



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

---

**3176 Jersey Street • Panton, VT 05491-9331**

**Ph: 802.475.2333 • Fax: 802.475.2785**

### **Selectboard Meeting Minutes**

**Tuesday, March 8, 2022**

In attendance: Selectboard Chair Howard Hall, Selectboard Vice Chair Teresa Smith, Clerk-Treasurer Maggie McCormick

Via Zoom: Selectboard Member Zach Weaver, Emergency Management Coordinator Bob Groff

1. Call to order.
  - a. Teresa called the meeting to order 5:34 p.m.
2. Additions/deletions to agenda
  - a. Howard moved to add review of BJ's liquor license to the agenda. Teresa seconded/ All in favor; review of BJ's liquor license was added as item before Review and Approval of warrants and time sheets.
3. Approval of the minutes of the February 22, 2022 Selectboard meeting
  - a. Howard moved to accept the minutes as written. Zach seconded. All in favor; the motion passed.
4. Emergency Management Coordinator's Report
  - a. Covid infections are dropping.
  - b. On March 5<sup>th</sup>, the CDC downgraded transmission risk from high to medium. Starting on March 14, masks are no longer required indoors. Masks are optional and wearing them should not be stigmatized.
  - c. Sign Local Emergency Management Plan (LEMP)
    - i. Panton's equipment inventory is changing. Per Addison County Regional Planning Commission, and the LEMP can be updated once they are solidified.
    - ii. Bob noted that equipment that shared with other Towns cannot be included on the LEMP.
  - d. Howard noted that the high Addison County covid rate is largely due to the case surge at Middlebury College.
  - e. Howard signed the LEMP.
5. Selectboard Officer Roles

- a. Teresa moved that Howard remain in the role of chair. Zach seconded. All in favor; the motion passed.
  - b. Howard moved that Teresa continue as vice chair. Zach seconded. All in favor; the motion passed.
  - c. Howard moved to continue using the same meeting procedures that were used last year. Teresa seconded. All in favor; the motion passed.
6. Appointment to Town Elected Offices
- a. Moderator
    - i. Although Jason Fearon won a write-in vote by one vote, he preferred not to fill the role of moderator.
    - ii. Martha Sullivan was the runner up in write-in votes and is willing to serve as moderator for 2023 Town Meeting.
      - 1. Teresa moved that Martha Sullivan be appointed moderator. Howard seconded. All in favor; the motion passed.
  - b. Dog Warden
    - i. Megan Vorsteveld won on write-in votes and accepted the position.
  - c. Write-ins for other offices
    - i. Constable
      - 1. Ben Chamberlain had five write-in votes. One percent of Panton's registered voters is six votes.
      - 2. The clerk will determine Chamberlain will accept the role of constable and the selectboard will appoint a constable at their next meeting.
7. Appointment to Appointed Town Positions
- a. Development Review Board/Planning Commission
    - i. Howard moved to reappoint Mary Rudd and Bethanie Brady Farrell. Teresa seconded. All in favor; the motion passed.
    - ii. DRB Teresa moved to appoint Gretchen Bailey and Catharine Hays to the /PC. Howard seconded. All in favor; the motion passed.
  - b. 9-1-1 Coordinator
    - i. The clerk will ask Paul Sokal if he is willing to continue the office.
    - ii. The selectboard will appoint a 9-1-1 coordinator at their next meeting.
  - c. Tree Warden
    - i. Teresa suggested that Meddie Perry and Lisa Presson be asked if they would like to be Tree Warden.
    - ii. The clerk will contact Meddie and Lisa.
    - iii. The selectboard will appoint a constable at their next meeting.
      - 1. the selectboard will appoint a constable at their next meeting.
  - d. Addison County Solid Waste District (ACSWD)
    - i. Teresa moved that Paul Sokal and Todd Presson be reappointed as Panton's representatives to the ACSWD. Howard seconded. All in favor; the motion passed.
  - e. Emergency Management Coordinator

- i. Bob Groff confirmed he would continue in the role.
    - ii. Teresa moved the Bob be appointed EMC. Howard seconded. All in favor; the motion passed.
  - f. Transportation Advisory Committee (TAC) Representative
    - i. Teresa moved that Howard be appointed TAC representative. Zach seconded. All in favor; the motion passed.
  - g. Town Advisor
    - i. Teresa moved that Sandy Fogg be appointed Town Advisor. Zach seconded. All in favor; the motion passed.
  - h. Addison County Regional Planning Commission (ACRCP) Representative
    - i. Teresa moved that Jamie Dayton continue as ACRCP rep for Panton. Howard seconded. All in favor
- 8. Lister/Assessor Update
  - a. The clerk has talked with both VLCT and ACRPC as a possible the host employer for the shared position.
  - b. The challenges of creating a full-time position to meet the needs of several towns and get the required buy-in and minimum 3-year commitment.
  - c. A part time assessor hired by Panton for Panton alone is the least favorable option.
- 9. ARPA funds
  - a. The clerk requested the addition of more laptops; one for the assistant clerk, one for the listers/zoning administrator, and one for the road foreman.
    - i. The road foreman may not need a laptop. The computer he is currently using will be evaluated for update and/or replacement.
  - b. Community Engagement Planning
    - i. Community interest and input on ARPA fund expenditures will be put on the March 22 Selectboard agenda and notice will be given through Front Porch Forum, the residents email list, and the website.
- 10. Public comment: None.
- 11. Communications
  - a. Howard thanked everyone for their work successfully conducting another election.
    - i. The tabulator is a huge asset.
    - ii. Teresa stated that she is not in favor of mailing Town ballots again if school ballots cannot be mailed as well.
    - iii. Howard noted that the decision to mail ballots was made three to four weeks before the election and that it is the voters' responsibility to make sure they request ballots.
    - iv. The clerk stated she and the assistant clerk were already using a debrief tool supplied by the assistant clerk to document what worked and what did not to be better prepared for the next election.
    - v. Howard told the group that Hannaford expected the Town representatives dropping off their ballots were expected to tally their Town's ballots. The



group agreed that it is not the Town's responsibility to count Hannaford ballots. **Town of Panton Chartered 1761**

b. Clerk training

i. The clerk requested that she and the assessor attend a one-day "Clerk Fundamentals" training in Rutland in April that costs \$30 each to attend. The Selectboard approved.

c. New doors

- i. The first-floor bathroom door has been replaced with a lighter 6-panel door and now latches and locks properly.
  - ii. The hollow-core door from the first-floor office to the stairwell has been replaced with a solid 6-panel door.
- d. Upstairs exterior locks and vault combination
- i. The clerk sent a follow-up email to George at George's Locks requesting a quote and a timeframe for the work to be done.

12. Review of license for BJ's to sell beer, wine, and tobacco

- a. Howard moved that the Town approve the renewal of BJ's licenses. Zach seconded. All in favor; the motion passed.

13. Review/approval of accounts payable warrant, timesheets & payroll warrant

- a. Howard moved to approve the warrants and timesheets. Teresa seconded. All in favor; the motion passed.

14. Executive session for the purpose of discussing potential litigation and personnel matters

- a. Howard moved that the board go into executive session. Teresa seconded. All in favor; the board entered executive session at 6:45 p.m.
- b. Teresa moved that the board exit executive session. Howard seconded. All in favor; the board returned to open session at 7:11 p.m.

15. Adjournment

- a. Teresa moved to adjourn. Zac seconded. All in favor; the meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Maggie McCormick  
Clerk-Treasurer