

TOWN OF ELMORE, VT.
MEETING OF THE ELMORE SELECTBOARD
MEETING MINUTES PREPARED BY SHARON FORTUNE
STATUS-DRAFT

Meeting Date- July 15, 2026

Meeting Start Time-6:01 pm. Meeting End Time-8:00 pm.

Attendees- See attached sheets

AGENDA:

Call to Order- Chairman Schwartz. Meeting minutes from June 10 & July 2 approved with edits

Motion by Fortune, seconded by Braun, Motion passed unanimously

Review additions /deletions to today's agenda- Report on Labor Day Fireworks- Braun
No Conflicts of interest for agenda items

1.SPECIAL TOPICS

a.Discussion- Review end of year Cost Statement - Draper (See attached report)

b.Discussion- Public hearing to solicit public comments regarding the draft 2026-2034 Town Plan-

Megan Rodier from LCPC presented the process used for creation of the Town Plan, which has been in development for at least a year and a half.

Community Members asked questions regarding Chapter 8, the Energy portion of the Plan.

Several questions were asked regarding the development of commercial wind and solar energy fields versus private citizen development and installation of such alternative energy sources. Bruce Olsson, Planning Commission Chairperson for development of the Town Plan, responded to questions. Nancy Davis, Planning Commission Member, read from the plan regarding the portion of the Plan which details Areas Unsuitable for Renewable Energy Development.

Motion to adopt the Elmore Town Plan 2026-2034 by Fortune, Seconded by Braun, Motion Passed Unanimously.

c. Discussion-Formation of Elmore Capital Advisory Board-

As a recommendation of the Advisory Board for Capital Equipment, we are forming a Capital Advisory board and are looking for volunteers. First meeting will be in September.

d. Discussion- Changes to Vermont's forest fire laws resulting from the enactment of ACT 162 of 2026.

To ensure compliance with the new law, municipalities should:

*Review Act 162 with the Selectboard and fire department leadership. Chief Adam Audet has been notified.

*Confirm the individual serving as the town forest fire warden under the revised statute. This is Adam Audet.

*Ensure that Forests, Parks and Recreation has current contact information for the town forest fire warden and any deputy town forest fire wardens designated by the fire chief.

*Ensure recordkeeping practices support wildfire reporting and reimbursement requirements.

e. Discussion- Approving the Local Emergency Management Plan-Act 162 passed recently. To be reviewed with Fire Department officers and SB members. Forest Warden is Adam Audet. Current Contact information needs to be sent to State. Permits to be provided via web site.

f. Discussion- Class 4 road Policy modification- T. Braun reviewed the current policy- Class 4 Highway work should be submitted to SB for approval. Delegate the authority of approving work to the highway commissioner. No action taken. Discussion to continue at next SB meeting.

G. Discussion- 2026 Stormwater Inspection Report- Inspection and reporting. Cross Consulting Inspection on April 28 revealed that additional impervious surfaces were observed that were not originally designed and/or permitted with the state stormwater operational permit. Specifically, a gravel drive leading to a large gravel stockpiling area has been added north of the permitted site. (See Attached)

H. At the DRB meeting 7/8/26 Paul Rouselle was nominated to a 3 year term on Elmore DRB. Schwartz moved to appoint Paul Rouselle to said term. Motion seconded by Fortune, Passed unanimously.

2. ACTIVE ITEMS

A. Update-reviewed Action Item from list submitted by Schwartz (See attached)

B. Update-Hardwood Flats Road Logging Project update (See attached email from Richard Carbonetti ACF CF Senior Advisor LandVest Forest Resources Division)
Email information summarized by S. Fortune as follows:

Upgrading of unimproved segment of Elmore Town Highway 29:

*Work has continued to proceed involving blasting of ledge in town road right of way along with installation of water crossings and ditching. Blasting performs several functions including creating a stable roadway, replacing gravel to reduce need to truck additional 100 or more loads of gravel on town road past neighbors, blasting benefits in preparation of roadway.

*Final blasting underway this week scheduled to be completed by Thursday.

*Coordination with Dick Dyer (FP&R) for several inspections.

*Dick Dyer has been on site twice to ensure compliance with all regulatory requirements.

- *Elmore Road Foreman has made several visits to site to ensure the town road improvements meet with his approval.
- * Posted Road Closed signs are up while construction and blasting are underway.
- * Road improvements to be completed across the small section of road across the wetland at foot of hill within the next week. This will conclude road improvements for now.
- *LandVest personnel have made regular inspections of the work and provided feedback and instruction to contractors.

Timber Harvesting Update:

- *Harvesting initiated on land of Wildwood Ventures , LLC about a week ago.
- *Client has received approval from Vt Land Trust that harvesting is in compliance with terms and conditions of the VLT easement.
- *Harvest amendment to forest management plan was reviewed and approved by Lamoille County Forester.
- *Harvesting to continue for several weeks or a month on Wildwood Ventures and then move to ELT, LLC. Harvesting continues through fall mud season , then is likely they will return for winter operations.
- *Anticipate maximum daily logging truck traffic to be 3-4 trucks. Some days there will be no trucks, and possibly days with more depending upon logging conditions, availability of trucks and other considerations.

C.Update-Cloud based document storage system. The 3 SB members need to meet to take next steps.

3.CONTINUING ACTION ITEMS

- A. Road Commisioner's Report- (See Attached)-Chloride purchased from the one supplier who provides product. Cost is \$6200 per load, significant increase from last year. A second load may be available. Many hours spent in office last month by Road Commissioner processing necessary paperwork. Concern expressed regarding Class 4 Roads and Trails in light of possible development of commercial sugaring operation including electricity installation.
- B. Zoning Administrator's Report- (See Attached) No new zoning applications received for single family dwellings.
- C. Discussion of Firework funding for Labor Day- Cost of fireworks display has increased. Schwartz moved town approval to expend \$3000 for firework display, as budgeted, motion seconded by Fortune, Passed Unanimously.

4.Routine, Administrative, operations items and payment approvals.

Motion to Adjourn by Fortune, seconded by Braun, Passed unanimously. Meeting adjourned- at 8:00 pm

5. Executive Session- Motion to enter executive session by Fortune @ 8:00 pm.
Seconded by Braun. Entered into executive Session to discuss a Personnel Matter.
Executive session ended 8:07 pm. No action taken.

Minutes Respectfully Created and Submitted by

Shaorn Fortune

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	7/15/26
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?
Walter Wolf					Citizen
Glen Schwartz			✓		SB Member
Sharon Fortune			✓		SB Member
Cheryl Schwartz	✓				
Stephen Witting		✓			
Dawn Cingray-Kres	✓				
STUART May	✓				
Nichel LACASSE			✓		RC.
Don Valentine			✓		
Koranne Trane			✓		
Terrence Kovacs	✓				
Shelly					
Trevor Braun			✓		ESB
Brian Evans-Morgan	✓				
Elsie Brennan					Zoom
MARYANNE MALIS					Zoom

Carolina DeJore

Mitchell Gresson

Ann Marie Dryden

" "

" "

" "

Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	7/15/26
ENTER MEETING NAME:	Select Board Meeting

CHECK ALL THAT APPLY					Reason for Attendance
REASON FOR ATTENDING					
YOUR NAME (printed)	Observer	Interested Party	Principal Party	Expert or Consultant	WHY ARE YOU ATTENDING?
Nancy Deed	X				
CT Surinham					ZA
Meghan Folier	X				VLC
Bruce Olson	✓				
Elizabeth Perez	✓				
Nancy Kohl	✓				
Kevin Kohl	✓				
Chloe Tagher	✓				
Julia Rife	X				
Nancy Parker	+				
Dean Putton	X				
Anna Bachard					Zoom
MARK Brewer					Zoom
Sharon Draper					
Ben MAU4					Zoom
Mike Miller					Zoom
Liz Dickson	✓				Zoom
George Kress MORPH					Zoom



ZONING ADMINISTRATOR REPORT

This report covers June 1 thru June 30, 2026.

June Project Activity:

1. Prepare and submit monthly U.S. Census Bureau report.
2. WEB Site maintenance. Added new Zoning Form
3. Process Zoning applications
4. Worked with property owners regarding pre application Zoning and Subdivision requirements.
5. Continued working with DEC – Lakes and Ponds representatives regarding Fire Station site rehabilitation and possible grant and funding opportunities through Lamoille NRCD.
6. Site visits on W. Loop, Point Rd, Elmore Mt Rd, Camp Rd, Symonds Mill Rd, King Rd, Cross Rd to check on projects.
7. Numerous meetings and interactions with project applicants and neighbors.
8. Selectboard, DRB & Planning Commission meetings.
9. Continued conducting study of septic system permits for all properties surrounding Lake Elmore.
10. 12days in the office

JUNE 2026 ZONING APPLICATIONS:**

PORCELLI, Stephen	556 Hardwood Flats RD	Access Permit
DELAIRE, G. Scott	216 Beach RD	12' x 24' addition at existing deck
DRAPER, James & Deborah & 44 Draper Farm RD		Boundary Line Adj.
DRAPER, Jonathan & Amy		

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

ZONING ADMINISTRATOR REPORT – June 2026

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

SCHOBERLEIN, Eric & Jen 685 Beach RD

Side yard setback issue. Survey completed, approved and filed. Working with applicant and attorneys re State Permits and deeds.

MONTHLY ZONING APPLICATION FEES***:	2024	2025
July	781.	5,120.
August	1,210.	2,241.
September	2,557.	555.
October	1,938.	1,267.
November	458.	2,651.
December	0	640.
Total for Calendar Years	10,162	16,492.
	2025	2026
January	0	0
February	520.	0
March	200.	839.
April	402.	795.
May	923.	1,118.
June	988.	680.
	3,033.	3,432.

** Includes recording fees

DRB Meeting scheduled for July 7, 2026:

Jason Cohen 345 Hayford RD

Variance for Home Occupation

DiMotta, Zach & Melissa 374 Camp RD

Conditional Use in Developed Shoreland District

CHARLES BURNHAM

Zoning Administrator

Town of Elmore Vermont

cburnham@elmorevt.org

Road Commissioner Report July 15, 2026

This report covers June 11th thru July 15, 2026.

Work To Date:

- 1) Two flash flood events - June 18 and 20. 4 plus inches of rain each event. Several culverts plugged with debris and overtopped. Some minor wash outs on Lacasse, Symond's mill, Mt road and Bedell brook. We were able to get patched up in a few days.
- 2) Grader has been out on Mt road, E. Elmore, Brown Hill to Woodbury line, Tallman, Hardwood, Camp, Westphal and Bliss Hill.
- 3) Removed the speed bump on Beach road.
- 4) Beavers tried to plug a culvert on Beach road.
- 5) Ditch line and culvert repairs on Pond road.
- 6) Deberm, ditch work and creating a new truck turn around on Courchaine Farm rd.
- 7) Put down some new gravel on Courchaine farm rd and Churchill rd.
- 8) The sand shed is full. 2000 of the 3000 yards are hauled in.

Equipment:

1. Road side mowing will start July 20.
2. Replaced the electric valve on the spray system.

Other:

1. Fema - Earl gray rd. The designs are done, permit applications are sent in. Permits may be 6 months out for the Army corp of engineers. Having to file change of orders with Fema as paper work returns.
2. Lots of class 4 meetings.

Michel Lacasse
Road Commissioner

MEMO

TO: Selectboard Town of Elmore

CC: David Degrutolla Region Manager, Dyland Alsbach, District Forester, & Danielle Wright
Rick Dyer AMP Forester VT Dept. of Forests, Parks and Recreation

FROM: Richard Carbonetti ACF CF Senior Advisor LandVest Forest Resources Division

SUBJECT: Hardwood Flats Road and Harvesting Update

Date: 7-14-26

As we indicated to keep the town and its residents informed we are providing this July update on the work being done on the segment of Town Highway 29 (Unimproved) that travels through the lands of Hardwood Ranch, LLC, Wildwood Ventures, LLC, & ELT, LLC.

Upgrading of the unimproved segment of Elmore Town Highway 29.

- Work has continued to proceed involving the blasting of ledge in the town road right of way along with the installation of water crossings and ditching. The blasting has performed several functions:
 - The first is to create a roadway that is stable, ditched and that water crossings have been installed to meet AMP requirements.
 - It has generated onsite rip-rap ledge material and gravel that has replaced the need to truck an additional +/- 100 loads of gravel on the town road past neighbors north of the three properties listed above.
 - Blasting reduced the overall need for gravel since the blasting has eliminated ledge impediments that would have required vast amounts of gravel to cover and create a stable road surface.
 - This blasting has environmental benefits in preparing a roadway that will be stable and in compliance with all AMP and wetland rules. It also has greatly reduced the mileage of trucking and thereby reduced the carbon footprint of the road construction and travel past residences.
- Final blasting is underway this week with a scheduled completion by Thursday at the latest.
- We have coordinated with Rick Dyer (FP & R) for several inspections. We've utilized his recommendations to maintain regulatory compliance in the installation of Acceptable Management Practices (AMPs) and wetland rules as construction has been planned and implemented.
- Rick Dyer has been on site twice since my appearance at the June Selectboard meeting to make observations and to ensure compliance with all regulatory requirements.

- The Elmore Road Foreman has also made several visits to the site to ensure the town road improvements meet with his approval. All indications are that the work is more than acceptable.
- We have with permission of the Elmore Road Foreman Michel posted road closed signs while construction and blasting are underway to facilitate public awareness of the road work and keep everyone safe.
- We hope to have road improvements completed down across the small section of road that travels across the wetland at the foot of the hill within the next week or two, possibly sooner. That will be the end of the road improvements for now. While we do not anticipate any additional extension of Town Highway 29 improvements further south we cannot definitively indicate that no further road improvements may be necessary.
- There will be the construction of an internal road by both Rick Dyer and Joellen Stivela of FP & R. This new road is entirely on the land of ELT, LLC. We are noting this for information purposes to be as transparent as possible. Construction will start at some later date.
- LandVest personnel, including myself, have made regular inspections of the work and provided feedback and instructions to our contractors.
- We continue to have members of the public visiting and commenting on the project. However, in our dialogue with neighbors we reiterate that LandVest is complying with all the regulations that pertain to the project as well as the terms of the conservation easements held on our client's three tracts.

Timber Harvesting Update:

- Harvesting was initiated on the land of Wildwood Ventures, LLC about a week ago. The projects started slowly as trails were installed and set up for skidding in compliance with the AMP standards.
- Our client has received approval from the VT Land Trust that the harvest complies with the terms and conditions of the VLT easement.
- The harvest amendment to the forest management plan was also reviewed and approved by the Lamoille County Forester.
- LandVest staff are laying out the sale in compliance with the approved UVA forest management plan and the terms and conditions of the easement to successfully meet our client's goals and objectives of ownership.
- Harvesting will continue for several weeks or a month or more on Wildwood Ventures and then move to ELT, LLC. Harvesting will likely continue through the fall

until the fall mud season prevents us from operating without damage. Then it is likely that we will return for winter operations.

- We anticipate maximum daily logging truck traffic to be 3-4 trucks. There will be days without trucks and possibly days with more depending on logging conditions, availability of trucks and other considerations.

7/15/2026

1. Item ID = 7 Digits (Month + Date + Year) - date proposed

2 Status = N = New, A = Active, C = Completed I = Inactive

[illegible]

Select Board Meeting

7/15/2026

Appropriations Research and Recommendations

Some concerns from Elmore residents:

The appropriations discussions take up a considerable amount of time each year at our town meeting.

The funds requested by the social services agencies are increased from the floor and increase the overall tax burden.

Agencies that did not send letters of request are added to the appropriations vote.

There is no town policy to guide the appropriations and no guardrails to contain spending.

VLCT Model Social Services Appropriations Policy (Copy Attached)

Summary:

- Under Vermont law, voters of a town may appropriate money for the support of social service programs and agencies that provide services to town residents. (24V.S.A. 2691/2692)
- Multiple towns may work cooperatively to secure the provision of social services if warranted to provide more effective and efficient social services for their residents.
- Articles may be placed on the town meeting warning by vote of the selectboard.
- A social service agency may submit a petition signed by 5% of the voters to the town clerk by the 47th day before the date of the town's annual meeting.
- Late or incorrect petitions do not have to be honored (see details)
- Because of the proliferation of social services agency requests, selectboards may find it helpful to adopt a policy to manage them.
 - Require that all social service agency requests be submitted by petition
 - Allow social service agencies that had an appropriation approved at the last annual meeting to be included on the warning without a new petition, if the requested appropriation is the same or less than the amount previously approved by the voters.
- The town can encourage or require social service agencies to describe their programs for inclusion in the town's annual report. In addition, the policy can require social service agencies to provide some form of financial disclosure as a condition for receiving an appropriation.
- If the request is the same or less than the previous year voter approved year, the social service agency should make its request by letter to the selectboard.
- A town policy can require a petition from a social service if the request is greater than the previous year.
- The policy can include a payment schedule and the statement "Payment is subject to availability of funds."

Title 24: Municipal and County Government
Chapter 073: Social Services for town residents
(Cite as: 24 V.S.A. § 2691)

§ 2691. Aid to social services for town residents

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, elders, children, persons with disabilities, persons with a substance use disorder, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds. (Added 1973, No. 177 (Adj. Sess.), § 2; amended 2005, No. 174 (Adj. Sess.), § 56; 2013, No. 96 (Adj. Sess.), § 152.)

(Cite as: 24 V.S.A. § 2692)

§ 2692. Contract with service provider

The legislative body of a municipality making an appropriation, as provided in section 2691 of this title, may make a contract with public or private agencies or persons concerning the provision of those certain social services. (Added 1973, No. 177 (Adj. Sess.), § 2.)

Policy Definition (VLCT):

A policy is a course of action guiding principle, procedure, or strategy that is adopted by a municipal public body (e.g. selectboard). Policies are executive in nature and are oriented inwards to guide internal decision-making processes.

A policy is designed to influence and determine decisions in the course of conducting certain municipal affairs.

Policies should establish clear-cut orderly and systematic methods for handling certain administrative duties and internal town operations.

Although policies generally do not have regulatory enforcement authority as compared to ordinances, policies are useful in that they clearly define a municipality's standards.

Policies can be adopted by a majority vote of the selectboard at a warned meeting under the Open Meeting Law.

Recommendations:

→ Verify or clarify the statements below with the town attorney:

Under Vermont law, an unwarned policy **cannot** be changed from the floor at Town Meeting. Does this mean that a social service agency request, according to a town policy, cannot be changed from the floor?

If the policy was adopted by your local Selectboard (administrative rather than legislative rules), they can amend or repeal it at any of their regular public meetings.

To change a policy by a floor vote, you must submit a petition signed by at least 5% of registered voters to the Town Clerk so the item can be officially added to the Town Warning for the following year.

→ Warn a special meeting this fall to write and approve an Elmore Town Appropriations Policy.



Model Social Services Appropriations Policy

Under Vermont law, voters of a town may appropriate money for the support of social service programs and agencies that provide services to town residents. [24 V.S.A. § 2691](#). Some examples of the programs included are transportation, nutrition, childcare, medical care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. Additionally, multiple towns may work cooperatively to secure the provision of social services if warranted to provide more effective and efficient social services for their residents.

An article regarding an appropriation to a social service agency can be placed on the town meeting warning by vote of the selectboard. Alternatively, a social service agency may submit a petition signed by 5% of the voters to the town clerk by the 47th day before the date of the town's annual meeting. [17 V.S.A § 2642\(a\)\(3\)\(A\)](#). These petitioned requests, if valid and timely, must be included in the warning.

Because of the proliferation of social service agency requests, selectboards may find it helpful to adopt a policy to manage them. Some selectboards require that all social service agency requests be submitted by petition. Other selectboards allow social service agencies that have had an appropriation approved at the last annual meeting to be included on the warning without a new petition, as long as the requested appropriation is the same or less than the amount previously approved by the voters. While both methods are appropriate, this model policy describes the latter of these two arrangements. Please note that any italicized language in this model denotes a policy choice to be made by the selectboard prior to adoption.

This model also provides an example of a petitioned article and language to encourage or require social service agencies to describe their programs for inclusion in the town's annual report. In addition, language can be added to this policy to require social service agencies to provide some form of financial disclosure as a condition for receiving an appropriation. Note that appropriations made pursuant to a contract between the selectboard and the provider of the social service under [24 V.S.A. § 2692](#) can give the town a degree of control over how and when the appropriation is disbursed.

These resources are only intended to provide information and do **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have specific questions about this policy, please contact the VLCT Municipal Assistance Center.

Copy below this line and paste into a new document

Social Service Appropriation Policy Town of _____

PURPOSE: Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service programs and agencies that provide services to town residents. 24 V.S.A. § 2691. The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Town of _____ Annual Meeting.

APPLICABILITY: This policy applies to appropriation requests from social services agencies and programs subject to the provisions of Title 24, Chapter 73 of Vermont Statutes Annotated. Such programs include, but are not limited to, transportation, nutrition, childcare, medical care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance.

This policy does not apply to town membership organizations such as the Vermont League of Cities and Towns, the _____ Regional Planning Commission, or the _____ Solid Waste Management District.

PROCEDURE: Those social service agencies that have not had an appropriation request approved at the most recent annual town meeting, or that are requesting a larger appropriation than that approved at the most recent annual town meeting, must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642. Such petition must be signed by at least five percent of the voters of the town and filed with the town clerk not less than 47 days before the day of the annual meeting. The petition should be in substantially the following form:

Petition of Legal Voters of the Town of _____

We, the undersigned legal voters of the Town of _____, hereby petition the selectboard to add the following article to the warning for the annual town meeting to be held on Tuesday, March __, 20__:

Shall the town appropriate \$[insert amount of request] to [insert name of social service agency], for [insert brief description of the purpose of the proposed appropriation] in accordance with 24 V.S.A. § 2691?

Print Name

Address

Signature

Pursuant to 17 V.S.A. § 2642(a)(3)(C), a petition must contain the petition language on every page on which signatures are collected and must contain the printed name, signature, and street address of each voter who signs the petition.

No proposed article may contain any opinion or comment about the subject being voted upon. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not containing the required number of signatures shall be returned by the town clerk within 24 hours of receipt stating in writing on the petition why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the town clerk not later than 48 hours after the petition was returned by the clerk, or the filing deadline, whichever is later. However, supplementary petitions shall not be accepted if the original petition did not meet the filing deadline or did not contain the requisite number of signatures.

Those social service agencies that have had an appropriation request approved at the most recent annual town meeting are not required to submit a petition for an article requesting an appropriation if the amount requested is the same or less than the amount approved by the voters in the previous year. In such case, the agency should make its request by letter to the selectboard postmarked no later than *[insert any number of days¹]* days before the day of town meeting. If the last day for filing letters with the selectboard falls on a Saturday, Sunday, or legal holiday, then the deadline shall be extended to the next day which is not a Saturday, Sunday, or legal holiday. The letter should identify the name of the agency, the amount requested for appropriation, and a person to contact for more information. Agencies that do not submit a letter to the selectboard before the *[insert any number of days]-day* deadline must submit a voter-backed petition in accordance with 17 V.S.A. § 2642.

All social service agencies requesting appropriations under this policy are *[insert "encouraged" or "required"]* to submit a description of the agency's programs for inclusion in the town's annual report. Descriptions must be limited to *[insert number of words or pages]* and should describe the program or services provided to town residents. Agency representatives are encouraged to attend *[town meeting and/or the public informational hearing]* to explain the appropriation request to the voters and answer their questions.

Approved social service appropriations will be paid by the town on the following schedule:

[insert schedule of payments]

Payment is subject to the availability of funds.

¹ In setting this deadline, the Selectboard is not limited to the 47-day deadline imposed for voter-backed petitions. Instead, the Selectboard should set this deadline based on the time needed to finalize the town meeting warning.

The foregoing policy is hereby adopted by the selectboard of the Town of _____, Vermont, this
____ day of _____, and is effective as of this date until amended or repealed.

Signatures:



Vermont League
of Cities & Towns



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Policies and Ordinances

Policies

A policy is a course of action, guiding principle, procedure, or strategy that is adopted by a municipal public body (e.g., a selectboard or board of library trustees). Policies are executive in nature and are oriented inwards to guide internal decision-making processes. Generally, policies apply to employees, town facilities or the public body itself.

A policy is designed to influence and determine decisions in the course of conducting certain municipal affairs. Policies should establish clear-cut, orderly,

and systematic methods for handling certain administrative duties and internal town operations. They should be flexible enough to meet changing situations and conditions, yet conditions yet provide enough consistency and continuity in making decisions to ensure predictability.

Although policies generally do not have regulatory enforcement authority as compared to ordinances, policies nevertheless are useful in that they clearly define a municipality's standards and set reasonable expectations for the applicable municipal topic.

Ordinances

An ordinance is a legislative act by the legislative body of a municipality (selectboard, council, aldermen, trustees). Black's Law Dictionary defines an ordinance as "[a]n authoritative law or decree; specifically, a municipal regulation, especially one that forbids or restricts an activity." Black's Law Dictionary (10th ed. 2014). In contrast to a policy, which governs internal operations, an ordinance is "an expression of municipal will affecting the conduct of the inhabitants generally, or of a number of them under some general designation." *City of Barre v. Perry & Scribner*, 82 Vt. 301 (1909).

Municipal ordinances carry the state's authority and have the same effect within the municipality's limits as a state statute. Once adopted according to statutory process, they become legally enforceable local laws. A municipal ordinance is designated either as a civil or criminal offense and may carry a fine or penalty of up to \$800. A civil ordinance is generally enforced in the Vermont Judicial Bureau, the court that has statewide jurisdiction over civil violations.

Statutory Authority

Local control, however, exists in Vermont exclusively by permission from the Vermont General Assembly. Because Vermont is a Dillon's Rule state, municipalities have only those powers and functions specifically authorized by the Vermont Legislature, and such additional functions as may be incident, subordinate, or necessary to the exercise thereof. Therefore, municipalities may only adopt ordinances and policies on matters that the legislature has authorized.

A statute giving authority for local control will either be self-executing or enabling. A self-executing statute confers upon municipalities the immediate authority to act without first adopting an ordinance. For example, under [24 V.S.A. § 2201\(b\)](#), municipalities are given the power to issue penalties for certain solid waste violations whether or not an ordinance is first adopted. On the other hand, a statute granting only enabling authority means the municipality must first adopt an ordinance pursuant to [24 V.S.A. §§ 1972 et seq.](#) before it can exercise control over the matter.

Examples of Policies and Ordinances

Municipal authority to make local law derives from state statute or municipal charter. The subjects of local legislation are varied and scattered throughout many different titles of the Vermont Statutes Annotated. The location of most municipal authority is located in [24 V.S.A. § 2291](#). This statute includes 28 different provisions that authorize municipalities to assert local control on a specific matter. Some of the more common ordinances located in this statute include the authority to regulate dogs, solid waste, parking, and speeding. Titles 19 and 23 that focus on highways and motor vehicles respectively are other locations within state law that offer options for municipal regulation.

Examples of municipal policies include a personnel policy authorized under [24 V.S.A. § 1121](#) that establishes provisions of employment, leave time, health benefits, and work conduct; a highway maintenance policy that articulates how and when class 4 highways are maintained or plowed; and a purchasing policy that sets standards for bidding on certain municipal expenditures.

What Are the Procedures for Adopting a Policy Versus an Ordinance?

Because a policy is administrative in nature rather than regulatory, it is relatively simple to adopt. Generally, all that is required for adoption is a majority vote by the legislative body of a municipality or other board in favor of the policy at a duly noticed meeting under the Open Meeting Law ([1 V.S.A. §§ 310 et seq.](#)).

Adopting an ordinance requires closely following the statutorily prescribed procedures set forth in [24 V.S.A. §§ 1972 et seq.](#), which include posting the ordinance and publishing it in a local newspaper. It is important to follow these procedures, as failure to adhere to them may result in an invalid ordinance. In re Bill, 168 Vt. 439 (1998). To help member municipalities in this regard, VLCT has created an Ordinance Adoption, Amendment, or Repeal Toolkit (Ordinance Resources below) that details all the statutorily required steps for adopting an ordinance.

What Should We Use: A Policy or an Ordinance?

When weighing whether to put a rule or procedure into the form of either a policy or an ordinance, consider these key questions:

- What is the intended purpose and scope of the proposed rule?
- What is the specific municipal topic or issue?
- Is there enabling statute that would allow enactment of an ordinance?

- What is the most effective and appropriate method of enforcing the rule or procedure?

The answer may be evident immediately – for example, if the conclusion is that there is no legislative authority given to your municipality to enact an ordinance on the topic.

Remember that policies generally do not have the authority to provide for penalties or fines. For this reason, policies are a better fit for when a municipality wants to explain an internal administrative process or direct the behavior of municipal officials.

On the other hand, if your goal is to “describe a permanent rule of conduct ... [that] creates liability or affects the people of a municipality in an important or material way,” an ordinance should be adopted. *Herbert v. Mendon*, 159 Vt. 255 (1992).

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

Ask a Question

Policies



**Model Capital
Program and
Budget Policy**

MARCH 3, 2026



**Model Fund
Balance Policy
+ Guidance**

FEBRUARY 4,



**Model
Procurement
Policy +
Guidance**



CROSS CONSULTING ENGINEERS, P.C.

103 Fairfax Road, St. Albans, Vermont 05478-6271 • Tel. : 802.524.2113 • Fax: 802.524.9681
E-mail : pgarceau@crossconsultingengineers.com

Elmore Highway Maintenance Garage
2343 VT Route 12
Elmore, VT 05657

06/23/2026

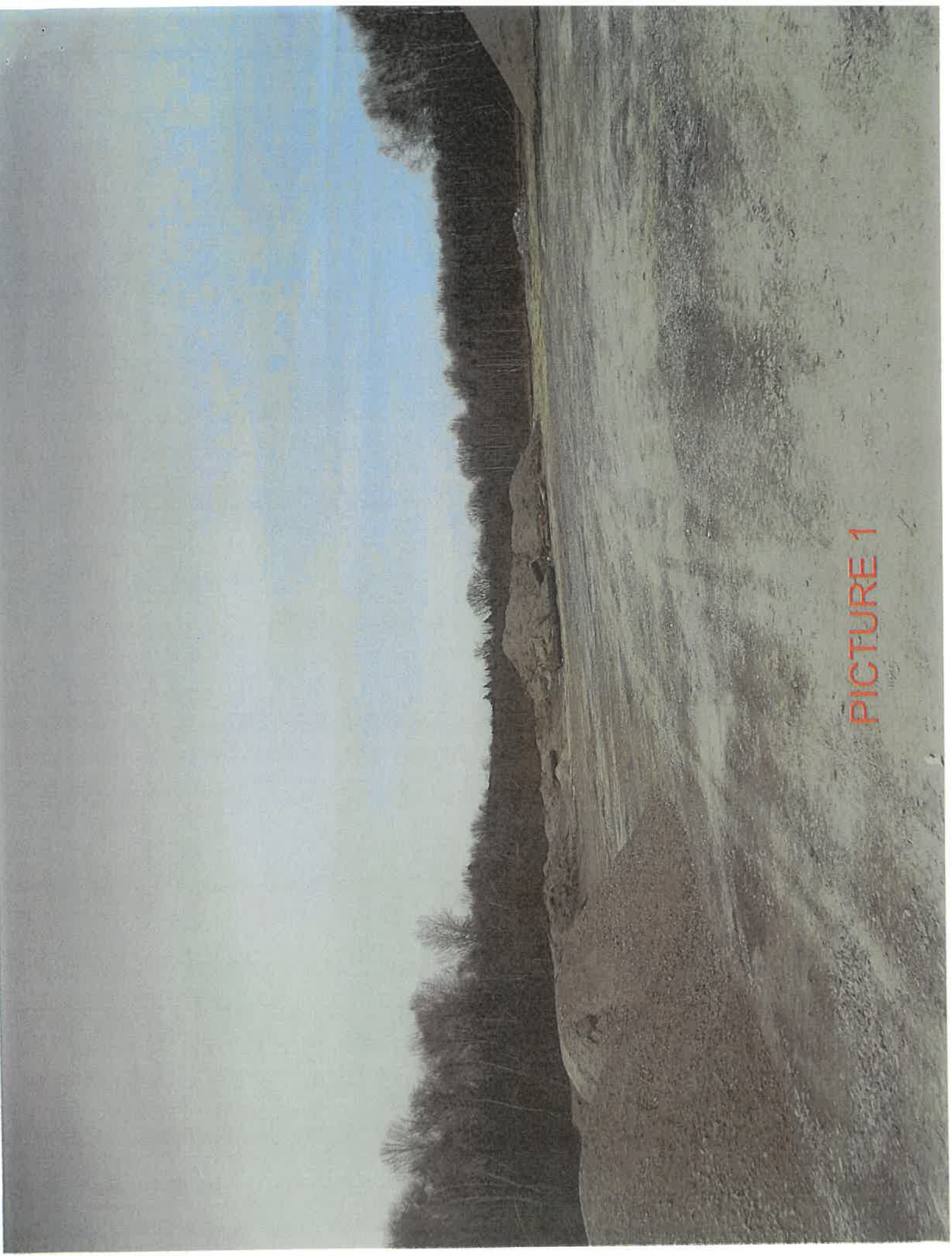
During a stormwater inspection on Tuesday April 28, 2026 additional impervious surfaces were observed that were not originally designed and/or permitted with the state stormwater operational permit. Specifically, a gravel drive leading to a large gravel stockpiling area have been added north of the permitted site. (Refer to the attached noted site plan and pictures for the additional impervious surface area) This increase in impervious is a violation to the current stormwater permit and places the site out compliance with the permit obligations. There are 2 options to rectify this violation and bring the site back into compliance.

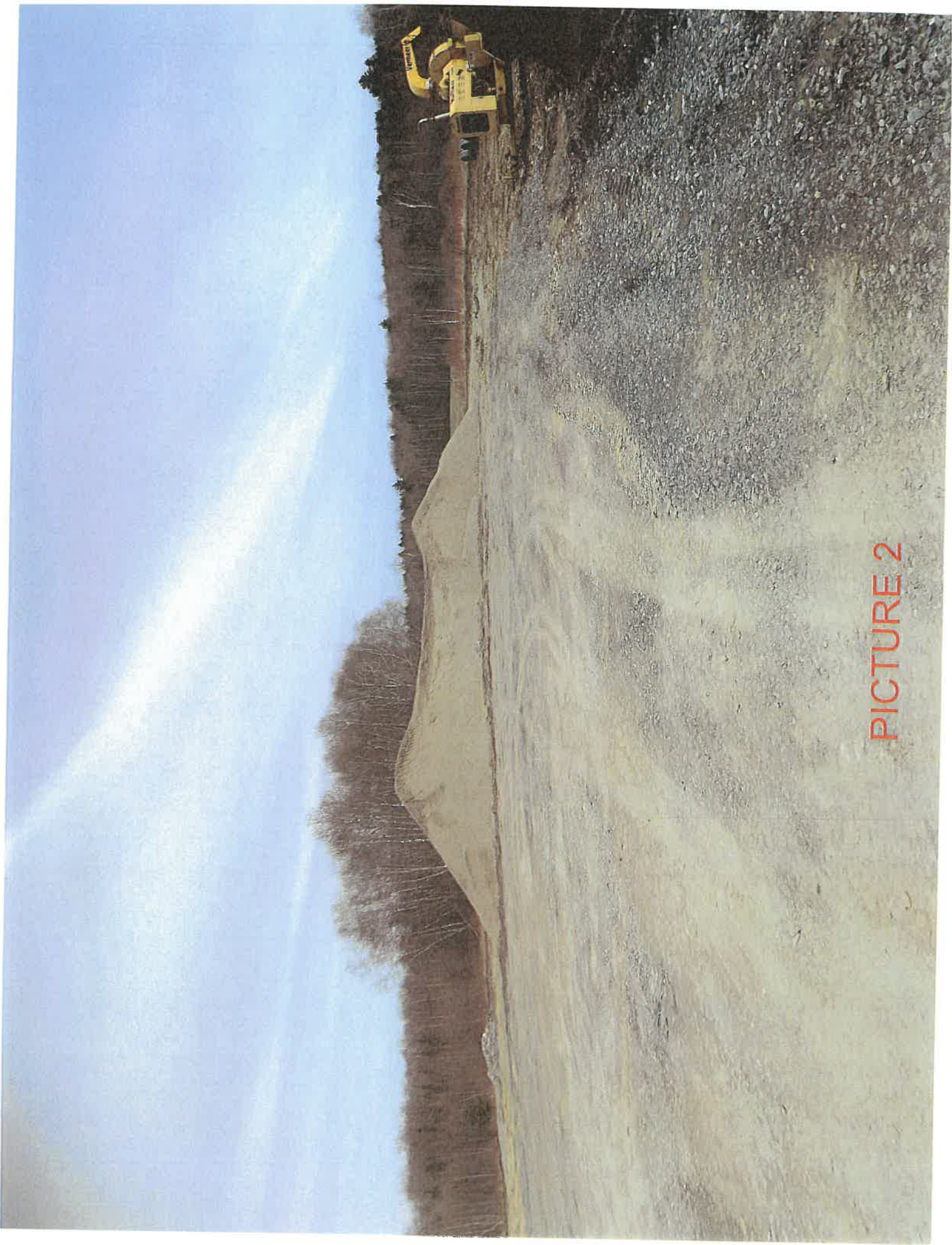
Option 1: Remove the gravel drive and gravel stockpiling area and reestablish grass.

Option 2: Amend the current stormwater permit to include this expansion. This includes a topo survey of the additional impervious surfaces, a redesign of the current stormwater treatment system and likely the design of additional treatment practices, a state stormwater permit amendment and potentially significant construction. This may also require some of the constructed gravel areas to be reclaimed if treatment cannot be provided for all expanded areas.

Once a project has been permitted, no additional impervious surface can be added to a site without a stormwater permit amendment.

PICTURE 1





PICTURE 2



PICTURE 3

State of Vermont
Commissioner's Office
Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

Agency of Natural Resources
Danielle Fitzko, Commissioner

[phone] 802-828-1534
[fax] 802-828-1399

June 24, 2026

Dear Town Clerks,

The Vermont Department of Forests, Parks, and Recreation (FPR) would like to make towns aware of several changes to Vermont's forest fire laws resulting from the enactment of [Act 162](#) of 2026. These changes affect the designation of town forest fire wardens, deputy town forest fire wardens, municipal wildfire response coordination, and record-keeping requirements. Act 162 goes into effect on July 1, 2026.

Please place this item on the agenda of your next Selectboard meeting for review and discussion and share this information with your fire department leadership and other relevant officials, including the existing town forest fire warden and deputy town forest fire warden.

Town Forest Fire Warden Designation

Act 162 changes the method by which town forest fire wardens are designated. Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality will automatically serve as the town forest fire warden. Previously, town forest fire wardens were appointed by the Commissioner of FPR with the approval of the selectboard.

Municipalities served by multiple fire departments must designate **one** fire chief who will serve as the town forest fire warden. These towns should review their current arrangements and take any necessary action to formally identify the appropriate individual.

In the case where your town is served by another town's fire department, the chief of that fire department is designated as your town forest fire warden.

There will no longer be state involvement in the appointment or reappointment of town forest fire wardens, but municipal officials **must** ensure that FPR has current contact information for the designated town forest fire warden. Please fill out this linked personnel form at your earliest convenience. [Vermont Town Forest Fire Warden Contact Form](#)

Deputy Forest Fire Wardens

Town forest fire wardens may appoint deputy town forest fire wardens to assist with the responsibility of issuing Permits to Kindle Fire (Burn Permits). In cases where your town is served by another town's fire department, the fire chief may choose to designate a local deputy forest fire warden to help with the issuance of Permits to Kindle Fire in your town.

Campfire Definition

Act 162 now establishes a statewide definition of a campfire. A campfire is defined as a fire 36 inches in diameter or less that is built in stone arches, outdoor fireplaces, or existing fire rings, or fires 36 inches in diameter or less built in a location that is 200 feet or more from any forestland, or field containing dry grass or other flammable plant materials contiguous to forestland.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per statute, campfires are excluded from requiring a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have additional ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

Wildfire Reporting and Coordination

This legislation updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. Prompt notification and reporting to FPR is critical to ensure statewide response, situational awareness, and resource coordination.

Reimbursement for Fire Suppression Costs

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take for the municipality to seek reimbursement.

Fire Departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

Recommended Town Actions

To ensure compliance with the new law, municipalities should:

- Review Act 162 with the Selectboard and fire department leadership.
- Confirm the individual serving as the town forest fire warden under the revised statute.
- If the municipality is served by multiple fire departments or fire districts, designate one fire chief as the town forest fire warden for the municipality.
- Ensure FPR has current contact information for the town forest fire warden and any deputy town forest fire wardens designated by the fire chief.
- Ensure recordkeeping practices support wildfire reporting and reimbursement requirements.

The Department of Forests, Parks, and Recreation will provide additional guidance, updated forms, and implementation resources in the coming months. We appreciate your assistance in helping Vermont communities remain prepared for wildfire prevention and response.

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email ANR.WildlandFire@Vermont.gov or the wildland fire staff for your area:

CONTACT:

Dan Dillner
802-777-3079

EMAIL:

Dan.Dillner@vermont.gov

COUNTIES:

Addison, Chittenden, Franklin, Grand Isle

Devin Healy
802-917-2555

Devin.Healy@vermont.gov

Caledonia, Essex, Lamoille, Orange, Orleans, Washington

Kelsey Zaengle
802-917-2241

Kelsey.Zaengle@vermont.gov

Bennington, Rutland, Windsor, Windham



TOWN OF ELMORE CLASS 4 HIGHWAY AND TRAIL POLICY

1. **Definitions:** Vermont municipal highways are classified as Classes 1 through 4. Class 1, 2 and 3 highways are defined for the purposes of receiving state aid and are passable on a year-round basis. Class 4 highways and trails encompass all other highways not falling under the definitions of Classes 1, 2, and 3. The Town shall not be responsible for damage that may occur to vehicles, operators or property incurred on Class 4 and trail right of ways. The terms highway, and right of way, meaning public routes of passage legally owned and controlled by the Town are interchangeable for the purposes of this policy.
2. **Existing Use:** Existing right of ways for Class 4 highways and trails as of the date of adoption of this policy shall be retained by the Town for the purposes of recreational multi-use activities, access to private property and agricultural and forest management.
3. **Maintenance performed by Town:** As a general policy, the Town shall not provide maintenance, upkeep or plowing on Class 4 right of ways or Trails, subject to the following clarifications:
 - a. The Town shall not provide any summer or winter maintenance or plowing except to the extent required to meet: ANR and EPA storm water standards, the removal of naturally caused obstructions or required by the necessity and public good of Town inhabitants.
 - b. All activities within a right of way shall comply with AOT, ANR and Town standards, regulations, bylaws and ordinances applicable at date of activity.
 - c. All activities within the right of way shall result in conditions of equal or superior quality to the previous state.
 - d. The Town, at its discretion, may perform periodic, minimal maintenance or repairs to the right of way when a lack thereof may threaten or damage other right of ways or result in reduced recreational, agricultural or forestry access. Such actions shall not obligate the Town to perform future maintenance.
4. **Maintenance – NOT performed by Town:** All maintenance, repair, improvement, restoration, plowing or other activities by parties other than the Town shall occur only after written approval of the ~~Select Board~~ *Highway Commission*.
 - a. A written request shall be submitted to the Select Board consisting of a) scope of work, b) support drawings and c) clearly defined outcome and d) schedule, prior to commencement. Changes in scope, outcome or schedule must be similarly documented and approved ~~by the Select Board~~. Any recurring or periodic work must be approved in advance.
 - b. All activities within the right of way shall comply with AOT, ANR and Town standards and regulations applicable at date of activity.
 - c. All activities within the right of way shall result in conditions of equal or superior quality to the previous state.
 - d. Approval for repair, maintenance, improvement, restoration, plowing or other actions shall not be unreasonably withheld by the Select Board.
 - e. Any winter plowing permitted by the Select Board to parties other than the Town shall not nullify the snowmobiling privileges under 23 V.S.A. 3206 (b)(2).
 - f. Stone walls, trees, unique geologic/natural features and habitats occurring within the right of way shall not be altered without written permission of the Select Board. Alteration of trees requires written approval of Tree Warden.
 - g. The applicant, by successful submission of a request to perform work within the

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

right of way, agrees that:

- i. The applicant and applicant's agents shall not hold the Town responsible for any claims, injuries or damages that arise out of the work. The applicant and agents agree to indemnify and hold harmless the Town and its agents for any losses, claims or damages associated with the work.
- ii. The applicant shall bear all costs associated with the agreed scope of work.
- iii. A surety bond may be required for alterations and repairs as well as for potential damage resulting from the use of right of ways by equipment or other means including logging, horses, bike tours or other potentially damaging uses. The amount of surety shall reflect the anticipated costs for road repairs which may be necessary in the event of damage resulting from the use of right of ways and/or from non-compliance with provision of this policy and maintenance agreement. The surety will be returned within sixty days after the applicant has notified the Town of activity completion and the Town is satisfied that all conditions of the agreement have been met and the right of way returned to an equal or better than previous state (see 3.c, above).

5. **Control:** The Select Board shall exercise control of Class 4 highways and trails to insure their integrity as a public right of way by means which include but are not limited to the following:

- a. Establishment of vehicle weight limits.
- b. Prohibition or restriction of wheeled vehicle use during mud and snow season/ signs and barriers may be used to accomplish this purpose.
- c. Requirements for temporary permit for heavy equipment access may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user, posting a surety bond or other security to guarantee that repairs are made may be required as a condition of any permits.
- d. Speed limits may be established.
- e. The use of motorized vehicles on legal Town trails may be prohibited, limited or permitted.

6. **Change in Classification:**

- a. The Classifications of Class 4 highway and trails may be altered, reclassified or discontinued in accordance with 19 V.S.A. 708-716 by the Select Board based on findings of: public good, convenience, of necessity of the inhabitants of the Town.
- b. No Class 4 highway or trail may be upgraded in status or discontinued without Select Board and Town approval proscribed by statute.
- c. All costs of upgrading a Class 4 highway or trail will be borne by those seeking the change in Classification subject to Select Board and Town approval proscribed by statute.
- d. Pursuant to 19 V.S.A 708(b), a Class 4 highway need not be reclassified to Class 3 merely because there exists within the Town one or more Class 3 highway with similar characteristics to the Class 4 highway.

7. **New Structures:** All new structures or modifications fronting on Class 4 highways or trails are subject to the requirements and intent of all Elmore ordinances, zoning, bylaws, and plans as well as state and local permits.

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

8. **Right of Way Access:** Pursuant to 19 V.S.A. 1111, the Select Board, acting through the Road Commissioner and Zoning Administrator, shall control access to the highway or trail right of way for installation or repair of utilities, access of driveways, entrances and approaches. No development, construction, excavation or installation shall take place within or adjacent to the right of way without prior permission from the Select Board or its designees.
- a. Dig Safe shall be consulted prior to any excavation.
9. **Overweight Vehicles:** Pursuant to 23 V.S.A., Ch13, SubCh15, vehicular use of highway and bridges is subject to limitation and regulation regarding gross vehicle weights, tire and axle weights and overall length and width. Written approval by the Select Board or Road Commissioner may be granted:
- a. For use or travel over highway or trails.
 - b. For compensation for wear and tear caused or anticipated by use.
 - c. Vehicles used for agriculture or forest management shall not be held to more restrictive standards than other vehicles.
10. **Highway and Trail Closure:** No highway of any Class or any trail may be intentionally closed by a gate or other obstruction except by approval of the Select Board (19 V.S.A 304, 1105). The Select Board may restrict the use of a highway or trail in accordance with 19 V.S.A 1110. The Select Board may post a highway or trail for the purposes of preserving the integrity of the right of way – 19 V.S.A 304.
11. **Compliance with other Regulations:** This policy is intended only to supplement state law, local ordinances and bylaws. All other ordinances and policies adopted by the Town shall remain in full force and effect.
12. **Succession:** This policy supercedes "Town of Elmore Class IV Road Policy" dated 11 September 2002.

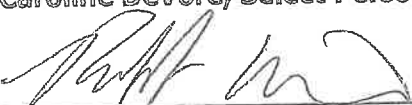
Adopted by the Elmore Select Board: 11 May 2016



R. M. Burley, Chairman



Caroline DeVore, Select Person



Robb Willis, Select Person



Reviewed: Michel LaCasse, Road Commissioner

Local Emergency Management Plan**1. Emergency management planners**

These are the people who wrote and maintain this plan. This must include the EMD.

Michel LaCasse – EMD

Adam Audet – EMC, Fire Chief

Trevor Braun – Asst. Fire Chief, Selectboard member

2. Municipal emergency operations center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position(s) can activate the EOC?

EMD, EMC, Selectboard Chair

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response (reports to Selectboard).
EOC Coordinator	Assists EOC Director with all activities; Tracks and coordinates any Requests For Support (RFS) for non-municipal resources.
EOC Call Taker/PIO	Assists EOC Coordinator; PIO - Public Information Officer - staffs phones and radio Produces and posts public information and press releases; Tracks and answers any Requests For Information (RFI) from media. Oversee any Rumor Control.
EOC Safety/Security Officer	Tracks staffs and volunteers responding to emergency; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC.

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and phone numbers</i>		
Michel LaCasse	EOC Director	C:xxx	W: 802-888-5485
Adam Audet	EOC Coordinator	C:802-279-4980	W
Sandra Lacasse	EOC Call Taker/PIO	W:802-888-2637	C:802-760-0625
XXXX	EOC Safety Officer		

Primary EOC location

Facility address:	Elmore Fire Department, 343 Beach Road
Phone numbers:	802-888-0311

Equipment and notes:	☒ generator ☒ internet ☒ phone line ☒ computers ☒ copy machine ☒ projector or large screen ☒ food prep
Alternate EOC location (if applicable)	
Facility address:	Town Garage, 2508 Rt. 12
Phone numbers:	802-888-5485
Equipment notes:	☐ generator ☒ internet ☒ phone line ☒ computers ☒ copy machine ☐ projector or large screen ☐ food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
EMD/EMC: \$1,000 Limit Selectboard: All other spending authorities		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
Town or city owned resources (if applicable)		
Type of resource	Name	Contact information
Town Highway Trucks & Equipment (Town trucks with dumps and plows, Loaders, Grader, Backhoe)	Michel LaCasse – Road Foreman	802-888-5485
Fire Apparatus (engines, portable pumps, portable water tank with pump)	Adam Audet – Fire Chief	C:802-279-4980
Rescue Apparatus (ATV with Toboggan, Zodiac, wheeled rescue litter, pickup/brush truck)	Adam Audet – Fire Chief	C:802-279-4980

<i>Businesses with standing municipal contracts (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Trash hauler	Casella Waste Management	802-779-0700
Aggregate supplier	Dirt World	802-253-4244
	N.A. Manosh	802-888-5722
<i>Other local resources (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
contractors	MSI site work	802-888-3289
	Grimes INC	802-888-3160
Rental equipment	MGB-rentals	802-888-1859
State support that is usually at no cost to the municipality: • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency State support and resources the municipality will normally eventually have to pay for: • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>		

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					

Water Pumps, De-Watering						Water Valve Maintenance Truck					N/A	
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*Information about the NIMS typed resources can be found at: <https://rllt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List:
<https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	In use
Important local websites or social media channels (if applicable):	Elmore alerts on social media
Local newspaper, radio, TV (if applicable):	News and Citizen – newspaper 802-253-2101 WLVB radio 802-888-4294
Public notice locations: These are physical locations that you are required to post meeting notices per <u>17 V.S.A. § 2641</u> . Two must be in town and the third must be in or near the town clerk's office.	Town clerk Town hall Highway garage Elmore Store
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.</i>	

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

Organization or community	Contact information or method of coordination	Notes
Elmore School	Phone	802-888-2966
Elmore State Park	Phone	802-888-2982
Elmore store	phone	802-888-2296

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	343 Beach Road	
Facility contact(s):	Adam Audet – Fire Chief (802-279-4980)	
Shelter manager:	Adam Audet	
Staff requirements:	N/A	
Services (select all the apply):	☒ Warming center ☒ Cooling center ☒ Overnight shelter ☒ Food preparation	☒ Showers ☒ Generator ☒ Pets allowed
Daytime capacity:	50	
Overnight capacity: (if applicable)	50	
Notes:		

Alternate local shelter (if applicable)

Location and address:	Town Garage, 2508 Rt. 12	
Facility contact(s):	Michel LaCasse	
Shelter manager:	Michel LaCasse	
Staff requirements:	N/A	
Services (select all that apply):	☒ Warming center ☒ Cooling center ☒ Overnight shelter ☐ Food preparation	☒ Showers ☐ Generator ☒ Pets allowed
Daytime capacity:	50	
Overnight capacity:	50	
Notes:		

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Michel LaCasse	Home 802-888-4330	Work 802-888-5485		mlacasse@elmorevt.org
EM coordinator	Adam Audet	Cell 802-279-4980			
EOC staff	Trevor Braun	Cell 802-793-1924			tbraun@elmorevt.org
EOC staff	Sandra LaCasse	Home 802-888-4330	Work 802-888-2637	Cell 802-760-0625	slacasse@elmorevt.org
EOC staff	Don Zukswert				DonZteamzuk@yahoo.com
EOC staff	Glenn Schwartz	Home 802-888-1158	Cell 215-768-6510		gschwartz@elmorevt.org
Local response organization contacts					
Fire chief	Adam Audet	Cell 802-279-4980			
Assistant or deputy fire chief	Trevor Braun	Cell 802-793-1924			tbraun@elmorevt.org
EMS chief	Morristown Rescue	Office 802-888-5628			Morristownvt.org/ems
Chief of police or constable	Edward Adams	Cell 802-793-3371			
State police or county sheriff	Vermont State Police	802-878-7111			
Local dispatch center	LCSD	802-888-3502			
Utilities - power	Morrisville water & light	802-888-4330			
Local public works contacts					

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Road foreman	Michel LaCasse	Home 802-888-4330	Work 802-888-5485		mlacasse@elmorevt.org
Road commissioner	Michel LaCasse	Home 802-888-4330	Work 802-888-5485		mlacasse@elmorevt.org
Town garage	Michel LaCasse	Home 802-888-4330	Work 802-888-5485		mlacasse@elmorevt.org
Drinking water utility	Elmore Water System				jon@osbornemaple.com
Municipal government contacts					
Selectboard chair	Glenn Schwartz	Home 802-888-1158	Cell 215-768-6510		gschwartz@elmorevt.org
Selectboard alt	Sharon Fortune	Home 802-888-3448			sfortune@elmorevt.org
Selectboard alt	Trevor Braun	Cell 802-793-1924			sbraun@elmorevt.org
Town clerk	Sandra LaCasse	Home 802-888-4330	Office 802-888-2637	Cell 802-760-0625	slacasse@elmorevt.org
Town treasurer or finance	Sharon Draper	Home 802-888-3027	Office 802-888-2637	Cell 802-279-7028	sdraper@elmorevt.org
Town health officer	Marjorie Kelso	Home 802-888-5072			
Forest fire warden	Trevor Braun	Cell 802-793-1924			tbraun@elmorevt.org
Animal control officer	Dean Mercier	Cell 802-274-1653			
School contact #1	Elmore school	802-888-2966			
School contact #2					

