

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: July 10, 2024

Start Time: 6:00 pm Adjourn: 7:06 pm

Meeting Attendees: See attached attendance sheet

AGENDA

Call To Order: C. DeVore

- **Review/approve previous meeting's minutes** - A motion was made by C. DeVore to approve the minutes of the 6/12/24 and 7/3/24 meetings. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board present at that meeting (G. Schwartz and C. DeVore)
- **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 flooding event of 6/22-23

Notes: The Town may receive FEMA funding if the threshold of \$1.3 Million dollars is met. The damage was fairly localized but Stowe and the Route 12 damage may exceed the dollar required. The Town would receive 75% of our cost from the Federal government. M. LaCasse will continue to follow and submit paperwork as required.

b. DISCUSSION: OSHA Emergency Response Standard; updated proposal

Notes: Andy Jones the Elmore Fire Department Fire Chief stated that OSHA is proposing an update to its Emergency Response Standard. He attended an emergency Lamoille County Mutual Aid Association meeting on 7/9/24 regarding this update. Comments can be submitted to OSHA until July 22. Highlights from the mutual aid meeting include:

- Applies to both full time and volunteer fire departments.
- Requires new fire engine replacement every 15 years.
- Truck tires replaced every 7 years.
- Fire chiefs must be Class 3 certified (none currently exist in VT)
- A medical physical required every 2 years for all members; type of physical dependent on firefighter's role.
- SCBA air pack requirements
- Fire engine brakes to be inspected monthly by a certified technician.

c. UPDATE: Fire Station boiler replacement

Notes: No Update

d. DISCUSSION: Town building repairs and budget approval

Notes: The Town Building window repairs were performed by Richard Draper. The Town Hall stairs and ramp were fixed at a cost of \$200.00. The stairs are safe by should be replaced soon. G. Schwartz to get pricing to replace the stairs and ramp for fall reconstruction.

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2. ACTIVE ITEMS

- a. **UPDATE:** Resignation of Town Attorney; new attorney outreach

Notes: C. DeVore contacted 3 attorneys. As of this meeting she had not received a return call. She will continue to try to make contact with them.

- b. **DISCUSSION:** Board vacancies; EPC and terms to be filled

Notes:

- Nancy Davis and Shorty Towne have expressed interest in joining the EPC. This will be on the EPC September Agenda
- The position of Town Moderator may be open as Jon Gailmor is ill. C. DeVore to reach out to Mr. Gailmor to see if he will continue to be the Town Moderator. If not, C. DeVore will post the opening on our website.

- c. **UPDATE:** Review of formal written guidelines for emergency SB meetings

Notes: C. DeVore will write the policy and distribute the other Select Board Members for review. This will be on the August agenda at which point comments can be made.

- d. **UPDATE:** Grant update; Elmore State Park passes for Elmore Residents

Notes:

- Unfortunately, the grant that G. Schwartz submitted was rejected
- A prescription plan was recommended as an alternate (see attached). This would give individuals the opportunity to visit the Park with a free daily use entry. Park prescription plans are available from local doctors, physician assistants and nurse practitioners.
- A Geen Mountain pass is available at the Town office. This is a lifetime free membership to all residents over 62 years old.
- A new RFP is available for funding in 2025. The parameters and goals of this grant are different than the previous grant and is more applicable to our request. G. Schwartz will apply for the new grant that is due on September 6, 2024.

- e. **UPDATE:** Zoning Fees and recommended updates

Notes: C. Burnham presented the attached updated fee schedule. After review and comments, a motion was made by C. DeVore to approve the updated fee schedule. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board present at that meeting (G. Schwartz and C. DeVore) with an effective date of 7/15/24

- f. **UPDATE:** Traffic speed signs; 2 signs funded by LCSD to be installed.

Notes:

- G. Schwartz ordered the signs on June 26, 2024 from WorkSafe in Barre Vermont. They will take approximately 33 weeks to be delivered.
- Installation will be by the Town Roadway Crew.
- The Invoice will be submitted to the LCSD for reimbursement of one sign. The second sign will be paid under the Elmore Highway budget.
- M. LaCasse will continue to work on getting the required State permit for the signs. In addition he will see if a crosswalk can be installed in front of the Elmore school.

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- g. **UPDATE:** Email Alias setup for Town boards

Notes: Nick Morales has setup the alias emails for all Boards. When emailing a particular Board all members of that board will be copied automatically. The email addresses are as follows;

- a. SelectBoard@Elmorevt.org
- b. Planning@Elmorevt.org
- c. DRB@Elmorevt.org
- d. Zoning@Elmorevt.org

- h. **UPDATE:** Elmore highway maintenance facility; closing discussion on this project

Notes:

- G. Schwartz reported that all punch list items are complete with the exception of 4 bushes that are scheduled to be replaced next week.
- Final Payment to MSI is being approved today.
- The Final construction cost is \$2,082,278.00 which is under budget by \$35,334.00 vs the original bid cost of \$2,117,612.00
- A final property survey will occur the first week of August. The cost estimate to perform this survey is \$1,280.00. We are utilizing the same surveyor that performed the layout for MSI.
- A survey for potential park development ideas is on the Elmore website. G. Schwartz urged everyone to fill it out.

3. CONTINUING ACTIVE ITEMS

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

Notes:

- Changed out culverts on Church Hill Road
- Installed 50 loads of material to fix Bedell Brook Road from the rainstorm
- Continuing to perform weekly road repairs due to heavy rains
- Continuing to cleanout culverts that were damaged in the previous storm

- b. **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, August 14, 2024 @ 6:00pm. Requests to be on the SB agenda must be received by the Chair before the last Friday of the preceding month.

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	7/10/24
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?
Gleason Schwartz		✓	✓		SB Member
Nancy Dawd	✓				citizen
Sherry Tolone	✓				✓
Chris Fox	✓				EFD
Caroline DeVore			✓		SB Member
Don Valentine					Observer
P. BURKHAM					ZA
Dawn Angrey-Kress	✓				
George					
George Kress	✓				observer
Michael Isabell	✓				observer
Michel LACASSE			✓		R.C.
Shelia Rense					VIA ZOOM

Parks Prescription Program connects Vermonters with the outdoors

By Rob Peterson



Vermont State Parks and The Governor's Council on Physical Fitness and Sports continued their ongoing partnership this year to encourage Vermonters to reap the many benefits of getting outdoors. The virtues of outdoor physical activities are broad and significant, from reducing inflammation, improving mood and lowering blood pressure to improving quality of sleep and burning extra calories. The partnership, aimed at improving awareness of these significant health values, connects physicians and their offices with state parks to improve health outcomes and quality of life. Through the program, patients receive "parks prescriptions" from their doctors, physician assistants, and nurse practitioners. Prescription recipients, in turn, gain free day-use entry into state parks when they provide the prescription to park staff upon park entry.

R	VERMONT PARKS PRESCRIPTION
Patient's Name: _____	Age: _____
<i>Physical activity = Good Health = Good Medicine!</i>	
<i>Sig: 1 free visit for one person to a Vermont State Park day use area.</i>	
Signature _____	Date: _____
Sponsored by Vermont State Parks vtstateparks.com and Governor's Council on Physical Fitness and Sports Vermontfitness.org (Facebook @ VT Fitness and Sports)	
Prescription Number: 0001	Expires 10/1/21

For the past seven years, the Governor's Council on Physical Fitness and Sports and the Department of Forests, Parks and Recreation has promoted the program. In 2021 alone, the program distributed over 12,000 prescriptions to physicians' offices with over two hundred health care professionals involved in their distribution. This collaborative effort each year has opened the door to meaningful conversations between patients and their health care professionals

about physical activity and health, according to council chair, Janet Franz. "By providing these passes to medical providers to give to their patients, we help integrate the routine assessment and promotion of physical activity into clinical care. After all, exercise is medicine!", said Franz.

The partnership between the two organizations remains strong and hundreds of prescriptions were turned in at state parks this season. Council member, Dr. David Butsch, knows the value of these doctors' office conversations first-hand from years of talking with patients. "The great value of this program has been that it targets physicians and their offices and allows them a wonderful way to encourage patients to take charge of their lives and their health and to connect with the wonderful outdoors of Vermont. The program has been extremely successful and helpful for physicians in initiating conversations with their patients. Both patients and physicians inquire as early as March about the program which starts at the end of May."

Nate McKeen, Director of Vermont State Parks also sees the value in the collaboration. "Without the Governor's Council on Physical Fitness and Sports, we'd be unable to sustain such a meaningful program which provides tangible benefits to Vermonters. We look forward to continuing this partnership with the council and giving Vermonters the opportunity to experience our diverse park system."

Get outside, get active and be healthy!

Rx Vermont Parks PRESCRIPTION

Ask your doctor for a Parks Prescription
for **ONE FREE VISIT** for one person to a
Vermont State Park day use area.



Rx VERMONT PARKS PRESCRIPTION

Patient's Name: _____ Age: _____

Physical activity = Good Health = Good Medicine!

Sig: Take 1 free visit for one person to a Vermont State Park day use area.

Signature _____ Date: _____

Visit your local Vermont State Park to get outside, get active, and be healthy. Brought to you by your healthcare professional, the Governor's Council on Physical Fitness and Sports, and Vermont State Parks. See back for full details.

www.vtstateparks.com www.vermont.gov

We would like to know about the fun you had at the park! Send your photos to gn.parkprescriptions@vermont.gov to win prizes. Expires 9/4/17

Prescription Number: 0001

Your pass to
a healthy day!



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

Effective: _____ 2

v 2.0

RECORDING FEES

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

NEW PERMITTED USE

Single Family Residence	\$	250.00 + .25/SF
Addition/Auxilliary Structure/Garage	\$	125.00 + .25/sf
Change Use/Home Occupation	\$	125.00
Signs	\$	50.00
Additional Dwelling Unit (ADU)	\$	250.00
Sheds/Woodsheds (80 to 250 sq ft)	\$	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	\$125.00
After Expiration	\$250.00
After Notice of Alleged Violation	

APPEAL OF ZA DECISIONS

\$250.00

SUBDIVISIONS & WARNED HEARINGS

Plan Reviews/Sketch	\$125.00 + \$25/lot
Minor & Major	\$ 250.00/lot
Line Adjustment	\$300.00

OTHER Z.A. CERTIFICATIONS

\$100.00

ELMORE ZONING ADMINISTRATOR REPORT

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

Tasks included:

- 15 days in the office
- Continued processing current pending applications. 4 total.
- Ongoing permit indexing for the past ten years. (2020, 2019, 2015)
- Consultation (Office, phone or e-mail) with **16** prospective applicants/consultants/neighbors for pre-app permit reviews.
- Prepared DRB agenda and Staff notes for July 11th **Warned Hearing**.
- Draft DRB Conditional Use Findings and Decision re: KENYON & LOWELL, review with DRB members, mailout to abutters and applicants.
- Presented changes to **Zoning Application fees** to SB. Revisions in progress.
- Issued **3** Permitted Use Zoning Permits including research, posting, notices and filing.
- Processed 2 Conditional Use Applications.
- Followed up on 12 neighbor or landowner "inquiries".
- Review Town Hall Stormwater project- Meeting with Danforth.
- Conducted 8 site visits on Beach, Elmore Mountain, West Loop, Martineau Roads
- Drafted 3 **Front Porch Forum** articles. (Perhaps 6 positive responses!)
- Draft letter to Yankee Way lot owners regarding violation, resolution, and compliance. (Ready for mailout July 2)
- Site visit on 8 lake properties for site work.
- Attended June 12 Selectboard, June 6 DRB, and June 4th Planning Commission meetings.
- Tasked by Planning Commission to start process on overall Zoning Bylaw update. File set-up.
- 15 phone consults, 11 office consults, 12 technical response e-mails
- 4 Office visits/calls re ADUs.
- Updated misc. WEB pages
- Issued 2 potential violation letters
- 2 Attorney inquiries re permits.

Upcoming and continuing projects:

- 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

July 1, 2024

