Town of Panton Chartered 1761

3176 Jersey Street • Panton, VT 05491-9331
Ph: 802.475.2333

www.pantonvt.us

Planning Commission Special Meeting minutes

May 12th, 2026

Present: DRB/PC members: Jamie Dayton, chair; Gretchen Bailey, vice chair; Dennis Mueller; Logan Roth-Longe; Town Clerk/Treasurer Kyle Rowe

Planning Commission

1. Jamie called the meeting to order at 6:00 p.m.
2. Jamie moved into discussion on the only agenda item, the nomination of an Assistant Zoning Administrator;
    a. He asked the C/T to provide some background on this issue;
        i. The C/T stated that this was something the Selectboard has been considering, in response to the perceived need to have an Assistant ZA/AO.
        ii. This would be helpful during instances of planned and unplanned absences, as well as avoiding potential conflicts of interest.
        iii. The C/T contacted Vergennes and Ferrisburgh to see if their ZA/AOs would consider doing this, but neither town had the capacity. In addition, there would be an unbudgeted expense in paying an official to act in this capacity.
        iv. Ferrisburgh Clerk Jessica James told the C/T that she is the Assistant AO in Ferrisburgh, for the exact reasons that had been previously stated.
        v. The C/T proposed that the PC consider the C/T for the Assistant Zoning Administrator.
    b. Logan asked about the chain of command an delineation of duties;
        i. The C/T stated that David Martini would remain Panton's AO, and that he would make the decision to ask the Assistant AO handle situations. Additionally, the C/T would draft an update to the personnel manual that would clearly outline that delineation.
        ii. It was noted that it would be good if this position could perpetually remain a volunteer position, so as to offset any potential expenses.
            1. The C/T said he would try to include some language supporting that.

c. Gretchen motioned to nominate Kyle Rowe, the Clerk/Treasurer as the Assistant Zoning Administrator/Administrative Officer, Logan seconded-**VOTE-ALL IN FAVOR**
d. The C/T thanked the PC, and stated this was on the agenda for the SB to consider at their May meeting.

3. Jamie asked if there was any other business;
    a. The C/T stated that he had some difficulty emailing Gretchen and Dennis, but they could get hard copies of the materials from the office.
    b. It was noted that the they are ready for their regular meeting on Thursday, and that the ACRPC Hearing would precede their meeting.
4. Dennis motioned to adjourn at 6:30 p.m., Logan seconded-**VOTE-ALL IN FAVOR**