

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: February 15, 2024

Start Time: 6:00 pm Adjourn: 7:55 pm

Meeting Attendees: (See attached)

CALL TO ORDER: Chairman

Review/approve previous meeting's minutes The minutes from 1/10/24, 1/19/24, 2/1/24 and 2/7/24 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. **UPDATE:** Appointment of new Zoning Administrator – Charlie Burnham

Notes: The Elmore Planning Commission interviewed 5 applicants and recommended 2 for the Select Board to interview. After the interviews that were held on February 7, 2024 (see meeting minutes) Charlie Burnham was appointed as the Town's new Zoning Administrator. Mr. Burnham began work on 2/9/24.

- b. **UPDATE:** Survey - 2025 Town Meeting Day/Time

Notes: The survey has been posted on the Elmore website and is active. W. West is to work with Dawn Kress and Sandra LaCasse to create a marketing rollout that will include posts on Front Porch Forum and the Elmore email blast.

- c. **DISCUSSION:** Elmore Welcome Package – EPC

Notes: The Planning Commission has asked if the package will be approved by the select board after a few minor changes and if this can be discussed at Town meeting. The ESB will review and approve the Welcome Package when complete. This item is not on the warned agenda for Town meeting and therefore will not be discussed at that time. G. Schwartz to get the latest copy and send a copy to Charlie Burnham for his input

2. ACTIVE ITEMS

- a. **DISCUSSION:** Employee Benefits – Current and New Hire; FT and PT

Notes: The ESB will meet with Sharon to review the policies and financial consequences of the current benefits. The ESB will look at employee packages (salary and benefits) vs other towns in Vermont within 50 miles of Elmore. Caroline will revise the proposed policy and distribute for review.

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- b. **UPDATE:** Elmore highway maintenance facility; funding, site work, budget, schedules, etc.

Notes:

- Certificate of Occupancy was issued on 2-6-24
- The Town began to occupy the structure on 2-7-24
- Punch list work is continuing
- Minor site work to be completed in the spring as weather conditions improve
- Grand opening date to be on Green-up day on May 4, 2024
- Plus/minus sheet to be reviewed and agreed upon as a separate meeting
- MSI to propose a proposal to eliminate the cupolas on the roof. It is felt the placement of these units may void the warranty on the roof as penetrations are required
- The demolition of the existing garage was discussed. It is thought that self-performing this work will be the most economical way to dispose of the structure in the spring.

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

- a. **UPDATE:** Town Meeting available via Zoom | Trevor Braun to support

Notes: Trevor Braun will be available on Town meeting day to support zoom from the Town Hall

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

Notes: See attached report

- c. **UPDATE:** Zoning Administrator's Report (10 min)

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

Next meeting: Wednesday, March 13, 2024 @ 6:00pm. Requests to be on the agenda must be received by February 26, 2024

Road Commissioner Report

February 15, 2024

This report covers January 11, thru February 15, 2024.

Work To Date:

1. Officially moved into new town maintenance facility February 8th. Many more things to move and set up. Hope to be done in March.
2. Mud season strikes again adding material and grading to smooth roads up.
3. Had two ice/freezing rain events and minimal plowing.

Equipment:

1. All up and running.
2. Changed a tie rod end and oxygen sensor on truck #2.
3. New 2025 Western Star truck purchased from Charlebois Inc.
4. Body and plowing package being put together but not finalized. All priced together, just under \$300,000.00. Hope to have delivered by November.

Upcoming Issues:

1. Finish Fema. Some of the cost that Fema covers is increasing. Some is now up to 100%. Hope to take advantage of this change.
2. Prep for spring. Lots of projects anticipated.
3. Saturday May 4, Green Up Day and open house at our new town garage.

Michel Lacasse

Road Commissioner

ZONING ADMINISTRATOR REPORT

FEBRUARY 15, 2024

This report covers February 8 through February 15, 2024.

Employment commenced with a phone call from Selectman West on 2/8.

Employment paperwork completed with S. Draper on 2/9

Initial tasks included:

Set up Zoning laptop, met with Nick Morales re computer and email access.

Set up office for efficient operations.

Reviewed materials and folders in file cabinets

Reviewed current pending applications.

Spent time on file maintenance and indexing for the past three years.

Consultation with 4 prospective applicants for pre application review

Phone conversations with DeVore and Jolley re DRB

Upcoming Projects:

Continue familiarization with notices and posting tasks.

Set up tickler system

Hard copy file maintenance

Organizing computer files

Updating Indexes

Conduct familiarization site visits for pending and prospective applications

Conduct "drive bys" on permits issued in the last two years for compliance.

Charles Burnham

Zoning Administrator