



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

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Selectboard Meeting

January 9, 2018

Selectboard Member's present: Chair Howard Hall, Zachary Weaver, and Teresa Smith. Also present was Town Treasurer/Clerk Pam Correia, Assistant Town Clerk Linda Devino, Road Foreman Rick Cloutier, Bob Groff, Tom Telling, John Viskup, Deborah Hartenstein, Doug Dows, and Diane Merrill.

At 6:08pm, Howard Hall called the meeting to order.

2. Howard Hall moved to accept the January 2, 2018 minutes, with no corrections. Zachary Weaver seconded. The motion passed.
3. Public Comment – There were no public comments.
4. Road Foreman Report – Rick Cloutier gave the Board an update on the last storm. Rick advised the Board he obtained three quotes on new trucks for the Highway Department. He stated that he eliminated the International and the Mac has a better warranty than the Western Star. Rick stated he contacted Overhead Door about a broken door but they did not get back to him. Instead Champlain Overhead Door will be coming to replace the cable on the door. Howard Hall inquired about a maintenance contract. The Board advised Rick they will talk more about the new truck at the next meeting pertaining to the budget. Rick advised his budget is looking good; the salt line in the budget is good. Rick advised the gas expense line could possibly be decreased into three quarters.
5. Draft Audit Report - Tom Telling from Telling & Associates joined the Board to go over the Financial Report for June 30, 2017. Tom stated the change in the fund balance is \$154,263 which is due to paving that was done in 2016 so the number is higher than what it typically might have been. Tom confirmed that the cumulative surplus from June 30, 2017 is \$140,392. Of this surplus, Tom advised the Board that in the road construction and maintenance expense item, there was \$213,000 budgeted and only \$113,444 of actual expense resulting in a \$100,000

difference. Diane Merrill clarified that \$85,000 in paving was done the previous year and; therefore, the money did not get spent last year. She also advised the Board that a Park and Ride grant and a municipal planning grant for the DRB came in that was not budgeted for. Diane stated that with the Cerf grant all but \$7,500 was given back but is still available for the Town. Other key factors that contributed to the excess funds was more of other revenue that came in, delinquent taxes, and \$15,000 from Green Mountain Power. Howard stated his concern about getting an explanation to the citizens at Town meeting. He asked that Tom Telling or Sam Hillman come to Town Meeting to be present to answer questions pertaining to the excess funds on March 6, 2018. Howard asked Tom how he thinks the Town is doing financially and if there are things that should be focused on. Tom advised the Board that the Town is healthy and that is a very good place to be budget wise. Tom stated that the audit went well and he stated he gave a positive opinion as shown on page one of the Financial Report of June 30, 2017. Tom stated there are no significant deficiencies and he does not feel the Town needs to change anything internally. The Board discussed further the cumulative surplus and how it affects the tax rate. Howard Hall moved to accept the draft financial report from Telling and Associates from June 30, 2017. Zachary Weaver seconded. The motion passed.

Bob Groff presented the Selectboard with the FEMA Mitigation Plan. The Board briefly discussed the plan. Howard Hall moved to sign the Hazardous Mitigation Plan from Elop. Zachary Weaver seconded. The motion passed.

6. Town Hall Committee – John Viskup advised the Board that the Town Hall Committee will not be presenting verbiage without the kitchen. The Town Hall Committee would like to present verbiage combined the two Articles and the combined Article will be presented for \$235,000 over ten years. John read the Article he brought to be considered. John stated he will contact the Vermont League of Cities and Towns for the legality of combining two Articles and also National Bank of Middlebury to obtain amortization figures on interest. John stated he does not want the kitchen off the table and believes it is totally feasible without any additional expense to the taxpayers. John also stated the maintenance will be decreasing because it is all new. Howard stated his concern about the project being rushed and the work such as the motion sensor, electrical, and outside box being excluded and not taken into consideration. Howard stated the contract with the Fire Marshall has been taken care of. The Board inquired about the permit that needs to be obtained reflecting that the septic field is adequate for the items the Town Hall Committee would like to have. John advised the Board that the Town Hall Committee is meeting with Mr. Erwin next week to discuss the scope of work on the contract.

Teresa Smith joins the meeting.

Howard Hall stressed his concern about making sure the upcoming plans are correct. Zachary Weaver explained the reasons why the Town Hall Committee was asked for two separate warnings. John Viskup stated that the kitchen is an important part of the renovation that can't be omitted. Howard Hall stated his concern that the fire code will allow 50 people maximum with tables upstairs and wonders how much use it is going to get. A lengthy discussion followed

about the plans for the renovations. Teresa Smith stated there is value in having the stage and is unsure if the kitchen is an added value that may not be supported by the septic. John stated this is what the community has wanted and stressed his disagreement. Deb Hartenstein stated to leave it up to the voters. Zachary expressed that sending out a survey would be a great opportunity to get the pulse on the kitchen renovation. The Board advised that as of now, they have signed up to get the stairs done. The Board also advised the Town Hall Committee that they need the Article by the January 23, 2018 Selectboard Meeting in order to get it included in the Town Warning. The Town Hall Committee advised they will bring the Article to the January 23, 2018 Selectboard meeting.

7. Review of Financials/Timesheets – The list of invoices, timesheets, and the November financials were reviewed.

8. FY2018/19 Budget Work session – The Board reviewed the draft 2019 Town budget. The Board discussed the new truck needed for the Highway Department. Teresa Smith stated it would be smart to finance less. She stated she would rather put \$120,000 down and take a \$40,000 loan over the course of 3 years rather than put money into repairs. Howard Hall stated he would like the seven percent of the undesignated fund balance of the General Fund to be put in to the budget each year as a line item and go to the Rainy Day Fund. Teresa stated she believes it would be smart and fiscally responsible to put the seven percent in to the budget as a line item. Wage increases for Town employees were discussed in open session. Howard Hall stated he is comfortable with a three percent increase. Teresa Smith moved for a three percent increase, Zachary Weaver seconded, all in favor.

9. Communications – Town Treasurer/Clerk Pam Correia presented the Board with the 2018 Certificate of Highway Mileage for review. The Board accepted the certificate and asked that Road Foreman Rick Cloutier review it for any changes before being mailed back to the State.

At 9:18pm, Teresa Smith moved to adjourn the meeting. Zachary Weaver seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia  
Town Treasurer/Clerk