

Town of Panton
Select Board Meeting
Tuesday, May 12, 2015
6:30 P.M. – Panton Town Office
Draft Minutes

Attendance:

Select board

John Viskup, Chair
Howard Hall
Beth Tarallo

Other Officers and Guests:

Diane Merrill, Treasurer
Rick Cloutier, Road Foreman
Ralph Burt, JOP
David Raphael, DRB/PC chair and Town Hall Committee Chair

6:30pm J. Viskup called meeting to order

Review/Approve Minutes of April 14, 2015. H. Hall moved to approve minutes of 4/14/15. B. Tarallo 2nd, all approved.

Road Foreman Report-

- Discussion on new display at Panton Town Beach, board thanked R. Cloutier for installation.
- R. Cloutier, Road Foreman reported the following:
 - Hopkins Road and Adams Ferry Road were regraded today.
 - New Freightliner arrived and lettering done.
 - reports pleased with new truck.
 - 2010 Truck needed new wiring harness, was replaced- bill estimated at \$1400 for parts, not including labor.
 - Wants to have 2010 truck undersides sandblasted and painted, getting cost for back fenders and sandblasting.

- Has paint and primer for backhoe, will report back on date sandblasting work will be done.
- Secured estimate for stone materials for the land/"parking area" across from town hall, per request of SB and Town Hall Committee to find out cost. Estimate for white stone only (excludes fabric and other additional materials) is \$2500. Discussion on how adding stone only would do little to improve area, as stone will quickly sink into mud without fabric. Next steps 1) board to share this info with Town Hall Committee for overall plan for Town Hall. 2) Rick to look into potential ride share grants.
- Reports green up day efforts collected 1240 pounds of trash in Pantan.
- Wants to get small lawnmower for town owned small areas (currently using own). Discussion ensued re: paying person who mows cemeteries to also mow town hall. This issue was tabled.

Financials-reviewed highway financials through April 2015.

Review/Approval of Bills Review

- Check Warrant/Bills and timesheets/hours reviewed/ approved.
- Paystubs/Vacation/Sick Time reviewed/approved

Public Comment: None

Scope of Work for Town Hall Project/David Raphael-D. Raphael, Town Hall Committee Chair, reported:

- A state grant for project planning/study and improvement work for septic construction projects, including septic/alternate septic designs (rolling application process).
- Separate grant for Addison County projects related to restoration
- Need for a long term architectural plan to guide long and short term work. Reviewed Town Hall Committee's proposed scope of work, for Architectural bids on Pantan Town Hall Restoration and Architectural Planning.

- Discussion ensued re: balancing immediate building needs versus creating long term vision and plan.
- Motion by J. Viskup, Chair to approve Town Hall Committee to seek bids/go out to bid for Proposed Scope of Work-Panton Town Hall Restoration and Architectural Planning, bids NTE \$10,000. B.Tarallo seconded. Motion carried on a voice vote, 2 ayes to 1 nay.

Need for More Alternate DRB/PC Appointments?

- B. Tarallo asked whether there is a need for additional appointments due to recent lack of quorum and turnover, and cases where multiple members have to recuse themselves as property abutters.
- D. Raphael noted the need for another alternate, as Anita Hayden, former alternate, moved and can no longer be alternate. Stated Katie Werthmann expressed interest in serving as alternate.
- Motion by B. Tarallo to appoint Katie Werthmann as DRB alternate. H. Hall seconded, all approved.

Short Term Disability Coverage

- B. Tarallo reported cost for adding short term disability coverage. Beth to look into cost for adding employees to current long term disability coverage plan. Tabled until 2nd meeting in May.

Pension Benefits Check In

- Treasurer reported state pension benefits only available to employees who work 30 or more hours per week.

Vision Insurance Costs-

- Motion by H. Hall to immediately add part time employees at 20 hours to vision plan, town to pay full premium, employee plus 1. J. Viskup seconded. All approved.

Procedures for Routine Expenditures & Communications

- Discussion ensued. Select board suggested that Treasurer and Clerk communicate routine office expenditures. J. Viskup motion to authorize clerk and treasurer to make routine office expenditures, as long as within current budget up to \$500. H. Hall seconded. All approved.

Local Emergency Operating Plan (LEOP)

- H. Hall reviewed 2015 LEOP. Motion by H. Hall to approve 2015 LEOP, J. Viskup seconded. All approved.

- Motion by B. Tarallo to appoint H. Hall as Panton's emergency response coordinator. J. Viskup seconded. All approved.

Personnel Manual

- Current draft reviewed. Motion by B. Tarallo to accept draft personnel manual as presented by the Personnel Committee, and for the Select board to forward the manual to VLCT for legal review. H. Hall. Seconded, all approved.

Scheduling Employee Reviews

- Proposed dates discussed, Beth to follow up with employees re: dates.

Wage/Salary Assessments

- Tabled to 5/26

Correspondence

Reviewed

9:45 pm J. Viskup motion to adjourn. H. Hall seconded. Approved.