



Town of Panton Chartered 1761

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Selectboard Meeting

September 25, 2018

Selectboard Member's present: Chair Howard Hall, Zachary Weaver, and Teresa Smith. Also present was Town Treasurer/Clerk Pam Correia, Zoning Administrator Kris Perlee, David Raphael, John Viskup, and Dave Sullivan.

At 6:35pm, Howard Hall called the meeting to order.

2. There were no additions, removals, or adjustments to the agenda.
3. Howard Hall moved to approve the June 12, 2018 minutes, Teresa Smith seconded. The motion passed. Zachary Weaver moved to approve the August 8, 2018 minutes, Howard Hall seconded. The motion passed. Teresa Smith moved to approve the August 22, 2018 minutes, Howard Hall seconded. Howard Hall stated that he would like to amend the September 11, 2018 minutes in Section 4 pertaining to the highway right-of-way to read "he will order the 4 x 4 fiberglass posts in order to get them swapped out". Teresa Smith moved to accept the change, Zachary Weaver seconded. The motion passed.
4. Public comments – There were no public comments.
5. Appointment/Lister Position – Dave Sullivan stated he met with NEMRC Assessor Lisa Truchon last week and went on a site visit with her. Dave stated that he will be meeting with Lisa again to use the software to map. Dave advised the Board that he does not want to make a commitment in March but is still interested in being appointed a Lister. He stated his concern that he is not at the level that Lisa is at. Howard Hall advised Dave that the Board understands there is a learning curve and he can come to work as needed when he has more availability. Zachary Weaver suggested that Dave work with Lisa and see what he is comfortable with. Howard advised Dave that he could take Lister classes and will be reimbursed for his mileage. The Board spoke briefly about the petition deadline for the March election. Zachary Weaver moved to appoint Dave Sullivan as a Lister, Teresa Smith seconded. The motion passed. Dave

advised the Board that he will reach out to Lisa and begin reviewing the Lister's handbook. The Board thanked Dave for his willingness to serve.

6. Bixby Library - Masha Harris introduced herself to the Board as the new Director of the Bixby Library. She stated that the reason she wanted to meet with the Board was two-fold, one being to tell them a little bit about herself and to reach out to each Selectboard to get a feel for the Town and its library needs. Masha wondered if there are any issues or challenges for Panton residents that might be unique to them. Howard Hall stated that he did not know of any at this time. Zachary Weaver suggested that Masha email the Board with her questions to give them a chance to think about them. Masha wondered about any common interests, values, or groups that may benefit. Teresa Smith stated that she thought the home daycares could benefit from library services. Howard Hall stated that he would like to see little free libraries in every Town hall. Masha stated that she will look into these ideas and stated that small towns might feel disenfranchised and she wants to avoid this as much as possible. Masha stated that she wants to increase the programming in the community and believes that outreach is good, but she wants to do more for the adults in the community. Masha thanked the Board for their time.

7. Town Right of Way Policy – Zoning Administrator Kris Perlee stated that he had worked with VLCT to write the permit to work within the Town's right-of-way and the general conditions of approval addressing utilities. Kris stated that he went over the permit with Road Foreman Rick Cloutier and he is very happy with it. Kris stated that he also put together some rules around when the contractors are doing their work and went through them with Rick as well and he is very comfortable with them. Kris stated that the rules put the ownership back on companies doing the work. Kris stated that the application must be submitted by an employee of the company not the property owner. Kris advised the Board that on the bottom of the permit, the Town could ask for a deposit, the applicant will get back the deposit when the work is done, and has a year to finish the project. Kris stated that he hopes to combine the permit and rules with one overall application. There was discussion about the Road Foreman approving all of the uses or whether to bring them to the Selectboard for approval. Howard Hall stated that approval should be given from the Road Foreman or a designee. Zachary Weaver stressed concern over the amount of time it would take to get approval. The Board was all in agreement to have Road Foreman Rick Cloutier approve the permits. Teresa Smith stated that it is fine for Rick to give his ok on the homeowner project but she wondered if it is a big corporation, does it make it different. Kris stated that he likes to separate the utilities versus the right-of-way permit and that everyone is subject to the right-of-way permit but the utility application is additional. The Board stated that they will put their thoughts together and submit them to VLCT to get the permits finalized. David Raphael wondered if it would be helpful to define what kinds of projects a homeowner needs to get approval for and asked if a landowner should come in to the Town to get approval for a right of way. Kris stated that this is what the permits are for. The Board further discussed what a landowner might need approval from the Town to do in the right-of-way. Teresa stated that it would be good to include in the next newsletter about planning a project with an explanation of what a right-of-way is and what someone would need a permit for. Kris Perlee stated that replacing something with the same material would not need a permit such

as breakaway posts and that it makes the most sense to put the discretion back to Road Foreman Rick Cloutier as he is well versed in the AOT terminology.

Zoning Administrator Kris Perlee advised that he had met with landowners regarding an anonymous animal cruelty complaint. The landowner advised that she is working with Homeward Bound to resolve the cat issue. The landowner advised that since this a farm, she is trying to enlist with Homeward Bound who does have a program to help with barn cats. Kris stated that there are a dozen or more cats and is concerned about the use of a composting toilet which is allowed but as Kris stated would like to speak to the resident further and revisit with the Board. The Board also discussed a dog and leash law complaint on Route 22A.

8. Town Hall Committee – David Raphael stated that the CERF Grant would like the Town to sign a Memorandum of Understanding (MOU) which would give the Town an additional year from December to begin the project on the cupola. Howard Hall stated that he firstly wants to get all the ducks in a row, figure out the financing, finish the upstairs, and follow through with what the voters approved. Howard Hall stated that he has some reservations about the cupola and did some looking around. He stated that he talked to a company in New York that has an aluminum cupola identical to what the Town wants. Howard stated that money is an issue and this one would be \$19,000 delivered. David Raphael stated that it would not be historically accurate for the building. Howard stated that the Town does not have buckets of money and suggested that the Board along with the Town Hall Committee slow down, look at it, and see if it is feasible. Howard stated his concern that if the MOU is signed, the Town is locked into spending \$100,000. The Board further discussed a fiberglass versus wood cupola potentially resulting in a huge amount of money that the Town would have to spend. The Board stated that the aluminum cupola would weigh 879 pounds. Teresa Smith stated that her primary concern is that if the Town spends \$100,000 on a cupola, it would have to be structurally sound so that it doesn't damage the building or reduce the cost without compromising the building. David stated that the roof needs to be redone anyway as it may not be able to withhold the weight of snow. The Board further discussed the snow load with a heavier cupola and the increased costs. David stated that he will not support replacing the cupola with something totally different. The Board stated that everything is custom made. David stated that he is in support of giving the company the drawing to see what they could come up with. John Viskup stated that he is impressed with the weight of the aluminum cupola. David stated that the cupola was redesigned with lighter weight materials because of the weight of the roof. Teresa stated that she would like to ask the company to send a picture of something that the Board could look at. Teresa also stated that there may be a way to do both and she recognizes the importance of the cupola to David. The Board stated that they are not going to put something up that looks cheesy but definitely it is a worthwhile investment of time and to take a look at. John Viskup stated that everybody wins if the Town can do these things cost effectively. The Board discussed briefly the upcoming projects like the kitchen and what has already been accomplished. David Raphael apologized for the misunderstanding. David stated that there will be ongoing maintenance issues that will need to be budgeted for. David suggested that the Board sign the MOU and he will make sure that whatever cupola goes up, it is acceptable to CERF and if they are not happy with it, the Town

will have to give back the \$7,500. The Board acknowledged that \$17,500 had previously been given back and the \$7,500 was used for the blueprints that may need to be given back. Teresa stated that the Board definitely needs to contact the company and get a picture with the same type of finish to show CERF. Teresa advised that she would like to pursue signing the MOU with the understanding of the cupola being acceptable to CERF or giving back the \$7,500. Howard advised that he could write a letter regarding the cupola. John Viskup stated that this is a much more economical and positive approach to the issue. The Board further discussed whether or not to sign the MOU and what the drawbacks are while giving a positive light in the letter and stating what direction the Town needs to go in is a better solution. David stressed his concern about not signing the MOU. The Board advised that the worst case scenario is that the Town would have to give back the \$7,500. Teresa and Zachary Weaver stated that they would like to sign the MOU and they don't feel that there is any risk in signing. David stated that he would be happy to send drawings to the company and tell them what the Town is looking for. The Board briefly discussed the dimensions of the cupola and what the appearance would look like. Zachary Weaver moved to sign the Memorandum of Understanding for the CERF Grant, Teresa Smith seconded. The motion passed. Howard stated that he will send the contact information to David Raphael so that he can send the company the plans.

The Board discussed the kitchen project in relation to the possibility of a dishwasher, the fire suppression system and the holding tank. Howard Hall stated that the Board needs to work together with the Fire Marshall.

9. Social Media Policy – Town Treasurer/Clerk Pam Correia presented the Board with a Social Media Policy as a result of the recently created Town Facebook page. Zachary Weaver moved to accept the Social Media Policy as written, Teresa Smith seconded. The motion passed.

10. Reserve Bank – The Board discussed the employee PTO reserve bank. Town Treasurer/Clerk Pam Correia advised the Board that employees are concerned about not having an opportunity to use remaining accrued time over 40 hours once it is relocated to the PTO reserve bank. The Board discussed the policy and what the bank is meant to be used for. Teresa Smith stated that employees should be petitioning all sick time to come from the bank first not their regular PTO time and to use the reserve bank for all sick time needed.

11. Copy machine – Town Treasurer/Clerk Pam Correia explained to the Board that the copy machine in the Town Office is beginning to have problems and that the office had been without the copier for two days waiting on numerous maintenance calls resulting in a hindrance to residents and researchers who were needing to make copies as well as the office staff. Pam presented quotes she received from Symquest and Usherwood Office Technology for a new copier. The Board discussed the lease versus buy option between the two companies as well as maintenance costs. Howard Hall moved to accept the lease with Symquest unless the maintenance cost is less than \$60 a month. Teresa Smith seconded. The motion passed.

12. Review of Financials/Timesheets – The list of invoices, timesheets, and August financials

were reviewed. The final McKernon bill was discussed. Howard Hall stated that all the doors are done and working properly. Teresa Smith stated that she has no problem paying the amount agreed upon but does not want to pay for something the Board did not ask for. Zachary Weaver was in agreement and asked if the Board knew what the cost would be. Howard stated that they could pay the bill without the \$3,788 cost which is for the galvanized hand rail. Zachary stated that he would feel bad to cut off \$3,788 entirely and would rather pay \$1,894. Teresa stated that she wants the cupola done correctly and doesn't want to sour the well. Teresa stated that she could live with half of the cost and it would be a good gesture to encourage The McKernon Group to bid on the cupola. Zachary Weaver moved to pay half of the invoice and cut the check for \$19,510, Teresa Smith seconded. The motion passed.

13. Communications – Town Treasurer/Clerk Pam Correia advised the Board of the VLCT annual business meeting coming up if they wanted to attend. Howard Hall advised the Board that there would be a Transportation Advisory Committee (TAC) truck forum and stated that it will encompass a lot of Pantown. Howard advised the Board that he would like to attend the TAC forum and represent the Town. Zachary Weaver moved to nominate Howard Hall, Teresa Smith seconded. The motion passed.

More discussion followed regarding the kitchen. The Board would like to discuss as a non-voting article at Town Meeting the possibility of a dishwasher versus a good sink to see how it will work and if there is any interest in community dinners. The Board agreed that there needs to be further investigation. Teresa wondered about the idea of doing a transformation where the Town tries it out for a year before spending. Zachary stated that there could be prebuilt cost estimates and cabinets with a small build leaving the option for a sink and then invest more money in a sink if dinners are popular.

Howard Hall stated that he is working on the Memorandum of Understanding for Kevin Sullivan in regards to the carriage barn. Town Treasurer/Clerk Pam Correia stated that Kevin is ready to begin the work.

At 9:20pm, Teresa Smith moved to adjourn the meeting, Zachary Weaver seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia
Town Treasurer/Clerk