

Town of Panton
Select Board Minutes
July 8, 2014/6:30 P.M.

In Attendance:

Select Board:

John Viskup, Chair
Beth Tarallo
Howard Hall

Administration:

Diane Merrill, Treasurer
Jean Miller, Clerk
Rick Cloutier, Road Foreman
Barb Fleming, Delinq Tax Col.

Guests:

Kevin Brennan Lisa Stearns
Robert Rudd Mary Rudd
Heidi Mahoney
Patty Gaouette, By Phone

John Viskup called the meeting to order at 6:35.

Review/Approval of June 24, 2014 minutes of Select Board Meeting – B Tarallo made a motion to accept the minutes of June 24, 2014. John 2nd. Approved.

Proposed amendments to June 10, 2014 Select Board Minutes- B Tarallo made a motion to accept the proposed amendments to the June 10, 2014 Select Board minutes. J Viskup 2nd. Approved.

Appointments: Treasurer, Delinquent Tax Collector and Town Clerk – B Tarallo made a motion to appoint Diane Merrill as Treasurer until July 1, 2015. J Viskup 2nd. All approved. B Tarallo made a motion to appoint Barbara Fleming as Delinquent Tax Collect until July 1, 2015. J Viskup 2nd. All approved. B Tarallo made a motion to appoint Jean Miller as Town Clerk until July 1, 2015. J Viskup 2nd. All approved.

R. Cloutier, Road Foreman Schedule Review – R Cloutier's review is scheduled for July 22, 2014 at 9:30 PM.

Public Comment – None

Kevin Brennan – Gaouette/ Stearns Subdivision – Spaulding Road – K Brennan's letter dated June 24, 2014 was reviewed and discussed. Before a buyer of a lot in this subdivision can break ground Spaulding Road will be upgraded to specifications supplied by VTrans. If during the building process the road is damaged the developers want the burden of repairs to fall on the homeowner and not the developers. B Tarallo will contact the Attorney who has been advising on this issue (curb cuts, road and utility access) for his input regarding SB concerns/questions related to K Brennan's requested language changes to the town requirements/specifications. If SB concerns are addressed by the attorney, B Tarallo will then contact K Brennan and K Brennan will draft an updated proposal for the Select Board to review. This topic is on the next meeting agenda: July 22, 2014 at 6:32 PM.

Road Foreman Report – Two culverts on East Road have been replaced. Once the new budget starts winter sand will be hauled in. Richmond and Ferrisburgh will assist in picking up the sand. The loader was overcharging which caused it to shut down. The alternator was repaired, fixing the problem. New "No Littering" signs have been installed on Lake Road.
Financials – Financials were reviewed.

Review/Approve Bills – Bills were reviewed and approved.

B Tarallo moved that the Select Board go into executive session 1 V.S.A. § 313 (a) (4) related to employee discipline at 8:16 PM. R. Cloutier was invited to attend. J Viskup 2nd.

At 8:26 PM B Tarallo moved to come out of executive session. J Viskup 2nd. There was no action taken regarding the discussion of employee discipline.

Review Existing Traffic Ordinances/Speed Limits – It was decided after a short discussion to table this until the August 12, 2014 meeting.

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Designate Municipal Office to Handle the Municipal Appeals Process (e.g. ticket appeals) – B Tarallo made a motion to designate the Select Board to handle the municipal’s ticket appeals process. J Viskup 2nd. All approved.

DRB Alternates – Garrett Baxter from VLCT explained that a DRB alternate would step in for specific hearings when a regular member is unavailable or when a member recuses themselves. The alternates are rotated in alphabetic order. The Select Board will find out if after the appointment of alternates if the DRB can handle the rotation process. If a person is interested in being an alternate an interview with the Select Board is required.

Fund Balance – Borrowing – B Tarrallo made a motion that Diane Merrill, Treasurer proceeds with opening a “Fund Surplus Account” to put in prior years surplus funds. H Hall 2nd. All approved.

Draft CDL Drug/Alcohol Policy Review – There are parts of the policy that need to be reviewed to adapt the policy to fit Panton. Questions will be directed to VLCT. A final draft will be made and then it will be reviewed again.

Treasurer, Clerk & Delinquent Tax Collector – Progress Update on Draft Job Description and Review/Feedback Process Update – The three draft job descriptions were reviewed and feedback was given for each position. Revisions will be made to each job description. The revisions will then be submitted to the Select Board for final approval.

Local Emergency Operations Plan – H Hall is updating the Local Emergency Operation Plan.

Review the Following Draft Personnel Policies:

- Performance Evaluations
- Personnel Records
- Employment Discrimination
- Sexual Harassment
- Employee Discipline
- Employee Termination Process

B Tarallo has spoken to Abby Friedman from Municipal Assistance Center at VLCT at various times with questions regarding the different policies that are being developed for the Town of Panton. A Friedman has said that she would help with a broad level discussion of these policies and help the SB identify an approach.

Correspondence – Correspondence was reviewed.

J Viskup made a motion to appoint James Dayton as delegate and David Raphael as alternate to represent the Town of Panton on the Addison County Regional Planning Commission for a one year term, starting July 1, 2014 ending June 30, 2015. B Tarallo 2nd. All approved.

J Viskup made a motion to appoint Eben Markowski as delegate and Doug Dows as alternate to represent The Town of Panton on the Addison County Transportation Advisory Committee for a one year term, starting July 1, 2014 ending June 30, 2015. B Tarallo 2nd. All approved.

J Viskup adjourned the meeting at 10:26 PM.

Respectfully submitted

Jean Miller, Clerk