



Town of Panton Chartered 1761

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Panton Selectboard Meeting Minutes
Wednesday, August 12, 2020, 6:30 pm
Panton Town Hall and Via Zoom

The meeting was rescheduled from Tuesday, August 11, 2020 due to the Vermont Primary Election.

Selectboard members present: Howard Hall and Teresa Smith. Zachary Weaver joined the meeting via phone. Present via Zoom: Town Clerk/Treasurer Pam Correia and Kevin Cooke. In person: Rick Cloutier, Road Foreman and Paula Moore.

1. Howard Hall called the meeting to order at 6:34 pm.
2. Additions, removals, or adjustments to the agenda – Howard stated that there were two additional items: the replacement sign for town hall and NEMRC. Howard moved and Teresa Smith seconded the addition of these agenda items. All in favor; the motion passed.
3. Teresa moved to accept the July 28, 2020 minutes as written and Zach Weaver seconded. All in favor; the motion passed.
4. Public Comment – There was none.
5. Resignation of Town Clerk/Treasurer – The town clerk/treasurer submitted her resignation on 8/3/2020. Her last day of work will be 8/13/20 although she will be paid through 8/21/20 for vacation accrued. Teresa moved to formally accept Pam Correia's resignation and Zach seconded. All in favor; motion passed.
6. Town Clerk/Treasurer Final Report – Pam reported that all her work, including financials and journal entries, is up-to-date. There will be no need to transfer funds for the time being, unless there is an unanticipated large invoice. She informed the board that it will need to set the tax rate and that tax bills should be mailed by 10/1/20. Pam is leaving a list of materials the auditors need. She informed the selectboard that everything she is responsible for has already been compiled. Teresa commended Pam and Linda on the well-run primary election. On behalf of the selectboard, Howard wished Pam well in her future endeavors. At this point Pam Correia left the meeting.

7. Road Foreman Report – Rick reported that the town is all set for its supply of winter sand. He is purchasing a plastic covering for it, which he does annually. Rick discussed the equipment replacement schedule, which he felt should be revised to increase the number of years between vehicle purchases. He has received compliments on the new boat launch. There is a great deal of pride on the part of the volunteers who installed it, and Howard noted he has observed more self-policing of the beach. The boat launch makes the statement that Panton cares about the beach.

Rick reported that the Vorstevelds would like an update on the status of the right of way on South Road. He shared pictures of the trees along South Road. Howard reported that Sandy Fogg, Panton's town agent with experience in right of way issues, is working with the town attorney for this matter on both the Turkey Lane and South Road rights of way. Rick requested that he and Howard meet with the Vorstevelds to discuss the management of South Road. Rick will arrange this meeting for 8/13/20.

8. Request for Release of Lease Land Interest – Cooke Estate and Kevin Cook - The selectboard received a letter from Benjamin Putnam, the attorney representing the town in this matter, recommending that the town grant the quit-claim deed with the provision that Mr. Cooke pay Panton's attorney fees. Mr. Cooke confirmed that he would do so. The quit-claim deed document from Mr. Cooke's attorney was distributed to the board at the table. After reviewing it, Teresa made the motion to accept the proposed quit-claim deed from the Cooke Estate and Kevin Cooke. Howard seconded. All in favor; the motion passed.

9. Clerk/Treasurer Job Description – Teresa moved to accept the job description as presented and Zach seconded the motion. All in favor; the motion passed. Howard proposed creating a search committee to review resumes and conduct the first round of interviews. The selectboard will then interview the committee's recommended candidates. Howard will serve on the committee and has reached out to Michael Catillaz and Paul Sokal, but asked for a recommendation for one more committee member. Teresa volunteered to contact Diana Raphael. The clerk/treasurer job ad has been distributed to Vermont colleges via Handshake, to VLCT and to Indeed.com. Eleven applicants have been received to date. Howard will distribute the resumes to the selectboard.

The selectboard set the top three priorities during this interim period as 1) Ensuring that employees and invoices are paid on time, 2) Setting the tax rate and issuing tax bills and 3) Managing the general election.

10. PayData Contract – Howard contacted NEMRC and learned that the issue with using an outside payroll service is that it duplicates the data entry, since it needs to be entered in NEMRC as well. NEMRC provides training on its payroll module and estimated that it takes 1.5 hours/monthly to do the payroll. The selectboard decided not to pursue engaging an outside service.

11. Review/Approval of Accounts Payable Warrant and Timesheets – The selectboard reviewed the warrant and timesheets.

12. Replacement Sign for Town Hall – The selectboard reviewed the design submitted by David Raphael for a replacement sign and the cost for installation. Zach moved and Teresa seconded the motion to approve the installation of a new sign. All in favor; the motion passed.

13. Communications – Teresa reported that 225 people, 40% of Panton's registered voters, cast ballots in Tuesday's primary. 150 voters mailed in ballots, and 75 people voted in person at the town garage.

14. Adjournment – Teresa moved to adjourn the meeting and Zach seconded. All in favor; the motion passed. The meeting adjourned at 7:14 p.m.

Respectfully submitted,

Paula Moore, Minutes Taker