

Town of Panton
Select Board Minutes
March 11, 2014/6:30P.M.

In Attendance:

Select Board
John Viskup, Chair
Wendy Knight
Beth Tarallo

Administration:
Rick Cloutier, Road Foreman
Barbara Fleming, Delinquent Tax Col.
Diane Merrill, Treasurer
Jean Miller, Clerk
David Palmatier, Constable

Guests:
Tim Bouton

John Viskup called the meeting to order at 6:33 P.M.

Review/Approval of February 25, 2014 Informational Meeting for Australian Ballot, Select Board Meeting and Town Meeting Minutes of March 4, 2014 – Wendy Knight made a motion to accept the minutes of the Informational Meeting for Australian Ballot of February 25, 2014. Beth Tarallo 2nd. All approved.

Beth Tarallo made a motion to accept the minutes of the Select Board meeting dated February 25, 2014. Wendy Knight 2nd. All approved.

Wendy Knight made a motion to accept the minutes of the Town Meeting dated March 4, 2014. Beth Tarallo 2nd. All approved.

John Viskup - take Oath of Office – John took Oath of Office and Oath of Allegiance.

Delinquent Tax Collector Term – The position of Delinquent Tax Collector should have been voted on at Town Meeting. It was missed. So – John Viskup made a motion to appoint Barbara Fleming as Delinquent Tax Collector. Wendy Knight 2nd. All approved.

Barb Fleming gave an update on delinquent taxes. Bingham's have a prospective buyer for their farm and will clear up their delinquencies if/when sold. Aunchmans have fallen behind on their payments. They have not made them as promised. Barb Fleming will speak to Kevin Brennan regarding this matter. She will also talk to Kevin Brennan about establishing a new delinquent tax policy which may include liens and/or yearly tax sales of property on which taxes have not been paid.

Organize/How Meetings Run/Appoint Clerk to Board, etc. – Wendy Knight nominated John Viskup for Select Board Chair. Beth 2nd. All approved.

John Viskup thanked Wendy Knight and Beth Tarallo for all the work they have done. He said it was an honor to be reelected Chair. It was a good Board. They all worked well together which is a benefit to the Town.

Beth Tarallo explained that they (Select Board) could appoint a Clerk amongst themselves if they so choose and not have someone else take the minutes. They elected not to. Beth Tarallo asked Jean Miller if she would still take their minutes. She agreed to.

The Select Board discussed how their meetings would be run. Beth Tarallo made a motion that they adopt Parliamentary Procedure from Roberts Rules of Order to run their meetings. Wendy Knight 2nd. All approved.

Public Comment - None

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Road Foreman Report – Descaling is being done on the frames of the equipment to remove the rust and then they will be painted.

The garage doors have been a big expense this year. The furnace has been out twice in the last couple of weeks due to the blower motor.

Nancy Morgan has inquired about Hawley Cemetery. John Viskup told her the road crew were going to cut the brush and would put up a fence this Spring.

The 2010 truck has been a problem. Rick Cloutier has gotten Charlesbois to warranty the emissions. He has not received a bill on the hydraulics which still has not been fixed. He is waiting to see what they will do for a pump. The cost of the pump is approximately \$3500.

Financials were reviewed.

Tim Bouton/ACRPC/Hazard Mitigation Planning – Tim Bouton passed out a handout that addresses the Emergency Relief and Assistance Fund (ERAF). At a previous meeting, the Select Board had gone over the 4 things that needed to be done to receive the 12.5% from the State and addressed who would do what, with Tim Bouton assisting with the development of the Hazard Mitigation Plan. There is a 5th step that would increase the contribution to 17.5% total. Millie Archer has been called to find out more about 5 Protect River Corridors. Beth Tarallo asked Tim Bouton if this was something that he could help with. He said he was still trying to get information because here in Addison County we have the unique situation of having the Champlain Valley. Most of the river corridors that have been studied up until now come down out of the mountains. Once Dead Creek or even Otter Creek is reach through the Champlain Valley it is a different story. To Tim Bouton's knowledge the State has not developed these proposed river corridors. What they will do is identify a certain distance from the corridor (Creek). In Panton most residents do not exist in the flood plan but their backyards may abut the flood plan area of the Creeks. A Community Rating System (CRA) is being studied which would be another possibility. This would be to protect river corridors from new encroachment and/or protect flood hazard areas from new encroachment and participate in the FEMA CRA. Tim Bouton will assist in this last step. Sometimes what is done, is the width of the river/creek is used and multiplied by 3 and this distance is designated the flood plan area.

Tim's main focus at this meeting is to help navigate the Hazard Mitigation Plan. FEMA needs documentation of everything for their records. It needs to be documented that Panton is committed to establishing a Hazard Mitigation Plan.

John Viskup, Select Board Chair made a motion that the Selectboard of the Town of Panton is committed to mitigating natural hazards within our community and joins the Addison County Regional Planning Commission in creating a hazard mitigation plan for the Town of Panton. Beth Tarallo so moved.

Wendy Knight 2nd. All approved.

The Select Board will need to appoint residents to serve on a Panton Hazard Mitigation Committee, which should consist of members of the Select Board, Road Foreman, Planning Commission, Emergency Manager, other Town Officer and interested citizens. Tim will put together a description of hazards that exist in the Town. The committee will then meet and go through the hazards and prioritizes what they feel is the most important and on down to least important. Then Tim Bouton will write about each of the hazards and past history which he will get from residents. The next step would be to identify a plan of what would be done to fix each of the hazards if there was no monetary constraint on doing the projects. If these projects are identified in the plan, even if they are expensive, because they were

thought of and specifically identified, they then become eligible for the Hazard Mitigation Grant Program Project Funding.

ERAF will accept that the Town has a Hazard Mitigation Plan in place if the plan has been submitted to FEMA or if ERAF knows that the Town is working on a Plan.

If there are any question Tim Bouton, Milly Archer or Daryl Benoit from ACRPC can be contacted.

Review/Approve Bills – Bills were reviewed and approved.

Town Constable Duties – David Palmatier, Panton’s new Town Constable attended the meeting. He introduced himself and gave some of his background history. He lives on Lake Road, has lived in Panton for 6 or 7 years, worked in law enforcement for over 40 years, and retired in June 2013.

There was a discussion regarding some issues that have been problems in Panton and what would be the best way to resolved them. David Palmatier’s feedback was very helpful.

David Palmatier took the Oath of Office and the Oath of Allegiance.

Dog Warden – Beth Tarallo made a motion that Chris Morris be appointed as Dog Warden. Wendy Knight 2nd. All approved.

Comp Time Check – The State allows an employee up to 480 hours of Comp Time. There are Federal laws that address employee hours. The Select Board will address these laws with a policy that the employees will need to sign off saying that they understand and agree. Wendy Knight will draft the policy.

VLCT PACIF Grant – Diane Merrill will email the information regarding rugs for office to Beth Tarallo. She will then finish the Grant and submit the application.

Treasurer Accounting Support – Diane Merrill talked to Doug Dows (Town Auditor) at Town Meeting. She has asked Jean Miller if she would check the bank statements and sign off on them saying that they had been reviewed by a second person. She has emailed Mel Hawley to ask if he could suggest someone for accounting support to review monthly and quarterly financial reports. She is looking into setting up the NEMRC program and will talk to NEMRC people when they are here. She will also get in contact with a CPA in Monkton but will wait till after tax season to contact her.

Insurance Coverage for Bridge Damage (Accidents etc) Through Alternate Provider (PACIF Doesn’t Cover) Insurance Agencies will be called to find out what the cost to insure bridges for damage would be.

Spaulding Road Proposed Development (Process) – Beth Tarallo has drafted a letter after talking with Rick Cloutier/Road Foreman and Dick Hosking/VTrans to Kevin Brennan/Lawyer for Spaulding Road Development regarding the proposed development. Beth Tarallo suggested that after the Board was comfortable with the language in the letter that they send it to James Carroll (Lawyer that David Raphael/DRB had initially use regarding the development) to review. The Select Board discussed the letter and clarified its content to everyone’s satisfaction. Beth Tarallo needs to talk to Rick Cloutier so he can clarify the exact section of Spaulding Road that is being referred to in the letter. She will then

send it to the Lawyer for his legal review and suggestions. The Select Board will then review the letter and make any changes that they feel are necessary. If the conditions of the development are agreed upon between the developers and the Town, VTrans has said that they will make periodic checks to make sure that the specifications that are listed in the letter are followed.

Town Meeting Items for Follow Up – The minutes of the Informational meeting of February 25 were approved by the Select Board which is the last item that needs to be included with the documents that are being sent to the Secretary of State's office for the Charter. There is a time limitation and the documents need to be at the SOS office within 10 days after Town Meeting. The Charter will be overnighted to the SOS's office. A note will be included asking them to please expedite and a call will be made tomorrow telling them the documents are on their way. A scanned copy will also be sent and a note saying the paper copy is on its way. When the SOS receives the document they will then notify the committee. This does not give them much time to draft, introduce and have an article passed by the legislature before crossover. If the Charter does get introduced an official from the Town will probably be asked to testify.

Correspondence – The State sent forms for the Select Board to make suggestions for a Health Officer. The State will then appoint the Health Officer. Beth Tarallo made a motion to suggest to the State that John Viskup be appointed Health Officer. Wendy Knight 2nd. All approved.

Beth Tarallo made a motion to appoint Louise Giovanella as Town Service Officer. Wendy Knight 2nd. All approved.

Beth Tarallo made a motion to appoint Paul Sokal as Panton's representative to Addison County Solid Waste District. Wendy Knight 2nd. All approved.

Beth Tarallo made a motion to appoint Eben Markowski as Panton's alternate representative to Addison County Solid Waste District. Wendy Knight 2nd. All approved.

The Select Board reviewed the Homeward Bound (Animal Shelter) contract. Option 2 was selected and the Select Board signed the contract. The Select Board is going to review the Dog Ordinance.

Liquor License for Robert Degraaf/BJ Farm Supply – A question arose if the right permits were in place. Originally BJ's was opened as Farm Supply/Agricultural. They may need to apply for a change of use permit. John Viskup will contact David Raphael/DRB for clarification before the Select Board signs the Liquor License.

John Viskup adjourned the meeting at 9:30.

Respectfully submitted

Jean Miller, Clerk