

TOWN OF ELMORE, VT
Select Board Meeting

Meeting Minutes – prepared by S Fortune
Status: Approved-April 8, 2026

Meeting Date: March 11, 2026 Start Time: 6:02 pm Adjourn 7:39 pm

Selectboard Members Present:

- Glenn Schwartz (Chair)
- Sharon Fortune (Clerk)
- Trevor Braun

Meeting Attendees: See attached attendance sheets

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

- ❖ **Call To Order:** Glenn Schwartz
- ❖ **Review/approve previous meeting's minutes –**
 - The Board reviewed minutes from 2/11/26– Select Board Meetings
 - Motion by Sharon Fortune to approve the minutes as written. Glenn Schwartz seconded the motion
 - Vote: Motion passed unanimously. Trevore Braun obtained
- ❖ **Review additions or deletions to today's agenda**
 - None
- ❖ **Conflict of Interest review for agenda item**
 - Trevor Braun stated he would obstain from Fire Department items

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

- a. **APPOINTMENTS:** SB Chair, Secretary; Officials, Appointment of DRB and EPC board positions will take place at the April 8 meeting

Notes:

A motion was made by S Fortune to have Glenn Schwartz serve as Select Board Chair. T. Braun seconded the motion. The motion was unanimously approved by the Select Board.

A motion was made by G. Schwartz for Sharon Fortune to serve as Select Board clerk. T. Braun seconded the motion. The motion was unanimously approved by the Select Board.

A motion was made by G Schwartz to approve the following list of appointed officials. The motion was seconded by S Fortune. The motion was then unanimously approved by the Select Board.

TOWN OF ELMORE, VT Select Board Meeting

- Fire Warden -Trevor braun
- Tree Warden – Select Board
- Budget Committee – Select Board, Town Clerk and Treasurer
- Delinquent Tax Collectors – Town Clerk and Treasurer
- Energy Coordinator – Select Board
- Zoning Administrator – Charlie Burnham
- Health Officer – Marge Kelso
- Animal Control Officer – Dean Mercier
- Road Commissioner – Michel LaCasse
- Town Clerk – Sandra LaCasse
- Town Treasurer – Sharon Draper
- Road Crew- Eddie Adams
- Web Master -Nick Morales
- EMS Liaison- Adam Audet
- Planning Commission-Bruce Olsson, Michelle Greeson, Shorty Towne 3 year terms for all
- DRB- Paul Rousselle, Michael Furst, Caroline Devore, Tom Waldman all for 3 year terms

2.

- a. **DISCUSSION:** Review of any budget adjustments from Town Meeting

Notes: \$250 was added to line item for the Lamoille Food Share as per the budget as approved @ Town meeting, increasing their appropriation to \$750. Total amount for appropriations is \$10,883. Total town budget approved @ Town Meeting \$1,281,844.28. Approved unanimously.

- b. **DISCUSSION:** Approach to appropriations following Town Meeting

Notes: Nancy Davis volunteered to lead the work group to investigate and develop a recommendation to SB regarding an approach to appropriations for development of the 2027 budget. Sharon Fortune agreed to assist.

- c. **DISCUSSION:** Sen. Welch's portal for submitting FY27 Congressionally Directed Spending (CDS)

This funding opportunity allows Senator Welch/Sanders to request funds in the annual federal budget to be allocated for specific projects. These requests must be completed and submitted via electronic application by Thursday, March 26, 2026, at 6:00 PM EST for Welch and 5 p.m. on April 3, 2026 for Sanders. There will be a staff-led webinar on Tuesday, March 17 at 10 a.m

- Rural Development, Community Facilities Grants pay 75% with 25% match
- Emergency generator?

- d. **DISCUSSION:** Municipal Planning Grant)

NOTES: The purpose of the grant is to update the Zoning and A Regulations of each Town to meet recent changes in Statute. There is also a small amount of funds to address other municipal priority

TOWN OF ELMORE, VT

Select Board Meeting

updates. The match for Municipal Planning Grants is 10%. The match will be divided between Elmore and Wolcott. Elmore needs to sign the contract with LCPC so that LCPC can begin working with the Town on the project. Once the contract is signed, LCPC staff can begin working with the PC and SB on the updates. Glenn Schwartz to Sign Contract

e. ANNUAL REVIEW: Conflict of Interest; Open Meeting Law (All 20 min)

Every municipal board, council, commission, and committee are **required to comply with Vermont's Open Meeting Law**. This training will help you **understand and confidently apply the law's requirements**, including:

- Meeting notices and agendas;
- Managing public participation, including remote attendees;
- Meeting minutes;
- Advisory vs. non-advisory boards;
- Recording requirements.

Training is available as an on-demand training anytime through the VLCT online store. Additional opportunities for live Q&A with staff attorneys include the March 18, **April 11 Selectboard Essentials** training and April 16 .

f. DISCUSSION: Fire Department Discussion - Adam Audet (All 20 min)

- EFD equipment replacement schedule, Fundraiser idea for the FD filling swimming pools in the summer and a waiver to keep EFD clear of any liability or damages and Town ordinance that would authorize the FD to charge auto insurance companies for automobile accident response.

3. ACTIVE ITEMS

- a. **UPDATE:** Advisory Board for Capital Equipment Planning; 15+ year outlook
Notes: committee has met once on March 10. Next meeting scheduled for April 7 6:00 pm @ Town Garage. Committee moving in a good direction.

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

- a. **UPDATE:** Road Commissioner's Report – See attached report
**Information from m laCasse regarding dramatic pricing increase of small replacement equipment parts for grader
Roads posted March 6. Working on grant applications for projects in town.**
- b. **Update :** Zoning Administrator's Report – See attached report
Slow time of year, No zoning applications in January and February. DRB will meet in April.

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

- a. Routine Administrative, operations items and payment approvals.
- b. Trevor B. has served on Fiber Net Board and has requested someone else be appointed to serve. Brian Evans Mongeon may be willing to take on this quarterly meeting responsibility.

EXECUTIVE SESSION: Not planned for 3/11/25 meeting

Next meeting: April 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.

TOWN OF ELMORE, VT
Select Board Meeting

Minutes Respectfully Created and Submitted by:

Sharon Fortune

3/13/26

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE: 3/11/26

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
Cheryl Schwartz	✓				
Trevor Braun			✓		ESB
Sharon Fortune			✓		ESB
C. Buzenbaum					ZA
Lorraine Jones		✓			
Adam Audet		✓			EFO
MARK BREWER		✓			
Michelle Lacasse			✓		R.C.
Julia Rysz		✓			
Nancy Daw		✓			
Michael G					Zoom
Seth Jensen					LCPC

Road Commissioner Report.
March 11, 2026

This report covers February 11 thru March 11, 2026.

Work Completed:

1. Plowed snow only once this month so far.
2. Grader and loader used to push back snow banks.
3. Mud season has begun. Symond's mill, The ward hill section is the worst. Hauled some gravel to repair. Some culverts have dropped, put in some gravel to level out.
4. Roads were posted on March 6.

Equipment:

1. Full service done on the loader. Filters, oils

Other:

1. Will be busy working on grant applications for projects in Town. Would need to replace a large culvert in East Elmore,
2. Last Fema pushed for Earl Gray road.
3. Putting RFP together for garage demo in July and lawn mowing and clean up for Town lawns this spring.

Road Commissioner

Michel Lacasse



ZONING ADMINISTRATOR REPORT

This report covers February 1 thru February 28, 2026.

February Project Activity:

1. Prepare and submit monthly U.S. Census Bureau report.
2. WEB Site maintenance.
3. Process Zoning applications
4. Worked with landowners regarding the watershed mitigation plan for West Loop RD (Private Road) and coordinate with Lamoille County Conservation District.
5. Worked on old Highway Garage rehabilitation plan and application for site plan approval.
6. Worked with property owners regarding pre application requirements.
7. Worked on updating Zoning Permits Index through 2025.

Tasks Included:

12 days in the office

**** 3** - Continued processing current pending applications

****16** - Office conferences and correspondence with landowners, surveyors, brokers, attorneys and engineers

○ **6** - Phone inquiries

**** 2** - Site visits & application follow-up

****2** - Application consultation & assistance

○ **3** - Shoreland activities, State Reports, LakeWise, Tree cutting

○ **6** - Land Record & Permit history research

○ **5** - Planning Commission support, Bylaw & Town Plan studies, review & Meeting

○ **2** - Selectboard meeting, follow up & report prep

**** 5** - NOAV (Notice of alleged violation) research, correspondence & consults

○ **0** - Forms update – (Interested Persons, Cert of Compliance, Fees)

○ **0** - E-911 assistance

○ **4** - Private Road research & conf

**** 9** - DRB Agenda, Warnings, prep, Hearings, Draft Findings & Decisions

○ **0** - Listers assistance & Conf

○ **3** - VLCT training & Professional inquiries, Research Statutes

○ **0** - Forest Land, large parcel & abandoned buildings research

○ **5** - Highway Dept, Driveway and Curb Cut assistance, policy research

○ **6** - Office Admin, Zoning Index support, web site support, printer

○ **0** - Front Porch Forum articles

**** Permit related activities (Fee supported)**

Others – Non-Permit related activities