



Town of Panton Chartered 1761

**3176 Jersey Street, Panton VT 05491-9331
802.475.2333, Fax 802.475.2785**

Selectboard Zoom Meeting

July 14, 2020

Selectboard Member's present: Howard Hall, Teresa Smith, and Zachary Weaver. Also present was Town Clerk/Treasurer Pam Correia, Road Foreman Rick Cloutier, Bob Groff, and Sandy Fogg.

At 6:32pm, Howard Hall called the meeting to order.

2. There were no additions, removals, or adjustments to the agenda.
3. Teresa Smith moved to accept the June 23, 2020 minutes as written, Howard Hall seconded. All in favor, the motion passed.
4. Public Comment – There were no public comments.
5. Road Foreman Report – Rick Cloutier advised the Board that the oil pan was all rotted out on the 2015 truck and it will cost \$2,000 for parts. He added that he is having Chucky Cushman do the work. Rick stated that he has started mowing the poison parsnip along the ditches and advised the Board that the work on the boat launch will begin on Wednesday and Thursday of next week and will be monitored 24/7. Howard Hall stated that he spoke with Rick regarding the cars on Panton Road by the Dead Creek and Rick is willing to talk to Hans Vorsteveld about moving them. Howard noted that the landscaping volunteers are very appreciative of the stones in the Town Hall flower beds and are excited about how it looks. They will continue to work on the slope with Rick, put new plants in, install a new sign for the handicap spot, and update the lighting.
6. Memorandum of Understanding for Contracted Municipal Services – Howard Hall advised the Board that a Memorandum of Understanding would need to be adopted by the Board in conjunction with the City of Vergennes so Pam Correia can continue working at the City of Vergennes and the City pay the benefits. With no further discussion, Teresa Smith moved to accept the memorandum of understanding as written so that Pam can help out the City of Vergennes, Howard Hall seconded. All in favor, the motion passed.
7. Telling & Hillman, P. C. Audit Services FYE June 30, 2020 – The Board reviewed the representation letter from Telling & Hillman to prepare the FY2019/2020 audit. Pam Correia advised the Board that the audit fee for this year will be \$8,300 and last year it was \$7,900. With no further discussion, Teresa Smith moved to hire Telling and Associates, Zachary Weaver seconded. All in favor, the motion passed.
8. Tax Anticipation Note – Howard Hall explained that the tax anticipation note is a yearly item for cash

flow and is paid off before the end of the fiscal year. Pam Correia stated that approximately \$177,000 will be needed this year and \$175,000 was borrowed last year. With no further discussion, Teresa Smith moved that we get a tax anticipation loan of \$176,858.47 to cover expenses until tax revenue comes in. This note will be paid off by the end of the fiscal year. Zachary Weaver seconded. All in favor, the motion passed.

9. Review/Approval of Accounts Payable Warrant, Timesheets– The accounts payable warrant and timesheets were reviewed.

10. Communications – Howard Hall inquired about the status of Turkey Lane regarding the right of way issues and will contact Attorney Benj Putnam about allowing Sandy Fogg to be involved in this process. Howard will also inquire regarding the status of the South Road Trail.

Pam Correia brought to the Board's attention the resignation of David Wolniewicz from the DRB/ Planning Commission.

The Board discussed the planned flow pattern for the drive-thru voting process on August 11, 2020. Bob Groff confirmed that he will be obtaining COVID-19 signs. Howard added that extra PPE could be gotten through Vergennes if needed. The Board would like to meet at the Town Garage with Pam and Linda as well as the Board of Civil Authority on July 28th at 6pm before the next regular Selectboard Meeting to review and walk the drive-thru voting process.

Howard Hall advised the Board that a dog bite incident occurred on Saturday afternoon at East Road and applauded Pam Correia for her excellent customer service for coming in to the office on a Saturday to obtain the information needed to properly handle the situation.

The Board briefly discussed the Paydata payroll service and expressed interest in how it works; therefore, would like to table the discussion until the next meeting when they have more information.

The Board briefly discussed the blue-green algae problem at the Town beach.

Pam Correia advised the Board that she did not need to move \$100 from the General Fund, as approved at the June 23, 2020 Selectboard Meeting, to open the Boat Ramp Account. Pam stated that she already had donations in hand, so she started the account with the donations. There is currently \$1,780 in donations to date.

At 7:06, Teresa Smith moved to adjourn the meeting, Howard Hall seconded. All in favor, the motion passed unanimously.

Respectfully submitted,

Pam Correia
Town Clerk/Treasurer