



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

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### **Selectboard Meeting Minutes**

**Tuesday, April 27, 2021**

Attendees via Zoom: Selectboard Chair Howard Hall, Selectboard Vice-Chair Teresa Smith, Selectboard Member Zachary Weaver, Emergency Management Coordinator Bob Groff, Acting Town Advisor Sandy Fogg, Zoning Administrator David Martini, Clerk-Treasurer Maggie McCormick, Carol and Wes John.

1. Call to order: Howard called the meeting to order at 5:34 p.m.
2. Additions/deletions to agenda: None
3. Approval of the minutes of the April 13, 2021 Selectboard meeting.
  - a. Teresa moved to approve minutes of the April 13, 2021 Selectboard meeting as written. Howard seconded. All in favor; the motion passed.
4. Public comments
  - a. Wes and Carol John stated their concern that the Staton Road stormwater/drainage system had been altered without proper permits and the alterations adversely affect their property.
    - i. David Martini detailed several changes made to the property at 404 Staton, including work allegedly done without proper permits. A representative from the Dept. of Natural Resources is scheduled to view the property for drainage permit compliance.
    - ii. Howard referred the concerned parties to the Development Review Board/Planning Commission as the proper Town authority for this matter.
5. Emergency Management Coordinator's Report
  - a. Johnson & Johnson vaccine pause ended, 60% Vermonters have had one shot, 40% of Vermonters are fully vaccinated.
  - b. Bob will confirm State guidance for masks and social distancing for vaccinated individuals at the Emergency Management Meeting on Wednesday, April 28.
  - c. Local Hazard Mitigation Plan: Bob reported he has corresponded with Stephanie at Vermont Emergency Management who expects the Panton grant to receive Federal Emergency Management Agency (FEMA) approval in June.
  - d. Bob has begun documenting the Town's response to Covid to capture procedures and practices for use in potential future emergencies.

- e. Bob recommended that the Town create and adopt a River Corridor Protection Plan because having one provides further State/FEMA aid in the event of a natural disaster. Bob will ask Andrew L’Roe of Addison County Regional Planning Commission (ACRPC) for further guidance and associated costs of plan development, if any.
6. Mutual Aid Information
    - a. The Town Clerk-Treasurer (C-T) detailed the storage of Waltham salt in Panton’s salt shed: Waltham pays for the salt delivered and the road foreman monitors each “withdrawal” Waltham makes so that they only use what they purchased. This is in alignment with “mutual aid” among several neighboring towns. For example, Ferrisburgh and Addison allow Panton to store large equipment at their town facilities over the winter at no cost to Panton.
    - b. Auditor Bob Groff stated he had reviewed invoices and payments provided and discussed the salt with Road Foreman Rick Cloutier and is confident that Town assets are being protected and properly accounted for.
  7. Turn-Around Parking Ordinance: deferred to Executive Session.
  8. Town Advisor position motion
    - a. Teresa moved that the Town create the Town Advisor position as defined at the April 13, 2021 Selectboard meeting. Howard seconded. All in favor; the motion passed.
  9. Howard moved to appoint Sandy Fogg to the Town Advisor position. Teresa seconded. All in favor; the motion passed.
  10. Clerk Treasurer’s Update
    - a. Budget report
      - i. The C-T reported that revenue and expenses are trending as expected, and with the except for legal expenses, which are high due to Turkey Lane litigation, there are no new line items over budget since the prior discussion on March 23<sup>rd</sup>.
    - b. Bank account consolidation motion—
      - i. All Town accounts at National Bank of Middlebury (NBM) will be consolidated into two; one money market “sweep” account and one checking account that is already in place. This provides higher interest earnings on the sweep account and simplifies accounting, since the NEMRC software used to input all town transactions documents the source of income and tracks expenditures by account.
      - ii. Teresa moved to consolidate Town NBM accounts as described. Howard seconded. All in favor; the motion passed.
    - c. Bank account second signatory motion
      - i. Bob Groff was asked to be the Town’s second signatory on bank accounts due to the assistant clerk position being vacant. The Selectboard determined that it was more appropriate for a Town Auditor than a selectboard member to have signature authority.
      - ii. Teresa moved to make Bob Groff to second signatory on Town NBM accounts. Howard seconded. All in favor; the motion passed.
    - d. Town phone system

- i. C-T reported that Symquest will conduct a site visit to review current equipment on Wednesday, May 5 to finalize the system quote.
  - e. Digitization
    - i. C-T contacted Cott Systems and Kofile. The Cott representative will schedule a visit the week of May 3. Kofile has not responded yet. One drawback of the Cott system is that the Town would have to send land and vital records out of the vault to Cott to be scanned.
- 11. Communications
  - a. Rental property regulations
    - i. The Development Review Board/Planning Commission will consider potential group housing at a private residence on VT Route 22A.
  - b. The Town received notice that there will be a Public Hearing on Vergennes Zoning Regulations on May 3, 2021, 7: p.m.
  - c. Junk Ordinance
    - i. A resident contacted the C-T to ask about the Junk Ordinance and enforcement with respect to 3102 Jersey Street.
    - ii. Howard will remind the property owners that they must continue to remove junk from their yard.
  - d. Howard stated that he has several proposed ordinances to present at the next Selectboard meeting.
  - e. The Town Health Officer notified Town officials that a dog bite had been reported in Town. The Dog Warden has reviewed the report and state definitions of a vicious dog and has determined that the dog involved doesn't fit the criteria.
- 12. Review/approval of accounts payable warrant, timesheets & payroll warrant
  - a. Teresa moved to approve the time sheets and accounts payable and payroll warrants. Zach seconded. All in favor; the motion passed.
- 13. Executive session for the purpose of discussing potential litigation
  - a. Teresa moved to go into executive session. Howard seconded. All in favor the board went into executive session at 6:23 p.m.
  - b. Teresa moved to go exit executive session. Howard seconded. All in favor the board returned to open session at 6:39 p.m.
- 14. Adjournment.
  - Teresa moved to adjourn the meeting. Howard seconded. All in favor; the meeting was adjourned at 6:39 p.m.

Respectfully submitted,

Maggie McCormick  
Clerk-Treasurer