

Town of Panton
Selectboard Meeting
April 23, 2013/6:30 P.M.
Minutes

In Attendance:

| | | |
|--------------------|---|------------------|
| Selectboard: | Administration: | Guests: |
| John Viskup, Chair | M'Lissa Dayton, Treasurer | Robert Porter II |
| Wendy Knight | Paul Sokal, Auditor | |
| Beth Tarallo | Jean Miller, Town Clerk | |
| | Barbara Fleming, Delinquent Tax Collector | |

John Viskup called the meeting to order at 6:34.

Delinquent Tax Collector/Delinquent Taxes/Treasurer – The Delinquent Tax Collector and the Treasurer have reconciled the delinquent taxes.

Review/Approve Bills – Bills were reviewed and approved.

Financials –The Selectboard reviewed the financial statements. Wendy made a motion to accept the March financial statements. John 2nd. All approved.

Garbage/Fill in Panton Corners Right of Way – The garbage that was at Panton Corners Right of Way has been cleaned up to the satisfaction of the Selectboard.

Road Tour with Foreman – Beth brought up that other Towns have the Selectboard, Planning Commission and anyone from the public that is interested do a tour of the roads with the Road Foreman. If this is done in the spring or early summer the Road Foreman could point out areas of concern and lay out a plan on how to address the issues. Then everyone would know the work that the Road Foreman was planning to do and how the issues would be addressed.

Policies for Contracted Work – Wendy will draft a policy for the competitive bid process, using VLCT financial policies as an outline, for the Selectboard to review and amend as needed to be approved.

Road Work/Policy/Procedure for Grading/Paving/Shoulder Work Involving Cutting Trees/Limbs on Road Sides – This was tabled and will be addressed at the next meeting when the Road Foreman will be present.

Public Records Statue Pertaining to Emails – Emails are for passing information from one person to another. Emails are not to discuss any Town business or give opinions of any kind. A separate email for Town business should be used by the Selectboard because all emails are public record. If a private email is used it could be subpoenaed as a public record if there was any litigation.

Wayside Grant Application for Arnold Bay – The Town of Panton has been approved for the Wayside Grant. Wendy shared with the other Selectboard members some of the ways it could be used. She will be working on preparing visuals and a 250 word text to be presented to the graphic designers who are working with the Lake Champlain Basin Program.

Proposed Shoreline Regulations - Shoreline regulations have been postponed. This will not be voted on until next year.

Personnel/Financial Policies – The next two personnel policies to be established will be Sick and Bereavement which will be discussed at the meeting of May 28th.

Selectboard Meeting
April 23, 2013
Page 2

The Selectboard will contact neighboring Towns to collect data to make comparisons of the different policies. The next two financial policies will be Purchasing and Fraud. They will also look at a Credit Card policy.

Selectboard was reminded that employee reviews need to be completed by the 1st of June.

The punch lists were reviewed and updated.

At 8:48 Beth made a motion to go into Executive session to discuss the Treasurer's position. Wendy 2nd. All approved. At 9:30 PM Selectboard came out of Executive session no decisions were made. The meeting was adjourned.

Respectfully,

Jean Miller, Clerk