

**TOWN OF ELMORE, VT**  
**Select Board Meeting**

**Meeting Minutes – prepared by G. Schwartz**  
**Status: Approved**

**Meeting Date: December 10, 2025**

**Start Time: 6:00 pm    Adjourn 6:53 pm**

**Selectboard Members Present:**

- Caroline DeVore (Chair)
- Glenn Schwartz (Clerk)
- Sharon Fortune

**Meeting Attendees: See attached attendance sheets**

**Meeting Recording**

[https://us06web.zoom.us/rec/share/kzz9w\\_ewve\\_pp6aKlCXtiW-7l9PmOsAmvKzHhjhXJqnEETsmZwHGvixfFI5f7IfQ.zKvhmUG7SRKYj3bj?startTime=1765407536000](https://us06web.zoom.us/rec/share/kzz9w_ewve_pp6aKlCXtiW-7l9PmOsAmvKzHhjhXJqnEETsmZwHGvixfFI5f7IfQ.zKvhmUG7SRKYj3bj?startTime=1765407536000)

**Passcode:** wMju\$M3f

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

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- ❖ **Call To Order:** Caroline DeVore
- ❖ **Review/approve previous meeting's minutes –**
  - The Board reviewed minutes from the November 5, 2025– Select Board Meeting
  - Motion by Caroline DeVore to approve the minutes as written. Sharon Fortune seconded the motion
  - Vote: Motion passed unanimously.
  - The Board reviewed minutes from the December 2, 2025– Select Board Meeting
  - Motion by Sharon Fortune to approve the minutes as written. G. Schwartz seconded the motion
  - Vote: No Vote by C. DeVore as she was not at that meeting. G. Schwartz and Sharon Fortune voted to approve the minutes
- ❖ **Review additions or deletions to today's agenda**  
Addition: None
- ❖ **Conflict of Interest review for agenda item**  
No conflicts of interest were reported

**TOWN OF ELMORE, VT**  
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**1. SPECIAL TOPICS**

- a. **DISCUSSION:** Petition: Set dates for (a) Warning of Petition, (b) Informational Meeting Date, (c) Voting Date

**Notes:** The Board confirmed dates related to the petition to increase the Selectboard from 3 to 5 members: Warning Date: 12/2/2025 Informational Meeting: 12/9/2025 at 6:00 PM, approximately 22 in-person and 15 via Zoom were in attendance for this meeting. Voting Date: 1/7/2026

- b. **UPDATE:** Budget review meetings - schedule for FY2026/27

**Notes:** The Board discussed scheduling and preparation for budget planning. Budget meeting to be held 12/11/25 at the Town offices at 3:30pm. Meeting has been warned in accordance with statutes.

**2. ACTIVE ITEMS**

- a. **UPDATE/DISCUSSION:** Morrisville EMS support and EMS Advisory Board status; George Kress

**Notes:** George Kress gave a summary of the current EMS landscape. Elmore presented their proposal to the Morrisville SB on 12/8/25 without success. To be discussed further in executive session.

- b. **UPDATE:** Demolition/Removal of former Town garage

**Notes:** Michel Lacasse reported that the demolition is incomplete. Demo likely to complete in April 2026. Cost of demolition to be added to the 26-27 Town Budget

- c. **UPDATE:** Installation of speed limit warning signs

**Notes:** Michel Lacasse reported that the ground is frozed and will be installed in April of next year.

- d. **UPDATE/APPOINTMENT:** Water system liaison job description proposed update

**Notes:** Nancy Davis provided an updated job description for the Water System Liaison to reflect growing responsibilities and public communication needs (see attached). The SB Board advised that any salary applied to the new role would need to be covered from the Water Board's budget.

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- e. **UPDATE:** Training on COI and OML. (Fortune 5 min)

**Notes:** No update. Remove from agenda

**3. CONTINUING ACTIVE ITEMS**

- a. **UPDATE:** Community Communication
  - i. Include any updates on blogs or general communication.

**Notes:** No update

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

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

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

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

- 4. **PUBLIC COMMENTS** (Speakers may comment for up to 2 minutes. Total agenda time of 10 minutes unless Chair contacted in advance.)

**Notes:** No public comments were made.

- 5. **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

**6. EXECUTIVE SESSION:**

**Notes:** The Select Board voted to enter Executive Session at 6:55 pm. No Minutes were taken during this session. Executive Session ended at 8:00 pm

**Next meeting: 1/14/26 @ 6:00pm. Requests to be on the agenda should be received by the Chair by the last Friday of the preceding month.**

Minutes Respectfully Created and Submitted by:

*Glenn Schwartz*

12/12/25

Town Of Elmore  
Meeting Attendance Record

ENTER MEETING DATE: 12/10/25

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?
Glewn Schwartz			✓		SB Member
Warren West	✓				
Sharon Fortune			✓		SB Member
<del>Harriet Moore</del>	✓				
Michelle Lacasse			✓		RC
Adam Audet					
Cheryl Schwartz	✓				
Charline DeVore			✓		SB Member
Dawn + George Kress	✓				
Shirley					
Nancy Duss					
Pat Lencke					
Trevor Braun					
Jenny Thorne					Monroville Resident
Fred Susan Passelle					
Peter Engle					

## **Elmore Water Commission Board Members**

- a. Knowledge of Water System Daily Operation
  - i. Chlorine level monitoring
  - ii. Facilities Integrity, building, heat, electric, security, repairs etc.
  - iii. Direct vendor communications.
- b. Knowledge of Periodic Water System Operations
  - i. Close coordination with System Operator (Atlas Technical Consultants)
  - ii. Supply reorder of consumables.
  - iii. Required coliform, Pb, Cu, PFOA water quality testing.
  - iv. Annual Consumer Confidence Report
  - v. Communication with State ANR
  - vi. Collaboration with System Engineers (Weston & Sampson)
  - vii. Source Protection Plan updates and compliance
  - viii. Periodic flushing at the 3 flushing locations
  - ix. Contamination Event Emergency Testing at subscriber locations.
  - x. State Agency required reports and collaboration
- c. Skills
  - i. Basic science methodologies
  - ii. Competent use of instrumentation
  - iii. Record and data recording
  - iv. Written and verbal communication
- d. Additional Water Commission Chair Duties
  - i. Budget Management: Revenue & Expenses
  - ii. Elmore Select Board Liaison
  - iii. Periodic and regular system reports (Annual, Event, Ad Hoc).
  - iv. Public, legal or regulatory communications.

# Road commissioners report.

## December 10, 2025.

### Work done:

1. High winds brought branches and trees too clean up.
2. Spent a day picking up trash and tires left on the side of the roads.
3. Added and replaced some of the road signs that needed attention.
4. Started plowing and sanding on November 11. Been around 28 times.

*30 LOADS MORE SAND THAN LAST YEAR.*

### Equipment:

1. Backhoe, changed fluids and filters. Ready for next year.
2. Truck # 2 at Collinsville for state inspection.

### Other:

1. Closing out the year on paperwork needed for grants.
2. FEMA sent us a check for \$54,103.79 on the 2024 flooding to put us at \$273,000.00 in reimbursement. No state funds yet.
3. Earl Gray RD Culvert will need to be redone. Vermont ANR will not approve. FEMA will cover 75% of the cost. Work to be done, summer of 2026. This is now a federal project. The site will need to be engineered and put out to bid. If we do not comply the Threat of losing grant money in the future was mentioned.
4. Our weekend help is pursuing others' interests. Other candidates are showing some interest.

# **ELMORE ZONING ADMINISTRATOR REPORT**

This report covers November 1 thru November 30, 2025.

## **November Project Activity:**

Prepare and submit monthly U.S. Census Bureau report.  
WEB Site maintenance.  
EMS meeting participation.  
VLCT Webinar re Proposed Act 250 – Tier 3 and Road Rule

## **Tasks included:**

- 6 days in the office
- Continued processing current pending applications – 14
- Office conferences and correspondence with landowners, surveyors, brokers, attorneys and engineers – 23
- Phone inquiries - 4
- Site visits & application follow-up - 1
- Application consultation & assistance – 4
- Shoreland activities, State Reports, LakeWise, Tree cutting – 0
- Land Record & Permit history research – 4
- Planning Commission support, Bylaw studies, review & Meeting– 2
- Selectboard meeting, follow up & report prep – 0
- NOAV (Notice of alleged violation) research, correspondence & consults– 3
- Forms update – (Interested Persons, Cert of Compliance, Fees) - 0
- E-911 assistance - 1
- Private Road research & conf – 2
- DRB Agenda, Warnings, prep, Hearings, Draft Findings & Decisions – 9
- Listers assistance & Conf – 0
- VLCT training & Professional inquiries, Research Statutes – 2
- Forest Land, large parcel & abandoned buildings research – 0
- Highway Dept, Driveway and Curb Cut assistance, policy research – 0
- Office Admin, Zoning Index support, web site support, printer – 4
- Front Porch Forum articles -0
- EMS: research, conf & meetings - 1

**NOVEMBER ZONING APPLICATIONS:**

WIGGINS, Brook & Kate	304 Camp RD	New 3 BR Residence (CU)
STEWART, Edward	133 Point RD	Replace camp with Single family residence with 2 car garage
FOWLER, Brandon & Sarah	off end of Dodge RD	Primitive camp(Yurt) and 10 x 12 sugarhouse (CU)
LAROCQUE, Genevive	4 Dodge RD	Accessory use – home occupation
DREW, Kevin & Susan and BAXTER, Todd	2177 and 2179 East Elmore RD	Boundary line adjustment

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

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

SCHOBERLEIN, Eric & Jen	685 Beach RD	Side yard setback issue. Survey in progress.
LAKEVIEW LANE PROPERTY OWNERS		No required HOA. HOA formation in progress. Sec State Registration has been filed
FOWLER, Brandon & Sarah		Possible structures without permit. DRB Hearing scheduled for January

<b><u>MONTHLY ZONING APPLICATION FEES***:</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>
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

\*\*\* Includes recording fees