



*Town of Panton Chartered 1761*

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Panton Selectboard Meeting Minutes  
Tuesday, October 13, 2020, 6:30 pm  
Panton Town Hall and Via Zoom

Selectboard members present: Howard Hall and Teresa Smith. Zoom participants: Town Agent Alexandra Fogg; Emergency Management Coordinator Bob Groff; Wendy Knight. In person: Town Road Foreman Rick Cloutier, Town Clerk-Treasurer Maggie McCormick.

1. Howard Hall called the meeting to order at 6:42 pm.
2. Additions, deletions, or adjustments to the agenda – Teresa Smith moved to add the following item to the agenda: Municipal Engagement for Diversity, Equity, and Inclusion. Howard seconded the motion. All in favor; the motion passed.
3. Approval of Minutes – Teresa moved to approve the minutes of the September 22, 2020 meeting as written, and Howard seconded the motion. All in favor; the motion passed.
4. Highway Foreman’s Report – Rick Cloutier reported that the highway team will be grading beginning Monday, 10/19, and is getting ready for winter. Rick informed the Selectboard that, due to Covid-19, materials prices continue to rise. The latest cost estimate for the proposed salt shed is \$125,980.00. The latest cost estimate for the proposed equipment shed is \$99,800.00.
5. Excavator Discussion – The Highway Department needs an excavator. In addition to rental fees averaging approximately \$4600.00 per year for the past five years, increased demand for heavy equipment has resulted in the highway crew being unable to rent an excavator when needed. Nortrax, Inc., has been able to drop the purchase price for the Hitachi Z75US-5 Excavator to \$77,000.00 and the interest rate to 2.9%. The Clerk-Treasurer will provide the Selectboard with three down payment/monthly payment scenarios to facilitate a final decision.
6. Public Comments – None.
7. Municipal Engagement for Diversity, Equity, and Inclusion (MEDEI) – Wendy Knight offered to lead Panton in exploring the MEDEI initiative. Howard and Teresa expressed support for this effort. Wendy will develop a plan to test community interest and request to be added to a Selectboard meeting agenda when she has more information to share.

8. Town Clerk-Treasurer's report –

Finances

- General Fund balance as of 10/9: \$129,683.01
- 10/13 AP Warrant: \$12,760.55
- 10/13 Payroll Warrant: \$7878.83
- Ending balance: \$109,043.63

General Election Preparations

- The Assistant Clerk will work up to 8 hours at her discretion on Mondays and Thursdays through 11/5/2020 to ensure ongoing excellence in election procedure.
- Poll workers and ballot counters recruitment and scheduling in progress.
- Election information bulletins will be uploaded to the Town webpage and posted to the Vergennes Front Porch Forum (FPF).
- Teresa moved to schedule and hold a Board of Civil Authority meeting to review election day procedures on Tuesday, 10/27 at 6:00 p.m. at Panton Town Hall and via Zoom meeting. Howard seconded; motion passed.

Zoning Administrator (ZA) Position

- Current Interim ZA Dave Sullivan will resign no later than 12/31/2020.
- Job description reviewed by current ZA and Development Review Board (DRB) members.
- Job vacancy to be posted by 10/19/2020 with application deadline of 11/1/2020. Interviews planned for week of 11/9. Anticipated start date of successful candidate is 11/30/2020.

Town Hall Computer Security Review and Cloud Storage Update

- Recent staff turnover has highlighted the need to review the security of the Town's computer network and update the backup and storage systems. Teresa moved to proceed with these services as quoted by Silloway Networks for at a total initial cost of \$1211.26. Howard seconded; motion passed.

9. Fire Warden Burn Ordinance – Fire Warden Rick Moulton will be invited to speak about the proposed ordinance at the 11/10/2020 Selectboard Meeting.

10. Communications – Howard related correspondence from David Raphael that the landscaping at the solar field has not been executed or maintained to the standards promised by Green Mountain Power. David will conduct a site visit with GMP and the landscape contractor.

In addition, David Raphael will walk the South Road ROW to review possible tree cutting/removal.

11. Executive Session for the Purpose of Discussing Potential Litigation - Howard moved and Teresa seconded the motion to go into executive session for the purpose of discussing potential litigation and employment matters. All in favor; the motion passed. Town Agent Sandy Fogg was invited to stay for the potential litigation discussion. The selectboard went into executive session at 7:29 pm.

Howard moved and Teresa seconded the motion to return to open session. All in favor; the motion passed. The selectboard reconvened in open session at 7:53 pm.

12. Review/Approval of Accounts Payable Warrant & Timesheets – Teresa moved to accept the accounts payable warrant, time sheets and payroll warrant, and Bixby Assessment warrant. Howard seconded. All in favor; the motion passed.
13. Adjournment - Howard moved and Teresa seconded the motion to adjourn. All in favor; the motion passed. The meeting ended at 7:55 pm.

Respectfully submitted,

Maggie McCormick  
Town Clerk-Treasurer