



Town of Panton Chartered 1761

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Selectboard Meeting Minutes

Tuesday, November 9, 2021

In attendance: Selectboard Chair Howard Hall, ARC Chair Paul Sokal, ARC Member Paula Moore, ARC Member and Emergency Management Coordinator Bob Groff, ARC Member Gretchen Bailey, ARC Member Maggie Catillaz, ARC Member and Lister Dave Sullivan, Clerk-Treasurer Maggie McCormick

Zoom: Selectboard Vice-Chair Teresa Smith, Selectboard Member Zachary Weaver, Tom Herbick joined the meeting at 6:00 p.m.

1. Howard called the meeting to order at 5:36 p.m.
2. Additions/deletions to agenda: none
3. Approval of the minutes of the October 26, 2021 Selectboard meeting
 - a. Howard moved to approve the minutes as written. Teresa seconding. All in favor; the motion passed.
4. Road Foreman's Report: Deferred to 12/4 Selectboard meeting.
5. Appraisal Research Committee (ARC) Report
 - a. Howard thanked the ARC for their work and lauded this work as it will lead to fair and equal assessment of all Panton properties.
 - b. Paul Sokal:
 - i. The ARC has provided the Selectboard with the Appraisal Q&A, Appraiser's Job Description, and the ARC Findings Report. The ARC will submit proposed interview questions soon.
 - ii. ARC recommends the Town hire a professional appraiser.
 - iii. Town Reappraisal Fund has a current balance of \$36,741. The cost of a town-wide appraisal is expected be ~\$30,000, using the going market rate of \$100/parcel.
 - iv. ARC recommends more frequent appraisals—3 to 5 years
 - v. ARC recommends the Selectboard consider eliminating elected Lister position due to the complexity of the appraisal process.
 - c. Howard asked if the ARC has a recommendation to find an assessor.
 - i. Dave Sullivan answered they have discussed in the ARC who might continue as part of selection committee.

- ii. Provided example of the selection committee for Town Clerk.
 - iii. The State has a list of accredited appraisers that will be considered.
 - iv. VT Dept of Taxes describes the skill set and it is significant. Asking an elected Lister to do that work is unrealistic. Perhaps keep one Lister to assist with the clerical tasks.
 - v. Dave described the current method working with a professional from NEMRC for “grade” and “depreciation” and noted that both are subjective evaluations.
 - vi. Howard asked how the Town might adjust the budget to accommodate re-appraisal.
 - 1. Dave responded that updating the CAMA tables would be a relatively inexpensive way to account for changes of construction materials and other valuables.
 - 2. Teresa offered the possibility of “smaller” interim re-appraisals and adding incremental funding to the annual budget to cover costs.
 - vii. Clerk-Treasurer to be involved in candidate screening.
 - viii. Determine the going rate for appraisal services.
 - 1. Ensure that a highly paid professional doesn’t do clerical work.
 - ix. Bob pointed out that Dave Sullivan is huge asset to the Town as Lister due to his dedication to understanding the processes and his efforts to be fair and equitable in property assessments.
 - x. Howard stated the need for Town Officers and Town Hall staff to be able to answer property owner’s questions about values, even if that is to refer questions to a professional appraiser working for the Town.
 - xi. The Selectboard approved the ARC Q&A document for posting on the Town website.
 - xii. Howard moved that the Selectboard charge the ARC to find an appraiser for the Town. Zach seconded. All in favor; the motion passed.
 - 1. The ARC cited the need for continuity across years and the need for the appraisal process to be documented.
6. Public Comment: moved up in the agenda
- a. Gretchen Bailey asked that the Selectboard waive the petition requirement for new community funding requests for this year.
7. Emergency Manager Coordinator’s Report
- a. Vermont has the highest new Covid infection numbers since the start of the pandemic.
 - b. Boosters are available for those over 65 and high-risk groups.
 - c. Pfizer vaccine is now avail for those age 5 and up.
8. Community Funding Petition Requirement
- a. Howard moved to waive the community funding petition requirement for the 2023 Town Meeting. Zac seconded. All in favor; the motion passed.
9. ARPA allocation to Maple Broadband: deferred
10. Working Budget Meeting Schedule
- a. 11/16—Zac is not available. Howard, Teresa, Bob Groff, and Maggie McCormick will attend.

- b. Clerk will warn the meeting to include Zoom access.

11. Clerk-Treasurer's Report

- a. Tax collection
 - i. Collected to date: \$1,445,982.78. which includes \$50, 843 (negative) of past due first installment payments and \$243, 551 of second installments (positive.)
- b. Budget Report
 - i. Salt shed construction expenses are at 96% spent.
 - ii. Pole barn construction expenses are at 99.9 % spent.
 - iii. All other revenue and expenses are on target at or around 30% of budgeted amounts.
- c. Audit
 - i. Telling and Hillman on site conducting audit Wednesday and Thursday, 11/10 and 11/11, with possibility of carry-over to Friday, 11/12.
- d. Hiring
 - i. Assistant Clerk position posted to Front Porch Forum and College Central Network, which is the Vermont State College web forum.
- e. Winter Selectboard Meeting Time
 - i. Discussion of moving meeting time to 7:00 p.m. for winter months.
 - ii. Meeting time will remain at 5:30 p.m.

12. Communications

- a. Howard provided highlights of the VTrans presentation given on 11/4 about the potential Vergennes Bypass. VTrans seems more receptive to greater stakeholder input, is starting with no favored plan, and is considering many options including the use of Route 17, Route 7, Route 4, and increasing shipment via railroad. The discrepancy in town boundaries could put the entire bypass in bypass in Ferrisburgh and Panton.
- b. The clerk advised that the Addison County Solid Waste Management Annual Report is available at Town Hall.
- c. Water bottle filling station grant
 - i. Green Up Vermont is accepting grant applications for water bottle filling stations that includes the fixture and \$1000.00 toward installation.
 - ii. Howard will investigate whether the station needs to be in an insulated building to determine if this is feasible for Panton.
- d. Howard reported that the BCA met about The Legislative Apportionment Board's proposed re-apportionment and moved to submit a response of "not in favor."
- e. Clerk reported on Lions Club invitation from town clerks and managers to take part in multi-town round table or speaker series. At this time, the Town Clerk-Treasurer does not have the support needed to participate and already collaborates with clerks from neighboring towns.
- f. The Town's annual contribution to the Bixby Library will be paid as part of the 11/16 accounts payable (AP) warrant.
- g. The Clerk-Treasurer will write and send a letter to Jackson Road residents to remove vehicles from the ROW because they prevent full access by Town and emergency vehicles.

13. Review of timesheets, payroll warrant, and AP warrant
 - h. Clerk pointed out separate warrant for payment of annual Community Services awards approved by voters at Town Meeting 2021.
 - i. Howard moved to accept the timesheets, payroll and AP warrants. Zach seconded. All in favor; the motion passed.
14. Executive session for the purpose of discussing potential litigation including Junk Ordinance enforcement.
 - j. Howard moved to enter executive session. Zach seconded. All in favor; the Selectboard entered executive session at 6:45 p.m.
 - k. Howard moved to exit executive session. Teresa seconded. All in favor; the Selectboard returned to open session at 6:55 p.m.
15. ARPA allocation to Maple Broadband
 - l. Howard moved to award \$50,000 of the Town's ARPA funds to Maple Broadband. Zach seconded. All in favor; the motion passed.
16. Adjournment
 - a. Howard moved to adjourn the meeting. Zach seconded. All in favor; the meeting adjourned at 6:57 p.m.

Respectfully submitted,
Maggie McCormick
Clerk-Treasurer