



Town of Panton Chartered 1761

3176 Jersey Street • Panton, VT 05491-9331

Ph: 802.475.2333 • Fax: 802.475.2785

Selectboard Meeting Minutes

Tuesday, November 23, 2021 5:30 p.m.

In attendance: Selectboard Chair Howard Hall, Selectboard Member Teresa Smith, Selectboard Member Zac Weaver, Town Advisor Sandy Fogg, Clerk-Treasurer Maggie McCormick

Via Zoom: Emergency Management Coordinator Bob Groff

1. Howard called the meeting to order at 5:38 p.m.
2. Additions/deletions to agenda: None
3. Approval of the minutes of the November 9, 2021 Selectboard meeting
 - a. Teresa moved to approve the minutes as written. Zach seconded. All in favor; the motion passed.
4. Emergency Manager's Report
 - a. The Governor signed S1 that gives municipal governments the authority to put mask mandates in place for public buildings
 - i. BJ's is the only public space other than Town buildings.
 - ii. The Selectboard will not issue a mandate at this time.
 - iii. The Clerk will talk with BJ's owners to let them know that the Selectboard encourages them to ask customers to wear masks but is not issuing a mandate at this time.
5. Working Budget Meeting Report & Schedule
 - a. The 11/16 meeting showed a good first-pass with expenditures requiring tax increase of about \$70/year on a \$300,000 property. Following this meeting the Road Foreman and Clerk made reductions in the Highway portion of the budget. The Clerk will attain additional information on actual costs of employee-related expenses and review other budget lines for reductions.
 - b. The next working budget meeting will be held at Town Hall on Tuesday, November 30, 2021 at 5:30 p.m. Another working budget meeting is scheduled for Tuesday, December 21, 2021 at Town Hall at 5:30 p.m.
6. Clerk-Treasurer
 - a. Annual Audit
 - i. Still in progress. Telling and Hillman expected to spend one more day at Town Hall in early December.
 - b. Hiring

- i. The Town received nine applications for the assistant clerk position.
 - ii. Clerk scheduled interviews with seven of the applicants and has completed six. The last one is scheduled for November 24, 2021 at 10:00 a.m.
 - c. Year in Review
 - i. The Clerk provided the Selectboard with a summary of items accomplished since September 2020, items in progress, and goals for the coming year.
- 7. Public comment: None.
- 8. Communications
 - a. The Clerk informed the Selectboard that the finding of the Middlebury College Housing Needs Survey are available.
 - b. VT Housing Finance Agency (VHFA) Homeowner grants for overdue property taxes
 - i. Clerk received email that this program is being created and will receive notification when the program is open for applications. Once open, the Clerk will use the Town website, email list, and Front Porch Forum to alert residents of this grant opportunity.
 - c. VT Center for Independent Living ADA compliance review offered
 - i. Town Hall has had an ADA audit and is ADA compliant.
 - d. Community of Vermont Elders programs
 - i. If requested, the group can provide programs on topics such as Medicare and fraud awareness.
 - e. ARC:
 - i. Howard expressed concern that the Q&A document is hard to understand.
 - 1. Suggested adding a note: "If you have questions, concerns, or comments, please contact us."
 - f. Police presence in Panton
 - i. Selectboard would like the sheriff's patrol presence to be more visible around town.
 - ii. Speeding on Lake Road continues to be a safety issue.
 - iii. Clerk will call the sheriff's office with these requests.
- 9. Review/approval of accounts payable warrant, timesheets & payroll warrant
 - a. Zach moved to approve the timesheets and payroll and accounts payable warrants. Teresa seconded. All in favor; the motion passed.
- 10. Executive session for the purpose of discussing potential litigation, Junk Ordinance enforcement, and town personnel.
 - a. Zach moved to enter executive session. Teresa seconded. All in favor; the board entered Executive session at 6:07 p.m.
 - b. Howard moved to exit executive session. Teresa seconded. All in favor; the board returned to open session at 6:23 p.m.
- 11. Adjournment
 - a. Teresa moved to adjourn. Zach seconded. All in favor; the meeting was adjourned at 6:23 p.m.

Respectfully submitted,
Maggie McCormick
Clerk-Treasurer