



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

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Selectboard Meeting

October 10, 2017

Selectboard Member's present: Chair Howard Hall, Zachary Weaver, and Teresa Smith. Also present was Town Treasurer/Clerk Pam Correia, Rick Cloutier, Nancy Morgan, and Katie Werthmann.

1. At 6:03pm, Chair Howard Hall called the meeting to order.
2. Howard Hall moved to accept the minutes for September 26, 2017, with no corrections. Teresa Smith seconded. The motion passed.

Howard Hall moved to add to the agenda the appointment of a new Zoning Administrator and the 2018 Better Back Roads Grant for \$40,000 to compete the Arnold Bay Beach Restoration Project. Zachary Weaver seconded. The motion passed.

3. Public Comments – Nancy Morgan joined the Board to discuss the East Panton Cemetery also known as Hawley Cemetery. Nancy stated it is not a private cemetery, belongs to the Town, and is in really bad shape. Katie Werthmann asked about a fence as it was brought up at Town Meeting. Nancy stated she would like to propose to get money in the budget to take care of the cemetery. Katie asked if the Town of Panton has the deed to that property. Discussion followed about the possible donation of the cemetery to the Town and fencing. The Board discussed the old fencing and the overgrowth of weeds and trees along the edge of the cemetery. Rick Cloutier stated he can't work in the State right-of-way to clean up any overgrowth. The Board briefly discussed permitting to work in the State right-of-way. The Board discussed the budgeting needs and whether someone is paid to maintain the cemetery. Howard Hall asked where the records for the cemetery are kept and asked Nancy for a copy of all the records in her possession. The Board discussed using volunteers to maintain the cemetery. Howard stated he is not against any work being done if no cost is involved and it would be appreciated. Teresa Smith suggested using high school kids, students from the Forestry Program at the Hannaford Career Center, a Boy Scout Troup, or Job Corp students as volunteers. Nancy expressed concern about the liability with volunteers. Zac agreed to look into Job Corp and the Boy Scouts to help out. The Board further discussed the mowing of the cemetery. Rick stated that he and Chris filled the woodchuck holes. Teresa asked Rick for help in determining what is needed to maintain the cemetery. Nancy stated that she is concerned that once her generation is gone, the cemetery will not be kept up and maintained. She stated there are people she feels could take care of the cemetery. Nancy stated she wants to ask David Kittredge if it would be ok to park along the lawn there. The Board advised Nancy to call for permission and get the contact information of the renter living there.

4. Road Foreman Report - Rick Cloutier stated that the bay had been dug out. They dug down two and a half feet and found solid base. Rick stated that Annie took pictures and the stones will start to be moved next week. Rick stated that Kevin Lafayette had called about the high risk roads. He will start drilling in Panton on Monday morning with a special machine to put stop signs in. Rick stated there will be no cost for the signs and the work will take three days. Rick advised the Board that the Vorsteveld's did not pay for the ditching as promised on Adams Ferry Road and Randy Provencher did the work. The Board discussed the Better Back Roads Grant. Rick stated they will not have enough funds to complete the project. The Board discussed further and will request another Better Back Roads Grant in the amount of \$40,000. Howard Hall stated it will be an in-kind grant. Teresa Smith moved to approve the application for the November 18, 2017 deadline for the 2018 Better Back Roads Grant. Zachary Weaver seconded. The motion passed. Rick stated work on the Jackson Road culvert will begin and take two days to complete. The Board briefly discussed the cost of the culvert. Rick stated he wants to start thinking about getting specs for a new salt truck. The Board discussed the trade in value of the Town truck and the warranty period. Rick stated that a rough estimate for the cost of a new truck would be \$250,000. The Board discussed the cost further. Rick stated he would like to deal with J & B. Rick advised the Board that the plows are getting ready to be put on the trucks at the end of the month. Rick advised the Board that he would have unused money in his Highway budget from the retreatment line and would like to allow the Treasurer's Office to use it to purchase a \$1,795 cash receipts module from NEMRC. Rick invited the Selectboard to the Road Foreman Meeting in November. Rick stated he is trying to grade the roads but they are really dry. He stated he may have to borrow a truck from Addison so the roads can be watered first.

5. Review of Financials/Timesheets – The list of invoices and timesheets were reviewed. Town Treasurer/Clerk Pam Correia shared with the Board a change in the employee payroll cycle that will reflect a Friday pay date. Katie Werthmann asked the Board if she could get a report on the expenses from HJ LeBoeuf. Howard Hall stated that she could obtain an expense report for the services from HJ LeBoeuf. The Board briefly discussed further. The Board asked Town Treasurer/Clerk more about the cash receipts module for the Treasurer's Office. Pam briefly explained the importance of the module and how it will be an asset for the office. The Board advised Pam to purchase the cash receipts module and transfer \$1,795 from the Highway budget to cover the cost. Pam stated that the Auditor's Report from Telling & Associates will be done in a couple of weeks and it would make sense for Diane Merrill to review them since she was the treasurer at the time and will be familiar with the information. The Board agreed and would like Diane to review the report and be compensated for her time.

The Board discussed hiring a potential new Zoning Administrator. The Board briefly discussed the hours that are needed to do the job and stated there is \$7,000 budgeted for the position. Howard Hall moved to hire Kris Perlee to become the new Zoning Administrator. Teresa Smith seconded. The motion passed. Town Treasurer/Clerk Pam Correia will forward the contract to Kris Perlee for his signature. The Board briefly discussed zoning further.

6. Town Plan – The Board discussed the Request for Proposals and the Town Plan Hearing set for October 24, 2017. Zachary Weaver moved to accept the Town Plan as written in 2017. Teresa Smith seconded. The motion passed.

7. Town Hall Repairs – Howard Hall stated his concern that the Town Hall Committee is not listening and the priorities were set in April, 2017 then again on August 23, 2017. Howard stated the bathroom, stairs, and ramp are the priorities that need to be done. Howard stated that the bundling of the work has become problematic. Teresa Smith stated that the stairs need to be done before Town Meeting. The Board discussed the priority level of work that needs to be done. Howard stated that the focus needs to be moved from the cupola to the work that needs to get done and a small contractor needs to be found to come in and get the work done. Teresa stated that they need to move forward and put the work out to bid. Zachary Weaver stated the bathroom, stairs, and ramp should be put out separately each as soon as possible. Teresa Smith moved to put out to bid all three of the priority items separately and as three separate bids. Zachary Weaver second. The motion passed. Howard stated the name of the Town Hall

Committee should be changed to the Cupola Committee. The Board discussed the codes and standards that have to be met and followed. Zachary asked about the process to put out bids. Howard asked Katie Werthmann if she is interested in helping to put the bids out. Katie stated she will look into the background of contractors and be sure everything is by code. Town Treasurer/Clerk Pam Correia will forward Katie the plans received from David Raphael. Katie stated she will collect names of contractors and put together a letter for the bid. Teresa Smith moved to change the name of the Town Hall Committee to the Cupola Committee. Howard Hall seconded. The motion passed.

8. Communications – The Board briefly discussed the Assistant Town Clerk position. Town Treasurer/Clerk Pam Correia stated that the Board should start thinking about setting up some budget work sessions. The Board agreed to meet on November 14, 2017 and December 12, 2017 to work on the budget for next year. Pam stated that the Town Office would like to consider not selling fishing and hunting licenses any longer. Teresa Smith asked why the Town Office should not sell them any longer. Pam advised the Board that the Town receives only \$1.50 per license and there is more time spent in selling a license than the return coming back to the Town. Pam stated licenses are also available at City Hall in Vergennes and the West Addison General Store for purchase. Zachary Weaver stated his concern from the customer service standpoint. The Board would like Pam to run a tally showing how many people come to the Town Office to buy a fishing and hunting license and will make a decision at a future Selectboard Meeting whether or not to continue selling the licenses. The Board briefly discussed eliminating a portion of the long counter in the Town Offices.

9. At 7:28pm, Chair Howard Hall moved to adjourn the meeting. Zachary Weaver seconded. The motion passed unanimously.

Respectfully submitted,

Pam Correia  
Town Treasurer/Clerk