



Town of Panton Chartered 1761

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Selectboard Meeting

December 12, 2017

Selectboard Members Present: Howard Hall; Teresa Smith; Zachary Weaver

Also present: Road Foreman Rick Cloutier; Panton Town Emergency Management Coordinator and town auditor Bob Groff; John Viskup; Norman LeBoeuf; Paula Moore.

1. At 6:05 pm, Howard Hall called the meeting to order.
2. Teresa Smith moved to approve the November 28, 2017 minutes of the regular selectboard meeting held at 6:00 pm with no corrections. Zachary Weaver seconded. Howard Hall recused himself. The motion passed.
3. Public Comment – There was no public comment.
4. Road Foreman Report – The Freightliner truck’s air valve for brakes failed this morning before the school buses went out. With today’s plowing, Rick Cloutier noted the ground is not frozen; they are trying hard not to tear up peoples’ lawns with the wing plows. He reported on a resident’s request to relocate a sign installed by the state. Rick understands the request and is taking steps to accommodate it. The Jackson Road culvert project has been completed, and the grant paperwork submitted. The Arnold Bay grant project will be starting soon. Rick invited the selectboard members to ride along out plowing some time.
5. Bixby Library Report –As the Panton representative to the Bixby Library, Paula Moore thanked the board for its past support. The library is requesting level funding in the next fiscal year in the amount of \$14,894. She described some of the Bixby accomplishments this year including outreach to preschools and daycare centers, the new electronic service for ebooks called RB Digital and additional programs of popular interest.
6. Town Hall Committee – Norman LeBoeuf reported that 8 prospective bidders visited the site for a walkthrough. The town received two bids for the stairs and ADA ramp from builders McKernon and Breadloaf. The Breadloaf estimate is substantially higher. Teresa asked if there

was an obligation to continue to use the same winning bidder for Phase 2, and Norman replied no. He explained that this bid process covered Phase 1 only; Phase 2 would be bid separately. Breadloaf provided a timeline and McKernon did not. Norman indicated both bidders were capable and ready to start in a timely fashion. The bidders were aware that the selectboard was interested in having the work completed by Town Meeting Day.

Norman indicated that the selectboard needs to sit down with any of the bidders and review the bid in depth, confirming that they can meet the deadlines and have a contingency built into their numbers. The selectboard needs to verify the amount of money in the Town Hall account before taking action and awarding a bid.

John Viskup asked if the Town Hall project could be presented at the 2018 Town Meeting Day for a vote by residents rather than at a special town meeting. The selectboard indicated its interest in presenting it in March for Town Meeting Day.

The selectboard determined that they would like to meet with a bidder on Tuesday, December 19 in the early evening, depending on their availability. The selectboard specified that David Raphael, Norman LeBoeuf, and John Viskup should also attend.

7. Review/Approval of Bills and Timesheets – Due to unforeseen circumstances for the town treasurer, Diane Merrill will be in the office on Thursday to sign checks. The selectboard reviewed invoices and the payroll.

8. Communications – Howard Hall reported that the proposed Greenline electrical project in New Haven has been canceled. The underwater power line consortium Panton is participating in is still viable. He noted that the legal expenses are under the budget cap set by the selectboard.

The selectboard agreed to the following changes in its meeting schedule: cancel its December 26th meeting and schedule an additional meeting on January 2, 2018. It also agreed to close the town office until January 2, 2018 if necessary.

9. FY2018/19 Budget Work Session – Telling & Associates will be at the selectboard meeting on January 9, 2018 to present the audit. The surplus is higher than anticipated due to paving work completed in the prior fiscal year ahead of schedule. The paving company gave the town a better price for completing the paving all at once. Howard Hall suggested that a portion of the surplus be used to replace the Freightliner truck.

This was the selectboard's second review of the FY2018/19 budget. Teresa Smith indicated she would do some work looking at the health insurance options. Open enrollment in Vermont Health Connect ends December 15th. The budget will include insurance coverage for all three employees.

Bob Groff requested a \$500 - \$1000 line item in the budget for emergency management.

Howard Hall suggested that the board plan on having the Telling & Associates auditor Samantha Hillman attend town meeting to explain the surplus and answer residents' questions.

At 7:25 pm, Zachary Weaver moved to convene in executive session to discuss personnel matters. Teresa Smith seconded the motion. The motion passed unanimously.

At 7:55 pm, Zachary Weaver moved to return to open session. Teresa Smith seconded the motion. The motion passed unanimously.

Teresa Smith moved to award a holiday bonus to employees. Howard Hall seconded the motion. The motion passed unanimously.

Zachary Weaver moved to allow a one-time carryover of PTO hours for two employees. Teresa Smith seconded the motion. The motion passed unanimously. Howard Hall will write notification letters to the two employees.

Howard Hall moved adjournment. Zachary Weaver seconded the motion. The motion passed unanimously. The meeting adjourned at 8:05 pm.

Respectfully submitted,

Paula Moore
Minutes Taker