

TOWN OF ELMORE, VT
Meeting of the Elmore Select Board

Meeting Date: **Wednesday, October 14, 2026 @ 6:00pm**

Meeting Type: Regular

Agenda Version Number: Draft Minutes

Note: Edits to agenda will post at minimum 24 hours prior to meeting

ESB Members: Glenn Schwartz (Chair), Sharon Fortune (Clerk), Trevor Braun, Michel Lacasse
(Elmore Road Commissioner)

Meeting will be held at the Elmore Town Office and by Zoom.

AGENDA

CALL TO ORDER: Chairman - @ 6:00 pm

- Review/approve previous meeting's minutes-9/9 ESB meeting, 9/10 ESB Executive Session-Discuss Town Personnel, 9/15 Executive Session-discussion of town Personnel Benefits; 9/29-Develop policy for Town Appropriations, 9/30 Executive Session-discussion of Town Personnel Benefit, 10/6 Award Contract for Demolition of old Town Garage, Finalize benefit package for new Town Employees and Review Appropriations policy. All minutes- motion to approve by Fortune, Seconded by Braun- approved unanimously.

- Review additions or deletions to today's agenda- One addition, appointment of member to Cemetery Commission-

- Conflict of Interest for agenda items-None

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

a. DISCUSSION: Dog Hunting Trials Lakeview Lane Continued from last meeting- following last SB meeting, Schwartz checked with VLCT and received the following response: There is nothing prohibiting this type of event nor are there any applicable laws that address this type of event. This is allowable on their property so long as they follow all applicable hunting laws

b. DISCUSSION: New Highway Employee search-three applications received for open highway position, Ad running another week or so. Applicants have commercial licenses but little or no experience on equipment.

Back Up Plan-Michael Reno (Michael's Tree Service) available as a seasonal hire. No benefits required: pay aligned with existing summer help rates.

c. DISCUSSION: Reschedule November Selectboard Meeting - Not necessary as no conflict exists.

Cemetery commission appointment - 5-member board needed, Nancy LeClair willing to serve. Motion by Fortune to approve appointment of Nancy LeClair to Cemetery commission to serve through March 27 town meeting- Seconded by Schwartz. Passed unanimously.

2. ACTIVE ITEMS

a. UPDATE: Review Action Item List -Schwartz (See attached)
Grant submitted by Braun- Should know if approved in a few weeks.
Signed Contract for Garage Demolition with all Metals Recycling.
No progress on shoreline Restoration

b. UPDATE: Hardwood Flats Road Logging (Update from Richard Carbonetti-See

attached) Question raised by Betsy Perez regarding how long the logging operation is actually going to go on? Betsy has been unable to learn who actually owns the land being logged? Advised Betsy to go to Town Clerk and look @ the Deed registered there.

c. UPDATE: Elmore Capital Advisory Board -R. Tomlin- Chair, additional members Glenn Schwartz, Sharon Draper, Brian Evans Mongeon, Steve Nutting, Nancy Davis Committee met @ 3 pm October 14. Will work with Fidelity and report to SB for approval of the Fidelity account. Discussion of creating a "Bond Ladder" Next meeting, Nov. 11 @ 3 pm at which time the Advisory Board will develop a policy then bring it to SB for approval.

d. UPDATE: 2026 Stormwater Inspection Report-After the site visit with Shannon Morrison in September, the State is requiring that a restoration plan be developed for the wetlands at the storage yard constructed behind the new town garage buildings. Schwartz asked De Wolfe to provide a budget for creating the restoration plan for this area. Restoration work to occur in spring of 2027.

e. UPDATE: Old Town Garage Demolition Bid and award- received 9 bids, Scope of project in accepted bid is 100 %. Contract with All Metals Recycling, who was the low bidder, signed by Glenn Schwartz

f. UPDATE: New Town Employee benefit package- (see attached) Highlights include:

Employees hired after September 2026 benefits package will save Town approximately \$10,000 through offering new employees Platinum or Gold health plan coverage in which the employee will pay 10% or 20% of premium cost. . Dental plan premium paid 90% by town, Vision premium paid 90% by town. Motion to accept Benefits package by Schwartz, 2nd Braun- Unanimously approved.

g. EMS Discussion-Update- Audet

EMS cost sharing formula- New formula splits Morristown's net EMS cost into two pools:
Readiness: based on population share across Morristown, Elmore and Wolcott
Utilization: based on percentage of total call volume
Elmore's share—12% of population- 4.5 % of Call Volume
Proposed Cost-68K up from 65K from last year- a modest and formula driven increase.

h. UPDATE: Appropriation Policy (See attached) Highlights:

Our policy follows the guidelines of VT League of Cities and Towns Model Social services Appropriations Policy.

The purpose of the policy is to establish procedures for managing social service agency appropriations that will be voted on at the Town of Elmore Annual meeting.

Social service organizations that have had an appropriation request approved for the same amount, for two (2) consecutive years, 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 votes in the previous year.

If an increase is made to an appropriation during Town Meeting voting that increase is valid for that tax year only. If the social service agency would like to continue the increase, they must petition for that amount for two (2) consecutive years.

Those social service organizations that have not had an appropriation request approved for the same amount, for two (2) consecutive years, or that are requesting a larger appropriation than that approved for two (2) consecutive years, must submit a petition for an article requesting an appropriation.

All social service organizations must make an appropriation request to the Selectboard no later than 90 days before the day of Town Meeting. All social service organizations are required to submit a description of the agency's programs for inclusion in the Town's annual report and provide IRS tax exemption determination letter that the agency is a 501(C)(3).

3. CONTINUING ACTIVE ITEMS

a. UPDATE: Road Commissioner's Report -LaCasse (See attached)
Culvert and ditch work on Hardwood flats road

b. UPDATE: Zoning Administrator's Report -Burnham not in attendance, reports no new items for review

4. NON-AGENDA/OTHER ITEMS

a. Routine Administrative, operations items and payment approvals.

Motion to adjourn meeting @7:21 pm by Schwartz, seconded by Braun. Unanimously approved.

5. EXECUTIVE SESSION:

a. Personnel matters - After opening this meeting, a motion was made by G. Schwartz for SB to enter into Executive Session pursuant to 1V.S.A. 313 (a) (3) to discuss Elmore Town Personnel. S Fortune seconded the motion. The Select Board voted unanimously to accept the motion. The Select Board entered into Executive Session at approximately 8:05 pm. Minutes were not taken during this session.

No other Town Business was discussed.

Next meeting: November 11 @ 6:00pm. Requests to be on the SB agenda must be received by the Chair before the last Friday of the preceding month.

Minutes created and respectfully submitted by

Sharon Fortune, Clerk

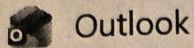
Town Of Elmore
Meeting Attendance Record

ENTER MEETING DATE:	10/14/26
ENTER MEETING NAME:	Select Board Mtg

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?
Glenn Schwartz			✓		SB chair
Sharon Fortune			✓		SB Clerk
Lorraine Tracy		✓			
Cheryl Schwartz	✓				
Don Valentine	✓				
Michelle Lacasse			✓		R.C.
Trevor Braun			✓		ESB
Nancy Doo					
Steve					
Steve Nothing		✓			
Andy Tamara					
Dawn + George Kress	✓				
Betsy Perez	✓				Zoom
Mark Brewer	✓				" "
Adam Audet	✓				



RE: Checking in on status of Logging Project Carbo 10-13-26

From Carbonetti, Richard <rcarbonetti@landvest.com>

Date Tue 10/13/2026 9:00 AM

To Sharon Fortune <sfortune@elmorevt.org>

Cc Glenn Schwartz <gschwartz@elmorevt.org>; Trevor Braun <tbraun@elmorevt.org>; Alsbach, Dylan <dalsbach@landvest.com>; DeGruttola, David <ddeguttola@landvest.com>; Wright, Danielle R. <dwright@landvest.com>; Dan Demars <ddemars11@comcast.net>; Oneal Demars (spdemars@myfairpoint.net) <spdemars@myfairpoint.net>

Sharon,

There is no substantial changes from the September report.

1. No additional roadwork was accomplished
2. Timber harvesting on the ELT LLC lands continues with the same level of trucking as reported in the September report.

We've settled into a regular pattern with no anticipated changes until weather or other factors slows or shuts us down.

There may be harvesting occurring on either ELT or Wildwood Ventures this winter that would utilize the town road.

Let me know if this suffices for an update. Really just not much to report.

Thanks to all members of the selectboard for your support and understanding.

My regards,

Carbo

Richard G. Carbonetti ACF CF (He/Him/His)
Senior Advisor, Forest Resources Division
Licensed Forester ME 348, NH 243, VT 148.0122206

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

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

[illegible]

Elmore General Personnel Policies
Revised September 2026
For Employees hired after September 1, 2026

1. BACKGROUND: Elmore is a small town. Employees are highly visible ambassadors for town and should adhere to highest standards of personal and professional courtesy, ethics, honesty, and integrity in the employ of the town.

2. EMPLOYEE SERVICE DATE:

- 2.1. Employee Service date is used for benefits and seniority determination.
- 2.2. Employee Hire Date, start of employment is the employee Service Date.
- 2.3. Most recent Hire Date is Service Date for employees with breaks in service.

3. TYPICAL EMPLOYEE WORK STATUS AND SCHEDULE:

- 3.1. Typical work week is Sunday - Saturday.
 - 3.1.1 Time Keeping: Daily time sheets of actual hours worked, personal leave, and employee status are submitted to Town Clerk weekly.
- 3.2. Employees are responsible for advising their supervisor/foreman in advance of any changes in availability/unavailability for scheduled work assignments.
- 3.3. Permanent Full Time: 40 hours per week, 6:00 AM – 2:00 PM, over M-F
- 3.4. Part Time: Less than 40 hours per week; less than 52 weeks per year.
- 3.5. Probationary Periods may be defined by Supervisor, Foreman and/or Select Board.
- 3.6. Weekend and night work is scheduled as required during storms, emergencies, and manpower shortages.
- 3.7. Overtime:
 - 3.7.1. Overtime paid at 1.5X hourly rate, scheduled as required, no guarantee.
 - 3.7.2. Overtime: Hours greater than 8 hrs./ scheduled shift, greater than 40 hrs./week, weekends, and holidays.
- 3.8. Short Duration Absence: Short absences for appointments, meetings, child functions, etc. not exceeding 2 hrs./work day (1/4 standard work day):
 - 3.8.1. Must be scheduled/approved in advance with supervisor/foreman
 - 3.8.2. Must be made up within the current pay week with approval of supervisor/foreman.

4. COMPENSATION:

- 4.1. Hourly wages and benefits are set by the Select Board.
- 4.2. Healthcare Insurance - Full-Time Employees only
 - 4.2.1. Platinum plan – Premium paid 80% paid by the Town, with employee paying the remaining 20% or Gold Plan – Premium paid 90% paid by the Town, with employee paying the remaining 10%
 - 4.2.2. Vision: Vision – Premium paid 90% by the Town
 - 4.2.3. Delta Dental Plan – Premium paid 90% by the Town
 - 4.2.4 60-day enrollment window from date of hire
- 4.3. Uniforms: The Town provides uniforms to eligible employees
- 4.5. Mileage: Use of personal vehicle for Town Business is compensated at \$0.72/mile
- 4.6 Vacation
 - 4.6.1. Vacation time must be approved and scheduled in advance with supervisor/foreman.
 - 4.6.2. Years 1-3 - 2 weeks after 1 year
 - 4.6.3. Years 4-10 – 3 weeks
 - 4.6.4. Years 10+ Accrual Rate: 4 weeks

Social Service Appropriation Policy

Town of Elmore

10-14-26

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

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 (VLCT), Lamoille County Planning Commission (LCPC), Morrisville Centennial Library, Elmore Cemetery and Milfoil Control.

PROCEDURE:

Those Social service organizations that have had an appropriation request approved for the same amount, for two (2) consecutive years, 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.

If an increase is made to an appropriation during Town Meeting voting, that increase is valid for that tax year only. If the social service agency would like to continue the increase, they must petition for that amount for two (2) consecutive years.

Those Social service organizations that have not had an appropriation request approved for the same amount, for two (2) consecutive years, or that are requesting a larger appropriation than that approved for two (2) consecutive years, **must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642 for two (2) consecutive years for the same amount.** 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 Elmore

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

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

Signatures:

Glenn Schwartz, Chair

Sharon Fortune

Trevor Braun

Road Commissioner Report

October 14, 2026

Work to date:

- Culvert and ditch work done on Hardwood flats Rd. A lift of gravel is still planned to be done this fall. This work was done under a grant.
- A five-foot culvert was installed on Symonds mill Rd. Replacing the existing twenty-four inch. This culvert has flooded out many times over the past few years. This was also done under a grant from the better roads program.
- Smoothed up the speed bumps and potholes at the fire station prior to the harvest dinner.
- Pulled out the fuel tank and dismantled the front door off the old garage and put in storage at the new garage.

Equipment:

- Trk #1 The 2019 freightliner is that Collinsville repair getting a state inspection and rear suspension work. Got wear plates and bushings in need of being replaced.
- Started working on prepping snow plowing equipment this week.

Other:

- Filed an extension with FEMA and the State of Vermont for the work that needs to be done on Earl grey Rd. This needs to be done every six months before the work is completed, we are still waiting presently for a state permit. Army Corps of engineers is done.
- Now to do the paperwork portion of the grants so we can be reimbursed by the end of the year.
- Grader is going to be out these next few weeks, weather permitting, smoothing up roads hopefully before they freeze.