



Town of Panton Chartered 1761

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Selectboard Meeting Minutes Tuesday, April 26, 2022

In attendance: Selectboard Chair Howard Hall, Selectboard Member Zach Weaver, Selectboard Member, Teresa Boucher, Town Clerk-Treasurer Maggie McCormick

Via Zoom: Town Advisor Sandy Fogg; Sharon Ashcraft

- 1) Howard called the meeting to order at 5:31 p.m.
- 2) Additions/deletions to agenda: None
- 3) Approval of the minutes of the April 12, 2022 Selectboard meeting
 - a) Zach moved to accept the minutes as written. Teresa seconded. All in favor; the motion passed.
- 4) ARPA (American Rescue Plan Act) Funds project discussion
 - a) Solar
 - i) Green Mountain Solar \$56K
 - ii) Vermont Solar Fund LLC \$36K
 - iii) Will have another estimate from Bristol Electronics
 - iv) Howard confirmed with Teresa and Zach that they agree that a solar array is a sound investment.
 - b) Digitization
 - i) Cott Systems \$34,100 startup plus \$10,800 over 5 years.
 - ii) RecordsForce only provides scanning and indexing. No system for accessing the images; Town would need another vendor for software system
 - iii) NEMRC (New England Municipal Resource Center)
 - (1) Clerk will get pricing on the use of the NEMRC access system.
 - (2) NEMRC does not offer scanning and indexing, so the Town would need another vendor for scanning.
 - (3) Kofile
 - (a) Did not provide a quote/estimate last year and has yet to provide one since being asked again two weeks ago.
 - (b) There are several poor reviews from the clerk listserv and neighboring towns using the system.

- c) South Road
 - i) Complete walkable path from Jersey to the dam on West Road
 - ii) The Town will commission a survey of South Road.
 - d) Turkey Lane Survey
 - i) In progress
 - e) Articulating mower
 - f) Town Hall interior painting
- 5) Town's role in cemetery management
- a) Because the Adams-Kent Cemetery Association (A-KCA) is a legal entity, the cemetery maintenance is up to the Association.
 - b) "Endowment" has restrictions.
 - c) The Selectboard will invite the A-KCA to the May 10 meeting to determine if the association wants to retain responsibility for the cemeteries, and if so, what their plan is.
- 6) Town Purchasing Policy
- a) Zach moved to adopt the purchasing policy with the revision Teresa requested. Teresa seconded. All in favor; the motion passed.
- 7) Green Up Day
- a) Saturday, May 7, 2022—the Selectboard will host coffee and donuts at Town Hall from 9-11.
- 8) Clerk-Treasurer updates
- a) Town Officer email addresses
 - i) They are ready and aliased as the member's name.
 - ii) Will be deployed to the DRB-PC members on Wednesday, 4/27.
 - b) NEMRC move to web-based system is complete.
 - c) Clerk/Assistant Clerk Training
 - i) Town Hall Hours in May
 - (1) Closed May 4 and May 5
 - (2) Week of May 16 open M, Tu, Th 8 – 5, closed 12:30 to 1:30 p.m.
- 9) Public comment
- a) Sandy
 - i) Invited all to the Bixby Fundraising Dance Party.
 - ii) Has asked LaRose for their start date on Turkey Lane.
 - iii) Howard requested Sandy ask LaRose for a quote to survey South Road Trail.
 - b) Sharon
 - i) Tree planting on South Road

- (1) Is a new tree warden being considered?
- (2) Teresa stated that the Town is working to capture information on David's plans.
- ii) Drainage on west side of Spaulding
 - (1) There are three culverts on Spaulding.
 - (2) No ditches moving water to the lower culvert at Spaulding and Jersey creating a swamp on the south side by the schoolhouse.
 - (3) The center culvert has never been replaced and the water has nowhere to go.
 - (4) Selectboard to discuss the issue with the road foreman.
 - (5) Asked if the Town did the ditching at Vorsteveld's on Adam's Ferry.
 - (a) The cost and coverage by grant funding were discussed.
 - (b) Howard will get more information from the road foreman.

10) Communications

- a) Fire contract
 - i) Vergennes overbilled Panton by \$2005.28 for FY22 but has requested the Town make its Q4 payment based on the overbilling.
 - ii) In the absence of a draft FY23 contract, the selectboard directed the treasurer to pay the Q4 invoice less \$\$2005.28.

11) Review/approval of accounts payable warrant, timesheets & payroll warrant

- a) Teresa moved to approve the timesheet and warrants. Zach seconded. All in favor; the motion passed.

12) Executive session for the purpose of discussing personnel matters

- a) Howard moved to enter executive session. Zach seconded. All in favor, the board entered executive session at 6:40 p.m.
- b) Teresa moved to exit executive session. Howard seconded. All in favor; the board returned to open session at 6:53 p.m.

13) Howard moved to adjust the hourly rate for the assistant clerk. Teresa seconded. All in favor; the motion passed.

14) Adjournment

- a) Howard moved to adjourn. Teresa seconded. All in favor; the meeting adjourned at 6:54 p.m.

Respectfully submitted,
Maggie McCormick
Clerk-Treasurer