



Town of Panton Chartered 1761

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Selectboard Meeting

May 23, 2018

Selectboard Member's present: Chair Howard Hall, Zachary Weaver, and Teresa Smith. Also present was Town Treasurer/Clerk Pam Correia, David Raphael, John Viskup, and Michael Manley.

At 6:34pm, Zachary Weaver called the meeting to order.

2. Teresa Smith moved to approve the May 8, 2018 minutes, with no corrections. Zachary Weaver seconded. The motion passed.

Howard Hall asked to add Michael Manley to the agenda.

3. There were no public comments.

Michael Manley joined the Board. He stated that he received a \$495 fine due to his payment of the May 1st tax installment being two days late and made the request that the Board consider reducing or waiving the fine altogether. The Board explained that the fine consisted of an eight percent one-time penalty and one percent interest applied to any unpaid balance the day after the May 1st installment due date. Howard Hall stated that it would be unfair treatment to other taxpayers who have also paid late if the Board were to waive the penalty and interest for him. Howard stated that the Board needs to be equal, fair, and consistent. Mike stated that he understood the Board's position and would probably end up paying the fines, but believes that enforcing the verbiage of "subject" leaves a grey area and he would like to see the wording changed. Discussion followed. Mike stated that he is not getting a lot of services from the Town and paying \$11,000 in taxes. Teresa Smith stated that moving forward this item will be added to a future agenda to look at changing the wording on the tax bill. Michael stated that he is satisfied with changing the wording to become clearer.

4. Town Hall Committee – Howard Hall stated that he had talked to Justus Cameron of The

McKernon Group regarding the problem with the handicap accessible ramp. He further stated that the ramp as drawn does not meet the code requirements and will need grab rails on both sides which will increase the overall width and there needs to be a five foot diameter turning radius at each turn which will change the layout and rails some. He stated that Justus informed him that if Norman LeBoeuf could not make the required changes to the drawings, The McKernon Group can make the changes if we can get the CAD file of the current drawings, but if not, it would be \$2,000 more. The Board further discussed going to the DRB about the encroachment with the ramp and to get a variance. Howard stated that Justus is confident about the cupola plans but the bathrooms, ramp, and hand rail drawings have a lot of problems. David Raphael expressed his surprise that the plans did not pass muster and stated that Norman was hired to get bid-ready plans, not permit-ready plans. David stated that Norman should have been given the opportunity to make them right. The Board further discussed the drawings, that they need to be corrected, and they need them now. The Board discussed asking Norman to redo the plans and believe they don't owe him any compensation for doing so. David stated that he will contact Norman first thing to seek the corrective plans or the CAD drawings. Teresa Smith stated she would like to see a 24-hour turnaround or share the CAD file. Howard asked the Board for permission to go to the DRB to ask for a waiver for the ramp. Zachary Weaver moved to go to the DRB to ask for a waiver for the ramp, Teresa Smith seconded. The motion passed. Howard Hall will pursue getting the permit required. David stated the he will warn the waiver for the next DRB meeting and postpone the DRB meeting to June 14th. Howard stated that he had learned from The McKernon Group workers that there is a leak in the Town Hall roof and some wet insulation needs to be replaced. David wondered if that repair could be done with the cupola work. Howard updated the Board on the status of the bathrooms and the equipment room. Howard stated that he has received a proposal from JW & DE Ryan for an estimated \$8,500 to redo the duct work in the Town Clerk's office and to replace the furnace. Further discussion was held regarding the Town Hall Renovation Fund and overall project expenses. The Board advised that there is no contract yet for the ramp. It was originally \$68,000 but will be unsure until the drawings are made. Asphalt paving in the back and the four blocks to be put in place for the propane tanks were discussed. Howard stated that he will talk to Justus to put these items in his radar. John Viskup asked the Board about the kitchen project and wondered if it will fit in the sequence before the cupola. Howard explained that there is no money in the budget to make loan payments for the cupola. Teresa explained that money has to be in the budget to make the loan payments and there are some cost over-runs to do the ramp and two bathrooms. Teresa stated that she is on board to have a kitchen per the voters and figure out what is needed, but is unsure it will happen in this fiscal year. John stated that he believes the Board is doing the work correctly and in the proper order and does not fault them for the over-runs. Further discussion followed regarding the kitchen, ramp, and plans. The Board stated that they are upset that Norman LeBoeuf has not come to the Board to rectify the situation with the plans. David stated that he will contact Norman by email. John stated that he would like to touch base periodically with Town Treasurer/Clerk Pam Correia about the Town Hall Restoration Fund. He also complimented Pam Correia and Assistant Clerk Linda Devino on their work. David added that he is also very pleased with the new atmosphere in the office created by Pam and Linda. Teresa Smith moved to replace the furnace and do the electrical work in Town Hall, Zachary

Weaver seconded. The motion passed. Zachary Weaver moved to approve and to move forward with the handicap accessible ramp and approach the DRB, Teresa Smith seconded. The motion passed.

A brief discussion was held regarding a conference table found for purchase to replace the old ones currently being used. Zachary Weaver moved to purchase a used conference table for \$300, Teresa Smith seconded. The motion passed.

Zachary Weaver moved to use money from the Technology Fund to pay for the purchase of a new laptop and the labor. Teresa Smith seconded. The motion passed.

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

6. Caterer's Permit for Cast Iron Catering - The Board briefly discussed the Middlebury Yacht Club relevant to this permit. Teresa Smith moved to accept the caterer's permit for Cast Iron Catering, Zachary Weaver seconded. The motion passed.

7. Lawn Mowing at Town Hall – A brief discussion was held regarding David Chase mowing the lawn around the Town Hall. Town Treasurer/Clerk Pam Correia advised the Board that she has observed David mowing the lawn three times already. Teresa Smith moved to purchase a \$200 gift certificate to the Black Sheep for David Chase, Zachary Weaver seconded. The motion passed.

8. Delta Dental FY18/19 Renewal – Town Treasurer/Clerk Pam Correia advised the Board that the dental insurance rates for the FY18/19 year will increase by 2.9%. The Board briefly discussed and conveys that they do not wish to make any changes to the policy.

9. Communications – Howard Hall advised the Board that he had talked with Zoning Administrator Kris Perlee regarding the Hopper's and the parking issue. Kris was assured that there was no issue with the parking and the Hopper's will put enough there for parking. Kris also talked with Moose Porter and advised that all the cars Moose has are legally registered and he is getting a permit for his home occupation. Kris has also been in contact with Hans Vorsteveld regarding the Town right-of-way and had a conversation about the junk ordinance.

At 7:58pm, Howard Hall moved to go into executive session to discuss personnel issues. Zachary Weaver seconded. Teresa Smith moved to leave executive session at 8:06pm. Zachary Weaver seconded. The motion passed. Action was taken regarding floating holidays and Zoning Administrator Kris Perlee.

At 8:06pm, Teresa Smith moved to adjourn the meeting. Zachary Weaver seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia
Town Treasurer/Clerk