

# TOWN OF ELMORE, VT

## Meeting of the Elmore Select Board

Meeting Date: **Wednesday, December 11, 2024 @6:00pm**

Meeting Type: Regular

Agenda Version Number: **DRAFT V1.1** Note: Final Agenda will post 24 hours prior to meeting

Agenda Status: Draft

ESB Members: Caroline DeVore-Chair, Glenn Schwartz-Clerk, Warren West; 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.  
\*3<sup>rd</sup> party or representative presentations are discouraged.  
\**Request agenda slot to Select Board - minimum 1 week prior*

*Time Allocations:*

ITEM TYPE	1 <sup>st</sup> 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

### AGENDA

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:** Town Hall; egress/door change status/general repairs plan (All 10 min)
- DISCUSSION:** LCPC – Annual update; LCPC services; update on the Act 250/land use legislation (T. Wallis)
- APPOINTMENT:** Employee appointment as Ethics Liaison
- DISCUSSION:** Continuation of Elmore Road Management Questions; Lizabeth Maris (all 20 min)
- DISCUSSION:** Zoning Administrator; fees for tree evaluation/removal; fee structure (all 10 min)
- UPDATE:** Potential solar panel updates Town Garage (all 5 min)

#### 2. ACTIVE ITEMS

- UPDATE:** Town JOP Revote; update from BCA (All 5 min)
- UPDATE:** Ideation on Augmented/Additional Communication Channels (All – 10 min)  
Calendar integration and search bar to be added to Town website. Blogs to be added beginning Jan.
- UPDATE:** Traffic speed signs; 2 signs funded by LCSD to be installed. (All 5 min)
- UPDATE:** Grant for State Park passes; Communication plan to reach underserved population (all 5 min)
- REVIEW:** YTD Town budget status prep for Budget Meeting (all 10 min)

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

- UPDATE:** Webmaster update on SOPs for email setup (N. Morales 5 min)
- UPDATE:** Road Commissioner's Report including update outsourced v in-house project ROI (15 min)
- UPDATE:** Zoning Administrator's Report (10 min)

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

- Routine Administrative, operations items and payment approvals.

#### 5. EXECUTIVE SESSION: Not planned for 12/11/24 meeting

**TOWN OF ELMORE, VT**  
**Meeting of the Elmore Select Board**

Next meeting: January 8, 2025 @ 6:00pm. Requests to be on the SB agenda must be received by the Chair before the last Friday of the preceding month.

## Caroline DeVore

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**From:** Delaney, Peggy <Peggy.Delaney@vermont.gov>  
**Sent:** Monday, December 2, 2024 1:37 PM  
**To:** Delaney, Peggy  
**Subject:** Vermont State Ethics Commission

Greetings from the Vermont State Ethics Commission,

We are reaching with a reminder that, pursuant to [Act 171](#), municipalities are required to appoint an Ethics Liaison to serve as a point of contact with the Ethics Commission. Section 24 V.S.A 1995(e) states, "Each municipality, acting through its legislative body, shall designate an employee as its liaison to the State Ethics Commission. If a municipality does not have any employees, the legislative body shall designate one of its members as its liaison to the State Ethics Commission." The requirement goes into effect until January 1, 2025.

If you are municipality that has already appointed an Ethics Liaison, please reach out to Peggy Delaney at this email address ([ethicscommission@vermont.gov](mailto:ethicscommission@vermont.gov)) with their name and contact information. We will add them to our list for future communications from the Ethics Commission.

Christina Sivret  
Executive Director  
Vermont State Ethics Commission  
(802) 828-7187  
<https://ethicscommission.vermont.gov>

October 6, 2024

# Town of Elmore, Road Management Questions

Dear Select Board members,

There are a few of us Elmore taxpayers that would like to request a spot on the November Select Board agenda to address multiple concerns about Elmore Road Management.

Here are the questions we have, with some of our discussion points added:

***1. Question: With climate-change-fueled storms increasing and with limited resources to repair our roads, is it possible to review and potentially change the status of the several Class-3 driveways that are currently being graded, resurfaced and maintained by the Town? Is there a reason why this out-dated policy is still in existence?***

Discussion: These old class 3 "roads" only go to one household, and end there, making them essentially a driveway. No one uses them for a road to go anywhere. They are a driveway to one home. Changing these old Class 3 roads to owner-maintained private driveways and requiring the homeowner to maintain their own driveway instead of the town doing it (like the vast majority of Elmore residences do), would free up valuable Elmore Road Crew time, materials and taxpayer money that could go to fixing the roads that we all use and are still in need of repair from the last climate-change-fueled storms.

***2. Question: In the consideration of efficiency, when the Elmore road equipment is brought out near the town borders to regrade a road, why is just a portion of the road done, instead of doing the entire road which also needs work? Isn't it more efficient to grade the whole road while you have all the equipment out there instead of having to come all the way back out?***

Discussion: In our neighborhood of Brown Hill Road, many times just the lower valley road is done without coming up the Hill, or the Hill is done to Gates Farm Road and the upper portion to the Town Line of Woodbury is left undone. We have gotten stuck in the upper portion when it was not finished to the Woodbury town line during mud and winter seasons. Residents that are left without grading in this corner of Elmore feel frustrated.

***3. Question: Could the sand on the top surface of Brown Hill Road be taken off down to the more durable, expensive Stay-Mat? Could the crown in the middle of Brown Hill be taken off before winter?***

Discussion: Even though the road crew grades Brown Hill, within 24 hours the sand surface is already back to washboard which makes it really difficult to drive up the road. Super frustrating for residents and ineffective grading effort and waste of time for the road crew. The Stay-mat surface does not immediately washboard like the sand does—that's why it was put down, but it is buried under the sand.

And the crown in the center of Brown Hill Road is important for rain drainage in Spring/Summer/Fall, but could the crown be taken out before Winter because our cars tend to slide off the steep, snowy, icy sides of the road in winter due to that crown in the middle.

***4. Question: Could someone on the road crew come out, possibly in a regular car or truck, and check the state of Brown Hill Road on a more regular basis, like every two weeks? Have Select Board members driven up Brown Hill Road in their cars? Could roads in Elmore be treated differently in accordance to the difficulty that residents have getting to and from home/school bus/work, instead of all roads being treated the same?***

Discussion: Brown Hill is the steepest road of its class in the State of Vermont, and it is located in Elmore. It is a special road. It's one of the roads in Elmore that needs much more attention than a flat town road. It washboards quickly, needs MUCH more sand in the winter than a flat road in order to go up or down safely, without sliding down or not being able to make it up to get home. We have noticed that Brown Hill Road and Gates Farm Road hills only get a smidgen of sand down one side of the road only and not the other side, or just in the very middle, making it very slippery on half the road that doesn't get any sand.

**5. Question: How are the decisions on road materials made? Could we budget for a higher grade, rounded-type stone to resurface roads when needed? Is there a way for neighboring towns to cost-share rounder stone material? Is there a budget overseer that looks for ways to save money and buy higher quality, less destructive materials?**

Discussion: The sharp-edged stones used on roads in Elmore have punctured most of our tires many times which is a huge cost, hassle, time lost and safety issue for Elmore residents on our dirt roads. Most of the areas in Elmore do not get cell service if we break down on the roads and we can't call for help. It has been noticed that surrounding towns use a rounder stone to cut down on punctured tires.

**6. Question: Has anyone investigated the potential grant out there for a wider grader with 6-8 wheels, that some of the other towns have received?**

Discussion: This type grader does a much better and more efficient grading, heavier and way out to the sides of the road. It has been mentioned by another town that there is a grant covering much of the cost of one of these.

**7. Question: Is there a lack of materials, or time, or both, in order to complete fixing the flood damage on the sides of our Elmore town roads? Is it town, state or federal money that we need to completely repair from the floods?**

Discussion: It took 6 weeks after the last storm for the road crew to come and fill the ditches at the bottom blind curve of Brown Hill Road which made it impossible to hug that curve and it potentially set up a head-on collision with someone coming around the curve going up. There are still many other spots that are dangerous drop-ins along the edges of the roads. People are waiting, thinking that the washouts are not being addressed because we might be out of material.

**8. Is there a mandate available for homeowners to read, one that mandates ripping, tearing, splintering of trees, trunks, branches and thus the slow, unsightly death of whole trees (including**

***valuable apple trees) on the edges of our beautiful roadsides by a nasty snagging machine for some unknown reason? One that leaves high branches torn half-way off, inviting insect damage, and dangling down for months? Are the quick means worth the awful end result? Is it for widening ditches, the ones that are filled with branches now? (and there were no inlets to the ditches anyway for the water to enter from the road, so the water continues eroding down the road, not in the blocked ditches).***

Discussion: Even seasons afterwards, this un-nuanced technique leaves a tangled, weatherworn mess of splintered trees and branches at the edges of our roads, that are falling into the ditches and blocking newly installed culverts. Many homeowners including myself were horrified and angry, took to their chainsaws to make it all look a bit better, cleared out what we could from blocked culverts and left to wonder how we can brainstorm a better way to manage our roadside nature.

Our mountain roads lined with beautiful, valuable hardwood and apple trees are very different than the lower pastured roads with many-branched soft alders and such, and each should be maintained with different techniques. Possibly landowners could be advised to trim back their own trees on their road frontages before the town comes and snaggles and rips all of them, leaving the roadsides truly unsightly. This also leads to lower property values if the land looks terrible.

***9. Question: Could we please discuss creating a new position of a Town Lands Overseer (or similar title)?***

Discussion: We believe that all of the above reasons illustrate the need for a position of a Town Lands Overseer (who directs the road commissioner/crew/projects, i.e., someone who is not out there running equipment). This person's sole job is to study and be aware of the history and nature of our town lands and the roads on them, know and respect the needs of our trees and unique & beautiful Elmore roadsides, directly ask for and collect public input on these matters, be an accessible, approachable and objective third-party between the taxpayers and the actual road crew workers,.....and thus has the Big View on all things related to roads and roadside land.

Several people mentioned in discussions that they are afraid of past negative reactions occurring again when bringing up their issue to the road crew, or that the road crew just doesn't care about us out here on the outskirts, or that there

would be repercussions in relationships—it's a small town. Thus the need for an approachable, impartial 3rd party that works for all parties involved.

This potential person could advise and educate both the residents of Elmore and also the Select Board/road commissioner on projects or maintenance—they could be well-versed in the different needs of each piece of land and road, research modern ecological techniques, investigate grants, advise on projects, determine residents affected/donors of land and contact them before projects or actions are taken, interpret deeds and other legal documents, advise on seasonal appropriateness, outline a 5-year plan for the town roads and lands, etc.

For example, having a person like this in place could have averted the pain and confusion for Elmore residents and the donor family over the Beauty Spot digging, and any number of the above Road Management questions which have been simmering for a long time.

It has been noted by us who have lived here long enough, that in the past, Bob West fulfilled this type of role for the town officials and taxpayers of Elmore, on all matters of land and road, and then directed a road crew under his guidance.

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Perhaps now is the time, with climate change, greater challenges and limited resources, to think in new creative ways and with new models.

Thank you for reading and your consideration.

Respectfully submitted,

Concerned taxpayers and residents of the Town of Elmore

## **ELMORE FACILITY GENERAL USE AGREEMENT**

### **General**

- The Town of Elmore permits use of certain facilities by individuals and organizations that agree and adhere to all the rules set forth in this agreement.
- The Town of Elmore reserves the right to refuse use of the facility due to staff availability or other issues with or without cause. Such refusals are final. Use by the municipality takes precedence over non-municipal use requests.
- Town facilities will not be made available to any organization that practices or advocates discrimination based on age, sex, color, religion, national origin or condition of disability.

### **Restrictions •**

- Smoking is strictly prohibited anywhere in all Town Buildings.
- Pyrotechnics, open flames, firearms and weaponry of any kind is strictly prohibited.
- Animals other than service animals are prohibited without prior Select Board permission.
- The use of tape, wire, staples, nails, tacks, glue and similar items used for securing decorations to surfaces must first be approved by the Select Board or its representative. Banners may be hung with prior approval and supervision.
- Living plants, fresh flowers or any perishable must be delivered and removed the day of the event.

### **Occupancy**

Facility use capacity is limited to and cannot exceed building fire code. Capacity is further dependent on arrangement of table and chairs. Setup arrangements must accommodate all needs for access to emergency exits. Renters should inspect the facility before the event and discuss set-up with the Town authorized representative to determine maximum capacity.

### **Staff and Security**

- The Town of Elmore may require a staff member to be present from set-up through cleanup of the renter's event. The charge for staffing is explained below and depends of the number of hours needed.
- All functions must end by **10 p.m.** to allow for sufficient time for clean-up and restoration of the facility to its original condition and must adhere to town noise ordinances.

### **Indemnification**

- Renter agrees to indemnify and hold harmless the Town of Elmore, it's officers, and employees from all accidents, injuries, actions, losses, damages, claims, or liability that may occur as a result of the holding the said event, and incurs and assumes all responsibility for all accidents, injuries, actions, losses, damages, claims or liability by not adhering to the Town of Elmore's rules, policies, and guidelines (as established in this use agreement).
- The Town may require the renter to provide a certificate of General Liability no later than 60 days before the event date, with the Town of Elmore listed as an additional insured on the renter's comprehensive general liability insurance policy with a limit of no less than One Million Dollars (\$1,000,000) per occurrence to protect the renter and the Town of Elmore and its officers and employees against any claims on such death, personal injury or property loss or damage.

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

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- The renter will not violate, nor will the renter permit violation of, any federal, state, or local law or regulation in connection with the function, including but not limited to the sale or serving of alcoholic beverages, any illegal gambling or any breach of peace.

### **Food and Beverages**

- Food and beverages for a private party must be supplied by either the user or the user's caterer.
- Alcohol that is being served (both complimentary and sold, i.e. cash bar) must be done so only by an approved caterer with a current liquor license. A copy of that license must be supplied to the Town Clerk prior to the event.
- The user or the user's caterer must comply with all the applicable laws and liquor regulations and is required to indemnify, protect and hold harmless the Town of Elmore, its officers and staff from and against any and all deaths, injury, losses, costs, damages, claims, demands, and expenses resulting from the serving of alcoholic beverages at the event.
- The user or the user's caterer is responsible for providing all necessary linens, dinnerware, silverware, cups, glasses, napkins, serving utensils, coffee makers, ice, etc., for the event.
- The user or the user's caterer is responsible for cleanup and removal of all food, equipment, waste and garbage from the Building on the day of the event.

### **Setup and Cleanup**

- Due to hours of operation and space restrictions, the Select Board or its representative must approve all items delivered to the Building before the scheduled reservation time.
- The renter is responsible for returning the space being used to its original condition (which includes returning equipment, tables, and chairs to their original storage spaces and disposal of and trash).

**Fees:** Rental Fee is \$50 per event not to exceed 3 hours with an additional fee of \$50 for events that go over that time period.

### **Deposit and Payment**

- Payment will be in the form of check, payable to Town of Elmore, with notation of specific facility and date rented. Full payment will be due prior to any event.

### **Elmore Town Hall Guidelines and Use Agreement:**

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**Approved:**

**Date:** \_\_\_\_\_

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**Elmore Selectboard**

**Town of Elmore**  
**Standard Operating Procedure for**  
**Contacting the Town Attorney - DRAFT**

**1. Purpose** This SOP outlines the procedure for initiating and following up on contact with the Town Attorney to ensure proper authorization, documentation, and use of legal resources for the Town of Elmore.

**2. Scope** This procedure applies to all members of the Elmore Selectboard, Planning Commission, Development Review Board (DRB), other town boards, and Town employees.

**3. Authorized Contacts**

- Only the following Town officials may contact the Town Attorney directly:
  - Selectboard Chairperson
  - Town Clerk
  - Town Treasurer
  - Zoning Administrator
- **All other contacts:** Chairpersons of the Planning Commission, DRB, and any members of Elmore's boards or Town Employees must complete an Elmore Town Attorney Outreach Request Form and gain approval from the Selectboard prior to contacting the Town Attorney. The Request Form can be obtained from the Town Clerk.

**4. Initial Legal Outreach**

- **First Point of Legal Outreach:** Initial legal outreach should begin with the Vermont League of Cities and Towns (VLCT) legal department.
- **Follow-Up Outreach:** Should follow-up outreach to the Town Attorney be required, the individual seeking contact must first obtain approval from the Selectboard Chairperson.
  - Requestor should complete the Elmore Town Attorney Outreach Request Form.
  - The Selectboard Chairperson will review the request with the full Selectboard at the next regular meeting.
  - If the matter is urgent, the Selectboard Chairperson may call a Special or Emergency meeting of the Selectboard to review the request and determine whether outreach to the Town Attorney is warranted.
  - Only by a majority decision of the Selectboard will follow-up outreach to the Town Attorney proceed.
  - If the request is approved, the Selectboard Chairman will notify both the requestor and the Town Attorney by email supplying the approved Request Form and supporting documentation.

- All requests and documentation including the completion of Elmore Town Attorney Outreach Request Forms are subject to Vermont open meeting law.

## **5. Review of Legal Advice**

- The Town Attorney will deliver their response to the Selectboard and the Requestor. Any further inquiries or redirects to the attorney must be approved by a majority vote of the Selectboard. The redirect request will be made to the Selectboard Chairman.
- A maximum budget will be established for the inquiry on the approved Request form.
- If a deliberative or executive session is required with the Town Attorney, that meeting will be validated by a majority vote of the Selectboard and will be scheduled according to the established Town of Elmore Selectboard meeting SOP and VT open meeting laws.

## **6. Communication Protocol with the Town Attorney**

- The Town Attorney will be instructed to respond only to questions submitted by authorized Town officials or employees (as specified in Section 3) or by receipt of an approved Request form with supporting documentation.
- Any questions or requests for clarification by the Town Attorney can be directed to the Requestor.

## **7. Record Keeping and Reporting**

- The Selectboard Chairperson is responsible for maintaining a record of all communications with the Town Attorney, including the nature of the inquiry, the advice provided, and any follow-up actions.
- Communication that legally falls under attorney/client privilege will be marked as such and will adhere to VT statutes on attorney client privilege and open meeting laws.
- A summary of these communications will be presented at the next regular Selectboard meeting for review and documentation.

## **8. Amendments to the SOP**

- This SOP may be amended by a majority vote of the Selectboard members at any regular meeting.

## **9. Effective Date**

- This SOP is effective as of [Date].

## **10. Contact Information**

- For any questions or clarifications regarding this SOP, contact the Chairperson of the Elmore Selectboard.

**Town of Elmore**  
**Standard Operating Procedure for**  
**Calling Meetings of the Selectboard - DRAFT**

**1. Purpose** This SOP outlines the procedure for calling, scheduling, and conducting meetings of the Elmore Selectboard to ensure consistent and efficient operations.

**2. Scope** This procedure applies to all members of the Elmore Selectboard.

**3. Definitions**

- **Quorum:** The minimum number of members required to be present for the meeting to be considered valid, which for the Elmore Selectboard is any 2 out of the 3 members.
- **Chairperson:** The presiding officer of the Selectboard.

**4. Regular Meetings**

- Regular meetings will be held on the 2nd Wednesday of each month at the Town Offices at 6:00 PM.
- An agenda will be prepared and distributed by the Chairperson or designated staff at least 48 hours prior to the meeting.

**5. Rescheduling Due to Lack of Quorum**

- **Pre-Meeting Quorum Check:** If the Chairperson cannot confirm a quorum (2 members) at least 1 week prior to the scheduled meeting, the meeting will be rescheduled to the 3rd Wednesday of the month at the same time and location.
- **Loss of Quorum Before Meeting Start:** If a quorum is lost at any time before the meeting is officially started, the Chairperson will reschedule the meeting in accordance with this SOP.
- If a quorum cannot be met on the 3rd Wednesday, the Chairperson will poll members to determine the earliest possible date following the scheduled meeting date when a quorum can be present. The Chairman will select the date and the new meeting date will be communicated to all members and the public at least 48 hours in advance.

**6. Agenda Submissions**

- Proposed agenda items must be submitted to the Chairperson for inclusion on the agenda at least 10 days prior to the meeting date.
- Agenda submissions must include all relevant supporting documents. If supporting documents are not supplied, the agenda item will be deferred until the following meeting.

**7. Special Meetings**

- Special meetings may only be called by the Chairperson or by a majority of the Selectboard members.

- A request for a Special meeting should be sent to the Chairperson who will poll members to see if a quorum supports calling a Special Meeting.
- Notice of Special meetings will be given to all members and the public at least 24 hours in advance, including the purpose, date, time, and location of the meeting.

## **8. Emergency Meetings**

- Emergency meetings may be called in situations that require immediate action to protect public health, safety, or welfare.
- An Emergency meeting may only be called by the Chairperson or by a majority of the Selectboard members.
- Notice of Emergency meetings will be given as soon as practicable to all members and the public.

## **9. Meeting Agendas**

- The Chairperson is responsible for preparing and distributing the meeting agenda.
- The agenda will be posted at the Town Offices, Town Hall, Elmore Store and on the official town website 48 hours before the meeting.

## **10. Conducting the Meeting**

- The Chairperson will call the meeting to order, verify the presence of a quorum, and proceed with the agenda.
- Meetings will follow Robert's Rules of Order to ensure orderly conduct.
- Minutes will be recorded and submitted for approval at the next meeting.

## **11. Draft and Approval of Meeting Minutes**

- Following each meeting, draft minutes will be posted within 5 days to the Town website.
- These draft minutes will be reviewed, discussed, and approved at the next regular Selectboard meeting.

## **12. Public Participation**

- Public participation is encouraged and will be scheduled during the designated time on the agenda.
- Members of the public wishing to speak must sign in before the meeting and adhere to time limits set by the Chairperson.

## **13. Record Keeping**

- Minutes of each meeting will be recorded by the designated recorder and submitted for approval at the next regular meeting.
- Approved minutes will be posted on the town website and archived in the Town Offices.

## **14. Amendments to the SOP**

- This SOP may be amended by a majority vote of the Selectboard members at any regular meeting.

#### **15. Effective Date**

- This SOP is effective as of [Date].

#### **16. Contact Information**

- For any questions or clarifications regarding this SOP, contact the Chairperson of the Elmore Selectboard.

DRAFT

# Elmore Water System Roles and Responsibilities

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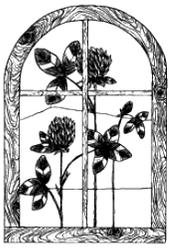
## Water System Positions:

### 1. BOD Member: **System Chair**

- a. DUTIES: Oversight and External Representation.
  - i. Employee Satisfaction
  - ii. Budget Management: Revenue & Expenses
  - iii. Financing: Sources, Identification & Selection
  - iv. Elmore Select Board Liaison
  - v. Legal Liaison
  - vi. Public Relations Liaison, Press & Media
  - vii. Federal and State Agency Management Liaison
  - viii. Periodic and regular system reports (Annual, Event, Ad Hoc)
- b. SKILLS and Experience
  - i. Inter-organization relationships, working group management.
  - ii. Collaboration with Government & Private Sector management
  - iii. Strategic & Contingency Planning and Preparedness
  - iv. State and Federal Proposal and Grants & Reports
  - v. Public Speaking and Communications

### 2. BOD Members: **2 System Operators**

- a. DUTIES: DAILY MONITORING & REPORTING
  - i. Facility and Water Quality inspection & confirmation
  - ii. Chlorine level monitoring
  - iii. Facilities Integrity, building, heat, electric, security, repairs, etc.
  - iv. Direct Customer and Vendor Relations as required
- b. DUTIES: PERIODIC: Water Quality Monitoring and Compliance
  - i. Close coordination with System Operator (Ross Environmental)
  - ii. Periodic reorder and resupply of consumables.
  - iii. Periodic coliform, Pb, PFOA, etc. water quality testing.
  - iv. Source Protection Plan updates and compliance
  - v. Ad Hoc, coordination with State, ANR technicians
  - vi. Ad Hoc collaboration with System Engineers (Weston & Sampson)
  - vii. Annual Consumer Confidence Report
  - viii. State Agency required periodic reports and collaboration
  - ix. Periodic system flushing at the 3 flushing locations.
  - x. Contamination Event Emergency Testing at subscriber locations
- c. SKILLS
  - i. Basic Science methodologies and accuracy discipline
  - ii. Competent use of: fluid, contaminant, temperature instruments.
  - iii. Competent use and data entry of State system performance and quality data logs and reports.
  - iv. Physically Mobile



ELMORE  
COMMUNITY  
TRUST

**Board of Trustees**

12/8/24

**Blair Marvin**  
*Chair*

To the Elmore Select Board,

**Mark Isselhardt**  
*Vice Chair*

**Jason McLean**  
*Treasurer*

**Trevor Braun**  
*Secretary*

**Jon Osborne**

**Kate Sprague**

**Caleb Suddaby**

**Jamie Ella DiSabatino**

**Charlotte Buchanan**

*Emeritus*

**Jill Lindenmeyr**

The mission of the Elmore Community Trust is to care for the places that make Elmore special. Not only is the Elmore Town Hall a historic and special building in itself, but it also serves as the venue for some of our community's most treasured traditions and gatherings. Maximizing the potential utilization of the beautiful Town Hall is a clear priority of the community and ECT respectfully proposes a renovation project funded and managed by our organization that will address all capacity limiting code violations as detailed below.

ECT recognizes the importance of preserving historic structures in a way that addresses three primary concerns: 1) Realizing the fullest potential of the space for the greater good of the community, 2) Thoughtful, high-quality design and construction that increases the value of the space and endures for decades, 3) Adherence to historic preservation guidelines. With ECT's community focused mission and practical experience with these concerns, our organization is in a unique position to undertake this project on behalf of the Town of Elmore and the Elmore community.

**Project Scope**

The primary scope of the project will include:

- 1) Replacement or relocation of front entrance with a 34" outward swinging configuration equipped with: ADA compliant locking lockset, crash bar for emergency egress, self-closing mechanism and door stop/prop hardware. All hardware will be commercial grade and of historically appropriate finish.
- 2) Refurbishment and adjustment of interior airlock door set so that they may swing out, unimpeded. This includes removal of any locking hardware.
- 3) Replacement of interior door at rear of building with new, 32" outward swinging door and ADA compliant non-locking lockset. No door closing hardware will be installed.
- 4) Replacement of exterior door at rear (lakeside) building access. 34" replacement door will have outward swing configuration and will include: lever lockset, key matched with front door, crash bar for emergency egress, self-closing mechanism and door stop/prop hardware.
- 5) Relocation of existing fire extinguisher to a code compliant location, addition of two new extinguishers at rear interior and exterior doors along with appropriate signage.
- 6) Replacement of front ramp/staircase set with new pressure treated lumber, ADA compliant ramp and staircase, including code compliant hand railings.
- 7) Replacement of rear staircase with new, pressure treated lumber staircase and hand railings.
- 8) Review of electrical infrastructure for code compliance and remediation of any code violations.
- 9) Any other work deemed necessary by the State Fire Marshal in order to achieve maximum allowable occupancy within the building.

### **Project Management**

The Elmore Community Trust proposes to act as the manager of Town Hall egress path renovation project of the scope described above. All work will be performed by licensed and insured contractors. Design and construction will meet all current Vermont State building code requirements as well as the latest Vermont historic preservation building practices and guidelines. All necessary permit applications will be filed with State and local authorities with copies of certificates provided to the Elmore Select Board upon receipt. Certificates of insurance from all contractors will be provided to the Town Clerk prior to the start of work.

### **Oversight and Accountability**

As a municipally owned structure, ECT understands the need for oversight by representatives of the Town. Unless otherwise requested, ECT will provide a written progress report to the Elmore Select Board or any other designated party each month. This report will detail the project status and any new developments from the previous report. ECT will also present a final in-person review of the project at its completion. As the property owner, the ESB will retain full authority over the scope and execution of the project.

### **Funding**

All funding for the proposed scope of work will be sourced by the Elmore Community Trust. While the full projected cost of the project is not yet determined, ECT projects the cost to be no greater than \$15,000. Given the historic nature of the building, the goals of the project and the clear scope of work, it is expected that the project can be fully funded by public grants.

### **Timeline**

If approved by the ESB, ECT will begin design work immediately.

-Jan/Feb - Design/design review

-Feb/March - Grant submission and review

-March/April -Construction

-May 15th - Proposed deadline for project completion and walkthrough with ESB and fire marshal.

Timeline is subject to contractor and material availability. Significant deviations from timeline will be discussed with ESB via the monthly progress report. Actual construction schedule will be coordinated with the Town and other interested community organizations.

We appreciate your consideration. If you have any questions, please feel free to contact us at [info@elmorecommunitytrust.org](mailto:info@elmorecommunitytrust.org).

Sincerely,

*Trevor Braun*

Trevor Braun

The Elmore Community Trust Board of Trustees

Elmore Community Trust, Inc. A 501(c)(3) Tax-Exempt Organization

EIN: 85-0623566

*No goods or services were provided in exchange for this generous, tax-deductible gift.*

# Elmore Town Hall Modifications to Increase Occupancy Capacity from 49 to 107 People

- 1. Door #1 Front Exterior Door – Remove existing 36” door and replace with a 34” pre-hung solid wood door similar to existing. Door swing will be outward. Emergency crash bar hardware to be installed on new door.





2. Door #2 Front Interior double door – Existing door swing is outward. All locking hardware to be removed. Doors will be allowed to swing freely.



**Top hardware to be removed**



**Bottom hardware to be removed**



3. Door #3 Rear Interior door – Existing 32” door and frame to be removed. New 32” pre-hung door and frame to be installed. Swing is to be outward and away from the exterior door.





4. Door #4 Rear Exterior door – Existing 36” door and frame to be removed. New 36” pre-hung door and frame to be installed. Door swing will be outward. Emergency crash bar hardware to be installed on new door.





5. The fire extinguisher at the front door will be relocated as to not block the entrance. A new extinguisher will be installed near the rear exterior door. Both extinguishers will have the proper signage.