



***Town of Panton Chartered 1761***

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**Selectboard Meeting Minutes  
Tuesday, June 14, 2022**

In attendance: Selectboard Chair Howard Hall, Road Foreman Rick Cloutier, Clerk-Treasurer Maggie McCormick, Bob Brigan. Selectboard Member Teresa Boucher joined at 5:45 p.m.

Via Zoom: Selectboard member Zach Weaver. Emergency Management Coordinator Bob Groff, Town Advisor Sandy Fogg

- 1) Call to order: Howard called the meeting to order at 5:40 p.m.
- 2) Additions/deletions to agenda; None.
- 3) Approval of the minutes of the May 24, 2022 Selectboard meeting
  - a) Howard moved to accept the minutes as written. Zach seconded. All in favor; the motion passed.
- 4) Road Foreman's report
  - a) Crack sealing underway on Jersey Street. Three people needed—one to drive the truck, one to apply sealant, and one to spray water on the sealant after application.
  - b) Asphalt is at \$85 per ton—not as steep a rise in cost as was expected.
  - c) Private road Street sign replacement policy
    - i) The draft policy was reviewed. Modifications will be incorporated, and the policy will be reviewed again at the June 27<sup>th</sup> Selectboard meeting.
  - d) Grant for culvert replacement
    - i) Because most driveway culverts are in the Town Right of Way, the State is moving toward making the municipality, rather than the property owner, responsible for maintaining culverts.
    - ii) The Road Foreman has inventoried and prioritized culverts that need to be replaced.
    - iii) The estimated cost of 75 culverts is approximately \$119,000 labor, machinery, and materials.

- iv) The Town will submit a Letter of Intent to participate in the state Grants in Aid program which is \$11,000 with a 20% Town match.
  - e) The docks and the condition of the picnic tables at Arnold Bay were discussed.
  - f) Removal of the old schoolhouse was discussed.
  - g) The old salt shed is needed until a lean-to can be built off the new equipment shed. Preliminary estimates for the lean to have been in the \$29,000 range.  
Rick will ask the Vorstevelds to bid on the job, since he is familiar with both the quality and the timeliness of their work.
- 5) Speeding on Hopkins Road
- a) Bob Brigian expressed concern about speeding on the road, with the number of pedestrians, including young families, and cyclists, that an accident is almost inevitable.
  - b) The clerk will request the sheriff conduct patrols on Hopkins. Bob Brigian offered his driveway.
  - c) Clerk will discuss with road foreman about coordinating with Vergennes on signage, such as "caution, blind curve," and "watch for pedestrians."
- 6) Emergency Management Coordinators Report
- a) Covid case numbers are falling
    - i) State is heading toward endemic versus pandemic
    - ii) Vaccine for under 5, June 21. Check with pediatrician
  - b) There is an ongoing shortage of medical personnel.
  - c) The EMC requested Town Hall be added to the Local Emergency Management plan as a cooling and warming place. The board agreed and EMC will submit the plan modification.
  - d) EMC recommends keeping a close watch on the weather. Droughts, floods, and heat are imminent threats. Please sign up for VT Alert to receive severe weather notifications.
  - e) Clerk asked if there was further action required on the Local Hazard Mitigation Plan (LHMP) grant now that the Town has adopted a Purchasing Policy. EMC will check.
- 7) Appraisal Research Committee Recommendations
- a) Teresa moved to accept the recommendations of the ARC. Howard seconded. All in favor; the motion passed.
  - b) Shortening the length of completion time for a zoning permit from two years to one was discussed.
  - c) The board determined that a review and inspection of permitted properties at three-month intervals following the issuance of a permit is within the scope of the Zoning Administrator and it will be added to standard procedures.

- d) Real Capital Consulting has been contracted as the Town's Appraiser and will handle the tasks usually performed by elected Listers. This contract will commence in July.
  - e) Real Capital Consulting has the capacity to conduct a town-wide reappraisal beginning in 2023 and will send the Selectboard a proposal/quote.
- 8) Air B&B ordinance
- a) The board discussed complaints about Air B&Bs with large numbers of guests creating parking and noise nuisances in residential neighborhoods.
  - b) The Zoning Administrator recommends that Air B&Bs only be permitted in commercial zones in Town.
  - c) The board acknowledged the challenges involved in regulating the use of private property, as well as the difficulty of enforcement even if an ordinance is adopted.
  - d) The board tabled this matter for further consideration.
- 9) ARPA (American Rescue Plan Act) projects
- a) Installation of the Cott system to digitize new land records as they are received is expected to be up and running in mid-July.
  - b) Clerk has requested the next steps from Vermont Solar Fund.
  - c) The Town is waiting for quotes from two vendors on installing a more efficient heating system in the Town Garage.
- 10) Surveys
- a) No news on Turkey Land survey or estimate for South Road Trail survey.
- 11) Clerk-Treasurer updates
- a) The Grand List abstract is complete and the grievance hearing has been concluded.
  - b) Budget
    - i) Clerk-Treasurer provided the board with a current revenue and expense report.
    - ii) NEMRC is scheduled to work with the clerk-treasurer on Tuesday, 6/21, to finalize FY22 bank reconciliations.
    - iii) The Town's several bank accounts will be consolidated into two—checking and money market—on June 30<sup>th</sup> to coincide with the beginning of the new fiscal year.
    - iv) Clerk will ask Telling and Hillman to schedule the Town's FY22 Audit as soon as possible following the close of the year.
- 12) Summer Selectboard meeting schedule
- a) Teresa moved to change the Selectboard meetings to the second and fourth Monday of each month at 5:30. Zach seconded. All in favor; the motion passed.
- 13) Public comment: None

- 14) Communications
  - a) Fireworks
    - i) Clerk will check in with the fire warden and Vergennes fire department about fireworks permits.
  - b) The clerk reminded the board of the Vergennes Rescue Squad letter asking Pantton to consider not signing the contract due to staffing shortages. No contract has been received yet.
  - c) Staff evaluations will be completed by the next board meeting and pay increases will be determined then.
  
- 15) Review/approval of accounts payable warrant, timesheets & payroll warrant.
  - a) Teresa moved to accept the timesheets and payroll and accounts receivable warrant. Howard seconded. All in favor; the motion passed.
  
- 16) Executive session for the purpose of discussing town committee operations and personnel matters.
  - a) Howard moved to go into executive session. Teresa seconded. All in favor; the board entered executive session at 6:55 p.m.
  - b) Teresa moved to leave executive session. Howard seconded. All in favor; the board returned to open session at 7:03 p.m.
  
- 17) Adjournment
  - a) Teresa moved to adjourn. Howard seconded. All in favor; the meeting adjourned at 7:03 p.m.

Respectfully submitted.

Maggie McCormick

Clerk-Treasurer