



Town of Panton Chartered 1761

**3176 Jersey Street, Panton VT 05491-9331
802.475.2333, Fax 802.475.2785**

Special Selectboard Meeting

December 19, 2017

Selectboard Members Present: Howard Hall, Teresa Smith, Zachary Weaver. Also present: Deb Hartenstein, Norman LeBoeuf, David Raphael, John Viskup, Peter Fjeld, Justus Cameron, and Paula Moore.

1. At 6:04 pm, Howard Hall called the meeting to order. Zach Weaver moved to add an agenda item to approve the check warrant. Teresa Smith seconded. The motion passed unanimously.
2. Public Comment – There were no comments.
3. Bid review – The representatives from McKernon Group answered questions. When asked about a contingency, they recommended adding 10% of the project cost. They confirmed that if they could start construction soon, they would meet the deadline of Town Meeting Day. Permits still need to be filed. The Fire Marshall's Office will review the plans. Peter Fjeld noted there were no code issues that he was aware of. It will take approximately two weeks to obtain the required permits.

It was emphasized that safety is the selectboard's priority. Teresa Smith asked the McKernon representatives how long they expected the stairs project to take. They responded it would take about a month to complete the stairs only. The issue of access to the building was raised, and Justus Cameron indicated they could stage the entrance to maintain access. Justus suggested that the permits be submitted earlier for phase two.

The ADA ramp will be folded into phase two. At this time, there are not sufficient funds in the Town Hall Restoration account to complete both the stairs and ramp. Peter Fjeld indicated that the Town could pay for the permit in advance and complete an affidavit. The Selectboard indicated they were not familiar with this permit process and may need to work with Norman LeBoeuf on it.

McKernon asked if Panton had a town standard. Justus indicated that he would send a boiler plate contract to the town.

Teresa Smith moved to allocate \$33,000 from the Town Hall Restoration fund for the McKernon Group to renovate the town hall stairs. Zach Weaver seconded the motion. The motion passed unanimously.

At this point in the agenda, the representatives from the McKernon Group left the meeting.

Howard Hall asked how Norman LeBoeuf was being compensated for his work. Norman LeBoeuf suggested two site visits for each week of construction, a total of about ten hours. David Raphael suggested Norman would be available on an as needed basis. Norman's rate is \$75/hr. David suggested authorizing a total of 5-6 hours for the oversight.

Zach Weaver moved to approve six hours of Norman LeBoeuf's time to oversee the stairs construction. Teresa Smith seconded the motion. The motion passed unanimously.

Howard Hall noted that any article from the Town Hall Committee needed to have the language reviewed by the Selectboard and the VT League of Cities & Towns in order to be placed on the ballot for Town Meeting Day. The Town Hall Committee will submit its article to the Selectboard in early January.

Howard Hall then requested the originals of the engineering report and any other documents paid for by the Town of Panton. Norman LeBoeuf provided the building design plans at the meeting but no engineering report.

The selectboard will ask Town Treasurer/Clerk Pam Correia to send a notification to Breadloaf that a contract is being awarded to the McKernon Group.

Howard Hall expressed his concern about how expenses are being incurred for the Town Hall renovations. He noted the Selectboard's motion from December 13, 2016 approving a quotation for services from Norman LeBoeuf in the amount of \$6,325.00. The bill the Selectboard recently received from Norman LeBoeuf was for \$10,418.50, which included a payment to Terry Findiesen. The Board has never authorized any payments to Terry Findiesen.

Howard Hall stressed accountability. David Raphael said he would review the invoices and determine the billings. Howard Hall noted the town had already spent \$17,000 in planning expenses. Teresa Smith wanted to be able to explain these costs at Town Meeting Day.

Howard Hall then asked about what the Town was going to do about the old cupola behind Town Hall. The Selectboard is being pressured to deal with it. The disposal of the cupola remains an issue.

The issue of the school house and the carriage barn also need to be on a ballot. They should either be repaired or demolished. David said he would contact the State Preservation Society about whether the buildings were worth saving.

At this point members of the Town Hall Committee left the meeting.

Teresa Smith indicated that there are costs in phase two of the renovation project that may be eliminated. She noted items that had to do with the kitchen and plumbing. She indicated she is not interested in installing a kitchen at this time. Zach stated there had been no authorization from the Selectboard to proceed with designing a kitchen, only a preliminary assessment to establish a kitchen space upstairs.

The Selectboard was previously notified by Otter Creek Engineering that any increase in plumbing fixtures would require a change of permit for the septic system.

4. Approval of Check Warrant – Teresa Smith moved to approve the holiday bonus checks as written. Zach Weaver seconded the motion. The motion passed unanimously.

Zach Weaver left the meeting at 7:05 pm.

Howard Hall and Teresa Smith toured the second floor.

At 7:12 pm, Teresa Smith moved to adjourn the meeting. Howard Hall seconded the motion. The motion passed unanimously. The meeting adjourned.

Respectfully submitted,

Paula Moore
Minutes Taker