Town of Panton Chartered 1761

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Selectboard Meeting Minutes
January 23, 2023

In attendance: Selectboard Chair Howard Hall, Selectboard Member Zach Weaver, Emergency Management Coordinator Bob Groff, Town Clerk and Treasurer Maggie McCormick, John DeGraaf

Via Zoom: Sam Hillman, Martha DeGraaf

1) Howard called the meeting to order at 5:33 p.m.

2) Additions/deletions to agenda: None

3) Approval of the minutes of the December 12, 2022 and January 9, 2023 Selectboard meeting
   a) Zach moved to accept the December 12, 2022 and the January 9, 2023 minutes as written. Howard seconded. All in favor; the motion passed.

4) FY22 Town Audit
   a) Sam Hillman of Telling & Hillman (T&H), the Town's professional audit firm, reviewed the FY22 audit findings.
      i) Internal controls are limited in Panton and all small towns because there are only one or two staff members. Sam stated there were no findings that Town staff had over-ridden any information. She reminded the Selectboard that it is their responsibility to monitor the financial transactions conducted by the staff.
      ii) End of fiscal year fund reconciliation is also a challenge for many towns. In the past, T&H has provided journal entries to towns to properly balance funds for end of year and beginning of year. In order to provide a fully independent audit, going forward T&H will provide guidance for the staff to make the appropriate journal entries prior to audit.
      iii) Panton's financial statements are a true reflection of the Town's finances and the Town's financial position is solid.

5) Vergennes Panton Water District (VPWD) Representative

a) The Selectboard interviewed John Degraaf about his interest in representing Panton as a VPWD board member.
b) John was a VPWD board member for Vergennes.
c) John acknowledged the Board's concerns over public/private water lines, the risk of key VPWD staff moving on or retiring and the loss of "institutional knowledge," and the aging and failing water infrastructure.
d) Zach moved to appoint John as one of Panton's members of the VPWD board. Howard seconded. All in favor; the motion passed.
e) John submitted his candidate petition and consent of candidate form to be run for the VPWD at Town Meeting 2023.

6) Vergennes Corridor Planning and Environmental Linkages (PEL) Study
a) Howard provided some information on the three proposals that are being considered.
b) Except for the option to do nothing, the other two proposals would have significant impacts on Panton in terms of truck traffic and noise, as well as displacing farms and residences.
c) Any chosen solution is years away. No action is currently required.

7) Emergency Manager's Report
a) The kick-off meeting for the update to the Local Hazard Mitigation Plan (LHMP) was January 18th. The next meeting is February 16, 2023 at 6 p.m.
b) The 2023 Local Emergency Management Plan is complete and ready for Selectboard approval following Town Meeting.
c) Covid cases are back to low in Addison County

8) Town Meeting
a) Martha DeGraaf confirmed she will moderate Town Meeting 2023.
    i) A run-through will be done in conjunction with the February 27, 2023 Selectboard meeting.
b) Martha will run for moderator for Town Meeting 2024.
c) Martha will run for Addison Northwest School District (ANSWD) Representative for Panton.
d) Martha will provide an update on the ASNWD at the February 13, 2023 Selectboard meeting.

9) Clerk-Treasurer's Report
a) Th clerk now has a town-provided cell phone.
b) The clerk returned a revised sitemap for the new Town website to Revize.
c) The final documentation for the Arnold Bay Municipal Planning Grant closeout has been submitted.

d) The Municipal Roads General Permit has been submitted for renewal.

10) Public comment: None.
11) Communications
    a) The clerk will request an estimate for installation of ¼ round floor moldings from Ober Lopez.
    b) Howard and Michael Catillaz may do the installation.
    c) The solar array on the equipment shed will be online once GMP comes to do the final inspection.

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

13) Executive session. Not needed.

14) Adjournment
    a) Zach moved to adjourn. Howard seconded. All in favor; the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Maggie McCormick
Clerk & Treasurer