groups that hold events that are open to the public would be exempt from any fees. This would include but is not limited to the Elmore Community Trust, Elmore Fire Department, Political events and the Elmore Lake Association. Depending on the occupancy requirements, possible exemptions and or modifications will be looked into.

A motion was made by C. DeVore to close discussion on this issue and come back with a revised proposal for the November Select Board Meeting. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board

d. DISCUSSION: VT Act 133 – Open Meeting Law; recordings and complaint forms

Notes: The Board discussed compliance with VT Act 133, which includes maintaining meeting recordings for 30 days and ensuring the availability of complaint forms on the town website. The possibility of maintaining the recording beyond 30 days was discussed. The Town is currently using 15 % of our storage capacity.

A motion was made by C. DeVore to ensure all relevant documents are easily accessible online. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board

e. DISCUSSION: Rain Garden Construction

Notes: The stormwater mitigation project was discussed again in light of the legal review. Work on the deeded land remains on hold until further consultation with the public. A community meeting was scheduled for next Tuesday to present the results of the deed review and discuss the plantings and rain gardens proposed as part of the stormwater project.

f. DISCUSSION: Dog attack/bite, Marsha Gary

Notes: A dog attack involving Marsha Gary was brought up for discussion. Concerns were raised about slow response times to dog-related incidents and the difficulty in finding contact information for the dog warden on the town website. The Board agreed to make the warden's details more accessible. Michele Greeson stated that as the Towns Health Officer she should also be contacted of any dog attacks. In addition, C. Devore will speak to Dean Mercier the Town animal control officer.

2. ACTIVE ITEMS

a. DISCUSSION: International Dark Sky Community – Michele Greeson

Notes: This item was rescheduled for discussion at our November Select Board Meeting. Michele Greeson will introduce the idea of having Elmore designated as an International Dark Sky Community, which would require the town to comply with certain lighting regulations to reduce light pollution

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b. UPDATE: New Town Attorney; Brian Monaghan; Monaghan Safar

Notes: C. DeVore announced that after an extensive vetting process by the ESB, Brian Monaghan from Monaghan Safar would be the town's new attorney, replacing the previous legal counsel.

c. UPDATE: Grant for State Park passes

Notes: G. Schwartz reported that the town had received approval on a proposal he submitted from the Vermont Governor's Council on Physical Fitness & Sports Exercise is Medicine Community Wellness Grants. The application was selected for the full funding amount requested. The Council will provide a grant of \$1,500.00 to purchase passes for residents to visit Elmore State Park.

d. UPDATE: Posting of meeting recordings; See 1. D.

Notes: C. DeVore updated the Board on plans to post recordings of Selectboard meetings online to ensure better access for residents unable to attend in person.

e. UPDATE: Posting of Board members and term expirations

Notes: See attached schedule

f. UPDATE: Traffic speed signs; 2 signs funded by LCSD to be installed. (All 5 min)

Notes: The Board discussed the installation of two new speed signs funded by the Lamoille County Sheriff's Department (LCSD), which are expected to be installed in key traffic areas over the next few weeks.

g. DISCUSSION: Review of written guidelines for SB meetings

Notes: Conversation regarding the following attached documents began. However, this item was tabled until the next Select Board Meeting in November.

- SOP for Calling SB Meetings
- Request for outreach to Town Attorney
- SOP for contacting Town Attorney

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

a. UPDATE: Road Commissioner's Report

Notes: See attached report

- The new Dump truck will be delivered next year.
- 2500 cy of sand is still required to be hauled in for the winter

b. UPDATE: Zoning Administrator's Report

Notes: See attached report

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4. NON-AGENDA/OTHER ITEMS

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

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

Next meeting: Wednesday, November 13, 2024 @ 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

10/10/24

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	10/9/24
ENTER MEETING NAME:	Select Board Mtg

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			✓		Select Board Member
Dawn + George Kress	✓				
Bruce Olson	✓				
JOE CICEOLO					CITIZEN
Don Valentine		✓			
CHARLES BURNHAM					ZA
Wanda			✓		SB
Nancy Ross					SB
Shirley					SB TAX Payer
Jim	✓				
Michelle Lacasse			✓		R.C.
Marsha Garry	✓				
Sandra Lacasse			✓		Town Clerk
Mike McCarthy	✓				
Caroline Devore			✓		SB Member
Brent Hosking	✓				

Sharon Fortune
JUDY + ALAN CASS
SUSAN OLSON

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE: 10/9/24

ENTER MEETING NAME: Select Board Mtg

CHECK ALL THAT APPLY
REASON FOR ATTENDING

Reason for Attendance

Zoom YOUR NAME (printed)	Observer	Interested Party	Principal Party	Expert or Consultant	WHY ARE YOU ATTENDING?
Cheryl Schwartz	✓				VIA ZOOM
Phil Phelps	✓				" "
JAY CAPRA	✓				" "
Cindy Blackburn	✓				" "
Faith Boudreau	✓				" "
Kate McCarthy	✓				" "
MURPH	✓				" "
Nick Morales	✓				IN PERSON
Colin Reynolds	✓				" "
Blair Marvin	✓				" "
Aaron Buchanan	✓				" "
Trevor Braun	✓				
Kate Sprague	✓				
Zach D. Mott	✓				" "
Mike Botish	✓				In Person
Ann Marie Bryden	✓				- Tom Hall issue / Bty Spot

Kevin George
Hank, Cathlin + Oliver
Glowinski ✓

POG. Bate
no persons →

SHARON DRAPER
Michele GREGSON

CHUCK BARKLEY

PAT LENCH

R. BURKE

CHERYL SCHWARTZ

MARK ~~ISSELHARDT~~ ISSELHARDT

JOE WILKINS

ELMORE FACILITY GENERAL USE AGREEMENT

General

- The Town of Elmore permits use of certain facilities by individuals and organizations that agree and adhere to all the rules set forth in this agreement.
- The Town of Elmore reserves the right to refuse use of the facility due to staff availability or other issues with or without cause. Such refusals are final. Use by the municipality takes precedence over non-municipal use requests.
- Town facilities will not be made available to any organization that practices or advocates discrimination based on age, sex, color, religion, national origin or condition of disability.

Restrictions •

- Smoking is strictly prohibited anywhere in all Town Buildings.
- Pyrotechnics, open flames, firearms and weaponry of any kind is strictly prohibited.
- Animals other than service animals are prohibited without prior Select Board permission.
- The use of tape, wire, staples, nails, tacks, glue and similar items used for securing decorations to surfaces must first be approved by the Select Board or its representative. Banners may be hung with prior approval and supervision.
- Living plants, fresh flowers or any perishable must be delivered and removed the day of the event.

Occupancy

Facility use capacity is limited to and cannot exceed building fire code. Capacity is further dependent on arrangement of table and chairs. Setup arrangements must accommodate all needs for access to emergency exits. Renters should inspect the facility before the event and discuss set-up with the Town authorized representative to determine maximum capacity.

Staff and Security

- The Town of Elmore may require a staff member to be present from set-up through cleanup of the renter's event. The charge for staffing is explained below and depends of the number of hours needed.
- All functions must end by **10 p.m.** to allow for sufficient time for clean-up and restoration of the facility to its original condition and must adhere to town noise ordinances.

Indemnification

- Renter agrees to indemnify and hold harmless the Town of Elmore, it's officers, and employees from all accidents, injuries, actions, losses, damages, claims, or liability that may occur as a result of the holding the said event, and incurs and assumes all responsibility for all accidents, injuries, actions, losses, damages, claims or liability by not adhering to the Town of Elmore's rules, policies, and guidelines (as established in this use agreement).
- The Town may require the renter to provide a certificate of General Liability no later than 60 days before the event date, with the Town of Elmore listed as an additional insured on the renter's comprehensive general liability insurance policy with a limit of no less than One Million Dollars (\$1,000,000) per occurrence to protect the renter and the Town of Elmore and its officers and employees against any claims on such death, personal injury or property loss or damage.
- The renter will not violate, nor will the renter permit violation of, any federal, state, or local law or regulation in connection with the function, including but not limited to the sale or serving of alcoholic beverages, any illegal gambling or any breach of peace.

Food and Beverages

- Food and beverages for a private party must be supplied by either the user or the user's caterer.
- Alcohol that is being served (both complimentary and sold, i.e. cash bar) must be done so only by an approved caterer with a current liquor license. A copy of that license must be supplied to the Town Clerk prior to the event.
- The user or the user's caterer must comply with all the applicable laws and liquor regulations and is required to indemnify, protect and hold harmless the Town of Elmore, its officers and staff from and against any and all deaths, injury, losses, costs, damages, claims, demands, and expenses resulting from the serving of alcoholic beverages at the event.
- The user or the user's caterer is responsible for providing all necessary linens, dinnerware, silverware, cups, glasses, napkins, serving utensils, coffee makers, ice, etc., for the event.
- The user or the user's caterer is responsible for cleanup and removal of all food, equipment, waste and garbage from the Building on the day of the event.

Setup and Cleanup

- Due to hours of operation and space restrictions, the Select Board or its representative must approve all items delivered to the Building before the scheduled reservation time.
- The renter is responsible for returning the space being used to its original condition (which includes returning equipment, tables, and chairs to their original storage spaces and disposal of and trash).

Fees: Rental Fee is \$50 per event not to exceed 3 hours with an additional fee of \$50 for events that go over that time period.

Deposit and Payment

- Payment will be in the form of check, payable to Town of Elmore, with notation of specific facility and date rented. Full payment will be due prior to any event.

Elmore Town Hall Guidelines and Use Agreement:

Approved:

Date: _____

Elmore Selectboard

General Guidelines & Policies for Town Building Use

1. Background:

This Policy provides general guidance and conditions for use and rental of Elmore Town buildings. The Elmore Select Board, acting of itself or through its designated individuals will review and authorize uses of town buildings by non-municipal parties and organizations.

1.1. Elmore Town Buildings

- 1.1.1. Elmore Town Hall – general availability – approval by Town.
- 1.1.2. Elmore School – Limited availability – approval by School Board.
- 1.1.3. Elmore Town Offices- restricted availability – normal business hours for public; after hours for municipal officials or by approval of the Town.
- 1.1.4. Elmore Fire Station – limited availability – approval by Elmore Fire Dept.
- 1.1.5. Elmore Town Garage – restricted access, town employees must be present
- 1.1.6. Elmore Water Building – restricted access, member Select Board or Water Commissioners must be present.

2. Availability:

- 2.1. Town of Elmore municipal functions, organizations and groups have first priority.
- 2.2. Organizations, groups and non-profit organizations directly and measurably contributing to the general welfare of the citizens and Town of Elmore have second priority.
- 2.3. All other non-direct organizations, groups, non-profits or individuals for community events that are open to the general public have third priority.
- 2.4. Building use is subject to occupancy, fire and public safety codes and ordinances.
- 2.5. Building is not available for the general public for any personal events such as weddings, baby showers etc.
- 2.6. Building is available for a fee to for-profit events that are open to the general public and for the direct benefit to the community and its citizens with the approval of the Town.
- 2.7. Building is available as a benefit to all municipal employees and elected and appointed officials for personal events not to exceed one per year and upon availability and approval of the Town Clerk and/or Select Board

3. Procedure: Contact Elmore Town Clerk or Select Board member.

- 3.1. Confirm facility availability date(s).
- 3.2. Review 3 documents: 1)General Guidelines, 2)Rental Agreement and 3)General Use Agreement
- 3.3. Complete Rental Agreement and General Use Agreement for Select Board review.

4. Reservations:

- 4.1. All reservations are made through the Elmore Town Clerk Office. Town Clerk will coordinate necessary approvals for facility use.
- 4.2. Other than the Elmore Municipal Government, including non-profits in direct support of Elmore Municipal Government, those reserving the building may be required provide a certificate of insurance naming the Town of Elmore as an additional insured.
- 4.3. All renters and users of the facility understand and agree to comply with the terms and conditions of the Elmore Rental Agreement and Elmore Facility General Use Agreement

5. Fees and Expenses:

- 5.1. Fees are waived for Elmore Municipal Government, Elmore schools and non-profits directly and measurably supporting Elmore Municipal Government and citizens.
- 5.2. A fee of \$50 per event not to exceed 3 hours. Additional \$50 for time that exceeds 3 hours.

6. Payment: Payments are to be by check endorsed to: Town of Elmore

**TOWN of ELMORE, VERMONT
TOWN HALL RENTAL AGREEMENT**

This Rental Agreement, dated _____, 20__ by and between the Town of Elmore, and _____, (the Renter). In consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. FACILITY. The Town rents to Renter the use of the Town Hall in Elmore Vermont for the Event described below.

2. EVENT. Renter will use the Facility for the following Event:

3. DATE and TERM. The date of the Event will be _____, from _____ (a.m. /p.m.) until _____ (a.m. /p.m.).

4. RENT AND SECURITY DEPOSIT. Renter will pay the Town a rental fee of \$50.00 due at time of application. Please pick up key during Town Office hours. The Town Hall after your event must be left as clean as before the event.

5. OBLIGATIONS OF RENTER. At the end of the rental term, Renter will return the Facility in a neat, orderly and clean condition. Renter will be responsible for, and liable to the Town for all repairs to the Facility required as a result of damage caused by Renter and Renter's guests. **Please leave with your trash.** If Town Hall is left dirty and it is necessary for the janitor to clean for more than the time allotted, you will be responsible for the cleaning fee \$50.

6. OCCUPANCY. Occupancy of the Facility will be limited to 50 people.

7. SMOKING. **Smoking is prohibited in the Facility.**

8. ALCOHOL. If alcohol will be furnished, served or consumed at the Event, Renter agrees to the following additional terms:

Alcohol that is being served (both complimentary and sold, i.e. cash bar) must be done so only by an approved caterer with a current liquor license. A copy of that license must be supplied to the Town Clerk prior to the event.

The user or the user's caterer must comply with all the applicable laws and liquor regulations and is required to indemnify, protect and hold harmless the Town of Elmore, its officers and staff from and against any and all deaths, injury, losses, costs, damages, claims, demands, and expenses resulting from the serving of alcoholic beverages at the event.

Renter acknowledges that the Town does not condone the irresponsible use of alcoholic beverages. It shall be Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's guests.

9. INDEMNIFICATION AND HOLD-HARMLESS. Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

10. ASSIGNMENT. This Rental Agreement is not assignable to any other person or entity.

11. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

12. CONFORMANCE WITH THE LAW. Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Elmore Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

The parties have executed this Agreement at Elmore, Vermont this _____ day of _____, 20 __.

TOWN OF ELMORE

RENTER

By _____

TOWN CLERK/TREASURER

Phone number: _____

Address: _____

Town _____ St _____ Zip _____

(Organization, if applicable)

Yes Alcohol No Alcohol

Payment Received: \$ _____ Date Received _____

Q& A website:

[Frequently asked questions about International Dark Sky Places | DarkSky International](#)

This discusses fees. One time application fee of \$250 and there are no mandatory renewal fees but a donation is encouraged (no minimum).

It is also a long process... like 2-3 year application process. So nothing fast moving.

More info:

[DarkSky International | Protecting the night skies for present and future generations](#)

Very brief overview from my knowledge gathering:

International Dark Sky Communities

A town, city, municipality, or other legally organized community (such as urban neighborhoods and subdivisions) that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting policies, dark sky education, and citizen support of the ideal of dark skies.

Eligibility criteria

Management — The Community will coordinate with the local level of authority to write and adopt a lighting policy. Unincorporated or otherwise informally organized communities are eligible for Community status if their governing jurisdictions enact public policy consistent with the requirements of the Community Guidelines and which are legally binding in at least the territory of the community.

Nighttime public access — Outreach events are made available to both residents and visitors to the Community.

Night sky quality — There are no night sky quality requirements for a Community. However, the Community will still participate in monitoring night sky quality to assess changes in this resource and as a way to further drive community engagement.

Resources

The Community demonstrates its commitment to dark skies and quality lighting by:

1. Retrofitting all publicly owned lighting within five years
2. Encouraging residents and businesses to participate in the dark sky movement with the use of, for example, flyers, events, informative websites, public service announcements, and funding of lighting upgrades
3. Providing examples of success in light pollution control with private lighting or new development
4. Presenting opportunities to learn about and engage with the night sky

Town of Elmore Committee Members and Appointment Dates

Development Review Board (Board members have 3 year terms; alternates have 1 year terms)

Name	Appointed/Reappointed	Term Length	Term Expires	Comments
Chris Jolly	2023	3	2026 Chair	
Paul Rouselle	2023	3	2026	
Mike Furst	2022	3	2025	
Caroline DeVore	2022	3	2025	
Jason Cohen	2024	3	2027	
Tom Waldman	2024	1	2024 Alternate - 1 year term	
Alternate (open)	2024	1	2025 OPEN	

Name	Appointed/Reappointed	Term Length	Term Expires	Comments
Kate Sprague	2022	3	2025 Chair	
Bruce Olsson	2021 2024	3	2024 2027	
Don Valentine	2021	3	2024	
Michelle Greason	2023	3	2026	
Glenn Schwartz	2023	3	2026	
Dawn Anghey	2024	3	2027	
Nancy Davis	2024	3	2027	2027 Was appointed 9/24 to the term starting 3/24
Shorty Towne	24-Sep	1	2025	Will complete Kare Spragu's term until 3/25

Charles Burnham 2024 3 2027 Term will expire March 2027

Town of Elmore
Standard Operating Procedure for
Calling Meetings of the Selectboard - DRAFT

1. Purpose This SOP outlines the procedure for calling, scheduling, and conducting meetings of the Elmore Selectboard to ensure consistent and efficient operations.

2. Scope This procedure applies to all members of the Elmore Selectboard.

3. Definitions

- **Quorum:** The minimum number of members required to be present for the meeting to be considered valid, which for the Elmore Selectboard is any 2 out of the 3 members.
- **Chairperson:** The presiding officer of the Selectboard.

4. Regular Meetings

- Regular meetings will be held on the 2nd Wednesday of each month at the Town Offices at 6:00 PM.
- An agenda will be prepared and distributed by the Chairperson or designated staff at least 48 hours prior to the meeting.

5. Rescheduling Due to Lack of Quorum

- **Pre-Meeting Quorum Check:** If the Chairperson cannot confirm a quorum (2 members) at least 1 week prior to the scheduled meeting, the meeting will be rescheduled to the 3rd Wednesday of the month at the same time and location.
- **Loss of Quorum Before Meeting Start:** If a quorum is lost at any time before the meeting is officially started, the Chairperson will reschedule the meeting in accordance with this SOP.
- If a quorum cannot be met on the 3rd Wednesday, the Chairperson will poll members to determine the earliest possible date following the scheduled meeting date when a quorum can be present. The Chairman will select the date and the new meeting date will be communicated to all members and the public at least 48 hours in advance.

6. Agenda Submissions

- Proposed agenda items must be submitted to the Chairperson for inclusion on the agenda at least 10 days prior to the meeting date.
- Agenda submissions must include all relevant supporting documents. If supporting documents are not supplied, the agenda item will be deferred until the following meeting.

7. Special Meetings

- Special meetings may only be called by the Chairperson or by a majority of the Selectboard members.

- A request for a Special meeting should be sent to the Chairperson who will poll members to see if a quorum supports calling a Special Meeting.
- Notice of Special meetings will be given to all members and the public at least 24 hours in advance, including the purpose, date, time, and location of the meeting.

8. Emergency Meetings

- Emergency meetings may be called in situations that require immediate action to protect public health, safety, or welfare.
- An Emergency meeting may only be called by the Chairperson or by a majority of the Selectboard members.
- Notice of Emergency meetings will be given as soon as practicable to all members and the public.

9. Meeting Agendas

- The Chairperson is responsible for preparing and distributing the meeting agenda.
- The agenda will be posted at the Town Offices, Town Hall, Elmore Store and on the official town website 48 hours before the meeting.

10. Conducting the Meeting

- The Chairperson will call the meeting to order, verify the presence of a quorum, and proceed with the agenda.
- Meetings will follow Robert's Rules of Order to ensure orderly conduct.
- Minutes will be recorded and submitted for approval at the next meeting.

11. Draft and Approval of Meeting Minutes

- Following each meeting, draft minutes will be posted within 5 days to the Town website.
- These draft minutes will be reviewed, discussed, and approved at the next regular Selectboard meeting.

12. Public Participation

- Public participation is encouraged and will be scheduled during the designated time on the agenda.
- Members of the public wishing to speak must sign in before the meeting and adhere to time limits set by the Chairperson.

13. Record Keeping

- Minutes of each meeting will be recorded by the designated recorder and submitted for approval at the next regular meeting.
- Approved minutes will be posted on the town website and archived in the Town Offices.

14. Amendments to the SOP

- This SOP may be amended by a majority vote of the Selectboard members at any regular meeting.

15. Effective Date

- This SOP is effective as of [Date].

16. Contact Information

- For any questions or clarifications regarding this SOP, contact the Chairperson of the Elmore Selectboard.

DRAFT

Town of Elmore

Request for Outreach to Town Attorney

Instructions for Submission:

- Complete all sections of this form and submit to the Elmore Town Clerk with any supporting documentation.
- Completed forms will be submitted to the Elmore Selectboard and reviewed at their next regular meeting. If the request is urgent, submit to the Elmore Selectboard Chairman who may, at their discretion, call a Special board meeting to review.
- Once approved, this form will be sent to the Town Attorney along with the maximum budget approved.
- If the maximum budget is reached before the inquiry is concluded, the applicant must submit an additional request form for approval.

Date of Request: _____

Submitted By: _____

Title/Position: _____

Contact Information:

Phone: _____

Email: _____

1. Description of the Legal Issue/Question:

(Please provide a detailed description of the issue or question that requires legal consultation. Attach any relevant documents that may assist in the review process.)

2. Initial Outreach:

- **Has the Vermont League of Cities and Towns (VLCT) legal department been contacted?**

- Yes
- No

- **If yes, please summarize their guidance or response:**

3. Reason for Contacting the Town Attorney:

(Explain why the issue cannot be resolved without the Town Attorney's involvement and why VLCT's guidance, if provided, is insufficient.)

4. Requested Actions/Questions for the Town Attorney:

(Please list the specific actions you would like the Town Attorney to take or the questions you need answered.)

5. Approval:

• **Selectboard Chairperson Approval:**

- Approved
- Not Approved

• **Selectboard Meeting Review Date:** _____

• **Maximum Budget Approved:** Up to _____ Hours or \$\$ _____
Note: Once budget is reached, additional approval will be required for follow-up.

• **Majority Selectboard Approval:**

- Approved
- Not Approved

• **Date of Approval/Decision:** _____

6. Next Steps:

(Indicate any follow-up actions required after approval, such as scheduling a meeting with the Town Attorney or further consultations.)

Applicant Name: _____

Applicant Signature: _____

Date: _____

Signature of Selectboard Chairperson: _____

Date: _____

Town of Elmore
Standard Operating Procedure for
Contacting the Town Attorney - DRAFT

1. Purpose This SOP outlines the procedure for initiating and following up on contact with the Town Attorney to ensure proper authorization, documentation, and use of legal resources for the Town of Elmore.

2. Scope This procedure applies to all members of the Elmore Selectboard, Planning Commission, Development Review Board (DRB), other town boards, and Town employees.

3. Authorized Contacts

- Only the following Town officials may contact the Town Attorney directly:
 - Selectboard Chairperson
 - Town Clerk
 - Town Treasurer
 - Zoning Administrator
- **All other contacts:** Chairpersons of the Planning Commission, DRB, and any members of Elmore's boards or Town Employees must complete an Elmore Town Attorney Outreach Request Form and gain approval from the Selectboard prior to contacting the Town Attorney. The Request Form can be obtained from the Town Clerk.

4. Initial Legal Outreach

- **First Point of Legal Outreach:** Initial legal outreach should begin with the Vermont League of Cities and Towns (VLCT) legal department.
- **Follow-Up Outreach:** Should follow-up outreach to the Town Attorney be required, the individual seeking contact must first obtain approval from the Selectboard Chairperson.
 - Requestor should complete the Elmore Town Attorney Outreach Request Form.
 - The Selectboard Chairperson will review the request with the full Selectboard at the next regular meeting.
 - If the matter is urgent, the Selectboard Chairperson may call a Special or Emergency meeting of the Selectboard to review the request and determine whether outreach to the Town Attorney is warranted.
 - Only by a majority decision of the Selectboard will follow-up outreach to the Town Attorney proceed.
 - If the request is approved, the Selectboard Chairman will notify both the requestor and the Town Attorney by email supplying the approved Request Form and supporting documentation.

- All requests and documentation including the completion of Elmore Town Attorney Outreach Request Forms are subject to Vermont open meeting law.

5. Review of Legal Advice

- The Town Attorney will deliver their response to the Selectboard and the Requestor. Any further inquiries or redirects to the attorney must be approved by a majority vote of the Selectboard. The redirect request will be made to the Selectboard Chairman.
- A maximum budget will be established for the inquiry on the approved Request form.
- If a deliberative or executive session is required with the Town Attorney, that meeting will be validated by a majority vote of the Selectboard and will be scheduled according to the established Town of Elmore Selectboard meeting SOP and VT open meeting laws.

6. Communication Protocol with the Town Attorney

- The Town Attorney will be instructed to respond only to questions submitted by authorized Town officials or employees (as specified in Section 3) or by receipt of an approved Request form with supporting documentation.
- Any questions or requests for clarification by the Town Attorney can be directed to the Requestor.

7. Record Keeping and Reporting

- The Selectboard Chairperson is responsible for maintaining a record of all communications with the Town Attorney, including the nature of the inquiry, the advice provided, and any follow-up actions.
- Communication that legally falls under attorney/client privilege will be marked as such and will adhere to VT statutes on attorney client privilege and open meeting laws.
- A summary of these communications will be presented at the next regular Selectboard meeting for review and documentation.

8. Amendments to the SOP

- This SOP may be amended by a majority vote of the Selectboard members at any regular meeting.

9. Effective Date

- This SOP is effective as of [Date].

10. Contact Information

- For any questions or clarifications regarding this SOP, contact the Chairperson of the Elmore Selectboard.

ROAD COMMISSIONER REPORT
OCTOBER 9, 2024

This report covers September 11 - October 9.

Work to Date:

1. Ditch and add culvert work on Elmore Knolls.
2. Ditch and change culvert work by Keith farm.
3. Change culvert by lower Mt road intersection.
4. Micklen farm road ditched.
5. Installed a 36" culvert on Cross road.
6. Lacasse road - changed one culvert, ditch and de berm entire length.
7. Presently on Hardwood Flats road. Two culverts were changed today and working on the ditch line.
8. Mt road and Lacasse rd graded.

Equipment:

1. Grader back in service.
2. Winter tires for trucks are ready.

Upcoming Issues:

1. Meeting Tuesday next week with Fema.
2. Will be closing Symond's mill rd October 15 or 16 to change a large culvert by the Merriam house.
3. Hope to finish Fema repairs in early November.
4. Closed class four portion of Tallman rd, so Vast can do repairs.

ELMORE ZONING ADMINISTRATOR REPORT

This report covers September 1st through September 30th, 2024.

Tasks included:

- 13 days in the office
- Continued processing current pending applications - 18
- Office conferences with landowners – 15
- Phone inquiries – 18
- Site visits – 8
- Application consultation & assistance – 4
- Response to tree cutting requests – 0
- Land Record research – 5
- Planning Commission support – 3
- Selectboard meeting, follow up & prep – 5
- NOAV (Notice of alleged violation) – 1
- Forms update – 0
- Correspondence & Inquiries – 4
- **Front Porch Forum** articles - 1
- Environmental Board attention – 1
- Private Road research & conf – 1
- DRB Agenda, prep, Findings & Decisions – 23
- Listers assistance – 5
- VLCT & Professional inquiries – 3
- Forest Land research – 3
- Driveway and Curb Cut assistance – 3
- Office Admin - 1

Upcoming and continuing projects:

Conduct “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.

SEPTEMBER ZONING PERMITS:

9/4/24	24-33	PITMAN, George & Patricia	170 Point RD	Renew Z-21-32
9/4/24	24-34	KLUG, Parnell OJALA, Jessica	2378 East Elmore RD	SFR/porch & 16'x20'Shed
9/11/24	24-35	HOBEIN, Christopher	116 Sterling View Annex	SFR & detached 24'x24' garage

9/10/24	24-36	HERRMANN, Will	649 Hardwood Flats RD	Access Permit
9/26/24	24-37	MILLER, Kendall & Kimberly	1263 Brown Hill RD	SFR to replace mobile home

Charles Burnham,
Zoning Administrator