



Town of Panton Chartered 1761

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Selectboard Meeting

September 11, 2018

Selectboard Member's present: Zachary Weaver and Teresa Smith. Also present was Town Treasurer/Clerk Pam Correia, Road Foreman Rick Cloutier, Zoning Administrator Kris Perlee, Sheriff Don Keeler, Lt. Peter Newton, Deputy Brent Newton, Chief George Merkel, Matt Birong, Dave Sullivan, and Bob Hartenstein.

At 6:31pm, Zachary Weaver called the meeting to order.

2. There were no additions, removals, or adjustments to the agenda.
3. The August 8, 2018 and August 22, 2018 minutes were not accepted by the Board and tabled until the September 25, 2018 meeting when all Board members are present.
4. Highway Right-of-Way – The Board responded to a letter received from Tom Spencer regarding a private water line installed in the Town right-of-way. The Board stated that they would like to go back and look at it to compare and see how it intersects. Road Foreman Rick Cloutier stated that in 2003 a water line was permitted and allowed but there are no break-away posts which are needed so that if something happens, it will not fall back on Rick and the Town of Panton. Bob Hartenstein stated that no Panton residents as part of the Arnold Bay Road Water Association knew about the posts or like the posts that are there. Bob advised that he talked to Tom Spencer and Road Foreman Rick Cloutier and all agreed that the Arnold Bay Road Water Association should get fiberglass posts for the waterline so that Rick knows where the shut offs are. They also agree that having the shut offs marked is wise, but they don't think it should be with 4 x 4 posts. Rick conveyed his agreement and stated that he will order the 4 x 4 posts in order to get them swapped out. Bob Hartenstein stated that he will cover the costs of the fiberglass posts and put them in. The cost was briefly discussed at \$20 a post. Rick stated that he will provide the phone number for Worksafe. Bob stated that he will try to get a letter out to everybody in the Association that the posts should be flush and at each individual's expense. Zachary Weaver stated that any work done in the town right-of-way could be added as part of the update in the next Town mailing. Zachary Weaver moved to approve Bob and Rick to purchase the posts, Teresa Smith seconded. The motion passed. The Board thanked Bob for such a quick resolution. Zoning Administrator Kris Perlee stated that he is putting together a Town Right-of-Way Policy. The Board advised that it is a good idea to adopt a policy and conveyed their agreement to put a policy in place. Kris stated that he is working with Rick and will put something together for the next meeting.
5. Road Foreman Report – Road Foreman Rick Cloutier stated that most of the winter sand is up and there has been ten trucks hauling. Rick stated that he will be returning the favor in the Town of

Richmond. Rick advised the Board that the new truck will be here October 8, 2018 and the second week of November the new truck will have the body on it. Rick stated that he would like the Board to address the Employee Leave Policy. The Board agreed to revisit the Employee Leave Policy at the next regular Selectboard meeting. Rick also stated that he believes the upcoming budget meetings should be held separately from the regular Selectboard meetings. Brief discussion followed. The Board was in agreement and Teresa Smith advised that she thought one meeting held in November to work on the budget would be a good time.

6. Port-a-Potty Enclosure – Rick Cloutier advised the Board that the port-a-potty at the Town beach had been damaged the night before. Placing a cement-filled culvert in front of the port-a-potty was discussed to deter any future damage. Zachary Weaver moved to pour concrete in front of the port-a-potty with a wooden enclosure, Teresa Smith seconded. The motion passed.

7. There were no public comments.

8. Town Website – Paul Sokal stated that he has Town documents in his own personal computer as he volunteers to keep the Town website updated, which he cannot legally delete from his personal computer. Paul stated that the solution to this problem is for the Town to implement a policy on public records. Paul stated that putting a policy in place would bring the Town into compliance with the Secretary of States Office with how records are managed. Paul stated that he wants a transitory records rule that will say that once records are completed, the document can be deleted from his personal computer. Paul advised the Board that he will work with Town Treasurer/Clerk Pam Correia to implement a policy and get it done by the end of the month. Zachary Weaver moved to authorize Pam and Paul to work on and adopt a policy, Teresa Smith seconded. The motion passed.

9. Police Services Contract – Lt. Peter Newton of the Addison County Sheriff's Department stated that the Sheriff's Department is very good about getting services done and responds quickly to get the work done. Lt. Newton stated that Deputy Brent Newton has lots of training and experience and since January 1st through June, the Town has paid the Sheriff's Department \$2,700 and they have written \$8,300 in tickets. Lt. Newton stated that the Sheriff's Department is a match to any department in the state with 10 to 15 years of experience. Lt. Newton wondered if the Town is interested in more services and stated that the Board should involve the State Police in this conversation since they are the primary response unit. Lt. Newton stated that the rate for the Sheriff's Department is \$27/hour plus mileage as compared to the Vergennes Police Department. Sheriff Keeler stated that the admin fees the Town pays are included in the county taxes that are already being paid. Lt. Newton stated that the Sheriff's Department is covering the Town for 16 hours a month and the department is happy to do more if the Board would like them to. Sheriff Keeler stated that increases have been about three percent per year. Zachary Weaver inquired about a new hire and stated that he would be concerned about stretching deputies too thin. Lt. Newton stated that the Sheriff's Department is currently looking under the Cops Grant to hire another full-time deputy. Sheriff Keeler added that there is no money available right now through the Cops Grant and it doesn't cover 17 weeks in the academy. Lt. Newton stated that the Sheriff's Department has no trouble getting 16 hours done a month. Sheriff Keeler added that the State Police have assisted 172 times since January to August of this year. Lt. Newton advised the Board that Deputy Brent Newton has a vested interest in the Town of Panton and is very qualified as a drug recognition expert (DRE), handles the grants, and he is sometimes out in the Town of Panton doing DUI grants which doesn't cost the Town anything. Lt. Newton stated that he believes the Sheriff's Department does a good job for the Town of Panton and stressed the importance of doing more if the Town would like them to. Zachary Weaver asked if the 16 hours are random. Lt. Newton advised that Deputy Brent Newton does the scheduling and it is hit or miss when a deputy is in the area or a deputy could be in the area and plan to come back at a later time in the day. Zachary Weaver asked about any parking problems at the boat launch and whether there could be enforcement on the weekends. Deputy Brent Newton stated that there were no issues during the fishing derby. Lt. Newton stated that although the Sheriff's Department is not a 24-hour agency, he is not against coming out to the Town of Panton on the weekends. The Board further discussed scheduling. Lt. Newton inquired about if the Town is looking to change the contract. The Board advised that they have

not had the conversation that they are actively looking to change the contract as they have not been dissatisfied. Lt. Newton stated that he believes the Town should have a conversation with the State Police as response partners if the level of services should change. Lt. Newton thanked the Board for the opportunity to explain what the Sheriff's Department can do for the Town. Teresa Smith stated that the Board had received two great presentations about police coverage. Zachary Weaver stated that if the Board would be more comfortable with 20 hours, they will let the Sheriff's Department know what the Town would need. The Board allowed Chief Merkel of the Vergennes Police Department to add any closing remarks. Chief Merkel stated that he wants to be fair with the Sheriff's Department and be sure the Sheriff's Department is treated fairly. Chief Merkel stated that it is not meant to be a debate and the Selectboard should listen to both presentations.

10. Town Hall Committee – The Board briefly discussed a memorandum of understanding (MOU) which would allow the Town to hold on to grant money for the next construction season. The Board was in agreement to wait on signing the MOU and hold a conversation about the cupola with David Raphael at the next regular Selectboard meeting. Teresa Smith stated her concern about the cost and weight of the cupola.

11. Appointment/Lister Position – Dave Sullivan was in attendance and asked the Board for more information about the open Lister position. The Board explained the process of how to become a Town Lister. Dave advised that he has a good computer background. Town Treasurer/Clerk Pam Correia added that there are trainings offered through the Vermont League of Cities and Towns (VLCT) and also that the New England Municipal Resource Center (NEMRC) would be a good source of support for him. Brief discussion followed. The Board stated that a good option for Dave would be to appoint him to the Lister position to give him an idea of what the position entails and he could decide if he wants to run in March. Per Dave's request, Pam advised that she will send to him the contact information for Lisa Truchon who is currently the Town's assessor through NEMRC to also talk with about the position. Matt Birong who is running for the House of Representatives was in attendance to observe the meeting. Matt briefly discussed with the Board more about the Town's police coverage. Teresa Smith stated that there is no need warranted to justify the cost being presented by the Vergennes Police Department. She stated that if the Board wants to increase coverage, it makes sense to do it through the Addison County Sheriff's Department.

12. Caterer's Permit-The Monkey House – Zachary Weaver moved to approve The Monkey House caterer's permit, Teresa Smith seconded. The motion passed.

The Board briefly visited with Matt Birong. Zachary Weaver asked Matt what he believed the top three issues being discussed right now are. Matt stated the affordability when it comes to cost versus income, education and property taxes, and the environmental issue of water quality. The Board discussed briefly.

13. Review of Financials/Timesheets – The list of invoices and timesheets were reviewed. The McKernon Group final billing was discussed. Teresa Smith wondered what the cost would be if only paying half the cost for the flat black hand rail and stated that she is willing to pay for the flat black. Zachary Weaver advised that he would like to go back to Justus Cameron of The McKernon Group and ask him what it would have cost for the flat black hand rail and also ask again for the upstairs door handle to be installed before cutting the check for the final payment on the ramp. Town Treasurer/Clerk Pam Correia advised the Board that she will contact Justus to obtain more clarification on the flat black hand rail and installation of the upstairs door handle.

14. Communications – Town Treasurer/Clerk Pam Correia advised the Board that the tax anticipation note in the amount of \$160,000 had been initiated and received. Pam advised the Board that she and Linda are making progress setting up a Town Facebook page. Pam stated that the Board may want to look at adopting a Social Media Policy. The Board briefly discussed. Teresa Smith moved to adopt an adaptive Social Media Policy in conjunction with the Town Facebook page and for the Facebook page to be administered by Pam & Linda only, Zachary Weaver seconded. The motion passed. Pam advised the

Board that there has been very little usage of the extra hour from 5pm to 6pm on Wednesday evenings. The Board agreed that there was no need for office staff to stay the extra hour but thought it could still be beneficial the week taxes are due. Zachary Weaver moved to change the Wednesday hours, Teresa Smith seconded. The motion passed. Pam advised the Board that the office had been without a copier for two days while waiting for maintenance to repair it which caused a large inconvenience to residents and researchers while also inconveniencing office staff. Pam advised the Board that the present copier is getting older and may be time to replace it. The Board briefly discussed buying versus leasing a new copy machine and agreed that a lease makes sense. The Board asked Pam to investigate leasing a new copier and bring the information back to the next Selectboard meeting on September 25, 2018.

At 8:05pm, Zachary Weaver moved to adjourn the meeting, Teresa Smith seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia
Town Treasurer/Clerk

DRAFT