Town of Panton Chartered 1761

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PANTON SELECTBOARD MINUTES
November 11, 2026

Present: Zachary Weaver, Selectboard Chair; Teresa Boucher, Selectboard Vice-Chair; Robert DeGraaf; Kyle Rowe, Previous Town Clerk/Treasurer; Donna Oliver, Interim Town Clerk, scribe
Others present: Richard Cloutier, Road Foreman; David Martini, Zoning Administrator; Sharon Ashcraft; Kathy and Charles Kennett; Richard and Janice Jackson; Elizabeth Armstrong

1. Zack called the meeting to order at 5:33 p.m. Zack immediately made a motion to go into executive session, seconded by Robert. ALL IN FAVOR. Executive session to discuss pending/probable civil litigation to which the Town may be a party; and receive privileged attorney/client communications; and executive session to evaluate the performance of employees.
2. Robert made a motion to enter open session at 6:24 p.m., seconded by Zack. No actions taken.
3. Kyle noted an addition to the agenda at 6a. to discuss appointment of Kyle Rowe as assistant treasurer for Panton on a per diem basis until a new clerk/treasurer is hired.
4. Public comment. A question was raised regarding the unusual executive session scheduling at the start of a meeting. This was done for scheduling of the parties involved. Kathy raised a concern about Kyle representing Panton and his appointment as assistant treasurer. Discussion will be handled during the appropriate agenda item.
5. Teresa made a motion to approve Selectboard meeting minutes of 10/26/26; seconded by Zack. ALL IN FAVOR. Teresa made a motion to approve Selectboard meeting minutes of 11/5/26; Zack seconded. ALL IN FAVOR.
6. Kyle noted that Rick gave the Road Foreman's report earlier and could not stay. He reported that the crew is grading and cleaning culvert ends. They are also planning culvert projects for next year.
7. Clerk/Treasurer Report.
    a. The election went very well with a 62% turnout – 70% if you count only eligible, non-challenged voters.
    b. In person audit is occurring this week and is going very well. They anticipate an unmodified opinion. Five journal entries to close the year. Confirmation that we had $172,000 surplus last year.

c. Future agenda items for the new clerk/treasurer will be to look at the personnel policy and purchasing policy. New federal guidelines are being instituted that will affect the purchasing policy.
d. Kyle reported the town has three active grants: the Lake Champlain Basin Program at Arnold Bay grant, the Municipal Planning Grant (MPG), and FY27 Federal Grants-in-Aid to do road work. On the MPG, we have received the second payment from the State and the final will come when the MPG is complete. Grants-in-Aid will start in spring and will cover work on Adams Ferry Rd. For the Arnold Bay grant, we have the final plans and the shoreland permit in hand. The chosen contractor, Kevin Sullivan, has had to push the timeline to do the construction work to the spring. Once complete the project will be done and we will receive the final payment from the grant. Kyle has committed to see this grant through.
e. The next C/T will inherit the capital plan and asset management plan that Kyle has put in place. He will train the new C/T on these plans.
f. Kyle also reported that we need to schedule a Board of Abatement meeting. The quorum includes seven (7): SB members, JPs, lister and treasurer.

8. With the delay in hiring in a new clerk/treasurer, Kyle is proposing the Town appoint him as the Assistant Treasurer for a period not to exceed when the new C/T is hired and trained. This will provide support for the Interim Town Clerk and training of the new C/T. It would be on a per diem basis at $50/hour. Kyle will maintain access to NEMRC and other portals necessary to provide assistance. He will resign as soon as the incoming C/T has indicated he is no longer needed. Questions were raised regarding the rate he is asking. He pointed out that we pay our bank reconciler $50/hour for that work; but he is willing to negotiate. The posting for the position will come out in the Addison Independent this week, is on the Town's website and will be posted on FPF. It is on the VLCT job board as well. Questions were raised about when the training would take place. Kyle stated he is available when the Interim C/T reaches out and he has made his current employer aware of the situation. He will charge only when he comes to the office to train.
    a. Zack made a motion to appoint Kyle Rowe as Assistant Treasurer at a per diem rate of $50/hour, contingent on when we hire a new C/T. Seconded by Teresa. ALL IN FAVOR
9. DRB/PC – The commission is short by one person. An announcement has gone out but we have not heard from anyone.
10. Appointments that are now open due to Kyle's departure.
    a. He is currently the Emergency Management Coordinator and is serving on two committees: Maple Broadband Governing Board and ACRPC Transportation Advisory Committee. Kyle reported that the Chairperson of the Regional EMS Commission is going to reach out to two Panton residents to see if they might be interested in the EMC. In the meantime, Zack is the Emergency Management Director for the Town. Donna is monitoring EMC email.
    b. TAC is very valuable for the Town. Reece had expressed interest in this position, but he is not here tonight.
    c. Maple Broadband is interesting but it does not serve Panton; although we did sign on to the Communications Union District. Panton has been asked to appoint someone because they want buy-in. Meetings are once per month. Sharon Ashcraft is willing to

take up this position. Teresa made a motion to appoint Sharon to Maple Broadband as our representative; seconded by Zack; ALL IN FAVOR. Kyle will provide her with materials and will notify them of our appointment.

11. Scheduling December Budget meetings: We need to schedule an additional meeting in December other than the regular board meeting. Try to avoid 2nd Wednesday and 2nd and 4th Thursdays. Teresa is gone until Dec. 11.
12. Balance Sheet and Budget-to-Actual. Kyle provided reports on our financial status.
    a. He pointed out a couple of issues on Balance Sheet. We have to pay the Dept. of Education for $34K because we collected more non-homestead taxes than we should have. Also our fund balance last year was $193,000, not as previously stated. After changes due to the audit, it will bring it down to $172,000 surplus. He will recommend creation of budget stabilization fund.
    b. Budget-to-Actual. The legal expenses for DRB will increase, so we will have a higher budget in that area next year. We are at 42% expended of budget.
13. AP/Payroll Warrants. SB members signed off on monthly AP/Payroll. Teresa made a motion to accept the Warrants as presented; seconded by Zack. ALL IN FAVOR
14. Motion to adjourn made by Zack at 7:07 p.m.; seconded by Robert. ALL IN FAVOR

Respectfully submitted,
Donna Oliver
Interim Town Clerk/Treasurer