

Town of Panton
Selectboard Meeting
May 16, 2013/6:30 P.M.
Minutes

In Attendance:

Selectboard:	Administration:	Guests:
John Viskup, Chair	M'Lissa Dayton, Treasurer	
Wendy Knight	Diane Merrill, Asst. Treasurer	
Beth Tarallo	Jean Miller, Clerk	

John called the meeting to order at 6:30.

Wendy made a motion to accept the minutes of April 18, 23 and 30, 2013. Beth 2nd. All approved.

There was no public comment.

Employee Review Timeline/Process Update – Road Foreman's review is scheduled for May 28, 2013.
Road Foreman will do employee's review.

Discuss Public Road Tour with Road Foreman – The Selectboard wanted to discuss dates that were available to have a public road tour. They will consult with the Road Foreman and DRB/Planning Commission for available dates.

Road Foreman Report – Tabled Road Foreman not present.

Highway Financials – Treasurer gave a summation of the highway financials.

The Town of Panton received a Safety Grant from VLCT with 50/50 matching funds.

Review/Approve Bills – Bills were reviewed and approved Tuesday, May 15 by Wendy and Beth.

If changes are going to be made to Dental Plan (percent that the Town/Employees pay for dependants) the deadline is June 5, 2012. Wendy is going to get comparisons from neighboring towns.

Road Work/Policy/Procedures for Grading/Paving/Shoulder Work Involving Cutting Tree/Limbs on Road Sides – Tabled

Digital Tax Map – Next Steps – John made a motion to ask the Planning Commission to look into upgrading and improving the existing GIS maps from 1989. Wendy 2nd. All approved. Beth will call the Planning Commission to ask them to put this on their agenda.

Town Email distribution list best practices – When emails are sent to residents, the residents will be blind copied. The emails that are sent from the Town office will be to keep residents update on issues that involve the Town.

Computer Network/Network Access – The discussion was about remote access to the Town computer system where Selectboard and other officers could have a file or shared files and does their work in this file and then stores it there instead of on their home computers. Files could have restricted access (e.g. officers would only have access to those pertaining to their work and not all files on the network). This will be looked into.

Financial Policies/Purchasing/Fraud/Credit Cards – Tabled

Microfilm that is stored at the State Archives – The State Archives was asked for an updated list of what the Town of Panton had stored in the Archives. The list was requested to make sure that the recently microfilmed documents were included. They were confirmed.

Dogs Licensed/Dogs Not Licensed – An update was given to the Selectboard of how many dogs had been licensed to date.

Discussion of Assistant Clerk/Assistant Treasurer Appointments – Discussion was about covering both positions.

Mail – Mail was reviewed.

Punch lists were reviewed. Plans of action regarding items on the punch list were discussed.

John made a motion for the Town to pay for J. Paul Sokal to attend the Governmental Accounting and Auditing Symposium on Wednesday, June 19, 2013. Beth 2nd. All approved.

John adjourned the meeting at 8:30. All approved.

Respectfully

Jean Miller, Clerk