

# TOWN OF ELMORE, VT

## Select Board Meeting

Meeting Minutes – prepared by G. Schwartz  
Status: Approved

**Meeting Date:** July 09, 2025

**Start Time:** 6:00 pm **Adjourn** 7:09 pm

### **Selectboard Members Present:**

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

**Meeting Attendees:** See attached attendance sheet

### **Meeting Recording**

[https://us06web.zoom.us/rec/share/25dyQTpe2wP3RbJatkDTIdst9wHkz8t\\_40TtTfsd4a7xqkLzEf6fenJiq\\_QaeWDx.SS5PTIRd4byQD2Ta?startTime=1752098383000](https://us06web.zoom.us/rec/share/25dyQTpe2wP3RbJatkDTIdst9wHkz8t_40TtTfsd4a7xqkLzEf6fenJiq_QaeWDx.SS5PTIRd4byQD2Ta?startTime=1752098383000)

**Passcode:** 8\*5Bk+z4

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

- 
- **Call To Order:** Caroline DeVore
  - **Review/approve previous meeting's minutes –**  
The Board reviewed minutes from the following meetings:  
June 11, 2025 - Regular Selectboard Meeting  
June 18, 2025 – EMS Meeting  
Motion: S. Fortune moved to approve the minutes. C. Devore seconded the motion  
Vote: Motion passed unanimously.
  - **Review additions or deletions to today's agenda**  
No additions or deletions were requested
  - **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:** Dog Complaints – Camp Road: Animal Control Officer – Dean Mercier

### **Notes:**

- Dean Mercier (Animal Control Officer) gave an overview of complaints received about a resident's dog (Mr. Ferris).
- Dean reported that he attempted to contact Mr. Ferris by phone and in person with no response. The dog continues to be a concern.
- Dean Mercier will look into assessing penalties via a ticket. Ticket sample and proposed penalties to be presented to the ESB by the next Select Board meeting.

## **TOWN OF ELMORE, VT**

### **Select Board Meeting**

- Motion: Glenn Schwartz moved to send the attached letter dated July 9, 2025 as written to Mr. Ferris. Sharon Fortune seconded the motion. The motion passed unanimously.
- Dean Mercier to hand deliver the letter directly from the meeting

**b. UPDATE/DISCUSSION:** Morrisville EMS support – review notice of termination:

Funding overview: Budget FY 2022-2023 → \$26,000 on request of \$35,000. Elmore increased by \$4,500 for 2023/2024 to \$30,500.

Budget held flat for 24/25 at \$30,500 on request of \$35,000. Elmore remitted \$4,500 additional to meet Morrisville's 24/25 request of \$35,000 and agreed to FY 25/26 of \$35,000. Morrisville sent notice of termination effective 7/31/25. Elmore requested a new annual contract at \$35,000 with minimum 12-month notice of termination by either party. Morrisville requested \$39,500 for FY 25/26 with an request for Elmore to issue an RFQ for FY 26/27.

**Notes:**

- The Board discussed the letter from Morrisville EMS terminating the current service agreement as of July 31, 2025.
- The Town had previously increased funding to match requested contributions but was still notified of termination.
- Chair DeVore emphasized the need for clarity and a stable agreement.
- Motion: Glenn Schwartz moved to accept Morrisville's request for \$39,500 (a 13% increase from the request on June 9, 2025) to secure EMS coverage through July 31, 2026. (see attached letter from Morrisville). Sharon Fortune seconded the motion. The motion passed unanimously

**c. DISCUSSION:** Advisory Board representation of Elmore Districts.

**Notes:**

- Discussion was held on ensuring equitable representation from all Elmore districts.
- The board agreed to appoint a 4 person + 1 SB member advisory board to work on a solution to the EMS coverage challenge for Elmore. It was also recommended to include one member from the Elmore Fire Department. This advisory board will report out to the Town in a special session to be warned.
- Interested parties are to contact the SB Chair, Caroline DeVore to express interest in joining the board.

# TOWN OF ELMORE, VT

## Select Board Meeting

**d. APPOINTMENT:** Water system liaison

**Notes:**

- With Bob Burley stepping down, the Board discussed succession planning.
  - Sharon Fortune agreed to post the attached job description for the open position to local social channels and the Town website.
- e. DISCUSSION:** Elmore's Sestercentennial (250<sup>th</sup> year) in 5 years. Early planning for the milestone celebration of the original 1780 grant that established the Town of Elmore. Planning Committee?

**Notes:**

- Chair DeVore initiated early planning discussion for the town's 250th anniversary.
- Proposal to form a community planning committee.
- Interest gauged from attendees; formal recruitment will begin next meeting

**f. REVIEW:** Setting Town Tax Rate; timeline

**Notes:**

- Discussion confirmed that tax rate setting will occur after receipt of the Grand List from the Listers.
- Meeting to be held 7/10/25 at 2:00pm, town offices.

## 2. ACTIVE ITEMS

**a. FOLLOW-UP:** Understanding financial reports. Examples of possible new assistant to aid in report understanding.

**Notes:**

- Caroline DeVore shared insights on exploring support to assist the Board and residents in better interpreting municipal financials.
- A new format of presenting the year end data was reviewed (see attached)
- Discussion To be continued in upcoming meetings.

# **TOWN OF ELMORE, VT**

## **Select Board Meeting**

- b. **UPDATE:** Training on COI and OML; Reminder training to be completed by 6/30/25.

**Notes:**

- Sharon Fortune reminded everyone that all members are required to complete state-mandated training by June 30, 2025.
  - Progress is being made but the majority of the DRB have not completed the training (see attached)
- c. **UPDATE:** Chair participated in UVM focus group re: VT municipal support/technical assistance.

**Notes:** Chair DeVore shared feedback from participating in a UVM-led municipal support focus group. Six towns were represented and discussed a survey about LCPC.

**3. CONTINUING ACTIVE ITEMS**

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

**Notes:** No update provided

- 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**

**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

**Next meeting: 8/06/25 @ 6:00pm. Requests to be on the agenda must be received by the Chair by the last Friday of the preceding month**

Minutes Respectfully Created and Submitted by:

*Glenn Schwartz*

7/10/25

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

Town Of Elmore  
Meeting Attendance Record

ENTER MEETING DATE: 7/9/25

ENTER MEETING NAME: Elmore 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?
Glen Schwartz			✓		ESB Member
Sharon Fortune			✓		ESB Member
Carla Blood	✓				
Cheryl Schwartz	✓				
Charles B. Bunker					ZA
Carline DeVore			✓		SB Member
Dawn Cingney - Kress	✓				
Michel LACASSE			✓		R.C.
Sheila Rense					VIA ZOOM
Ben Picard - Kerscher					" "
George Kress					via Zoom



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

July 9, 2025

Mr. Louis Ferris  
143 Camp Road  
Lake Elmore, VT

Dear Mr. Ferris,

We hope this letter finds you well and enjoying your time in Elmore this summer.

We are writing to inform you that the Elmore Selectboard and our Animal Control Officer have received complaints from residents concerning your dog(s) during your seasonal visits to Lake Elmore. Several individuals have reported being confronted or attacked by your dog(s), and these incidents have raised serious concerns about public safety.

Our Animal Control Officer, Dean Mercier, has visited your property at 143 Camp Road in an effort to discuss these concerns in person. However, as of this writing, he has been unable to make contact.

We encourage you to register your pets with the Town of Elmore, in accordance with Vermont state law. Registration not only ensures compliance but also facilitates responsible pet ownership and community safety.

Under **24 V.S.A. § 2291(10)** and **20 V.S.A. §§ 3546–3549**, Vermont statutes outline the procedures the Selectboard must follow when there is a report of a dog bite or aggressive behavior. These include formal notifications, hearings if warranted, and potential measures to ensure public safety. Our goal is to manage these concerns in a fair and constructive manner and avoid formal proceedings if at all possible.

We kindly ask that you contact Dean Mercier at your earliest convenience to acknowledge this letter and discuss the matter directly. Dean can be reached at 802-274-1653. We've asked Dean to update the selectboard on next steps and your plan to contain your pets while in Elmore.

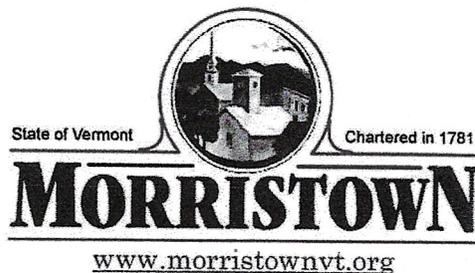
Thank you for your attention to this matter.

Sincerely,

  
The Elmore Selectboard

Caroline DeVore, Chair  
[cdevore@elmorevt.org](mailto:cdevore@elmorevt.org)  
802-888-2637, Elmore Town Offices

CC: Dean Mercier, Animal Control Officer



Administration Office  
P.O. Box 748  
Morrisville, VT 05661

(802) 888-5147

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

Dear Members of the Elmore Selectboard,

I am writing on behalf of the Morrystown Selectboard to follow up on the Town of Elmore's proposal regarding EMS services.

At its meeting last night, the Morrystown Selectboard entered Executive Session to consider Elmore's proposal. After discussion, the Board is willing to provide EMS services to the Town of Elmore for Fiscal Year 2025–2026 at a total cost of **\$39,500**, to be paid in two installments—on July 31st and April 30th.

Additionally, the Morrystown Selectboard recommends that the Town of Elmore issue a Request for Proposals (RFP) for EMS services beginning July 1, 2026. Morrystown would be glad to participate in that process and submit a proposal to provide services for FY 2026–2027 and beyond.

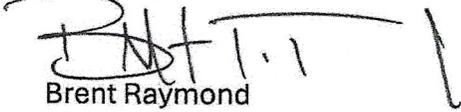
Should you agree to an RFP and for Morrystown to participate, we respectfully request notification of Elmore's decision regarding Morrystown's proposal for FY 2026–2027 services no later than **October 3, 2025**.

If the Town of Elmore does not wish to proceed with the \$39,500 agreement for FY 2025–2026 or does not intend to pursue an RFP process for EMS services beginning in FY 2026–2027 with notification of award to us by October 3rd, then the Morrystown Selectboard's original motion and its associated deadline of **July 31, 2025**, will remain in effect.

Please let us know whether you will be proceeding with an RFP, and whether you would like Morristown to participate by **July 14<sup>th</sup>**.

Thank you for your time and attention to this matter. Please don't hesitate to reach out with any questions or if further clarification is needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Raymond", with a long horizontal flourish extending to the right.

Brent Raymond  
Town Manager  
Town of Morristown

cc: Glenn Schwartz, Elmore SB Clerk  
Sharon Draper, Elmore Town Treasurer  
Sandra Lacasse, Elmore Town Clerk  
Morristown Selectboard  
Corey Boisvert, Chief – Morristown EMS  
Sara Haskins, Morristown Town Clerk

**TOWN OF ELMORE, VT**  
**PO Box 123, Lake Elmore, VT 05657**

**Volunteer Position: Elmore Water System Operations Coordinator**

The Elmore Selectboard is seeking a dedicated volunteer to join the Elmore Water Board and help coordinate operations of the Town's public water system. This critical role supports the safe, compliant, and cost-effective delivery of water to the village center, including the school, church, store, and residences.

**Key Responsibilities:**

- Serve as liaison to State agencies (ANR/DEC) and licensed operator (Ross Environmental Systems)
- Oversee system operations and assist with annual budgeting and reporting
- Collaborate with volunteer testing personnel and maintain compliance with EPA and ANR requirements
- Support emergency response planning and coordinate with the Selectboard on capital planning and system improvements

**Ideal Candidate:**

- Detail-oriented with strong communication skills
- Familiarity with municipal operations, public utilities, or environmental regulations is helpful but not required
- Committed to preserving essential infrastructure for the Elmore community

**Time commitment is flexible and well-supported by experienced volunteers and consultants. Training will be provided.**

To volunteer or learn more, please contact the Elmore Town Clerk at 802-888-2637 or send your letter of interest and resume to: [clerk@elmorevt.org](mailto:clerk@elmorevt.org), or mail to: Town Clerk, Town of Elmore, PO Box 123, Lake Elmore, VT 05657.

# Town of Elmore — FY25 Year-End Financial Summary (Resident Edition)

Period Ending: June 30, 2025

Covers: General Operating + Highway Funds

Source: NEMRC Budget Status Report (Full Detail Below)

## ◆ Top Line Summary

Category	Budgeted	Actual	% of Budget	Notes
General Revenues	\$590,213	\$635,882	107.7%	Strong year for interest, permits, and penalties
General Expenses	\$561,953	\$590,346	105.1%	Slightly over, mostly due to repairs and staffing
General Surplus	-	\$45,536	☑	Healthy year-end surplus
Highway Revenues	\$532,600	\$1,127,766	211.8%	Includes FEMA & equipment fund transfer
Highway Expenses	\$532,600	\$1,212,341	227.6%	Storm work, equipment purchases, material costs
Highway Deficit	-	-\$84,574	⚠	Storm recovery ongoing
Total Net Position	-	-\$39,039	⚠	Offset by planned truck purchase and FEMA delays

☑ **Key Takeaways:** - Revenues were **stronger than expected** overall - Highway overages were **planned or storm-related**, not mismanagement - Zoning and Equipment costs were **board-approved or reserve-funded**

## General Operating Fund Details

### Revenue Summary

Source	Budgeted	Actual	% of Budget	Notes
Property Taxes	\$415,655.64	\$426,970.26	102.7%	On track
Interest & Late Fees	\$11,000.00	\$16,181.22	147.1%	Over by \$5K
Building Permits	\$6,000.00	\$11,018.14	183.6%	High activity
Traffic Fines	\$1,500.00	\$2,341.68	156.1%	Higher enforcement
State Payments (PILOT, CU)	\$88,687.00	\$88,695.15	100.0%	On target
Local Option Tax	\$10,000.00	\$6,255.93	62.6%	Under target
Fund Balance Surplus	\$0.00	\$30,000.00	100.0%	Planned use
<b>Total Revenue</b>	<b>\$590,212.64</b>	<b>\$635,881.87</b>	<b>107.7%</b>	<input checked="" type="checkbox"/>

### Expenses by Category

#### Payroll & Benefits

Item	Budgeted	Actual	%	Notes
Town Clerk, Treasurer, Selectboard, Lister	\$55,000.00	\$55,613.50	101.1%	Normal range
Zoning Admin	\$12,000.00	\$26,593.15	221.6%	<input checked="" type="checkbox"/> Board-approved hour expansion
Health & Insurance	\$13,000.00	\$15,681.49	120.6%	High FICA/CCC costs
<b>Total Payroll</b>	<b>\$98,100.00</b>	<b>\$116,857.13</b>	<b>119.1%</b>	

 Office & Operations

Item	Budgeted	Actual	%	Notes
Computer, Copier, Records	\$14,300.00	\$19,932.39	139.4%	New equipment
Supplies, Postage, Utilities	\$14,700.00	\$11,405.30	77.6%	Under budget
<b>Total Office Ops</b>	<b>\$29,000.00</b>	<b>\$31,337.69</b>	<b>108.1%</b>	

 Public Safety

Item	Budgeted	Actual	%	Notes
Sheriff, Fire, Rescue	\$132,911.00	\$137,411.00	103.4%	On target

 Building & Maintenance

Item	Budgeted	Actual	%	Notes
Maint/Repairs	\$12,000.00	\$25,165.66	209.7%	Major repairs
Insurance	\$7,000.00	\$5,778.09	82.5%	Under
<b>Total</b>	<b>\$19,000.00</b>	<b>\$30,943.75</b>	<b>162.9%</b>	

 General Expenses & Appropriations

Item	Budgeted	Actual	%	Notes
Legal, Cemetery, Ads	\$66,579.00	\$57,288.67	86.0%	Under budget
Town-wide Contributions	\$4,700.00	\$4,700.00	100.0%	All met

 Debt Service

Item	Budgeted	Actual	%	Notes
Fire Truck, Garage Loans	\$195,193.41	\$195,193.41	100.0%	On schedule

 **Total General Expenses:** \$561,953.41 budgeted vs. \$590,346.28 actual =  **105.1%**

 Highway Fund Details

◇ Final Notes for Residents

- Highway overages look dramatic but are **mostly explained by planned truck purchase and FEMA recovery work**
- FEMA reimbursements for **July 2024 storms are still pending**
- Zoning cost increase was **board-approved and now part of future budgets**

Would you like to turn this into a PDF or add charts next?

Elmore Town Required Training Completion- Ethics and Open Meeting Law- July 9, 2025  
 X = Completed Training

Name	Committee/Position	Ethics Training	Open Meeting Law Training
Glenn Swartz	Selectboard-Secretary &EPC	X	X
Caroline Devore	Selectboard-Chair&DRB	X	X
Sharon Fortune	Selectboard-Member	X	X
Sandra LaCasse	Town Clerk	X	X
Sharon Draper	Town Treasurer	X	X
Michelle LaCasse	Road Commissioner	X	X
Eddy Adams	Road Crew		X
Dawn Angney	Kress EPC Co-Chair& Cemetery Comm.	X	X
Bruce Olsson	EPC Co-Chair	X	X
Nancy Davis	EPC	X	X
Michelle Greeson	EPC		
Chris Jolly	DRB Chair		
Jason Cohen	DRB	X	X
Michael Furst	DRB		X
Paul Rouselle	DRB		

# Road Commissioner Report

## July 9, 2025

### Work Done:

1. Grading has been minimal, mostly doing spot grading the worst.
2. Put flags up.
3. Did some repair and de berm work between Softwood road and Tallman.
4. Fix small wash outs as they occur.
5. Towne Excavation hired to do two culverts and ditch work on Tallman road.
6. Been keeping an eye on culvert inlets and cleaning as necessary with all the rains and beavers on the move.

### Equipment:

1. New starter in truck #2.
2. Grader bit blade changed over to carbide.
3. Truck #1 going to Collinsville for a state inspection this week. All the others to follow.
4. New fuel lines installed on the backhoe, engine still has a small sputter.

### Ongoing and Upcoming:

1. Fema June 2024 flood. Federal portion paid \$31,000.00 waiting on the State.
2. Fema July 2024, spending one day a week answering questions and gathering papers that they need.
3. Michel's tree work has been hired to cut back trees and brush on Camp road. Should be starting in the next few weeks. Will be doing area's on Mercia road and Softwood rd this fall.
4. Symond's mill culvert grant. Chris Jolly has been helping on this so we do not lose this, as he is doing the engineering as the state does not have time to do the hydraulic study this construction season. Grant deadline is Sept 15, for completion.
5. Roadside mower rented starting on July 21?

# **ELMORE ZONING ADMINISTRATOR REPORT**

This report covers June 1 thru June 30, 2025.

## **June Project Activity:**

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

WEB Site maintenance. Suggestions to Nick for better organization.

DRB meeting administrative. No warned Hearings.

Reviewed new VLCT Zoning Administrator Handbook (Update 2005 to 2025)

Ordered new Zoning Permit "P" posters – 150

Met with LakeWise group to better coordinate.

Reviewed Zoning District boundaries with DRB.

## **Tasks included:**

- **12** days in the office
- Continued processing current pending applications – **8**
- Office conferences with landowners, surveyors, brokers, attorneys and engineers – **13**
- Phone inquiries - **18**
- Site visits & application follow-up - **12**
- Application consultation & assistance – **6**
- Shoreland activities, State Reports, LakeWise – **6**
- Land Record research – **8**
- Planning Commission support & Meeting– **1**
- Selectboard meeting, follow up & prep – **5**
- NOAV (Notice of alleged violation) – **0**
- Forms update – 3 (Interested Persons, Cert of Compliance, Fees) - **0**
- Environmental Board attention – **0**
- Private Road research & conf – **1**
- DRB Agenda, Warnings, prep, Hearings, Draft Findings & Decisions – **5**
- Listers assistance & Conf, E-911 reviews– **4**
- VLCT, training & Professional inquiries – **2**
- Forest Land, large parcel & abandoned buildings research – **1**
- Driveway and Curb Cut assistance, policy research – **1**
- Office Admin, Zoning Index support, web site support, printer – **7**
- Front Porch Forum articles -**1**
- Bylaw update review & draft notes – **1** (Campers)

**Areas meriting ongoing ZA study:**

Studying camper/travel trailer/RV's monitoring per Section 4.2 of the Zoning Bylaws.

Ongoing assessment of vacant, abandoned or dilapidated structures for possible Zoning follow-up and additions to Zoning Bylaws.

Large landowner and Use Value parcels in Elmore and recent conservation easements and effects on tax revenue. (TBD)

Parcels in the Forest Reserve District. May be unduly restrictive for existing residents. Perhaps allowing accessory buildings with limited exposure to be Permitted Uses or revising district boundaries.

Keeping eyes out for possible new DRB and Planning Commission members.

**JUNE ZONING APPLICATIONS\*\*:**

SMALL, JEFFERY & ANNETTE	196 COURCHAINE	8'X24' Addition
WALL, KEVIN & TRACEY	199 OLD GOULD FARM RD	1 car garage
HAGEMAN, JOE & KIM	289 WORCESTER RIDGE	Pool & patio
PERLIN, NEIL & CONNIE	241 GREAVES HILL	10X12 Woodshed
RYSZ, SHELIA	406 COURCHAINE	Boundary adj.

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

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

WHEELER, Jared & Leah	539 Cross RD	No septic system on dwelling. Engineer working on it.
SCHOBBERLEIN, Eric & Jen	685 Beach RD	Side yard setback issue. Survey in progress.