

TOWN OF ELMORE, VERMONT WARNING

Special Select Board Meeting

Date: Tuesday, October 6, 2026 at 3:00 PM

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

JOIN ZOOM MEETING: <https://us06web.zoom.us/j/6770906765?pwd=Q0k2VkJ2MlhwNUU5Ym1SS3Blc3hxdz09>

**Meeting ID: 677 090 6765 Passcode: 8888 | Phone:
+16465588656**

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Agenda

- 1. Award contract for the Demolition of the old Town Garage**
- 2. Finalize benefit package for new Town Employees**
- 3. Review appropriation policy**

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

- 4.6.5. Unused vacation time cannot be carried forward year to year
- 4.6.6. Unused vacation will be prorated at time of employment termination
- 4.7. Sick Leave
 - 4.7.1 Waiting Period: A waiting period of one year from hire date before a new employee can use their accumulated sick leave balance, though the time still accrues during this period
 - 4.7.2 Accrual Rate: Workers earn at least 1 hour of paid sick time for every 40 hours worked (including overtime).
 - 4.7.3 Yearly Cap: Use of earned sick time is capped at a maximum of 40 hours per 12-month period
 - 4.7.4 Unused sick leave will not be paid at time of employment termination.
- 4.8. Other Leave: Bereavement, Jury, Military, etc.: case by case.**
 - 4.8.1. Supervisor/foreman approval required.
 - 4.8.2. Select Board approval and determination of duration and compensation status on a case-by-case basis.
- 4.9. Holidays:**
 - 4.9.1 Nine (9) days total (8 hours straight time pay): New Year's Day, President's Day, Town Meeting, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
 - 4.9.2. If Holiday falls on Saturday – be observed Friday; if falls on Sunday – to be observed on Monday
 - 4.9.3. Holidays falling within an employee's previously scheduled vacation time may be compensated as either a) paid holiday or b) additional vacation day with prior supervisor/foreman approval and discretion.
- 5. Retirement:**
 - 5.1. Vermont Municipal Employer Retirement System (VMERS) Plan B

Elmore Select Board:

Glenn Schwartz

Sharon Fortune

Trevor Braun

Social Service Appropriation Policy Town of Elmore

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 agencies 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 agencies 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__:

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 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.

All social service agencies must make its appropriation request to the Selectboard no later than 90 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 of request must identify the name of the agency, the amount requested for appropriation, person to contact for more information and should describe the program or services provided to Town residents. All social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs for inclusion in the Town's annual report. Descriptions must be limited to a maximum of 300 words and should describe the program or services provided to the Town of Elmore.

Agencies that do not submit a letter requesting appropriations to the Selectboard before the 90-day deadline will not be considered.

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.

Approved social service appropriations will be paid by the Town after July 1st following the Town Meeting in which the appropriation was approved and after a letter is received by the Town requesting such funds, containing payable information and address information. Payment is subject to the availability of funds.

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