

DRAFT
Town of Panton
Select Board Minutes
April 26, 2015 - 6:30 P.M.

In Attendance:

Select Board:

Howard Hall

Beth Tarallo, Chair

John Viskup (7:10 P.M.)

Administration:

Jean Miller, Clerk

Diane Merrill, Treasurer

Guests:

Barbara Fleming, Del. Tax Col.

B Tarallo called the meeting to order at 6:30 P.M.

Review/Approve Minutes of April 12, 2016 – **H Hall made a motion to accept the minutes of April 12, 2016 as written. B Tarallo 2nd. All approved.**

B Tarallo made a motion to add Green Mountain Power and Efficiency Vermont to the agenda after correspondence. H Hall 2nd. All approved.

H Hall made a motion to add Junk Ordinance report, Town Hall report and Green up Day to the agenda. B Tarallo 2nd. All approved.

Delinquent Taxes/Barb Fleming – B Fleming gave a report regarding delinquent taxes. She has been trying to get in touch with K Brennan, Town’s Delinquent Tax Attorney and has not been able to reach him. She will stop at his office on Friday to see if she can speak to him regarding some of the delinquencies that have not been meeting their obligations. She is scheduled to give the Select Board an update after speaking to K Brennan on May 24th Select Board meeting. **H Hall made a motion to move on. B Tarallo 2nd. All approved.**

Review/Approval of Bills – All bills were reviewed and approved.

Review Time Cards - Time cards were reviewed and approved.

B Tarallo made a motion to add discussion of new draft timesheet to the agenda. H Hall 2nd. All approved.

Discussion ensued. Employees will start using new timesheets. The timesheets, excel chart and keeping track of comp time can be complicated. Select Board wants the Treasurer to do whatever is easiest for her. D Merrill has asked employees to leave timecards in on Thursday after work as opposed to Mondays. This will give her some leeway on doing payroll.

Public Comment – None

Personnel Policy – Time Off – There was a question if time-off needed to be used by fiscal year end or calendar year, increments of portion of time-off to be use ¼, ½ or an hour and eligibility of insurance hours? Some changes had been made but were not implemented other than pencils notes on the original. Short term disability insurance needs to be added to the policy. May 24th agenda Personnel Policy will be added to the Select Board meeting.

Green-up Day – Some people have already been picking up. Green Bags are outside the front door of Town Hall and at the Town Garage. Please help yourselves.

Junk Ordinance - Town Constable and a Select Board member will be driving around Town to see in residents are in compliance with the Junk Ordinance. If people are not in compliance pictures will be taken, a letter sent to landowner telling them they have so many days to rectify the situation.

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Town Hall Repair – Town Hall repairs has been slowed down due to a person who was going to check out some of the things needing to be done being sick.

Peter Welch will be giving the Town a quote on replacing the stairs at the Town Hall.

Green Mountain Power & Efficiency Vermont - B Tarallo wanted to touch base regarding GMP & Efficiency VT regarding the Town Hall and Garage. These two agencies are going to check out the Town facilities to see what can be done to make them more energy efficient. They will be scheduling an appointment to do the inspections.

Correspondence – Correspondence was reviewed.

B Tarallo made a motion to add financials to the agenda. J Viskup 2nd. All approved.

Financials – Financials were reviewed. **J Viskup made a motion to accept the financials dated March 31, 2016 as presented by D Merrill, Panton Treasurer. H Hall 2nd. All approved.**

Adjourn – **J Viskup made a motion to adjourn the meeting at 8:10 P.M. B Tarallo 2nd. All approved.**

Respectfully submitted,

Jean Miller, Clerk