



Town of Panton Chartered 1761

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Selectboard Zoom Meeting

April 28, 2020

Selectboard Member's present: Howard Hall, Teresa Smith, and Zachary Weaver. Also present was Town Clerk/Treasurer Pam Correia, Assistant Clerk Linda Devino, Bob Groff, 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. Zachary Weaver moved to accept the April 14, 2020 minutes as written, Teresa Smith seconded. All in favor, the motion passed.
4. Public Comment - There were no public comments.
5. Extension for 2020 Grand List Filing - Dave Sullivan advised the Board that he had talked with Assessor Lisa Truchon about the extension and noted that they are both in agreement that they can meet the original deadline and don't need the extension. Dave explained that the abstract would be ready by the original deadline of June 4, 2020 and the only thing they have left to do is reassess the properties that have had permitted work done. Dave and Lisa have been out taking pictures and will be working on the reassessments with the plan to complete them sometime in May but well before June 4th. Dave added that they do not want to push the grievances out into July and would rather get them out of the way in the original schedule. With no further discussion, Dave Sullivan exited the meeting.
6. Procedure for Opening of Town Office due to COVID-19 Pandemic - The Board discussed their memo to employees outlining the VOSHA health and safety guidelines in relation to the Governor's Executive Order and the requirements that need to be followed in order for employees to begin work again. All employees and volunteers must complete the VOSHA "Protecting the Safety and Health of Workers" training and submit a certificate of completion to the Town Office by May 4, 2020. The Board further discussed the work schedule in the Town Office by limiting only two people in the office at one time and ways to take control of the building while maintaining the safety of employees working in the office. Pam advised the Board that she had been in contact with Desabrais Glass about putting up a sneeze guard in the Town Office and she was waiting for a call back from them. The Board also discussed safety measures and procedures to put in place for the Town Office. Bob Groff stated that employees should implement what they are comfortable with and have the Town Office be limited to the number of people coming in following the CDC guidelines. He added that employees should allow separation between people coming in to wipe down the counter. Teresa Smith moved to accept the safety guidelines for

employees to re-enter for May 4th, Howard Hall seconded. All in favor, the motion passed. The Board further discussed informational signs for researchers and the public coming into the office. Teresa Smith stated that she would like to make the signs more welcoming when writing up the guidelines. Pam Correia inquired about giving her an extra day to get together with Linda in order to get the office ready and organized before actually opening up to the public. Teresa Smith moved to move the starting date from May 4th to May 5th with a day to get organized around having the office to look different and run different, Zachary Weaver seconded. All in favor, the motion passed.

7. Review/Approval of Accounts Payable Warrant & Timesheets - The accounts payable warrant, timesheets, and March financials were reviewed. Pam Correia explained that the Town looks good financially and that the May 1st tax collections were over the halfway mark. She also explained the state of the checking account balance reflected at the end of March. The Board further discussed the current Tax Anticipation Note and the incoming tax payments for the 2nd Installment. Teresa Smith moved to accept the March financials as they have been discussed and written out, Zachary Weaver seconded. All in favor, the motion passed. The Board would like to be kept updated on the tax collection and will plan to further discuss the current tax anticipation note at the next Selectboard meeting. Pam asked the Board for a voice vote as well as an email from the Board to approve the April 28, 2020 accounts payable warrant in the amount of \$12,005.78. The voice vote was Teresa Smith-yes; Zachary Weaver-yes; and Howard Hall-yes. Zachary Weaver stated that he will send an email stating that the April 28, 2020 accounts payable warrant is approved by the entire Board via the Zoom 4/28/2020 meeting.

8. Communications - Howard Hall advised the Board that all the hardware has been set up for the WiFi outside the Town Office which will go fairly far beyond the building and is completely free to the public. He added that the WiFi is secure, completely separate from the Town's computer system, and he will be calling Silloway to activate it. Howard updated the Board about how the Highway Department is handling things and that they are doing well. He encouraged Zoning Administrator Kris Perlee to drive the roads in Pantown to observe that everyone is getting building permits as the collection of fees are important to the Town. The appointment of the alternate to the DRB was discussed and the Board does not believe that Ashlee Morris seems interested in the position any longer. The Board concluded that due to the current health situation, they are not comfortable with training the newly appointed Listers and other positions and they should wait to be trained. Howard advised the Board that David Raphael is working on a new sign for the front of the Town Offices and will continue the discussion at the next Selectboard meeting.

At 7:33pm, Teresa Smith moved to adjourn the meeting, Zachary Weaver seconded. All in favor, the motion passed unanimously.

Respectfully submitted,

Pam Correia
Town Clerk/Treasurer