Town of Panton Chartered 1761

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Selectboard Meeting Minutes
Monday, June 26, 2023

In attendance: Selectboard Chair Howard Hall, Selectboard Vice Chair Teresa Boucher, Town Clerk & Treasurer Maggie McCormick, Greg Baringer

Via Zoom: Emergency Management Coordinator Bob Groff, Zoning Administrator David Martini

1) Howard called the meeting to order at 5:31p.m.

2) Additions/deletions to agenda: None.

3) Approval of the minutes of the May 22, 2023 Selectboard meeting; Tabled.

4) Emergency Management Coordinator's Report
   a) New lake level classifications for flooding are still being reviewed.
   b) Air quality alert posted to Front Porch Forum.
   c) Summer heat alert posted to Front Porch Forum.
   d) Bob will attend Emergency Management conference virtually in September.
   e) Flood Resilient Communities Fund grants are available.

5) Fireworks
   a) Discussion of statute, fire marshal/fire safety division guidelines, including qualification of display operator, safety, and cleanup.
   b) Discussed Staton Drive's suitability for a safe display

Howard moved that the Town position is that the Town does not issue permits for private fireworks displays. Teresa seconded. All in favor; the motion passed.

Howard moved to adjust the agenda to put the Cushman zoning violation in sixth position. Teresa seconded. All in favor; the motion passed.

6) Cushman zoning violation enforcement
   a) Clerk reported that VLCT legal staff advised that the Town's next step is to have the Town's attorney take Mr. Cushman to court.
   b) Zoning Administrator David Martini gave background:
      i) Cushman is non-compliant for the Home Occupation 2 permit granted two years ago.
      ii) A cease & desist letter was sent to Cushman in October 2022.
      iii) The Development Review Board (DRB) has asked Mr. Cushman to provide timeline for meeting the stipulations of the HO 2.
      iv) Cushman has applied for HO 3 permit.
      v) At the request of Cushman's attorney, the hearing for the HO 3 permit has been continued to the September DRB meeting.
   c) Greg Baringer provided the following information.:
      i) Cushman is not in compliance with his HO 2 permit which allows one non-resident employee. There are at least two employees arriving daily.
      ii) Cushman's application for HO 3 permit would allow five employees.
      iii) Cushman has ever met the requirements for the HO 2 permit he was granted.
      iv) Work is being done outside the building, which violates stipulations.
      v) Cushman has not provided a plan for remedying the current deficiencies.
      vi) It has been two years since the HO 2 permit was granted.
      vii) The previously registered business name for Cushman's business no longer exists.
   d) The Selectboard acknowledged the exceeding slow pace of municipal government and expressed reluctance to spend Town money on a potential lawsuit. The Board will revisit this is needed following the September DRB meeting.

7) South Road & Turkey Lane update
   a) Road foreman to work with Seth Kittredge on type and location of markers.

8) Grants in Aid for culvert replacement
   a) The Town received a state grant for $12,000 for driveway culvert replacements.

9) Land records indexing
   a) In the digitization process, the Assistant Clerk discovered that most of Book 37 and all of Book 38 were not digitally indexed. Clerk will investigate hiring someone for data entry of the documents index.

10) Appraisal software (CAMA--Computer Assisted Mass Appraisal)

a) Town's contracted assessor (acting lister) investigated changing to a new software and determined it's too expensive for Panton. ($8000 to convert current information and $2000 to $4000/year to maintain.)

11) Restructuring zoning permit fees
    a) The current fee schedule has separate permit applications and fees for the initial permit and the certificate of occupancy. The ZA and Clerk recommend combining them at the start of the process.
    b) Current Zoning regulations don't require any "completion" notification process for landscaping work and drainage correction. Lake shore properties are likely subject to state regulation for site work. The Town has little to no visibility on whether work is being done or is properly permitted.
    c) The Selectboard will take up the matter of zoning processes and regulation revision at its next meeting.

12) Dog ordinance revision
    a) The 44-day period for a petition to call a vote on the ordinance expired on June 21, 2023. The revised ordinance is officially adopted.

13) Catering Permits
    a) Crooked Ladle Catering: Mather, 490 Shadow Glen Drive on June 2, 2023
    b) Pear Ridge Productions: Tippett, 1462 Lake Road on July 1, 2023

Both permits approved.

14) Public Comment: None.

15) Communications
    a) IRS now requires Panton to make biweekly payment for employment taxes due to amount of payroll taxes.
    b) VLCT Town Fair in September 26 & 27. Clerk was part of planning committee.
    c) PACIF sent an adjuster to review the roof leak and repairs. Will issue a check for $$6,352.66 to the Town. Invoices from Michael Doran (roof repair) and GW Savage (attic moisture remediation) total just under $2000. Consider whether to fix the paint and caulking of the ceiling in the meeting space. Remainder of money into Town Building Maintenance.
    d) ACRPC announcement about transportation study grant availability.
    e) The culvert/drain cover missing on Jersey Street in front of Agricola Farm will be addressed.
    f) Howard noted that the Town beach is spotless.

i) Kudos to road crew on new pad and location for portable potty.
ii) Illegal parking on the beach. Have the constable write tickets.

g) Howard wants a Town policy for use of public meeting space that requires someone that is a Panton resident to sponsor any use of the room. Teresa will draft the policy.
h) ACRPC asked about energy efficiency grants for town buildings. Town buildings were optimized when renovated in 2017. There may be a future ACRPC initiative direct to homeowners that Panton could choose to invest its portion of grant funds into.
i) Exterior painting at Town Hall is in limbo due to performance bond and weather. Contractor wants to start before bond, but with signed contract on Tuesday, June 27 and finish by July 8.

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

17) Executive session to discuss personnel matters
    a) Howard moved to enter executive session. Teresa seconded. All in favor; the board entered executive session at 6:53 TB AIF
    b) Howard moved to exit executive session. Teresa seconded. All in favor; the board returned to open session at 7:20 p.m.

Howard moved to grant CPI and salary adjustments to town employees as discussed. Teresa seconded. All in favor; the motion passed.

18) Teresa moved to adjourn. Howard seconded. All in favor; the meeting was adjourned at 7:21 p.m.

Respectfully submitted,
Maggie McCormick
Town Clerk& Treasurer