

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: June 12, 2024

Start Time: 6:00 pm Adjourn: 8:09 pm

Meeting Attendees: See attached attendance sheet

AGENDA

Call To Order: C. DeVore

- **Review/approve previous meeting's minutes** - A motion was made by W. West to approve the minutes of the 4/10/24 meeting. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board. - A motion was made by W. West to approve the meeting minutes of the 5/8/24 meeting. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board present at that meeting (G. Schwartz and W. West)
- **Review additions or deletions to today's agenda –**
 - Town Hall stair repair proposed by G. Schwartz
 - Continuation of financial discussion proposed by W. West
- **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:** Fire Station boiler replacement

Notes: Trevor Braun presented the following information

In reviewing the Fire Department budget and the projected expenses for the year, they feel that they should have the capacity to cover the unforeseen expense of replacing their heating system. The replacement will deplete their modest reserve funds that they have and will likely result in forgoing some routine, budgeted expenditures for a year, but as this expense is not something they can avoid, they will find a way to make it work.

The Elmore Fire Department has been working towards building a capital reserve/depreciation fund in recent years, but this hasn't enabled them to grow the reserve to the extent that would have allowed them to pay for the boiler. That said, they have been able to keep on top of preventative maintenance for the building and equipment and have avoided deferring required maintenance and repairs.

The Fire Department has received 3 quotes and is evaluating the lowest quote of approximately \$11,400.00. The new system will be a high efficiency propane boiler with an above ground tank. The existing underground oil tank that has water in it will have to be removed in the future. It is not in a position that will affect the old garage demolition.

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They have started reviewing the next "big ticket" assets at the station. While they are able to cover this new boiler, it is very likely that they will seek to increase their capital reserve budget lines in the next budget season. Unless they are able to grow their capital reserves moving forward, they may not be in position to cover additional unexpected expense.

b. DISCUSSION: Resignation of Town Attorney; next steps; review of final invoices

Notes: Jim Barlow the Town's attorney sent a resignation letter on May 5, 2024 (see attached). He had been working for the Town since July of 2023. He has a great deal of experience and is the Town attorney for several Vermont Town as this is what he specializes in. He provided the names of two possible replacement attorneys. Mr. Barlow was monitoring a couple of items in the Environmental Court at the time of his resignation. He provided a drive with everything that he worked on to the Town.

C. DeVore presented the Select Board powers and Liability (see attached) Moving forward the Town needs to agree on a process in order to avoid a similar situation in the future. Shorty Town asked why he resigned. Due to possible attorney client privileged information. The short answer provided by G. Schwartz and C. DeVore was that he didn't want to be in a position that when he providing advice and having one of the ESB Members question his answer repeatedly.

c. DISCUSSION: Resignation of EPC Chair and board members

Notes: After the last EPC Meeting (May 4, 2024) he Select Board received 3 resignation letters from members of the Commission. M. Greason via zoom stated that she was upset about they way the members of the EPC were addressed by W. West. Mr. West stated that he apologized to two of the members for his actions. B. Olsson who was not at that meeting but is a member of the EPC read the minutes and stated that Mr. West made a motion at that meeting. As Mr. West is not a member of the EPC, he can not vote or make any motions. Mr. West acknowledged the error. It appears at this point that the only one following through with their resignation is Kate Sprague, the Chair of the EPC (see attached).

d. DISCUSSION: Board decision making, member roles, process

Notes: The EPC will work with LCPC to update the Town Plan. LCPC provided the EPC with a schedule to complete this task. The proposal would be to review one section per month. LCPC will attend all meeting to assist the Town. The zoning update will be completed after the Town Plan is completed. In the meantime, C. Burnham will review and comment on each section.

e. DISCUSSION: EPC zoning change recommendations and process; discussion of improvements in communication and collaboration in prep for Zoning and Town Plan recommendations

Notes: The following process was discussed;

The Elmore Select Board will meet and agree as a Board prior to presenting anything to the Town's attorney. This may have to occur as an emergency meeting that would require a 24-hour warning. After consulting with our attorney to get an opinion, the board will vote to either accept or reject the attorney's opinion.

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2. ACTIVE ITEMS

- a. **DISCUSSION:** Elmore State Park passes for Elmore Residents

Notes: G. Schwartz stated that several residents have asked the Town Office for the park passes that were discussed at Town Meeting. Unfortunately, the remaining passes have all been distributed. Moving forward G. Schwartz will pursue a possible grant to purchase additional passes. If this is not successful, the ESB will look at possibly purchasing additional passes at our next meeting.

- b. **DISCUSSION:** Zoning Fees and recommended updates

Notes: C. Burnham discussed the attached proposed updated zoning fees. Mr. Burnham was asked by W. West to go back and investigate what the fees would have to be to cover the zoning administrators cost.

- c. **UPDATE:** Traffic speed signs; 2 signs funded by LCSD to be installed. (All 10 min)

Notes: G. Schwartz stated that the sheriff's office has agreed to purchase one of the speed signs. The Town is to purchase the sign and submit the invoice to the sheriff's office for reimbursement. The ESB decided to order the one sign now and evaluate the purchase of the second sign during the next fiscal year's budget. M. LaCasse to complete the required State forms as soon as possible.

- d. **UPDATE:** Elmore highway maintenance facility; closing discussion on this project (All 5 min)

Notes: G. Schwartz provided the following update

- 4 trees planted today for Ashley Ralabate after receiving the signed agreement
- Punch list is 95% complete
- Issue with new compressor and a new one has been ordered
- Cupolas have been installed.

3. CONTINUING ACTIVE ITEMS

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

Notes: See attached report

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

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

b. Town Hall Repairs

Notes: G. Schwartz stated that the stairs and ramp at the Town Hall are in desperate need of repair. T. Braun stated that the Elmore store is having work done next week and he will try to get a quote from the Contractor to replace the stairs. To be discussed at the next ESB Meeting.

c. Financial Follow-up

Notes: W. West stated that the Town has approximately \$1,000,000.00 invested at 2.5% and could be earning a better return. C. DeVore to investigate a higher return on that money.

5. EXECUTIVE SESSION: Not Planned for 6/12

Next meeting: Wednesday, July 10, 2024 @ 6:00pm. Requests to be on the SB agenda must be received by the Chair before the last Friday of the preceding month.

m.

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	June 12, 2024
ENTER MEETING NAME:	Select Board

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?
Warren West	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB member
Don Valentina	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Caroline DeVore	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB Member
Michel Lacasse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R.C.
Gleed Schwartz	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB Member
Trevor Braun	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EFD
Andy Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EFD
Jason Cohen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EFD
Shorty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax payer
Nancy Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michelle Greason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resident / planning Comm ^{Elmore} via Zoom
Dawn George	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EPC / Resident via Zoom
Bruce Olson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EPC
Dolan Patrick	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VIA Zoom
C. Burnham	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning Adm.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

James W. Barlow PLC

VERMONT LOCAL GOVERNMENT LAW

P.O. Box 172 Danville, Vermont 05828

802.274.6439

jim@vtlocalgovlaw.com

VIA ELECTRONIC MAIL

May 5, 2024

Town of Elmore Selectboard
P.O. Box 123
Lake Elmore, VT 05657

RE: Withdrawal from Representation of the Town of Elmore

Dear Selectboard,

Please consider this letter notice of my withdrawal from representation of the Town of Elmore.

I do not believe that my withdrawal will have any material effect on the Town's interests. However, as required under the Rules of Professional Conduct, I will cooperate as needed with the Town's new legal counsel to mitigate any impacts brought about by my withdrawal.

Other municipal attorneys you may consider contacting to represent the Town are:

Brian Monaghan
Monaghan and Safar PLLC
(802) 660-4735

Mike Tarrant
Tarrant Gillies Shems
(802) 223-1112

D. SELECTBOARD POWERS AND LIABILITY—INDIVIDUALLY VERSUS AS A BOARD

As mentioned in the Introduction, a Vermont selectboard may serve, at various times, legislative, executive, and judicial functions. However, no individual selectboard member is given authority to serve any of these roles alone. Vermont law gives authority to selectboards and not to individual selectboard members. An individual selectperson has no more authority to take action on behalf of a town than any other resident. 1 V.S.A. § 172.

The only exception to this rule involves dogs causing damage to domestic animals. An individual selectboard member may determine the award of up to \$20.00 in damage done to domestic animals by dogs. 20 V.S.A. § 3742. An individual selectboard member may also identify such dogs and issue a warrant for their destruction. 20 V.S.A. § 3745.

Likewise, when an action is brought against a selectperson or any appointed or elected municipal official, it is brought in the name of the town, not the individual. 24 V.S.A. § 901(a). The municipality also assumes all reasonable legal fees incurred by an official when the official was acting in the performance of his or her duties and was not acting with malicious intent. 24 V.S.A. § 901(b). The same is true if the selectperson or official brings an action *against* someone else. The town is the party in the suit.

Fwd: EPC and Open Meeting Laws

 Warren West
to Caroline DeVore: jm@vtccolpdx.com

Good Morning, Just a follow up from yesterday:

- We are all equal elected members of the Elmoro Select Board
- We all have signed the oath as SB members that we would act within all the state laws and help ensure that our town act within all the laws that apply
- The Town Legal Council works for the town (not for the Chair or the SB)
- Once we (members of the SB) are aware of any potential breach of State Laws within our Town we have a responsibility to investigate and act appropriately (The Duty of an elected official and in accordance with the oath we signed)
- No one on the SB has the right to deny a fellow SB from fulfilling their duties and responsibilities as an elected official by attempting to block access to legal counsel to understand if they were a violation of the Open Meeting Laws and what remedy should be. And, as important how we (the SB) can help those in potential violations can be educated
- We, Elected Officials of the Town of Elmoro (all) could have potential personal liability by willing knowing of potential violations of state laws in our town and not acting to rectify them

I again am asking Jim to read through the minutes and agendas of the Elmoro Planning Commission since October to see if the documentation is sufficient to comply with all of the standards (explicit and implicit) of the VT Open Meeting Laws and based on the findings, assist the town with resolution. Thank you all for your consideration regarding this matter. W

All elective officials and all municipal police officers of the Town shall, before assuming office, take, subscribe, and file with the Town Clerk and Treasurer the following oath:

"I, _____, solemnly swear (or affirm) that I will faithfully execute the Office of _____ of the Town of _____ to the best of my judgment and abilities, according to law, so help me God (or I so affirm)."

24 Appendix V.S.A. § 123-309

Jim Barlow:

Attorney Jim Barlow believes that Vermont local government is an integral part of the state's unique sense of place and community. For more than a decade he has focused his practice exclusively on counseling and assisting Vermont local officials. Jim has served as South Burlington City Attorney and Senior Staff Attorney for the Vermont League of Cities of Towns.

In addition to his legal counseling work, Jim has developed policies, ordinances, handbooks, and other guidance documents presently used by municipalities across Vermont. He has delivered popular training programs for municipal officials on numerous topics related to the operation of Vermont local government. Jim earned his Juris Doctorate degree from the University of Denver Sturm College of Law and holds a Bachelor of Science degree in forestry from the University of Vermont. He is admitted to practice in Vermont state and federal courts.

Jim started with the Town in July 2023. Prior to Jim, we had Primmer, Piper, Eggleston and Cramer, Burlington (40 year old firm) and Sargent Law for real estate, Julia Compagna.

From: Kate Sprague <ksprague@elmorevt.org>

Date: May 15, 2024 at 10:41:33 AM EDT

To: Glenn Schwartz <gschwartz@elmorevt.org>, Bruce Olsson <bolsson@elmorevt.org>, Dawn Angney <Dangney@optonline.net>, Michelle Greeson <mgreson@elmorevt.org>

Subject: Stepping down

To my fellow PC members,

I am sorry to have to do this, especially after our last meeting, but I need to step down as chair as a first step to resigning fully in the next few months. I had intended to bring this up at our last meeting but I felt that Warren's little performance left us all feeling pretty low and I just couldn't bring myself to broach the subject. However, after further reflection, and with the understanding that this is probably bad timing, I must step down. I am simply burned out and I am no longer giving the position the attention that it needs. Although my decision has nothing to do with Warren's inappropriate and insulting outburst, it did highlight just how little energy I have for this in my life right now and how someone with more time and interest might have been better equipped to deal with the situation.

I am confident that any one of you would do a fine job as chair person, but if no one feels prepared to step up and grab the reins I would like to float the idea of two people sharing the position as co-chairs, I am aware of other towns doing this. I would also like to suggest that we put some effort into recruiting new members. I would be happy to create an advertisement that can be sent out via email alert and posted on the website in the store and perhaps FPF. I still intend to help with the 5k t-shirts, regardless of when I resign fully. We can discuss all of this further at our next meeting, I just needed to get it off my chest.

Thanks,
Kate

**ZONING & SUBDIVISION APPLICATION
FEE SCHEDULE
TOWN OF ELMORE**

Effective: 1 JUL 2024

v 1.0

RECORDING FEES

Per Page Text	\$	15.00
Per Mylar or Plan	\$	25.00
Per Permit	\$	15.00

NEW PERMITTED USE

Single Family Residence	\$	150.00 + .25/SF
Addition/Auxilliary Structure/Garage	\$	75.00 + .25/sf
Change Use/Home Occupation	\$	125.00
Signs	\$	50.00
Additional Dwelling Unit (ADU)	\$	250.00
Sheds/Woodsheds	\$	75.00

NEW CONDITIONAL USE

Residential/Commercial/Ind/Recreational	\$	100.00 + .25/sf
Additions/Aux Structure	\$	75.00 + .25/sf
Signs	\$	50.00
New Fences/ Pools/Ponds/Landscape		\$125.00

HIGHWAY ACCESS PERMIT

\$100.00

PERMIT RENEWALS

Before Expiration	\$75.00
After Expiration	\$150.00
After Notice of Alleged Violation	

DRB HEARINGS

\$250.00

APPEAL OF ZA DECISIONS

\$250.00

SUBDIVISIONS & WARNED HEARINGS

Plan Reviews/Sketch	\$125.00
Minor & Major	\$ 250.00/lot
Line Adjustment	\$300.00

OTHER Z.A. CERTIFICATIONS

\$100.00

JUNE 2024 – ELMORE FEES

EXAMPLE	OLD FEE	NEW FEE	MORRISTOWN
2000 sf SFR	340	650	800
10X16 SHED	69.20	75	32
ADU - 800SF	146	250	320
1,200SF ADDITION	194	375	240

ZONING FEE COMPARISON

CB 3-15-2024

DESCRIPTION	ELMORE 2019	ELMORE PRE 2019	MO-TOWN	WOLCOTT	CHARLOTTE	STOWE	GEORGIA	ELMORE Z.A. PROPOSED
COPY FEES								
ZONING BYLAWS	10	5			15			WEB
TOWN PLAN	20	5			16			WEB
OTHER					1.00/PAGE			1./PG
RECORDING FEES								
PER PAGE TEXT	15	0	15	10	15	15		15
PER MYLAR	25	0	25	15	25	25		25
PER PERMIT	15	10		10		15/Pg		15/Pg
E-911 ADDRESS REQUEST				25				25
NEW - PERMITTED								
SINGLE FAMILY RESIDENCE	100+.12/sf	.12/sf	.40/SF	60/40/20	1250	60+.30/SF	750	150+.25/SF
ADDITION/AUXILIARY STRUCTURE	50+.12/sf	.10/SF	.20/SF		600	.10/SF		75+.25/SF
CHANGE USE/HOME OCCUPATION	100+.12/sf	50		60			100	125
SIGNS	100	25						50
ADDITIONAL DWELLING UNIT(ADU)							300/UNIT	250
SHEDS, WOODSHEDS								75
NEW - CONDITIONAL USE				125				
RES/COMM/IND/RECREATIONAL	100+.20/sf	100	.40/SF		1500/2000	250	400	100+.25/SF
ADDITIONS/AUX STRUCTURE	100+.15/sf	50	.20/SF					75+.25
SIGNS	100	25				70	100	50
NEW FENCES, PONDS, LANDSCAPE	100	25				60	100	125
ACCESS PERMIT	100	25	50		100		150	100
PERMIT RENEWALS								
BEFORE EXPIRATION	50	25/10/50			50		50%	75
AFTER EXPIRATION/AFTER NOAV	100	50/25/100			1.5X/2.X		2X	2X/3X

DESCRIPTION	ELMORE 2019	ELMORE PRE 2019	MO-TOWN	WOLCOTT	CHARLOTTE	STOWE	GEORGIA	ELMORE Z.A. PROPOSED
DRB HEARINGS - Conditional use, etc	100		150/250		800			250
APPEALS OF ZA DECISIONS	125		250	125	250	250		250
SUBDIVISIONS								
PLAN REVIEWS - SKETCH					150	250+250/LOT		125
MINOR (1 lot)	125	50		500	600+300/LOT			250/LOT
MAJOR (2+ lots)	150+75/lot	125/LOT	200	1250/3000	1000+500/LOT			250/LOT
RENEWALS	50/100							
LINE ADJUSTMENT	50/LINE		105	50	300	100	300	300
WARNED HEARINGS	50/LOT							100/LOT
OTHER ZA CERTIFICATIONS	100				150		50	100
DEVELOPMENT BEFORE PERMIT			2X		2X			2X
MAX FEE			5,000					4,000

ZONING FEE COMPARISON

CB 3-15-2024

DESCRIPTION	ELMORE 2019	ELMORE PRE 2019	MO-TOWN	WOLCOTT	CHARLOTTE	STOWE	GEORGIA	ELMORE Z.A.
COPY FEES								PROPOSED
ZONING BYLAWS	10	5			15			WEB
TOWN PLAN	20	5			16			WEB
OTHER					1.00/PAGE			1./PG
RECORDING FEES								
PER PAGE TEXT	15	0	15	10	15	15		15
PER MYLAR	25	0	25	15	25	25		25
PER PERMIT	15	10		10		15/Pg		15/Pg
E-911 ADDRESS REQUEST				25				25
NEW - PERMITTED								
SINGLE FAMILY RESIDENCE	100+.12/sf	.12/sf	.40/SF	60/40/20	1250	60+.30/SF	750	150+.25/SF
ADDITION/AUXILIARY STRUCTURE	50+.12/sf	.10/SF	.20/SF		600	.10/SF	100	75+.25/SF
CHANGE USE/HOME OCCUPATION	100+.12/sf	50		60			100	125
SIGNS	100	25					300/UNIT	50
ADDITIONAL DWELLING UNIT(ADU) SHEDS, WOODSHEDS								250
NEW - CONDITIONAL USE				125				75
RES/COMM/IND/RECREATIONAL	100+.20/sf	100	.40/SF		1500/2000	250	400	100+.25/SF
ADDITIONS/AUX STRUCTURE	100+.15/sf	50	.20/SF					75+.25
SIGNS	100	25				70	100	50
NEW FENCES, PONDS, LANDSCAPE	100	25				60	100	125
ACCESS PERMIT	100	25	50				150	100
PERMIT RENEWALS								
BEFORE EXPIRATION	50	25/10/50			50		50%	75
AFTER EXPIRATION/AFTER NOAV	100	50/25/100			1.5X/2.X		2X	2X/3X

DESCRIPTION	ELMORE 2019	ELMORE PRE 2019	MO-TOWN	WOLCOTT	CHARLOTTE	STOWE	GEORGIA	ELMORE Z.A. PROPOSED
DRB HEARINGS - Conditional use, etc	100		150/250		800			250
APPEALS OF ZA DECISIONS	125		250	125	250	250		250
SUBDIVISIONS								
PLAN REVIEWS - SKETCH					150	250+250/LOT		125
MINOR (1 lot)	125	50		500	600+300/LOT			250/LOT
MAJOR (2+ lots)	150+75/lot	125/LOT	200	1250/3000	1000+500/LOT			250/LOT
RENEWALS	50/100							
LINE ADJUSTMENT	50/LINE		105	50	300	100	300	300
WARNED HEARINGS	50/LOT							100/LOT
OTHER ZA CERTIFICATIONS	100				150		50	100
DEVELOPMENT BEFORE PERMIT			2X		2X			2X
MAX FEE			5,000					4,000

Road Commissioner Report June 12, 2024

This report covers May 9, thru June 12.

Work Completed:

1. Brush cut back on E. Elmore, Gate's farm and a section on Symond's mill rd with a rented excavator.
2. Cleaned up most of our truck turn arounds and intersections.
3. Added material and graded the base for Pond rd paving.
4. Pike Industries paved the pond road May 23 and 24.
5. With the exception of a few side roads lots of grading and chloride put down.
6. Ditch work on Mitchell lane.
7. Repairing culvert inlets and outlets.

Equipment:

1. Truck #3. repaired a rear wheel seal and front wheel bearing.
2. Truck #2 at Charlebois for minor repairs and state inspection.

Upcoming:

1. Lot's of culvert work in our future. Will post as we get to them.
2. Working on a new speed limit ordinance with LCPC.
3. Planning with Lafayette inc on new guard rails on Pond road. Then reusing what is salvageable in other areas in town.
4. Working a mitigation grant for backup power at the new town garage.

Road Commissioner
Michel Lacasse

ELMORE ZONING ADMINISTRATOR REPORT

This report covers May 1st through May 30, 2024.

Tasks included:

- Continued reviewing current pending applications.
- Ongoing file maintenance and permit indexing for the past ten years.
- Consultation (Office, phone or e-mail) with **16** prospective applicants/consultants/neighbors for pre-app permit reviews.
- Prepared DRB agenda and Staff notes for June 6 **Warned Hearing**.
- Draft DRB Conditional Use Findings and Decision re: LOWELL, review with DRB members.
- Proposed changes to **Zoning Application fees**. Ready for ACTION!
- Issued **3** Permitted Use Zoning Permits including research, posting, notices and filing.
- Processed 0 Conditional Use Applications.
- Followed up on 3 neighbor "inquiries".
- Updated **ROAD ACCESS PERMIT** Application Forms.
- Review Town Hall Stormwater project.
- Conducted site visits on Beach, Wigner, Lakeview, King, Yankee Way, Symonds Mill, Brown Hill, W. Woodbury & E. Elmore, Draper Farm, Camp, Elmore Mountain, Leahy, Churchill, West Loop, Martineau, Nelson Roads.
- Drafted 5 **Front Porch Forum** articles.
- Draft letter to Yankee Way lot owners regarding violation, resolution, and compliance. (Still under review-not sent)
- Researched Septic System compliance records.
- Site visit on 4 lake properties for site work.
- Attended May 8 Selectboard, May 2 DRB, and May 7 Planning Commission meetings.
- Tasked by Planning Commission to start process on overall Zoning Bylaw update.
- 2 Office visits re ADUs.
- Was in the office 14 days.

Upcoming and continuing projects:

- Hard copy file maintenance.
- Organizing computer files and updating ZA laptop.
- Updating Application Indexes: 2014 thru 2016. Reformat with E-911 addresses.
- Conduct "drive bys" and phone follow-up on permits issued in the last two years for compliance.

Charles Burnham

Zoning Administrator

June 1, 2024