

TOWN OF ELMORE, VT

Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: June 11, 2025

Start Time: 6:00 pm Adjourn 8:31 pm

Selectboard Members Present:

- Caroline DeVore (Chair)
- Glenn Schwartz (Clerk)
- Sharon Fortune

Meeting Attendees: See attached attendance sheet

Meeting Recording

[https://us06web.zoom.us/rec/share/zP--](https://us06web.zoom.us/rec/share/zP--3GdWgalEoyoi3DMJeh6l1AJGDLmNTPGiVws36JWp0rDxslQNqZFbTN0iLP7d.sIM_xpkmdJaJElg3?startTime=1749679105000)

[3GdWgalEoyoi3DMJeh6l1AJGDLmNTPGiVws36JWp0rDxslQNqZFbTN0iLP7d.sIM_xpkmdJaJElg3?startTime=1749679105000](https://us06web.zoom.us/rec/share/zP--3GdWgalEoyoi3DMJeh6l1AJGDLmNTPGiVws36JWp0rDxslQNqZFbTN0iLP7d.sIM_xpkmdJaJElg3?startTime=1749679105000)

Passcode: 5\$!yUYLY

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

- **Call To Order:** Caroline DeVore
- **Review/approve previous meeting's minutes –**
The Board reviewed minutes from the following meetings:
May 21, 2025 - Regular Selectboard Meeting
June 2, 2025 – SOP Meeting
Motion: S. Fortune moved to approve the minutes. G. Schwartz seconded the motion
Vote: Motion passed unanimously. C. Devore was not present at either meeting so she abstained from the vote
- **Review additions or deletions to today's agenda**
No conflicts of interest were reported
- **Conflict of Interest review for agenda item**
 - No conflicts of interest were reported

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

- a. **DISCUSSION: Deferred from May:** Food Shelf in Elmore – Mary Collins' email

Notes: Discussion was deferred again as Mary Collins was not in attendance. C. DeVore to reach out to get a date that Mary can attend.

TOWN OF ELMORE, VT

Select Board Meeting

2. ACTIVE ITEMS

- a. **REVIEW:** Quarterly financial review with the Town Treasurer

Notes: The attached Quarterly financial reports were presented by S. Draper. There were many questions and concerns raised by the community including the following;

Key Concerns & Questions:

Missing Run Dates, Add run-date on every page header

Page Breaks: Line-item wrap from general operating into highway sections made it hard to follow fund-by-fund totals.

Clearly label the grand total line as Total All Funds.

Separate operating versus capital expenses (e.g., the \$295,000 truck purchase).

Produce a one-page summary showing total revenues, total expenses, net fund balance, and year-over-year fund comparisons.

C. DeVore to engage the AI assistant to draft a how-to guide for future reviews and auto-generate the one-page summary.

Form a small working group to explore long-term reporting enhancements; members to notify the Chair by June 20, 2025.

- b. **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, Morrisville Town Manager, Don McDowell, Morrisville SB Chair to attend

Notes:

Presenters: Brent Raymond & Don McDowell

Background: FY 22–23 budgeted \$26,000.00 for Morrisville EMS services. On a requested an increase to \$35,000.00 from Morrisville, the ESB increased the budget by \$4,500.00 for FY 23–24 (to \$30,500.00) and held flat for FY 24–25.

EMS Funding: Morristown requested an additional \$4,500 to complete the \$9,000.00 increase agreement.

Board Questions: Fair-share calculation methodology; contributions from Wolcott and others; need for detailed spreadsheets (expense lines, capital purchases), call breakdowns, equipment plans, service reports, and a five-year forecast.

Decision: Elmore to contribute a total of \$35,000 for FY 25/26 (increase of \$4,500.00). Caroline to write a confirming letter to the Morrisville Select Board that will include conditions:

TOWN OF ELMORE, VT

Select Board Meeting

- c. **DISCUSSION:** Northeast Wilderness Trust – Eagle Ledge Trail (Sophie Ehrhardt)

Notes:

Presenter: Sophie Earhart (Land Steward)

Issues: Unauthorized motorized vehicles access are damaging wetlands and the environment; mapping discrepancies and water quality on the Elmore Branch

Proposals: Pedestrian-only gates, brush clearing, jurisdiction clarification, law-enforcement coordination.

Action: Youth Conservation will perform some work including blocking off of some trails.

Follow-up: Northeast Wilderness Trust will refine Eagle Ledge Trail plan, address motorized use, and return with signage/gate proposals.

- d. **REVIEW:** Final Review/Adoption: SOPs for Open Meetings and Contacting Town Attorney

Notes:

After review of the attached SOP's, S. Fortune made a motion to approve the SOPs for Open Meetings and Contacting Town Attorney as written. G. Schwartz seconded the motion. The Motion passed unanimously.

- e. **UPDATE:** Stormwater Mitigation: Raingarden planting update.

Notes: G. Schwartz reported that some of the plantings have been installed and work will continue throughout the summer. Item closed

- f. **UPDATE:** Town Hwy Maint Facility (insulation, ridge cap, etc.)

Notes: G. Schwartz reported that all punch list work has been completed and MSI has been notified that the work has been completed

- g. **UPDATE:** Training on COI and OML; Reminder training to be completed by 6/30/25.

Notes: S. Fortune presented the attached list of those who have completed the required Elmore training for Ethics and Open Meeting Law. S. Fortune will continue to track to make sure everyone takes the training

- h. **NOTE:** Grand List Extension Request (Listers) signed by SB 6/1/25.

No further action required. Provided for information only

- i. **NOTE:** Rt 12 culvert updates scheduled to start 5/12/25 lasting through summer.

No further action required. Provided for information only

TOWN OF ELMORE, VT

Select Board Meeting

- j. **NOTE:** 2025 Elmore LEMP (Local Emergency Mgmt Plan) submitted.

No further action required. Provided for information only

- k. **NOTE:** Grant awarded! FY25 Municipal Planning Grant. \$15,000 paperwork complete

No further action required. Provided for information only

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

- a. **UPDATE:** Community Communication (DeVore 5 min)

- i. Include any updates on blogs or general communication.

Notes:

A blog regarding the use of reserve funds has been posted
AI testing has been completed

- b. **UPDATE:** Road Commissioner's Report (10 min)

Notes: See attached Road Commissioner's Report

- c. **UPDATE:** Zoning Administrator's Report (10 min)

Notes: See attached Zoning Administrator's Report.

4. PUBLIC COMMENTS (Speakers may comment for up to 2 minutes.

- D. Valentine queried authorship of the Zoning-administration blog on the Town website; Chair confirmed that it was written by C. DeVore with Selectboard oversight.
- W. West questioned the timing of the \$4,500.00 increase for Morrisville EMS services. See 2 b. above.
- W. West questioned when the new tax rate will be set and will the reassessment effect the timeframe. Mr. West also asked if the meeting will be warned. The meeting will be warned as soon as the date is set.

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

- a. Routine Administrative, operations items and payment approvals.

Notes: The Check Warrant Reports were reviewed and approved at this meeting.

Next meeting: 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, VT
Select Board Meeting

Minutes Respectfully Created and Submitted by:

Glenn Schwartz

6/13/25

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	6/11/2025
ENTER MEETING NAME:	SELECTBOARD

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?
Gloria Schwartz	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB Member
Warren West	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharon Feltus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB Member
Caroline Bellve	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB Member
Michelle Kacasse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RC
Shawn Draper	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Treas.
Schie Ehrhardt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mazzoni
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Revenue & Expense

06/10/25

01:32 pm

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

Page 1 of 7
owner

Account	Budget	Actual	Actual % of Budget
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 interst	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%

06/10/25

01:32 pm

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

Page 2 of 7
owner

Account	Budget	Actual	Actual % of Budget
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 Lamoille Sheriff Dispatc	29,227.00	29,227.00	100.00%
11-7-50-330.02 Lamoille 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./fast 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 EXPENCE			
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 EXPENCE	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%

06/10/25
01:32 pm

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

Page 3 of 7
owner

Account	Budget	Actual	% of Budget
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%
11-7-90-810.00 Fire Dept. Reserve Fund	0.00	0.00	0.00%
Total ADMINISTRATION	557,253.41	550,892.78	98.86%
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 Lamoille Comm. Food Share	750.00	750.00	100.00%
11-8-95-950.08 Lamoille Restorative Cent	150.00	150.00	100.00%
11-8-95-950.09 Lamoille County Mental He	250.00	250.00	100.00%
11-8-95-950.11 Lamoille County Plan. Com	0.00	0.00	0.00%
11-8-95-950.12 Lamoille Economic Devel.	150.00	150.00	100.00%
11-8-95-950.13 Lamoille Family Center	250.00	250.00	100.00%
11-8-95-950.14 Lamoille Home Health Hosp	250.00	250.00	100.00%
11-8-95-950.15 Lamoille 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 Lamoille Habitat for Huma	0.00	0.00	0.00%
11-8-95-950.27 Lamoille 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%
Total Expenditures	561,953.41	555,592.78	98.87%
Total General	28,259.23	77,127.17	
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%

06/10/25
01:32 pm

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

Page 4 of 7
owner

Account	Budget	Actual	% of Budget
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	26,060.66	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	285.87%

06/10/25
01:32 pm

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

Page 5 of 7
owner

Account	Budget	Actual	% of Budget
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 frtliner	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%

06/10/25
01:32 pm

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

Page 6 of 7
owner

Account	Budget	Actual	% of Budget
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%

06/10/25
01:32 pm

Town of Elmore General Ledger
Current Yr Pd: 12 - Budget Status Report
Utility/Water System

Page 7 of 7
owner

Account	Budget	Actual	% of Budget
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

Page 1 of 2
owner

Account	Budget	Actual	% of Budget
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 interst	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%

06/10/25
01:27 pm

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

Page 2 of 2
owner

Account	Budget	Actual	Actual % of Budget
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	

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
General

Page 1 of 1
owner

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

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Highway

Page 1 of 1
owner

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

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Reappraisal

Account	Curr Yr Pd 12 Jun Actual
<hr/>	
ASSET	
21-1-00-130.00 Due From/to Other Funds	16,993.97
Total Asset	<u>16,993.97</u>
FUND BALANCE	
21-3-00-770.00 Fund Balance	44,415.93
Total Prior Years Fund Balance	<u>44,415.93</u>
Fund Balance Current Year	-27,421.96
Total Fund Balance	<u>16,993.97</u>
Total Liability, Fund Balance	<u>16,993.97</u>

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Records Restoration

Page 1 of 1
owner

Account	Curr Yr Pd 12 Jun Actual
<hr/>	
ASSET	
22-1-00-130.00 Due From/to Other Funds	19,579.94
Total Asset	<u>19,579.94</u>
FUND BALANCE	
22-3-00-770.00 Fund Balance	16,718.94
Total Prior Years Fund Balance	<u>16,718.94</u>
Fund Balance Current Year	2,861.00
Total Fund Balance	<u>19,579.94</u>
Total Liability, Fund Balance	<u>19,579.94</u>

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Garage Constuction

Page 1 of 1
owner

Account	Curr Yr Pd 12 Jun Actual
<hr/>	
ASSET	
23-1-00-130.00 Due From/to Other Funds	0.00
Total Asset	<u>0.00</u>
FUND BALANCE	
23-3-00-770.00 Garage Fund Balance	0.00
Total Prior Years Fund Balance	<u>0.00</u>
Fund Balance Current Year	0.00
Total Fund Balance	<u>0.00</u>
Total Liability, Fund Balance	<u>0.00</u>

06/10/25

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Utility/Water System

Page 1 of 1
owner

Account

Curr Yr Pd 12 Jun
Actual

ASSET

24-1-00-130.00 Due From/to Other Funds

64,185.73

Total Asset

64,185.73

FUND BALANCE

24-3-00-770.00 Fund Balance

61,020.43

Total Prior Years Fund Balance

61,020.43

Fund Balance Current Year

3,165.30

Total Fund Balance

64,185.73

Total Liability, Fund Balance

64,185.73

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Fire Dept. Equip Reserve

Account	Curr Yr Pd 12 Jun Actual
<hr/>	
ASSET	
25-1-00-130.00 Due From/to Other Funds	45,000.00

Total Asset	45,000.00
	=====
FUND BALANCE	
25-3-00-770.00 Fire Dept. Equip Fund Bal	45,000.00

Total Prior Years Fund Balance	45,000.00

Fund Balance Current Year	0.00

Total Fund Balance	45,000.00

Total Liability, Fund Balance	45,000.00
	=====

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Equipment Reserve

Account	Curr Yr Pd 12 Jun Actual
<hr/>	
ASSET	
31-1-00-130.00 Due From/to Other Funds	0.00
Total Asset	<u>0.00</u>
FUND BALANCE	
31-3-00-770.00 Equip. Fund Balance	0.00
Total Prior Years Fund Balance	<u>0.00</u>
Fund Balance Current Year	0.00
Total Fund Balance	<u>0.00</u>
Total Liability, Fund Balance	<u>0.00</u>

06/10/25
01:36 pm

Town of Elmore General Ledger
Balance Sheet Current Year - Period 12 Jun
Long Term Debt

Page 1 of 1
owner

Account	Curr Yr Pd 12 Jun Actual
ASSET	
41-1-00-130.00 Due From/to Other Funds	0.00
Total Asset	0.00
LIABILITY	
41-2-00-521.03 Water Sys. Loan RF3-297	191,136.23
41-2-00-521.05 Fire Truck Loan	71,081.27
41-2-00-521.06 Grader 2012	0.00
41-2-00-521.07 Bond Loan Garage	2,164,680.00
Total Liability	2,426,897.50
FUND BALANCE	
41-3-00-770.00 Fund Balance	-2,426,897.50
Total Prior Years Fund Balance	-2,426,897.50
Fund Balance Current Year	0.00
Total Fund Balance	-2,426,897.50
Total Liability, Fund Balance	0.00

EMS CALL WORKSHEET

	FY 22-23 ACTUAL		FY 23-24 ACTUAL		FY 24-25 BUDGETED		FY 25-26 BUDGETED	
	Calls	%	Calls	%	Calls	%	Calls	%
Billed Calls	534	59%	529	63%	517	59%	532	61%
No Transports	368	41%	312	37%	364	41%	340	39%
TOTAL CALLS	902	100%	841	100%	881	100%	872	100%
ALS	294	55%	302	57%	238	46%	303	57%
ALS 2	12	2%	8	2%	10	2%	11	2%
SCT	2	0%	0	0%	0	0%	0	0%
BLS	226	42%	219	41%	269	52%	218	41%
BILLED CALLS	534	100%	529	100%	517	100%	532	100%

2 Year Actual	1063
	680
	1743

Note:
 Used actual
 FY 23/24 % to
 budget for FY25/26

	Voted 2018-19	Voted 2019-20	Voted 2020-21	Voted 2021-22	Voted 2022-23	Voted 2023-24	Voted 2024-25	Voted 2025-26
Morristown-VLCT 2010/20 Census	5227	5434	5434	5434	5434	5434	5434	5434
EMS Budget	\$ 592,307	\$ 603,158	\$ 630,066	\$ 665,148	\$ 802,244	\$ 890,848	\$ 1,099,015	\$ 1,079,269
Cost per Capita	\$ 113.32	\$ 115.39	\$ 115.95	\$ 122.40	\$ 147.63	\$ 163.94	\$ 202.25	\$ 198.61
\$ Increase (Decrease)	\$ 8.45	\$ 2.08	\$ 0.56	\$ 6.46	\$ 25.23	\$ 16.31	\$ 38.31	\$ (3.63)
% of Increase (Decrease)	8.06%	1.83%	0.48%	5.57%	20.61%	11.04%	23.37%	-1.80%
Less Billing Revenue	\$ (194,600)	\$ (171,000)	\$ (201,500)	\$ (208,600)	\$ (190,400)	\$ (255,700)	\$ (290,500)	\$ (355,000)
Less New Ambulance	\$ (54,500)	\$ (53,380)	\$ (53,380)	\$ (53,380)	\$ (53,380)	\$ (37,500)	\$ (75,000)	\$ (76,700)
Net Cost to Taxpayers	\$ 343,207	\$ 378,778	\$ 375,186	\$ 403,168	\$ 558,464	\$ 597,648	\$ 733,515	\$ 647,569
Cost per Capita	\$ 65.66	\$ 72.47	\$ 69.04	\$ 74.19	\$ 102.77	\$ 109.98	\$ 134.99	\$ 119.17
\$ Increase (Decrease)	\$ (2.17)	\$ 6.81	\$ (3.42)	\$ 5.15	\$ 28.58	\$ 7.21	\$ 25.00	\$ (15.82)
Cost per Capita, % of Increase (Decrease)	-3.20%	10.36%	-4.72%	7.46%	38.52%	7.02%	22.73%	-11.72%
Elmore-VLCT 2010/20 Census	855	855	886	886	886	886	886	886
Proposed Increase	0%	0%	0%	0%	0%	17%	0%	0%
Cost/Capita	\$ 30.41	\$ 30.41	\$ 29.35	\$ 29.35	\$ 29.35	\$ 34.42	\$ 34.42	\$ 34.42
\$ Increase	\$ 1.17	\$ -	\$ (1.06)	\$ -	\$ -	\$ 5.08	\$ -	\$ -
Elmore Budget	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 30,500	\$ 30,500	\$ 30,500
% of Increase	4%	0%	-3%	0%	0%	17%	0%	0%

***** Effective 7/1/2023 - 6/30/2024 Budget, cost for Elmore at \$35,000 would have been a 35% of Actual Cost Per Capita (Elmore is now stating they will not pay the agreed amount)

Net cost per capita for Morristown Residents = \$113.56 in FY 25/26 (takes out Elmore fees)
Net cost per capita for Elmore Residents = \$34.42 in FY 25/26

Net cost per capita for all residents should be \$102.46 in FY 25/26
- Morristown costs per capita @ \$102.46 is: \$556,767.64 for FY 25/26
- Elmore costs per capita @ \$102.46 is: \$90,779.56 for FY 25/26

***** Note - cost per capita does not include new ambulance

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

NORTHEAST



WILDERNESS
TRUST

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.



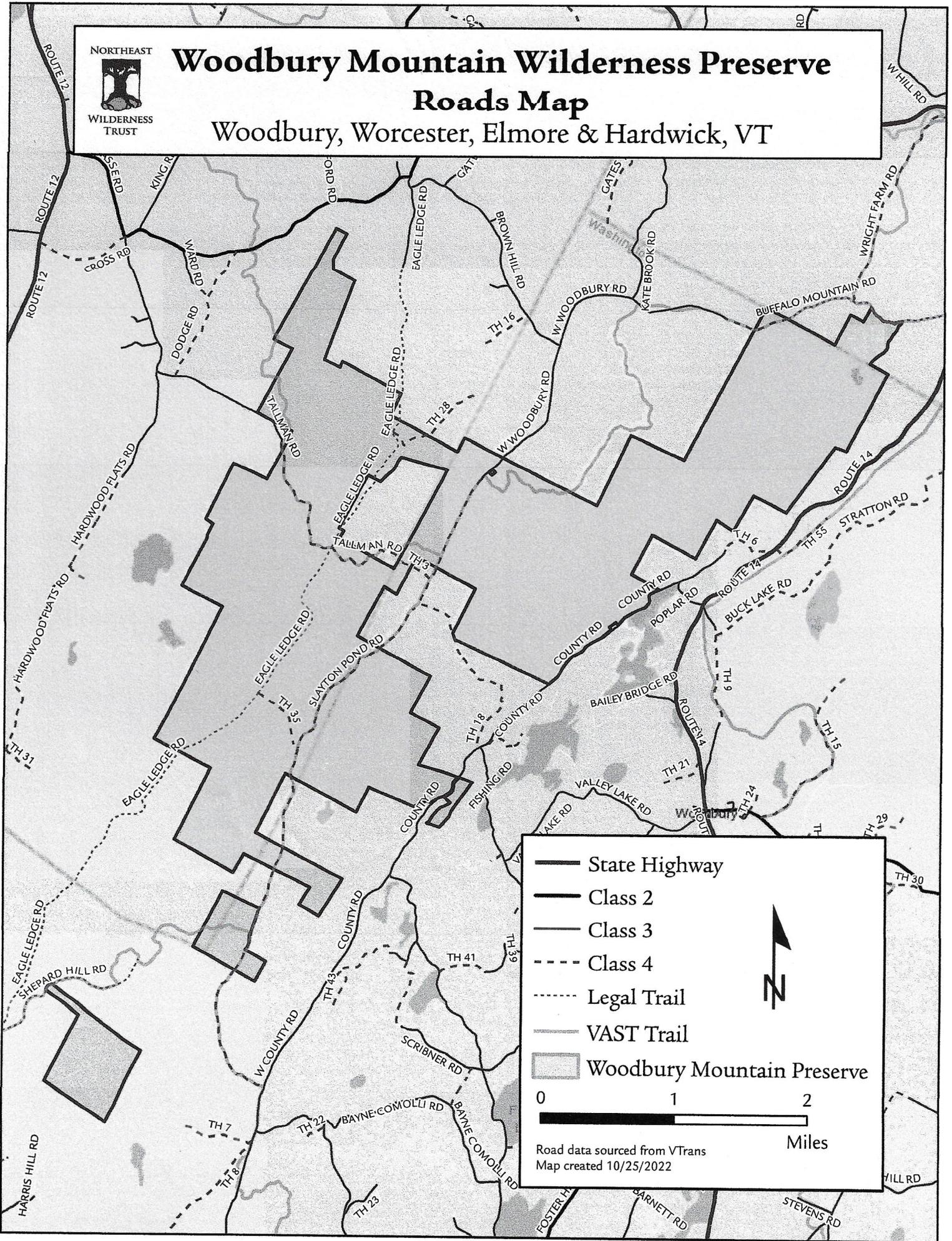
In-office Mondays only.



Woodbury Mountain Wilderness Preserve

Roads Map

Woodbury, Worcester, Elmore & Hardwick, VT



- State Highway
- Class 2
- Class 3
- Class 4
- Legal Trail
- VAST Trail
- Woodbury Mountain Preserve

0 1 2
Miles

Road data sourced from VTrans
Map created 10/25/2022

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

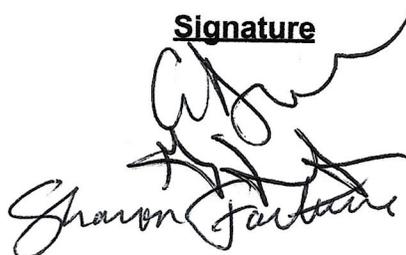
Act 133 Vermont Open Meeting Law
1 V.S.A. § 314 Penalty and Enforcement

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

Select Board Member

Caroline DeVore (Chair)
Glenn Schwartz
Sharon Fortune

Signature



Vote

Yes
Yes
Yes

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

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

<u>Select Board Member</u>	<u>Signature</u>	<u>Vote</u>
Caroline DeVore (Chair)		Yes
Glenn Schwartz		Yes
Sharon Fortune		Yes

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		

Elmore Town Required Training Completion- Ethics and Open Meeting Law- June 10, 2025

X = Completed Training

Name	Committee/Position	Ethics Training	Open Meeting Law Training
Glenn Swartz	Selectboard-Secretary &EPC	X	X
Caroline Devore	Selectboard-Chair&DRB	X	X
Sharon Fortune	Selectboard Member	X	X
Sandra LaCasse	Town Clerk	X	X
Sharon Draper	Town Treasurer	X	X
Michelle LaCasse	Road Commissioner	X	X
Eddy Adams	Road Crew		X
Dawn Angney	Kress EPC Co-Chair& Cemetery Comm.	X	X
Bruce Olsson	EPC Co-Chair		X
Nancy Davis	EPC	X	
Michelle Greeson	EPC		
Chris Jolly	DRB Chair		
Jason Cohen	DRB	X	
Michael Furst	DRB		
Paul Rouselle	DRB		

Road Commissioner Report June 11, 2025

This report covers from May 22 thru June 11, 2025.

Work Done:

1. Graded and put down some gravel on side roads between showers. 50% complete.
2. Graded Brown Hill to Woodbury line. Lacasse road to the end of Hardwood Flats and Tallman. Back on Mt road this week.
3. Did some ditch repair and deberming by Bailey Hill on the Mt Road.

Equipment:

1. Rainy days working on maintenance.

Upcoming:

1. Today awarded a better road grant for a culvert on Symond's mill road in the amount of \$20,000.00. Will cover the cost of materials needed. August?
2. Will be working on Camp road ditch and culvert work from beginning to about address 400 further if grant will allow.
3. Hope to do some brush cutting before it snows again. Camp, Hardwood Flats, Mercia and Softwood road. This to be hand cut.
4. Other tree removal: you may have noticed we are having a large amount of dying trees. Spruce budworm in the Balsam and spruce, emerald ash borer in the ash trees. Pine weevil in the red pine trees. Some of these that are dead would need to be removed before they fall in the roadway on their own. This saves on overtime.
5. Fema is not complete yet. We keep getting pushed back.

Michel Lacasse
Road Commissioner

ELMORE ZONING ADMINISTRATOR REPORT

This report covers May 1 thru May 31, 2025.

Tasks included:

- 7 days in the office
- Continued processing current pending applications – 4
- Office conferences with landowners, surveyors, brokers, attorneys and engineers – 15
- Phone inquiries - 9
- Site visits – 6
- Application consultation & assistance – 8
- Response to tree cutting requests and Shoreland activities, State Reports – 1
- Land Record research – 2
- Planning Commission support & Meeting– 5
- Selectboard meeting, follow up & prep – 2
- NOAV (Notice of alleged violation) – 2
- Forms update – 3 (Interested Persons, Cert of Compliance, Fees) - 0
- Correspondence & Inquiries – 3
- Environmental Board attention – 0
- Private Road research & conf – 0
- DRB Agenda, Warnings, prep, Hearings, Draft Findings & Decisions – 2
- Listers assistance – 2
- VLCT, training & Professional inquiries – 2
- Forest Land, large parcel & abandoned buildings research – 3
- Driveway and Curb Cut assistance, policy research – 0
- Office Admin, Zoning Index support, web site support, printer – 5
- Front Porch Forum articles -0

May Project Activity:

Prepare and submit monthly U.S. Census Bureau report.

WEB Site maintenance.

DRB meeting administrative. No warned Hearings.

Conducted DRB Required Training on Public meetings.(Scheduled)

Reviewed DRB Rules of Procedure and Conflict of Interest Policy for DRB Adoption. (Scheduled)

Attended VLCT - RBES Seminar (Residential Building Energy Standards)

Areas meriting ongoing ZA study:

Assessed **vacant, abandoned or dilapidated structures** for possible Zoning follow-up and additions to Zoning Bylaws pertaining to such. (List attached)

Large landowner and Use Value parcels in Elmore and recent **conservation easements** and effects on tax revenue. (TBD)

Parcels on west sides of VT RT 12, Elmore Mt RD and Beach RD which are in the **Forest Reserve District**. May be unduly restrictive for existing residents.

MAY ZONING APPLICATIONS:**

LOWELL, DUANE	487 Cross RD	Certificate of Compliance
WILLS, JAMES	801 VT RT 12	SINGLE FAMILY RESIDENCE
MACDONALD, MARGARET	20 WEST LOOP EXT	Replace part of camp and deck

* Required Notice posting, AND notice to surrounding property owners.

Notice of Alleged Violations (NOAV): First step in resolving zoning issues

WHEELER, Jared & Leah	539 Cross RD	No septic system on dwelling. Engineer working on it.
HAMIDZADEH, FARID	End of Hardwood Flats RD	Unpermitted new camp. New owner Leo Hastings to convert to camper. Will send letter.
SCHOBERLEIN, Eric & Jen	685 Beach RD	Side yard setback issue. Survey in progress.

**BURNED, ABANDONED OR DILAPIDATED STRUCTURES AS OF MAY 1, 2025
ELMORE VT**

PARCEL #	ADDRESS	NAME	DESCRIPTION
08/02/85.00	1530 HARDWOOD FLATS RD	DAILEY, RACHAEL	ABANDONED SFR - OVER 2 YEARS
20/20/31.00	568 BEACH RD	BURMEISTER, JASON	ABANDONED SFR - OVER 2 YEARS
03/00/28.00	10 DRAPER FARM RD	BURBANK, LAUREL & CHRISTOPHER	ABANDONED - OVER 2 YEARS
20/20/82.00	101 WIGNER RD	KOTLIKOFF, ALEX, DAVID & LARRY	ABANDONED
08/02/30.00	17 HARDWOOD FLATS RD	NEWMAN, ROBERT	VACANT
08/02/05.00	2342 SYMONDS MILL RD	MOREY, ROBERT & DEBRA	MOBILE HOME - VACANT (FEMA)
03/00/34.0	1839 ELMORE MT RD	FITZGERALD, Anthony, Michelle & Randy	CAMP - fallen in
08/02/76.00	950 TALLMAN RD	HUNT, JESSICA	Mobile home - trashed & vacant
Burned, abandoned or dilapidated structures: Any building or structure that is unstable, collapsing dangerous or if residential in nature, uninhabitable, including the debris associated with such structure.			
CDB 5-15-2025			