



Town of Panton Chartered 1761

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Selectboard Meeting

March 27, 2018

Selectboard Member's present: Chair Howard Hall and Zachary Weaver. Also present was Town Treasurer/Clerk Pam Correia and David Raphael.

At 6:07pm, Howard Hall called the meeting to order.

2. The March 13, 2018 minutes were not accepted by the Board and tabled until the April 10, 2018 meeting when all Board members are present.

Howard Hall noted that he would like to add items to the agenda which are Review of Rules of Procedure for Selectboard and Acceptance of Highway Paving Grants.

3. Appointments – Howard Hall moved to nominate Paul Sokal as the Board Representative to the Addison County Solid Waste Management District Board of Supervisors, Zachary Weaver seconded. The motion passed.

4. Public Comment – There were no public comments.

5. Addison County Humane Society 2018 Contract - The Board briefly discussed the options contained in the 2018 Contract for the Addison County Humane Society. Howard Hall moved to adopt option two of the Homeward Bound Animal Holding Facility Contract in Panton. Zachary Weaver seconded. The motion passed.

6. Town Hall Committee – Howard Hall gave the Board an overview of the bathroom situation in the Town Office. He stated that the septic downstairs has stopped working and staff is now using the upstairs bathroom. Howard asked Town Treasurer/Clerk Pam Correia to obtain the name of the person who painted the floor and forward to Justus Cameron at the McKernon Group. Howard advised the Board he will be meeting with the Fire Marshall. The Board

discussed the work needing to be done at the Town Hall and how the expenses will be paid based on the cash flow. David Raphael stated that he is ok with the work being done based on priorities and he recognizes that it will take some time. The Board discussed the letter sent from Tyler Maynard of the State of VT referencing the contact made from John Viskup about the installation of a sink and dishwasher in the upstairs of the Town Hall. David stated that it would be good to create a policy about who can use the upstairs, the permitted uses, and the costs associated with use. Howard stated that he called Clark Septic and was told that a pump out is \$300 for each time. He also stated that the extra costs for electricity could be \$200 and the cleanup could cost \$50. David stated that the alarm system could be a solution. The Board further discussed the septic usage and the timing of when it could be pumped out. David stated that he does not want to spend the money on the holding tank if it cannot be done and wondered about the feasibility of it. Howard stated that he would like to send a letter to Tyler Maynard advising him that the Selectboard will communicate with him going forward. David stated that he will do what he can to support the Selectboard. He also stated that the Town has to meet all laws and regulations and if they can't be met then we cannot do the kitchen. Zachary Weaver stated that he appreciates the help from John Viskup and what he has done. David stated that the Selectboard has a fiduciary responsibility and makes those decisions. Howard advised the Board that galvanized hand rails have been ordered and side rails are not required by code; therefore, a credit will be coming. The Board further discussed the work to be done as part of the Town Hall project. David advised that Norman LeBoeuf's plans called for paved parking near the ramp but he thought using cold pack would be acceptable. The Board discussed the future of the Town Hall Committee and whether to continue meeting as a committee. David stated that he is concerned that the Selectboard is told one thing and it becomes something different. David suggested that the Town Hall Committee could continue on an as-needed basis with him being a spokesperson for the Committee to the Selectboard, but he does not want to run committee meetings. The Board discussed David's role to represent the Town Hall Committee as the DRB Chair. The Board advised that the Committee has run its course and can be listed on the Selectboard agenda going forward. David stated that he appreciates all the Selectboard is doing to implement the project.

7. Rules of Procedure for Selectboard – Howard Hall advised that he and Teresa Smith attended a Selectboard Training at Lake Morey in Fairlee, VT and learned more about the Rules of Procedure for Selectboards. The Board briefly discussed the Rules of Procedure and reviewed changes they would like to incorporate. Town Treasurer/Clerk Pam Correia will make the changes and forward the document to Teresa Smith. The Board will vote on the changes at the April 10, 2018 meeting and the Board asked Pam to distribute the document to the DRB/PC as well as the Auditors for use at their meetings also.

8. Paving Grants – The Board briefly discussed two highway paving grants each in the amount of \$175,000. Zachary Weaver moved to accept the two highway paving grants. Howard seconded. The motion passed. The Board then signed the Annual Financial Plan for Town Highways & Certification of Compliance for Town Road and Bridge Standards and the Network Inventory.

9. Review of Financials/Timesheets – The list of invoices, timesheets, and February financials were reviewed.

10. Communications – Howard Hall advised the Board that he had learned from Abby Friedman of VLCT while at the Selectboard training that a Town can buy a truck or equipment without obtaining a loan as long as the truck or equipment is budgeted for in the budget and is passed by the voters. The Board discussed further the Truck Fund and the types of equipment and/or truck the fund could be used for.

Howard advised the Board that Road Foreman Rick Cloutier suggested putting lights in the new storage container. The Board briefly discussed the expense of an electrician to do the work and agreed it could be paid from the contracted services line.

Town Treasurer/Clerk Pam Correia advised the Board that she received an email from Dennis Hopper in regards to the Adams Ferry Cemetery. Mr. Hopper inquired about donating to the upkeep of the cemetery and wondered if it was maintained by the Town or a different organization. The Board briefly discussed the inquiry and advised Pam to relay to Mr. Hopper that the Board is evaluating the procedures and reorganizing the maintenance of the Town cemeteries; therefore, will certainly give him a definite answer when the process is completed.

Town Treasurer/Clerk Pam Correia also advised the Board of a parcel in question located on South Road. The Board briefly discussed the matter.

At 7:14pm, Howard Hall moved to adjourn the meeting. Zachary Weaver seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia
Town Treasurer/Clerk