

TOWN OF ELMORE, VT

Meeting of the Elmore Select Board

Meeting Date: **Wednesday, June 11, 2025 @6:00pm**

Meeting Type: Regular

Agenda Version Number: Final Note: Final Agenda will post at minimum 24 hours prior to meeting

ESB Members: Caroline DeVore-Chair, Glenn Schwartz-Clerk, Sharon Fortune, Elmore Road Commissioner: Michel Lacasse
Meeting will be held at the Elmore Town Office and by Zoom.

JOIN ZOOM MEETING: <https://bit.ly/ElmoreZoom>

Meeting ID: 677 090 6765 Passcode: 8888 | Phone: +16465588656 Meeting ID: 677 090 6765 Passcode: 8888

NOTE: SELECTBOARD MAY ENTER EXECUTIVE OR DELIBERATIVE SESSION(S)

Agenda: *Requester should be the same individual as the presenter.
*3rd party or representative presentations are discouraged.
*Request agenda slot to Select Board - minimum 1 week prior

Time Allocations:

ITEM TYPE	1 st Speaker	Next Speaker	Max total time
1. Special Topics	Assigned by Select Board		Set by SB
2. New	5 Min	2 Min ea.	10 Min total
3. Active	5 Min	2 Min ea.	10 Min total
4. Completed	2 Min	1 Min ea.	5 Min total
5. Non-Agenda	5 Min	2 Min ea.	10 Min total

CALL TO ORDER: Chairman

- Review/approve previous meeting's minutes, Review additions or deletions to today's agenda
- Conflict of Interest review for agenda items

1. SPECIAL TOPICS (Note: Topic will be addressed for time noted with follow-up as needed and noted by the SB.)

- DISCUSSION: Deferred from May:** Food Shelf in Elmore – Mary Collins' email (10 min)

2. ACTIVE ITEMS

- REVIEW:** Quarterly financial review with the Town Treasurer (All – 15 min)
- DISCUSSION:** Morrisville EMS support – review summary of service, budgeted amount and requested higher funding levels
Budget for 2022-2023 was for \$26,000 on request of \$35,000, increased by \$4,500 for 2023 – 2024 (to \$30,500), budget held flat in last budget year to \$30,500 on request of \$35,000. To date, no reports of services provided or contribution % for Elmore. Will explore service levels, expectations, reports, etc. during this session:
Brent Raymond, M'ville Town Manager, Don McDowell, M'ville SB Chair to attend (All 20 min)
- DISCUSSION:** Northeast Wilderness Trust – Eagle Ledge Trail (Sophie Ehrhardt 15 min)
- REVIEW:** Final Review/Adoption: SOPs for Open Meetings and Contacting Town Attorney (All – 5 min)
- UPDATE:** Stormwater Mitigation: Raingarden planting update. (3 min)
- UPDATE:** Town Hwy Maint Facility (insulation, ridge cap, etc.) (5 min)
- UPDATE:** Training on COI and OML; Reminder training to be completed by 6/30/25. (Fortune 5 min)
- NOTE:** Grand List Extension Request (Listers) signed by SB 6/1/25. No action.
- NOTE:** Rt 12 culvert updates scheduled to start 5/12/25 lasting through summer. No action.
- NOTE:** 2025 Elmore LEMP (Local Emergency Mgmt Plan) submitted.
- NOTE:** Grant awarded! FY25 Municipal Planning Grant. \$15,000 paperwork complete

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

- UPDATE:** Community Communication (DeVore 5 min)
 - Include any updates on blogs or general communication.
- UPDATE:** Road Commissioner's Report (10 min)
- UPDATE:** Zoning Administrator's Report (10 min)

4. PUBLIC COMMENTS (Speakers may comment for up to 2 minutes. Total agenda time of 10 minutes unless Chair contacted in advance.)

5. NON-AGENDA/OTHER ITEMS (Time Available and As Needed)

- Routine Administrative, operations items and payment approvals.

6. EXECUTIVE SESSION: Not planned for 6/11/25 meeting

Next meeting: July 9, 2025 @ 6:00pm. Requests to be on the agenda must be received by the Chair by the last Friday of the preceding month.

Town of Elmore Open Meetings Standard Operating Procedure (SOP)

Effective: June 11, 2025

Purpose: The purpose of this SOP is to outline the process for calling and conducting open meetings for the Town of Elmore. By following these guidelines the Town of Elmore can ensure that all public meetings are in compliance with the State of Vermont Open Meeting Law (Act 133) and give Elmore residents openness and accessibility to public bodies.

Scope: This SOP applies to all public bodies in the Town of Elmore and describes emergency meetings, special meetings and regular meetings. This includes the Select Board, Planning Commission, Development Review Board, and Cemetery Commission.

Responsibilities: It is the responsibility of each member of an Elmore public board or commission to know and adhere to this SOP, serving the residents of Elmore with transparent and consistent information.

Definitions:

- SOP is defined as a Standard Operating Procedure.
- Public Body is defined as boards and commissions of a municipality required to comply with the Open Meeting Law.
- Meeting refers to a gathering of a quorum to discuss business or take action. It is NOT a meeting if members communicate to schedule a meeting, organize an agenda, or distribute materials to discuss at a meeting, AND no other business of the body is discussed or conducted.
- Quorum is defined as the majority of the members of a public body.
- Chairperson is defined as the presiding officer of a board.
- Emergency Meetings are defined as those called only when necessary to respond to an unforeseen occurrence or condition that needs immediate attention. These situations require action to protect public health, safety, or welfare.
- Special Meetings are defined as any meeting required to address a specific topic that arises outside of the regular meeting schedule.
- Regular meetings are defined as meetings that have predefined schedules and meet at the Town Office

Select Board meets the 2nd Wednesday of each month at 6:00pm

Development Review Board meets the 1st Tuesday of each month at 6:00pm

Planning Commission meets the 3rd Thursday of each month at 5:30pm

Cemetery Commission meets quarterly with date/time TBA each quarter

- Agenda is defined as an outline that allows interested members of the public to be reasonably informed about what specific topics shall be discussed, and what actions may be taken at the meeting. The agenda shall have physical and remote participation information.
- Warning is defined as public notice of a meeting including the purpose, date, time and location of the meeting.
- Minutes are defined as a permanent record of all topics and motions that arise at a meeting and must give a true indication of the business of the meeting. Minutes include the names of all the members of the public body and all participants and attendees. All motions, proposals, and resolutions made shall be documented and shall include their dispositions along with the results of all votes. Action to be taken regarding public questions or concerns shall also be included.

Procedure: Calling and Warning Meetings

Emergency Meetings

- Shall only be called by the chairperson or quorum.
- There is no agenda requirement.
- Warning shall be given as soon as possible.
- An emergency meeting should not be used if the public body is able to comply with the 24-hour notice requirements for special meetings.

Special Meetings

- Shall be requested by the chairperson, quorum or public petition.
- A public petition request shall be forwarded to the board chairperson following verification of signatures.
- A quorum vote of a board shall decide if a special meeting is warranted.
- An agenda shall be prepared by the chairperson or designated board member.
- Warnings shall be posted at least 24 hours in advance and include the agenda and supporting documents.
- Warning shall be posted to public forums, posted at designated Town sites and posted to the Town website.

Routine Meetings

- An agenda shall be prepared by the chairperson or designated board member.
- Agenda requests must be submitted to the Chairperson or acting Chairperson for inclusion at least 7 days prior to the meeting.
- If a quorum cannot be established prior to a scheduled meeting, the meeting shall be rescheduled for the third Wednesday of the month. If the third Wednesday cannot confirm a quorum, then the chairperson shall select a new date.
- Warning shall be posted at least 48 hours in advance and include the agenda and supporting documents.

- Warning shall be posted to public forums, posted at designated Town sites and posted to the Town website.

Procedure: Conducting a Meeting

- The Chairperson shall call the meeting to order and verify the presence of a quorum before proceeding with the agenda.
- Meetings shall follow Robert’s Rules of Order.
- Time limits may be assigned for agenda items.
- All attending individuals must sign in.
- Public may participate remotely and must identify themselves when they join.
- Vermont Open Meeting Laws shall be followed for meeting documentation
 - Video recordings shall be made for each meeting.
 - Video recordings shall be posted on the Town website with corresponding viewing link information.
 - Written minutes shall be recorded by a designated board member.
 - Following each meeting, draft minutes shall be posted within 5 days to the Town website.
 - Draft minutes shall be reviewed, discussed, and approved at the next regular meeting and made available on the Town website.
- Executive Session is permissible but only after a finding that “premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage.” To enter executive session, a motion must be made in open session that indicates its reason for doing so. Minutes are not to be taken during executive sessions.

Compliance:

Municipalities must post on their websites: An explanation of procedures for submitting notice of OML violation to the public body or Attorney General and a copy of the text of 1 V.S.A. § 314

If the public body acknowledges a violation of the open meeting law, it must cure the violation within 14 calendar days. The public body must either ratify, or declare as void, any action that was taken at or resulted from:

- A meeting with an improperly public announcement and posting of regular, special, and emergency meetings.
- A meeting that a person or the public was wrongfully excluded from attending.
- An executive session, or a portion of an executive session, that was not authorized
- The public body must adopt specific measures that actually prevent future violations.

A quorum may meet to:

- perform administrative functions such as scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, clerical work, or work assignments of staff or other personnel. Routine, day-to-day administrative matters that do not require action by the public body so long as no money is appropriated, spent, or encumbered.
- Other functions. Occasions when a quorum of a public body attends social gatherings, conventions, training programs, press conferences, media events, etc.
- Meeting of a Different Public Body. A gathering of a quorum of a public body at a duly warned meeting of another public body.
- Site inspections for tax assessments or abatements.

If members of the body stray into discussing the business of the body at any of the above gatherings where a quorum is present, a meeting shall have taken place.

Revision History

This SOP may be amended by a majority vote of the Select Board members at a regular meeting. Revision history entries shall include:

- Date of revision
- Description of the changes
- Names of individuals that approved the changes

Appendix

Act 133 Vermont Open Meeting Law

1 V.S.A. § 314 Penalty and Enforcement

Town of Elmore Open Meetings Standard Operating is approved for use on June 11, 2025.

Select Board Member

Signature

Vote

Caroline DeVore (Chair)

Glenn Schwartz

Sharon Fortune

Revision History Record
(revision documentation after 6/11/2025)
Multiple revision dates may be entered on this page

Date of Revision:

Description of the change:

Revision approved by (include voting record)

Town of Elmore Annual Review Signature Page

2025

I have read and understand the Town of Elmore Open Meetings SOP.

NAME

SIGNATURE

DATE

Bruce Olsson

Dawn Angney-Kress

Michele Greeson

Nancy Davis

Chris Jolly

Jasosn Cohen

Michael Furst

Paul Rouselle

John Fish

Kathy Miller

Mike McCarthy

Susan Stephenson

Tab 1

Town of Elmore Attorney Contact Standard Operating Procedure (SOP)

Effective: June 11, 2025

Purpose: The purpose of this SOP is to outline the procedure for contacting the Elmore Town Attorney and to avoid attorney fees when possible.

Scope: This SOP applies to all public bodies in the Town of Elmore and includes the Select Board, Planning Commission, Development Review Board, Cemetery Commission, Zoning Administrator and Town employees.

Responsibility: It is the responsibility of individuals and boards under the scope of this SOP to adhere to these procedures. It is the responsibility of the Select Board to determine when outreach to the Town Attorney is warranted and to ensure taxpayer dollars are wisely spent.

Definitions:

- SOP is defined as a Standard Operating Procedure
- VLCT is defined as the Vermont League of Cities and Towns
- Chairperson is defined as as the presiding officer of a board
- Quorum is defined as the majority of the members of a public body
- Requestor is defined as the individual initiating the Town Attorney Contact Form

The Select Board Chairperson, Town Clerk, Town Treasurer and Zoning Administrator are the only positions in the Town or Elmore that may contact the Town Attorney directly.

Procedure steps for the above positions

1. The VLCT legal department should be utilized, if practical.
2. The Elmore Direct Town Attorney Contact Form must be completed.
3. The question for consideration may be generalized to avoid individual names.
4. The summary recorded on the Direct Town Attorney Contact Form shall be presented at the next regular Select Board meeting for review and documentation. If the question legally falls under attorney/client privilege, Vermont Open Meeting laws governing Executive Session shall be followed.
5. Completed forms are to be filed at the Town Clerk Office

Procedure steps for Town Attorney Contact for all other Town of Elmore positions

1. **SECTION 1** of The Town Attorney Contact Form must be completed. This includes:
 - Name of individual submitting the form
 - a. Date
 - b. Question for consideration
 - i. May be generalized to avoid individual names
 - c. Contact and response information from VLCT legal department.
2. If the VLCT response is accepted the Contact form shall be forwarded to the Select Board Chairperson or other Select Board member for documentation.
3. If the VLCT response is not accepted or further review is recommended, the requester shall forward the question to the Select Board Chairperson or other Select Board member for review.

4. **SECTION 2** documents the Select Board Review. If the question is not time-sensitive or urgent, the Select Board shall evaluate the Contact Form information at the next regular Select Board meeting. If the question is time-sensitive or urgent, the Select Board may call a Special Meeting to evaluate the Contact Form information.
5. The Select Board quorum vote is required to contact the Town Attorney
6. Quorum vote to deny Town Attorney contact shall result in the Select Board documenting their summary reasoning for the decision to deny.
7. Quorum vote to proceed with contact shall result in the Select Board documenting their summary reasoning for the decision to proceed.
8. The Select Board Chairperson or other designated Select Board member shall notify both the Town Attorney and requestor by email and supply the Town Attorney with the Contact Form and supporting documentation. This date of contact is documented on the form.
9. **SECTION 3** Documents the Town Attorney response. The Town Attorney may request more documentation or clarification by direct contact with the requestor.
10. The Town Attorney shall deliver their response to the Select Board and the requestor.
11. If Step 10 sufficiently answers the posed question, the form and documentation is to be filed in the Town Clerk office with SECTION 3 completed. This includes the total cost for this question and all supporting documentation. The summary (including cost) recorded on the Town Attorney Contact Form shall be presented at the next regular Select Board meeting for review and documentation. If the question legally falls under attorney/client privilege, Vermont Open Meeting laws governing Executive Session shall be followed.
12. If Step 10 does not sufficiently answer the posed question, or more follow-up is required, Steps 4-10 shall be repeated, and documented in SECTION 3 until satisfactory conclusion is reached. When a satisfactory conclusion is reached, the form and documentation is to be filed in the Town Clerk office with SECTION 3 completed. This includes the total cost for this question and all supporting documentation. The summary (including cost) recorded on the Town Attorney Contact Form shall be presented at the next regular Select Board meeting for review and documentation. If the question legally falls under attorney/client privilege, Vermont Open Meeting laws governing Executive Session shall be followed.

Compliance

- Adherence to Vermont Open Meeting Laws

Revision

- This SOP shall be amended by a majority vote of the Select Board members at a regular meeting. Revision history entries shall include:
 - Date of revision
 - Description of the changes
 - Names of individuals that approved the changes
- This SOP shall not undergo revision during any unresolved issue before the Town Attorney

Appendix

- Town Attorney contact information
- Town Attorney fee schedule
- Elmore Direct Town Attorney Contact Form
- Elmore Town Attorney Contact Form

Town of Elmore Attorney Contact Standard Operating Procedure and Attorney Contact Forms are approved for use on June 11, 2025

Select Board Member

Signature

Vote

Caroline DeVore (Chair)

GlennSchwartz

Sharon Fortune

Revision History Record
(revision documentation after 6/11/2025)
Multiple revision dates may be entered on this page

Date of Revision:

Description of the change:

Revision approved by (include voting record)

Elmore Direct Town Attorney Contact Form

Select Board Chairperson, Town Clerk, Town Treasurer and Zoning Administrator

Name of Requestor	Date
Question to be considered	

VLTC Contact Name	Date
Response	

Direct Contact to Town Attorney	Date
Response	

Follow-up Contact if required	Date
Response	

**All supporting documentation is attached and filed in the Town Clerk Office.
This will include all attorney fees and associated costs to the Town of Elmore.**

Elmore Town Attorney Contact Form

SECTION 1 Requestor

Name of Requestor

Date

Question to be considered

VLTC Contact Name

Date

Response

SECTION 2 Select Board Review

Date request was considered

Select Board member vote record

Quorum Decision to Deny Summary

Quorum Decision to proceed with Contact to the Town Attorney Summary

Date Town Attorney is contacted

SECTION 3 Town Attorney Response

Response acceptable

Summary of Response

Response unacceptable to requestor

Date of Select Board review and vote record

Quorum vote deny summary

Quorum vote to proceed summary

**All supporting documentation attached and filed in the Town Clerk Office.
This will include all attorney fees and associated costs to the Town of Elmore.**

Town of Elmore Annual Review Signature Page 2025
I have read and understand the Town of Elmore Attorney Contact SOP.

NAME	SIGNATURE	DATE
Charlie Burnham		
Sandra Lacasse		
Sharon Draper		
Bruce Olsson		
Dawn Angney-Kress		
Michele Greeson		
Nancy Davis		
Chris Jolly		
Jasosn Cohen		
Michael Furst		
Paul Rouselle		
John Fish		
Kathy Miller		
Mike McCarthy		
Susan Stephenson		
Michel Lacasse		
Eddie Adams		

Tab 2

Caroline DeVore

From: Sophie Ehrhardt <sophie@newildernesstrust.org>
Sent: Thursday, June 5, 2025 3:24 PM
To: Glenn Schwartz; Sharon Fortune; Caroline DeVore
Subject: Erosion Prevention Near Eagle Ledge Trail

Dear Elmore Select Board Members,

I'm reaching out to you from Northeast Wilderness Trust regarding some work we are undertaking next to Eagle Ledge Trail where it runs through the Woodbury Mountain Wilderness Preserve.

The project we have planned is focused on preventing ORV and ATV trespass in spots where vehicles are being driven off Eagle Ledge Trail and onto our property, resulting in substantial damage to wetlands. Our hope is that we can prevent the extensive erosion that is happening and thereby protect the Elmore Branch river and associated wetland complex from the disturbances that are occurring with regularity.

We would appreciate the opportunity to present to your Board about the impacts we are seeing and the project we have planned. I believe our interests align well in ensuring public access while protecting the watershed and the wildlife in the area and it would be great to discuss this together.

Vermont Youth Conservation Corp will be commencing work on the preserve on June 17th. We could present to your Board on June 11 if there is still time to get on the agenda, or on July 9th otherwise.

Best,
Sophie



Sophie Ehrhardt (*she/her*)
Vermont Land Steward

sophie@newildernesstrust.org
802.224.1000 ext. 103

17 State Street, Suite 302
Montpelier, Vermont 05602
www.newildernesstrust.org

Conserving forever-wild landscapes for nature and people.



In-office Mondays only.

Revenue & Expenses

Town of Elmore General Ledger
Current Yr Pd: 12 - Budget Status Report
General

06/10/25
01:32 pm

Account	Budget	Actual % of Budget	Actual
11-6-01-001.00 Property Taxes	415,655.64	426,970.70	102.72%
11-6-01-002.00 Interest Late Taxes	4,000.00	6,224.91	155.62%
11-6-01-003.00 Delinquent Tax Penalty	7,000.00	9,025.39	128.93%
11-6-02-001.00 Hold Harmless CU	68,384.00	68,384.00	100.00%
11-6-02-002.00 PILOT	3,153.00	3,153.00	100.00%
11-6-02-003.00 State Land - PILOT	16,500.00	16,658.15	100.96%
11-6-02-005.00 Equalization Payment	650.00	656.00	100.92%
11-6-02-007.00 CU Withdraw Penalty	0.00	4,030.00	100.00%
11-6-03-001.00 Building Permits	6,000.00	9,493.14	158.22%
11-6-03-002.00 Dog Licenses	400.00	1,011.00	252.75%
11-6-03-003.00 Beverage Licenses	70.00	0.00	0.00%
11-6-03-004.00 Traffic Fines	1,500.00	2,246.18	149.75%
11-6-03-005.00 Excess Weight Permits	400.00	315.00	78.75%
11-6-03-006.00 Copier Fees	500.00	791.00	158.20%
11-6-03-007.00 Dog Kennel	0.00	0.00	0.00%
11-6-03-008.00 Marriage License	0.00	15.00	100.00%
11-6-03-009.00 Recording Fees	6,000.00	7,931.00	132.18%
11-6-03-010.00 Invest interest	20,000.00	35,839.72	179.20%
11-6-03-011.00 Restoration Fees	0.00	0.00	0.00%
11-6-03-012.00 Elmore 5K Run	0.00	3,719.83	100.00%
11-6-03-013.00 Local Option Tax	10,000.00	6,255.93	62.56%
11-6-09-001.00 Misc. Revenue/Expenses	0.00	0.00	0.00%
11-6-09-006.00 Prior year surplus	30,000.00	30,000.00	100.00%
Total Revenues	590,212.64	632,719.95	107.20%
11-7 ADMINISTRATION			
11-7-10 PAYROLL & BENEFITS			
11-7-10-115.01 Town Clerk Salary	28,000.00	26,384.54	94.23%
11-7-10-115.02 Town Treasurer Salary	12,000.00	11,430.00	95.25%
11-7-10-115.03 Selectboard Salary	3,000.00	3,000.00	100.00%
11-7-10-115.04 Lister Salary	15,000.00	5,287.50	35.25%
11-7-10-115.05 Clerk Fees	0.00	0.00	0.00%
11-7-10-115.06 Delinq. Tax Col. Fee	2,000.00	0.00	0.00%
11-7-10-116.01 Pc/drb/aud.stipend	4,600.00	4,400.00	95.65%
11-7-10-116.02 Zoning Administrator	12,000.00	26,593.15	221.61%
11-7-10-116.03 Animal Control Officer	500.00	0.00	0.00%
11-7-10-120.01 Outside Services	7,500.00	5,460.00	72.80%
11-7-10-120.02 Lake Access Greeter	0.00	-1,832.50	100.00%
11-7-10-210.00 Employee Health Ins.	6,500.00	6,420.59	98.78%
11-7-10-220.00 Employee Fica/Medi/CCC/Re	6,500.00	7,122.07	109.57%
11-7-10-220.02 CCC Tax	0.00	1,061.21	100.00%
11-7-10-250.01 Unemployment Ins.	0.00	912.00	100.00%
11-7-10-290.00 Education	500.00	170.00	34.00%
Total PAYROLL & BENEFITS	98,100.00	96,408.56	98.28%
11-7-20 OFFICE OPERATIONS			
11-7-20-310.01 Planning Comm. Exp.	0.00	0.00	0.00%

Account	Budget	Actual % of Budget	Actual
11-7-20-330.01 Reappraisal	0.00	0.00	0.00%
11-7-20-431.01 Computer	11,000.00	6,589.88	59.91%
11-7-20-431.02 Copier	800.00	1,153.55	144.19%
11-7-20-431.03 Digital Records Support	1,920.00	1,760.00	91.67%
11-7-20-530.00 Telephone	750.00	624.33	83.24%
11-7-20-531.00 Postage	2,000.00	1,934.88	96.74%
11-7-20-610.01 Office Supplies/ Expense	2,500.00	2,701.81	108.07%
11-7-20-610.02 Tax Maps/GIS Maps	5,500.00	5,100.00	92.73%
11-7-20-622.01 Heat, Light, Power	3,500.00	3,124.73	89.28%
11-7-20-622.02 Village Lights	2,000.00	1,897.98	94.90%
Total OFFICE OPERATIONS	29,970.00	24,887.16	83.04%
11-7-30 BUILDINGS & GROUNDS			
11-7-30-450.00 Building/prop. Maint.	12,000.00	23,352.66	194.61%
11-7-30-520.00 Insurance Bldgs/liab/WC	7,000.00	5,778.09	82.54%
Total BUILDINGS & GROUNDS	19,000.00	29,130.75	153.32%
11-7-50 PUBLIC SAFETY			
11-7-50-330.01 Lamaille Sheriff Dispatc	29,227.00	29,227.00	100.00%
11-7-50-330.02 Lamaille Sheriff Traffic	17,984.00	17,984.00	100.00%
11-7-50-330.03 Morristown Rescue Squad	30,500.00	30,500.00	100.00%
11-7-50-330.04 Elmore Fire Dept./East Sq	46,200.00	46,200.00	100.00%
11-7-50-411.00 Municipal Water Sys Fee	9,000.00	9,000.00	100.00%
Total PUBLIC SAFETY	132,911.00	132,911.00	100.00%
11-7-60 FIRE DEPT EXPENSE			
11-7-60-520.00 Fire Equip & W/C Ins.	6,500.00	7,014.63	107.92%
11-7-60-810.00 Fire Dept. Reserve Fund	9,000.00	9,000.00	100.00%
Total FIRE DEPT EXPENSE	15,500.00	16,014.63	103.32%
11-7-70 GENERAL EXPENSES			
11-7-70-120.00 Election Expense	2,000.00	836.00	41.80%
11-7-70-333.00 Legal Expenses	8,000.00	2,485.45	31.07%
11-7-70-460.01 Elmore Cemetary	4,500.00	4,500.00	100.00%
11-7-70-490.00 County Tax	20,844.00	20,844.00	100.00%
11-7-70-535.01 Fire Dept/Store Fire Work	2,500.00	2,500.00	100.00%
11-7-70-540.00 Notices/advertise	3,000.00	1,762.00	58.73%
11-7-70-550.00 Town Report	1,500.00	969.47	64.63%
11-7-70-560.00 VLCT Dues	2,335.00	2,335.00	100.00%
11-7-70-560.04 LCPC Dues	1,500.00	780.85	52.06%
11-7-70-560.06 Morristown Public Library	3,000.00	3,000.00	100.00%
11-7-70-560.08 Milfoil Control	15,000.00	15,000.00	100.00%
11-7-70-561.00 Animal control/Kennel	200.00	0.00	0.00%
11-7-70-565.00 Green Up Day Expense	2,000.00	1,308.00	65.40%
11-7-70-580.01 Zoning & Lister Exp/miles	200.00	26.50	13.25%
Total GENERAL EXPENSES	66,579.00	56,347.27	84.63%

Account	Budget	Actual % of Budget	Actual
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11-7-80 DEBT SERVICE

11-7-80-820.02 Loan Fire Truck	28,646.23	29,025.68	101.32%
11-7-80-820.03 Garage Construction Loan	77,320.00	77,320.00	100.00%
11-7-80-830.02 Loan Interest Fire Truck	2,459.65	2,080.20	84.57%
11-7-80-830.03 Interest Bond Loan Garage	86,767.53	86,767.53	100.00%

Total DEBT SERVICE

195,193.41	195,193.41	100.00%	
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11-7-90-810.00 Fire Dept. Reserve Fund	0.00	0.00	0.00%
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Total ADMINISTRATION

557,253.41	550,892.78	98.86%	
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11-8 APPROPRIATIONS

11-8-95-950.01 American Red Cross	150.00	150.00	100.00%
11-8-95-950.02 Central Vt Adult Educatio	150.00	150.00	100.00%
11-8-95-950.04 Ctrl VT Council Aging/RSV	250.00	250.00	100.00%
11-8-95-950.05 Clarina Howard Nichols Ct	250.00	250.00	100.00%
11-8-95-950.07 Lamcille Comm. Food Share	750.00	750.00	100.00%
11-8-95-950.08 Lamcille Restorative Cent	150.00	150.00	100.00%
11-8-95-950.09 Lamcille County Mental He	250.00	250.00	100.00%
11-8-95-950.11 Lamcille County Plan. Com	0.00	0.00	0.00%
11-8-95-950.12 Lamcille Economic Devel.	150.00	150.00	100.00%
11-8-95-950.13 Lamcille Family Center	250.00	250.00	100.00%
11-8-95-950.14 Lamcille Home Health Hosp	250.00	250.00	100.00%
11-8-95-950.15 Lamcille Housing Partners	150.00	150.00	100.00%
11-8-95-950.16 Meals On Wheels	250.00	250.00	100.00%
11-8-95-950.17 North Country Animal Leag	150.00	150.00	100.00%
11-8-95-950.18 Elmore Cemetary Comm	0.00	0.00	0.00%
11-8-95-950.21 Rural Community Transport	250.00	250.00	100.00%
11-8-95-950.22 Vt Center Independent Liv	150.00	150.00	100.00%
11-8-95-950.25 Morristown Public Library	0.00	0.00	0.00%
11-8-95-950.26 Lamcille Habitat for Huma	0.00	0.00	0.00%
11-8-95-950.27 Lamcille Cty Special Inv	250.00	250.00	100.00%
11-8-95-950.28 VT Rural Fire Prot. Task	0.00	0.00	0.00%
11-8-95-950.29 Elmore Community Trust	250.00	250.00	100.00%
11-8-95-950.31 Vermont Family Network	150.00	150.00	100.00%
11-8-95-950.35 River Arts	250.00	250.00	100.00%
11-8-95-950.40 Salvation Farms	250.00	250.00	100.00%

Total APPROPRIATIONS

4,700.00	4,700.00	100.00%	
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Total Expenditures

561,953.41	555,592.78	98.87%	
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Total General

28,239.23	77,127.17		
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12-6-01-001.00 Property Taxes	477,600.00	477,600.00	100.00%
12-6-02-001.00 State Aid	55,000.00	57,819.08	105.13%
12-6-06-001.00 Highway Grants	0.00	135,003.90	100.00%
12-6-06-002.00 FEMA - July 2023 Storm	0.00	140,885.13	100.00%

Account	Budget	Actual % of Budget	Actual
12-6-06-003.00 2023 Reimb Garage Constr	0.00	21,872.00	100.00%
12-6-07-001.00 Equip Fund/Reserve	0.00	223,777.36	100.00%
12-6-70-002.00 Transfer In-Garage Constr	0.00	39,264.85	100.00%
Total Revenues	532,600.00	1,096,222.32	205.82%
12-7-10 PAYROLL & BENEFITS			
12-7-10-110.01 Crew #1	69,000.00	76,745.97	111.23%
12-7-10-110.02 Crew #2	56,000.00	58,981.57	105.32%
12-7-10-110.03 Other Labor	13,000.00	26,931.25	207.16%
12-7-10-110.99 Education & Training	500.00	20.00	4.00%
12-7-10-116.00 Road Comm.	3,600.00	3,300.00	91.67%
12-7-10-210.00 Health Ins	55,000.00	46,074.07	83.77%
12-7-10-220.00 W/h Taxes	10,000.00	12,575.42	125.75%
12-7-10-221.00 Unemployment	500.00	0.00	0.00%
12-7-10-230.00 Retirement	6,000.00	7,646.55	127.44%
12-7-10-260.00 W/c Ins.	9,000.00	11,123.38	123.59%
12-7-10-290.00 Uniforms	4,500.00	4,217.61	93.72%
Total PAYROLL & BENEFITS	227,100.00	247,615.82	109.03%
12-7-20 TOWN GARAGE			
12-7-20-430.00 Shop Maint/repair	8,000.00	3,929.84	49.12%
12-7-20-530.00 Phone/communication	1,500.00	1,640.69	109.38%
12-7-20-611.00 Oxygen	0.00	585.89	100.00%
12-7-20-620.00 Garage Heat/light/power	0.00	19,904.24	100.00%
Total TOWN GARAGE	9,500.00	25,060.66	274.32%
12-7-30 Building & Grounds Constr			
12-7-30-720.11 Garage Construction	0.00	0.00	0.00%
Total Building & Grounds Constr	0.00	0.00	0.00%
12-7-40 ROAD MAINTAINANCE			
12-7-40-330.00 Roadside Mowing	7,000.00	11,025.00	157.50%
12-7-40-442.01 Equip Rent	18,000.00	72,608.99	403.38%
12-7-40-442.03 Wrecker	1,500.00	525.00	35.00%
12-7-40-650.00 Sand	28,000.00	24,486.00	87.45%
12-7-40-650.01 Gravel/Plant Mix/Stay Mat	55,000.00	72,955.00	132.65%
12-7-40-650.03 Chloride	18,000.00	21,240.00	118.00%
12-7-40-650.04 Riprap/stone/fabric	12,000.00	31,129.35	259.41%
12-7-40-650.05 Culverts	10,000.00	38,229.16	382.29%
12-7-40-650.06 Road Signs/rails	2,500.00	6,582.76	263.31%
12-7-40-650.07 Cap. Improv. Pond Rd	0.00	0.00	0.00%
12-7-40-650.10 July 2023 Flood Exp	0.00	0.00	0.00%
12-7-40-650.11 Capital Improve/Pond Rd.	0.00	161,459.90	100.00%
12-7-40-650.99 Misc. Materials	2,000.00	0.00	0.00%
Total ROAD MAINTAINANCE	154,000.00	440,241.16	289.87%

Account	Budget	Actual % of Budget	Actual
12-7-60 EQUIP MAINT & PURCHASE			
12-7-60-432.00 Shop Supplies/parts	10,000.00	6,979.41	69.79%
12-7-60-432.01 Trk #1 2019 Inter	10,000.00	40,831.14	408.31%
12-7-60-432.02 Trk #2 13 fertliner	10,000.00	35,530.53	355.31%
12-7-60-432.03 Trk #3 2014 Dodge Ram 550	4,000.00	159.12	3.98%
12-7-60-432.04 Grader	7,000.00	2,157.67	30.82%
12-7-60-432.05 Backhoe	4,000.00	-1,527.20	-38.18%
12-7-60-432.06 Loader	4,000.00	1,599.83	40.00%
12-7-60-432.07 Trk #4 2025 Western	0.00	2,073.00	100.00%
12-7-60-432.08 Grizzly/Rake/Mower	0.00	0.00	0.00%
12-7-60-432.09 Chainsaw	0.00	0.00	0.00%
12-7-60-432.11 Misc. Equip. Maint & Purc	2,000.00	6,240.11	312.01%
12-7-60-742.02 Truck Purchase 2025	0.00	295,907.00	100.00%
Total EQUIP MAINT & PURCHASE	51,000.00	389,950.61	764.61%
12-7-70 GENERAL EXPENSES			
12-7-70-520.00 Equip/Liab/Bldg. Ins.	9,000.00	9,109.97	101.22%
12-7-70-560.00 Water Quality Permits	2,000.00	1,514.80	75.74%
12-7-70-627.00 Fuel, Gasoline	35,000.00	30,136.74	86.10%
Total GENERAL EXPENSES	46,000.00	40,761.51	88.61%
12-7-80 DEBT SERVICE			
12-7-80-820.03 Loan Payment Bond Garage	0.00	0.00	0.00%
12-7-80-830.03 Interest Bond Loan	0.00	0.00	0.00%
Total DEBT SERVICE	0.00	0.00	0.00%
12-7-90-810.00 Equip. Reserve	45,000.00	45,000.00	100.00%
12-7-90-810.01 Garage Reserve Account	0.00	0.00	0.00%
Total Expenditures	532,600.00	1,189,629.76	223.36%
Total Highway	0.00	-93,407.44	
21-6-02-001.00 State Per Parcel	0.00	5,576.00	100.00%
Total Revenues	0.00	5,576.00	100.00%
21-7-20-330.00 Reappraisal contract	0.00	32,997.96	100.00%
Total Expenditures	0.00	32,997.96	100.00%
Total Reappraisal	0.00	-27,421.96	
22-6-03-001.00 Restoration fee	0.00	2,861.00	100.00%
22-6-06-001.00 Digital Records Grant	0.00	0.00	0.00%

Account	Budget	Actual % of Budget	Actual
Total Revenues	0.00	2,861.00	100.00%
22-7-20-001.00 Records Indexing	0.00	0.00	0.00%
22-7-20-330.00 Rest/digitize Land Record	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total Records Restoration	0.00	2,861.00	
23-6 GARAGE CONSTRUCT REVENUE			
23-6-01-001.05 GARAGE RESERVE	0.00	0.00	0.00%
23-6-02-001.01 ARPA FUNDS/SOLAR CREDIT	0.00	41,928.02	100.00%
23-6-07-001.03 GARAGE CONSTRUCT LOAN/BOND	0.00	25,911.58	100.00%
Total GARAGE CONSTRUCT REVENUE	0.00	67,839.60	100.00%
Total Revenues	0.00	67,839.60	100.00%
23-7-30 GARAGE CONSTRUCT EXPENSE			
23-7-30-330.00 ENGINEERING/PERMITS	0.00	1,550.00	100.00%
23-7-30-450.00 CONSTRUCTION COSTS	0.00	33,885.00	100.00%
23-7-30-710.00 LAND PURCHASE	0.00	0.00	0.00%
23-7-30-999.00 Transfer out-Highway	0.00	32,404.60	100.00%
Total GARAGE CONSTRUCT EXPENSE	0.00	67,839.60	100.00%
Total Expenditures	0.00	67,839.60	100.00%
Total Garage Constuction	0.00	0.00	
24-6 Water System			
24-6-04-001.00 Service Fees	22,535.00	22,260.20	98.78%
24-6-06-001.00 Grants	0.00	0.00	0.00%
24-6-07-001.00 Loan Income	0.00	0.00	0.00%
24-6-08-001.00 Fund Balance	0.00	0.00	0.00%
Total Water System	22,535.00	22,260.20	98.78%
Total Revenues	22,535.00	22,260.20	98.78%
24-7-10 WATER SYSTEM PAYROLL			
24-7-10-110.00 Water System Operator	3,750.00	2,741.65	73.11%
24-7-10-110.01 Onsite Daily Testing	2,200.00	2,200.00	100.00%
Total WATER SYSTEM PAYROLL	5,950.00	4,941.65	83.05%

Account	Budget	Actual % of Budget	Actual
24-7-55 Water System Exp.			
24-7-55-411.01 Water System Gen. Exp.	0.00	0.00	0.00%
24-7-55-411.02 Propane	1,000.00	378.25	37.83%
24-7-55-411.03 Electric	450.00	319.98	71.11%
24-7-55-411.04 Telephone	700.00	657.68	93.95%
24-7-55-411.05 Materials & Supplies	200.00	201.56	100.78%
24-7-55-411.06 Testing & Fees	1,500.00	180.25	12.02%
24-7-55-411.07 WSA Treasurer	600.00	600.00	100.00%
24-7-55-411.08 Board Stipend	900.00	900.00	100.00%
24-7-55-411.09 Land Rent	600.00	600.00	100.00%
24-7-55-411.10 Maintenance Blds. & Grds	400.00	758.71	189.68%
24-7-55-411.11 Debt Services	9,557.00	9,556.82	100.00%
24-7-55-411.12 System Maint. & Repair	500.00	0.00	0.00%
Total Water System Exp.	16,407.00	14,153.25	86.26%
Total Expenditures	22,357.00	19,094.90	85.41%
Total Utility/Water System	178.00	3,165.30	
31-6-08-001.00 Trans. Equip from Hwy.	0.00	0.00	0.00%
31-6-09-001.00 Sale Of Equip/loader	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00%
31-7-60-741.01 Backhoe Purchase	0.00	0.00	0.00%
31-7-60-741.02 Loader Purchase	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total Equipment Reserve	0.00	0.00	
Total All Funds	28,437.23	-37,675.93	

Revenue

06/10/25
01:27 pm

Town of Elmore General Ledger
Current Yr Pd: 12 - Budget Status Report
General

Account	Budget	Actual % of Budget	Actual
11-6-01-001.00 Property Taxes	415,655.64	426,970.70	102.72%
11-6-01-002.00 Interest Late Taxes	4,000.00	6,224.91	155.62%
11-6-01-003.00 Delinquent Tax Penalty	7,000.00	9,025.39	128.93%
11-6-02-001.00 Hold Harmless CU	68,384.00	68,384.00	100.00%
11-6-02-002.00 PILOT	3,153.00	3,153.00	100.00%
11-6-02-003.00 State Land - PILOT	16,500.00	16,658.15	100.96%
11-6-02-005.00 Equalization Payment	650.00	656.00	100.92%
11-6-02-007.00 CU Withdraw Penalty	0.00	4,030.00	100.00%
11-6-03-001.00 Building Permits	6,000.00	9,493.14	158.22%
11-6-03-002.00 Dog Licenses	400.00	1,011.00	252.75%
11-6-03-003.00 Beverage Licenses	70.00	0.00	0.00%
11-6-03-004.00 Traffic Fines	1,500.00	2,246.18	149.75%
11-6-03-005.00 Excess Weight Permits	400.00	315.00	78.75%
11-6-03-006.00 Copier Fees	500.00	791.00	158.20%
11-6-03-007.00 Dog Kennel	0.00	0.00	0.00%
11-6-03-008.00 Marriage License	0.00	15.00	100.00%
11-6-03-009.00 Recording Fees	6,000.00	7,931.00	132.18%
11-6-03-010.00 Invest interest	20,000.00	35,839.72	179.20%
11-6-03-011.00 Restoration Fees	0.00	0.00	0.00%
11-6-03-012.00 Elmore 5K Run	0.00	3,719.83	100.00%
11-6-03-013.00 Local Option Tax	10,000.00	6,255.93	62.56%
11-6-09-001.00 Misc. Revenue/Expenses	0.00	0.00	0.00%
11-6-09-006.00 Prior Year surplus	30,000.00	30,000.00	100.00%
Total Revenues	590,212.64	632,719.95	107.20%
Total General	590,212.64	632,719.95	
12-6-01-001.00 Property Taxes	477,600.00	477,600.00	100.00%
12-6-02-001.00 State Aid	55,000.00	57,819.08	105.13%
12-6-06-001.00 Highway Grants	0.00	135,003.90	100.00%
12-6-06-002.00 FEMA - July 2023 Storm	0.00	140,885.13	100.00%
12-6-06-003.00 2023 Reimb Garage Constr	0.00	21,872.00	100.00%
12-6-07-001.00 Equip Fund/Reserve	0.00	223,777.36	100.00%
12-6-70-002.00 Transfer In-Garage Constr	0.00	39,264.85	100.00%
Total Revenues	532,600.00	1,096,222.32	205.82%
Total Highway	532,600.00	1,096,222.32	
21-6-02-001.00 State Per Parcel	0.00	5,576.00	100.00%
Total Revenues	0.00	5,576.00	100.00%
Total Reappraisal	0.00	5,576.00	
22-6-03-001.00 Restoration fee	0.00	2,861.00	100.00%
22-6-06-001.00 Digital Records Grant	0.00	0.00	0.00%
Total Revenues	0.00	2,861.00	100.00%

Account	Budget	Actual % of Budget	Actual
Total Records Restoration	0.00		2,861.00
23-6 GARAGE CONSTRUCT REVENUE			
23-6-01-001.05 GARAGE RESERVE	0.00	0.00	0.00%
23-6-02-001.01 ARPA FUNDS/SOLAR CREDIT	0.00	41,928.02	100.00%
23-6-07-001.03 GARAGE CONSTRUCT LOAN/BOND	0.00	25,911.58	100.00%
Total GARAGE CONSTRUCT REVENUE	0.00	67,839.60	100.00%
Total Revenues	0.00	67,839.60	100.00%
Total Garage Constuction	0.00	67,839.60	
24-6 Water System			
24-6-04-001.00 Service Fees	22,535.00	22,260.20	98.78%
24-6-06-001.00 Grants	0.00	0.00	0.00%
24-6-07-001.00 Loan Income	0.00	0.00	0.00%
24-6-08-001.00 Fund Balance	0.00	0.00	0.00%
Total Water System	22,535.00	22,260.20	98.78%
Total Revenues	22,535.00	22,260.20	98.78%
Total Utility/Water System	22,535.00	22,260.20	
31-6-08-001.00 Trans. Equip from Hwy.	0.00	0.00	0.00%
31-6-09-001.00 Sale Of Equip/loader	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00%
Total Equipment Reserve	0.00	0.00	
Total All Funds	1,145,347.64	1,827,479.07	

Account	Curr Yr Pd 12 Jun
	Actual

ASSET

11-1-00-101.00 Union Bank Checking	13,156.71
11-1-00-110.00 ICS Account/MM	472,779.63
11-1-00-120.00 Tax Receivable	47,032.00
11-1-00-120.01 Del Tax Receivable	5,862.00
11-1-00-130.00 Due From/to Other Funds	-256,459.97

Total Asset

282,370.37

LIABILITY

11-2-00-420.00 Due To School Educ. Tax	0.00
11-2-00-420.01 Due to State Educ. Fund	0.00
11-2-00-420.02 Due to Fire Dept.	0.00
11-2-00-420.05 Due to Lake Assoc.	0.00
11-2-00-421.00 Accounts Payable	0.00
11-2-00-461.00 Accrude Payroll	0.00
11-2-00-471.01 Federal Deposit W/h	972.31
11-2-00-471.02 State Deposit W/h	1,177.98
11-2-00-471.03 Vmers W/h	2,876.07
11-2-00-471.05 Deferred Comp	400.00
11-2-00-481.00 Deferred Revenue Taxes	0.00
11-2-00-490.00 Due To Tax Payers	763.93
11-2-00-603.00 Encumbrance	0.00

Total Liability

6,190.29

FUND BALANCE

11-3-00-760.00 Designated Muni Water	0.00
11-3-00-770.00 Fund Balance	199,052.91

Total Prior Years Fund Balance

199,052.91

Fund Balance Current Year

77,127.17

Total Fund Balance

276,180.08

Total Liability, Fund Balance

282,370.37

Account	Curr Yr Pd 12 Jun Actual
ASSET	
12-1-00-130.00 Due From/to Other Funds	110,700.33
Total Asset	110,700.33
LIABILITY	
12-2-00-461.00 Accrude Payroll	0.00
Total Liability	0.00
FUND BALANCE	
12-3-00-770.00 Fund Balance	204,107.77
Total Prior Years Fund Balance	204,107.77
Fund Balance Current Year	-93,407.44
Total Fund Balance	110,700.33
Total Liability, Fund Balance	110,700.33

Account Curr Yr Pd 12 Jun
Actual

ASSET

23-1-00-130.00 Due From/to Other Funds

0.00

Total Asset

0.00

FUND BALANCE

23-3-00-770.00 Garage Fund Balance

0.00

Total Prior Years Fund Balance

0.00

Fund Balance Current Year

0.00

Total Fund Balance

0.00

Total Liability, Fund Balance

0.00

Account	Curr Yr Pd 12 Jun Actual
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ASSET

31-1-00-130.00 Due From/to Other Funds

0.00

Total Asset

0.00

FUND BALANCE

31-3-00-770.00 Equip. Fund Balance

0.00

Total Prior Years Fund Balance

0.00

Fund Balance Current Year

0.00

Total Fund Balance

0.00

Total Liability, Fund Balance

0.00

