Town of Panton Chartered 1761

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Selectboard Meeting Minutes
Monday, January 9, 2023

In Attendance: Selectboard Chair Howard Hall, Selectboard Vice-Chair Teresa Boucher, Town Advisor Sandy Fogg, Town Clerk and Treasurer Maggie

Via Zoom: Emergency Management Coordinator Bob Groff

1. Howard the meeting to order at 5:35 p.m.

2. Additions/deletions to agenda
    a. Teresa moved to add an update from Sandy Fogg on the South Road Trail to the agenda. Howard seconded. All in favor; the motion passed.

3. Approval of the minutes of the December 12, 2022 Selectboard meeting
    a. Tabled.

4. South Road Trail Survey
    a. Sandy reported that the surveyor, Seth Kittredge, has completed the land records research. The records show the trail is four rods wide and was not officially made a trail.
    b. The Town will determine and complete the process to officially designate South Road as a trail.

5. Sandy reviewed and made edits to the newsletter text about Turkey Lane.

6. Vergennes-Panton Water District board representative
    a. Tabled

7. Emergency Manager's Report
    a. The Local Hazard Mitigation Plan update project will have a kick-off meeting at Panton Town Hall on January 19, 2023.
    b. Cases of Covid variants are increasing.
    c. Flu cases are increasing.
    d. The Vermont Dept. of Health is offering free radon test kits. Order from their website.
    e. Bob posted on Front Porch Forum reminding people to be prepared for all sorts of weather since the weather has been hugely variable this season.

8. Articles for the 2023 Town Meeting
    a. An article to eliminate the office of lister will be on the 2023 ballot.
    b. An article to borrow money to purchase a new dump/plow truck will be on the 2023 ballot.
    c. Reserve Fund balances and allocations were discussed. The Town Building Maintenance Fund voted allocations will be reduced to $5000 this year and the Tire Fund will be increased to $12,000.
    d. The clerk suggested all community service appropriations be combined into a single ballot question. She noted that no single appropriation request had been voted down in at least the past three years.
        i. Howard moved to put all community service appropriations into a single ballot question. Teresa seconded. HH moved to put all comm service appropriations in a single ballot question. All in favor; the motion passed.
    e. The clerk suggested a potluck dinner to proceed the informational meeting on Monday, March 6, 2023. The Board was enthusiastically in favor.
        i. Teresa asked that the Town also offer babysitting at Town Hall for the informational meeting. All agreed.
9. FY22 Audit
    a. The clerk informed the Board of the two deficiencies reported by Telling & Hillman, the Town's contracted auditors.
        i. Due to having only two staff members, separating the accounting duties is not possible. This has always been a deficiency in Panton. The auditors have seen two fraud cases in the last year and want to remind the Selectboard that it is their responsibility to monitor finances.
        ii. Accounts were not reconciled at the end of the fiscal year.
            1. Town staff reported difficulties with NEMRC, the service that is contracted to conduct reconciliations, throughout the year.
            2. The clerk and assistant clerk are scheduled to discuss reconciliation with the auditors next week to find a resolution.

b. Sam Hillman will join a selectboard meeting to review the audit with the Board.

10. Town-wide reappraisal contract
    a. The clerk is working with Real Capital Consulting to create a contract based on the approved proposal for town-wide reappraisal to begin in August 2023.
    b. The Clerk will discuss the possibility of incremental periodic reassessment with the contracted assessor.

11. Clerk-Treasurer
    a. The new town website will be online in March. Clerk currently reviewing and revising a draft site map provided by the web design company. (Revize)
    b. The Office of Professional Regulation instituted a requirement for 2023 that Vermont notaries to complete continuing education credits to remain licensed, but didn't have training requirements specified and no courses offered. Clerk found VT Bar Association class and immediately signed up, completed the course, and has successfully renewed her Notary Public credentials.
    c. The clerk presented a draft of a town newsletter that will be mailed to all residents when finalized.

12. Public comment: None.

13. Communications
    a. Corbett abatement agreement signed.
    b. Life insurance web portal access form signed.
    c. Clerk to attend meet the legislators day in Montpelier on February 14, 2023.
    d. Clerk to work with Teresa after the meeting to complete Arnold Bay grant reporting.
    e. Clerk volunteered to be part of VLCT Town Fair planning committee. Meetings are virtual.
    f. Clerk will email all incumbents for Town offices to determine their interest and provide petitions and consent of candidate forms.

14. Review/approval of accounts payable warrant, timesheets, & payroll warrant
    a. Teresa moved to accept the warrants and timesheets. Howard seconded. All in favor; the motion passed.

15. Executive Session if needed: Not needed.

16. Adjournment
    a. Teresa moved to adjourn. Howard seconded. All in favor; the meeting was adjourned at 6:37 p.m.

Respectfully submitted,
Maggie McCormick
Clerk- Treasurer