



## ***Town of Panton Chartered 1761***

**3176 Jersey Street, Panton VT 05491-9331**

**802.475.2333, Fax 802.475.2785**

Selectboard Meeting

July 10, 2019

Selectboard Member's present: Howard Hall and Teresa Smith. Also present was Town Treasurer/Clerk Pam Correia and Road Foreman Rick Cloutier.

At 6:34pm, 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 13, 2019 minutes, with no corrections. Teresa Smith seconded. The motion passed. The Board tabled the approval of the June 25, 2019 minutes.
4. Public Comment – There were no public comments.
5. Road Foreman Report – Road Foreman Rick Cloutier advised the Board that winter sand was in at the highway garage, paving would be starting next week, and the work at Arnold's Bay would begin after that. Howard Hall advised Rick that the gardeners are excited to start the work on the flower beds at Town Hall and are looking to get a pile of stone from Rick along with three yards of mulch later in the year to complete the project. Rick also advised the Board that the driveway that once existed where the handicap access ramp now stands along the side of Town Hall needs to be replaced as it is a part of Claudia Allen's property. The Board briefly discussed the need and how soon the driveway would need to be completed. The Board complimented Rick on his efforts to assist a motorist who ran out of gas. Rick stated that the roadside mowing is ridiculous, and the highway crew is trying to keep up with the rapid growth including the poison parsnip. Howard asked Rick for his thoughts regarding the Right-of-Way Policy and what the timeframe should be when issuing a permit after final inspection. Rick stated that he agrees with issuing the permit three days after the final inspection and the expiration of the permit being one year. The Board discussed keeping the cost of the permit the same as what it is now which is \$75. Howard stated that if the Right-of-Way Policy passes, it will be implemented

and go on to the ordinance process.

6. ANWSD School Board Vacancy – The Board did not nominate anyone to fill the ANWSD School Board vacancy as they did not believe that a nomination without someone being present was appropriate. The Board asked that Bradley Dewey be notified to attend the next regular Selectboard meeting.

7. Turkey Lane Right-of-Way – Howard Hall stated that Zoning Administrator Kris Perlee met with Ron LaRose of LaRose Surveys regarding Turkey Lane. He added that in an email received from Kris that Ron agrees with Attorney Benj Putnam that the Town should declare the right-of-way and if the landowners disagree, they need to prove the Town wrong. Howard stated that LaRose Surveys could survey Turkey Lane from Lake Road to the lake and Ron estimated it would cost between \$800 and \$1,200. The Board further discussed whether to pre-spend the money on a survey of the right-of-way or to just send a letter to the abutters. The Board agreed to ask Attorney Benj Putnam to write a letter to the abutters of the Turkey Lane right-of-way.

8. Class 4 Highway Policy & Use of Public Right-of-Way Policy – The Board discussed the Use of Public Right-of-Way Policy and made changes and additions to include on page two, a fee of \$75 shall be paid at the time the application is submitted; on page three, a written permit shall be issued by the Road Foreman within three business days after final inspection; on page four, the authorization conveyed by a Notice of Permit shall expire one year after the issuance of that Notice unless the work authorized by such Notice has been substantially commenced; and, on page five, add the existing Town Culvert Policy to Section 12 - Responsibility for Culverts and Headwalls. Howard Hall moved to adopt the Right-of-Way Policy with the addition of the Culvert Policy into Section 12 with the additions made per the Board, Teresa Smith seconded. The motion passed. The Board also briefly discussed the Class 4 Highway Policy. Howard Hall moved to accept the Class 4 Policy as written, Teresa Smith seconded. The motion passed. There were no additions or subtractions made to the Class 4 Policy.

9. Parcel Mapping Project - R. J. Turner Co. – Town Treasurer/Clerk Pam Correia briefly summarized what the mapping project entails. Pam advised the Board that she spoke with Sue Senning of VLCT and she believed the mapping project needs would fall under the guidelines for use of the funds from the newly created Restoration & Preservation Reserve Fund mandated by the State. The Board discussed further. Teresa Smith moved to accept both pieces of the mapping project, Howard Hall seconded. The motion passed.

10. Cupola Project – Construction Loan – The Board discussed the funding needs of the new cupola which is scheduled to arrive on August 5, 2019. Town Treasurer/Clerk Pam Correia advised the Board that the Town Hall Restoration Fund currently holds \$28,303.09 and another \$15,000 will be transferred per voter approval this fiscal year. The Board discussed further. Teresa Smith moved to initiate a \$20,000 loan from National Bank of Middlebury for five years, Howard Hall seconded. The motion passed.

11. Tax Anticipation Note – Town Treasurer/Clerk Pam Correia gave an overview of what the cash flow need looks like for the upcoming few months before payments of the November tax installments begin to come in. The Board discussed. Teresa Smith moved to authorize a \$175,000 Tax Anticipation Note to get us through September and billing season, Howard Hall seconded. The motion passed.

The Board briefly discussed the meeting schedule for the summer months.

12. Review/Approval of Accounts Payable Warrant & Timesheets – The list of invoices and timesheets were reviewed.

13. Communications – The Board walked upstairs to observe the progress being made with the records retention project and complimented Pam Correia and Linda Devino for their work.

At 7:55pm, Teresa Smith moved to adjourn the meeting, Howard Hall seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia  
Town Treasurer/Clerk