

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: September 11, 2024

Start Time: 6:05 pm Adjourn: 8:00 pm

Meeting Attendees: See attached attendance sheet

Call To Order: C. DeVore

- **Review/approve previous meeting's minutes** - A motion was made by G. Schwartz to approve the minutes of the 7/10/24 meeting. C. DeVore seconded the motion. The motion was unanimously approved by the Select Board present at that meeting (G. Schwartz and C. DeVore). - A motion was made by W. West to approve the meeting minutes of the 8/14/24 meeting, based on the attached corrections presented by Nancy Davis. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board.
- **Review additions or deletions to today's agenda** – Availability of video of previous meeting on the Elmore Website (Nancy Davis)
- **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 reimbursement updates

Notes: M. LaCass stated the following

- The Town received payment from FEMA for last years damage (\$117,000.00) but has not received the states portion (7.5%)
- This years June flooding probably will not be covered by FEMA
- M. LaCass to meet with FEMA representatives within the next two weeks
- Do to changes in the rule's repairs can be completed to 100% before FEMA approval
- The private sector deadline for reporting to FEMA is October 21st. Their number is 800-621-3362. Sandra to post on email alert.

b. UPDATE: Environmental Court Cases

Notes: C. DeVore stated that the Town has received written notice that both cases have been dismissed.

2. ACTIVE ITEMS

a. DISCUSSION: International Dark Sky Community – Michele Greeson

Notes: Since Michele Greeson was not available for this meeting this item will be placed on the October agenda

b. UPDATE: Resignation of Town Attorney; new attorney outreach (DeVore 5 min)

Notes: C. DeVore distributed proposed times to the Select Board to meet. C. DeVore to schedule meetings with Proposed attorneys and warn as executive session meeting.

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- c. **UPDATE:** Grant for State Park passes

Notes: No update still under review by the State.

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

Notes: The Elmore Planning Commission recommended the following as per their meeting last week;

- Shorty Towne to complete the term of Kate Sprague (9/24 through 3/26)
- Nancy Davis to fill the open seat on the Board (3/24 through 3/27)

A motion was made by W. West to accept the recommendation of the EPC. G. Schwartz seconded the motion. The motion was unanimously approved by the Select Board. C. Devore to have Nick setup new email addresses.

- e. **DISCUSSION:** Review of written guidelines for SB meetings

Notes: This meeting this item will be placed on the October agenda. W. West suggested 20 minutes be allotted on the agenda to discuss. In addition, it was suggested that the Towns future attorney review these documents after ESB review.

- f. **UPDATE:** Traffic speed signs; 1 sign funded by LCSD to be installed.

Notes: The signs have been delivered to the Town Garage. The Invoice was submitted and acknowledged by the Sheriff's office (Payment was received on 9/12/24). M. LaCass to meet with the State to locate their position in the next couple of weeks.

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

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

Notes: See attached report

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

Notes: See attached report

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. The following Items were discussed

- No one is currently serving on the LCPC Transportation Advisory Committee for the Town of Elmore. C. Devore to verify who is willing to serve and submit the required paperwork
- W. West described the requirements of Act 133
- W. West asked to add the usage of the Town Hall to the next ESB Meeting. He also stated that he was going to check with the State Fire Marshal to check on the maximum occupancy of the Town Hall

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- 5. EXECUTIVE SESSION:** Planned for continued discussion of employee salaries. SB plans to enter Exec Session at conclusion of regular meeting. Request by Don Valentine to meet with SB in Executive Session – topic “discuss several personnel matters and maintain confidentiality”. SB will determine whether this request meets Executive Session guidelines prior to entering the session.

Notes: The Select Board voted to enter Executive Session at 7:11 pm. No Minutes were taken during this session. Executive Session ended at 8:00 pm

Next meeting: Wednesday, October 9, 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: 9/15/24

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?
Glenn Schwartz			✓		SB Member
Warren West			✓		" "
Don Valentine		✓			
Steve					
Nancy Davis					tax payer
C. BURNHAM					ZA
George Kress	✓				
Dawn Angney-Kress	✓				
Caroline Feltore			✓		SB Member
Michel Lacasse			✓		R.C.
Bob Patrick					VIA ZOOM
OWEN REYNOLDS	✓				OBSERVE

Proposed addition to August Select Board Minutes

1.a: Town Flooding Event

Taxpayer in attendance raised concerns about the impact of unmaintained private driveways. The Road Commissioner concurred that this was an issue causing culverts to be compromised and filled with debris and gravel roads to be negatively impacted during rain events. C. DeVore will contact the Elmore ZA and request that he look into how other towns use zoning laws to address this issue. Taxpayer suggested that the Select Board also reach out to other Select Boards for insight into ways they are exploring and/or solutions to these and other costly road events.

4. Non-agenda items

W. West will post the changes to the Vermont Open Meeting Laws for public information and review.

add to August minutes.

Road Commissioner Report

September 11, 2024

This report covers August 14 thru Sept 11.

Work to Date:

1. Meetings with Fema.
2. Earl Gray Road . Ditch work, replaced two culverts, resurfaced,all under Fema.
A few touch ups will be needed to call it finished.(stone work)
3. Bedell Brook rd, flood damage is all repaired.
4. Mowry rd, flood damage is all repaired.
5. Deberm and ditch work north of Bedell Brook Rd and Mowry.
6. Working on ditching, Elmore Knolls.
7. Minimal grading.

Equipment:

1. Grader out of service.
2. Winter tires ordered and delivered.
3. New truck delivery now scheduled for January. Not November.

Upcoming:

1. Will close the Mountain road twice for culvert replacement. One by the Keith Farm the other by Stu Weppeler's house. No date set. Hope to do it next week.
2. Install radar signs.
3. Finish repairing storm damage into Oct.

Michel Lacasse
Road Commissioner

ELMORE ZONING ADMINISTRATOR REPORT

This report covers August 1st through August 31st, 2024.

Tasks included:

- 14 days in the office
- Continued processing current pending applications - 2
- Office conferences with landowners – 26
- Phone inquiries – 5
- Site visits – 11
- Application consultation & assistance – 7
- Response to tree cutting requests – 2
- Land Record research – 3
- Planning Commission support – 3
- Selectboard meeting, follow up & prep – 2
- NOAV (Notice of alleged violation) – 0
- Forms update – 0
- Correspondence & Inquiries – 5
- Submitted 3 **Front Porch Forum** articles.
- Environmental Board attention – 3
- Applications review and follow up – 4
- Private Road research & conf – 0
- DRB Agenda, prep, Findings & Decisions – 14
- Listers assistance – 2
- VLCT & Professional inquiries – 0
- Forest Land research - 1

Upcoming and continuing projects:

- Conduct “drive bys” and phone follow-up on permits issued in the last two year for compliance.
- Provide guidance to Planning Commission in preparation for Town Plan update.
- Prepare and submit monthly U.S. Census Bureau report.

AUGUST PERMITS:

8/8/24	24-31	BROWNE, Kevin & Heather	3029 Elmore Mtn RD	SFR & Garage
8/16/24	24-32	KITONIS, Jerry ROBERTSON, Bradley	519 Yankee Way	Property Line Adjustment

OVERALL SUMMARY: Been on the job since February. 32 weeks.

Average weekly hours: 18.4

Average Monthly hours 81.4 hours.

SAMPLE EXAMPLE OF RECENT NEW ZONING FEES:

Application for 1379sf single family residence and shed: \$769.75
(Permitted Use)

Under former fee schedule it would have been: \$336.60

AND

Recent application for 2000sf single family residence: \$899.75
(Conditional Use)

Under former fee schedule it would have been: \$440.00

AND

Property Line Adjustment (Permitted Use): \$340.00

Under former fee schedule it would have been: \$50.00

Charles Burnham,

Zoning Administrator