

Town of Panton
Selectboard Meeting
June 11, 2013/5:20 P.M.
Minutes

In Attendance:

Selectboard:

John Viskup, Chair
Wendy Knight
Beth Tarallo

Administration:

Rick Cloutier, Road Foreman
M'Lissa Dayton, Treasurer
Diane Merrill, Asst. Treasurer
Jean Miller, Clerk

Guests:

5:20 pm Meeting called to order by John Viskup, Chair.

5:21 pm Motion by B. Tarallo to move into executive session to discuss and perform employee review for Road Foreman. J. Viskup seconded, all approved.

5:45 pm Rick Cloutier, Road Foreman attended meeting.

5:53 pm Motion by B. Tarallo to move out of executive session. J. Viskup seconded, all approved.

5:53 pm Motion by B. Tarallo that the Select board approve a salary increase (raise) of 4% for Road Foreman, Rick Cloutier, effective the start of the new Fiscal Year, July 1, 2013. Wendy Knight seconded. All approved.

Above minutes by B. Tarallo.

6:30 pm M'Lissa Dayton, Diane Merrill and Jean Miller attended the meeting.

Road Foreman Report – West Road culvert was to be done today but the rain has delayed the project. Lake Road culvert is scheduled to be done on June 17th. West Road will be rescheduled after the Lake Road is completed. Guardrails were going to be installed tomorrow but the ground is too soft and it would be a waste of time trying to anchor them down.

Road Forman has been waiting for Dick Hoskins from Vtrans for information on the surveillance cameras. Rachael from Vtrans called Rick late this afternoon to give him phone numbers to contact companies handling surveillance equipment.

The road tour scheduled for June 19th was discussed. People will meet at the Town garage, the Road Foreman will explain what the five year plan for the road maintenance, talk about the grants that were applied for but were denied, the new summer plan, stops on the tour, show them the culvert map and explain how they decide what work needs to be done on the roads, why the work is being done or why the work is not being done. Then if people have questions, these questions can be addressed. An agenda has been prepared for the tour.

Rick has ordered another load of chloride, salt, diesel and a drum of hydraulic oil. This will fill everything for the start of the new fiscal year.

The culvert on Jersey St near Eric Carter's was discussed. It is a stone culvert. The traffic is getting heavier and it is starting to fall in. The repairs could be very expensive. Road Foreman is trying to wait for a grant to help pay for the repairs.

Tire dolly has been ordered. Air Compressors have been priced. The Selectboard gave their approval to purchase one.

Highway financials were reviewed.

Emergency Plan Update/Matt Fraley – Wendy has scheduled a meeting for Thursday with Matt to update the emergency plan.

Hawley Cemetery/Bill Lanning – The Road Foreman checked the cemetery grounds. He stated that whoever is mowing it is doing a decent job, but the brush has grown up and needs to be brush hogged to clean it up. Rick

discussed his concerns regarding the fencing that needs to be placed around the cemetery. He has viewed different cemeteries in other towns and made some suggestions noting that any fencing that was put up would need to be flagged for safety of possible four wheelers and/or snowmobiles.

The Selectboard is going to see if they can get the Cemetery Association to take responsibility for the cemetery and maintain it after it has been cleared of brush and fenced.

Public Comment – None

Review/Approve May 16th and 28th minutes – John made a motion to accept the minutes of May 16th and 28th. Wendy 2nd. All approved.

It was necessary to go to the Little Schoolhouse to determine what records had been taken there for storage. Many of these records have been brought back to the Town Hall to be gone through to see what can be disposed of and what needs to be retained.

Beth described the inside of the Little Schoolhouse. A plan will have to be developed to take care of the rest of the contents and decide what will be done with the Little Schoolhouse.

Review/Approve Bills – Bills were reviewed and approved.

Town Hall Committee/Boundaries/Septic/Carriage Barn/Update – Recommendations – More money will be needed to restore the Town Hall and Cupola. Areas of where funds would come from Town money, restoration fund, grant money, DAR, and fund raising.

They suggest that the Town Hall be painted first. They are getting three quotes to paint and restore the cupola. The quotes for restoring the cupola are coming in less than ones that were previously given.

Surveying the land at the Town Hall so the boundaries are defined is second item. After the boundaries are defined quote will be gotten for the septic.

Carriage Barn – no recommendations at this time.

Beth Tarallo made a motion that the Town Hall Committee pursues getting the Town Hall repainted and getting the grounds surveyed, using the Town Hall Preservation Funds, as the two top priorities. John 2nd. All approved.

Proposed Town Governance/Charter Amendment/Initial Process – There has been previous discussions about certain elected positions being changed to appointed. Clerk, Treasurer and Delinquent Tax Collector are elected positions. In order to change these positions there has to be a change in the Governance Charter. To change the Charter it has to go before the voters at a special meeting or the annual meeting and the majority of the voters have to vote for a change in the charter. There has to be two meetings before there can be a vote by the Town voters. Next the Town Clerk would have to file with the Secretary of State. Then the Secretary of State sends information to the Legislature. The Legislature has to make a ruling on whether or not the new Town Charter is accepted. If the Selectboard decides they want to present a change of the Charter they need to start the process now in order for it to go to the Legislature when it starts. When the change goes to the Legislature someone from the Town will have to go to the Legislature and speak to whatever Board or Committee that this is assigned to. Depending on what changes are made in the Charter will decide what Committee the Charter will go before. This can be a lengthy process and probably won't be started now.

The Selectboard notes that it unanimously supports having the positions of Town Clerk, Treasurer and Delinquent Tax Collector changed to appointed positions and (in the interim) that the Selectboard also supports these positions be changed to a one year position. The Board will draft the following questions, to be warned for town meeting: 1) a question regarding a charter change to move to appointed positions for the Clerk, Treasurer and Delinquent Tax Collector and 2) a question regarding moving to one year terms for the Clerk, Treasurer and Delinquent Tax Collector. B. Tarallo to do research into potential language for questions, other towns' charter amendments and timeline for public meetings regarding a charter change vote.

Records Preservation/Trevor Lewis/Old Moldy Books - Records Update/Next Steps – Records Retention Policy/Digital Records Policy – A plan needs to be developed on how to precede with all the records that were brought from the Little Schoolhouse. Financial material will be set aside so that the Treasurer can take care of that paperwork.

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Items that need to be kept indefinitely will be placed together. Items that we are sure can be disposed of will be taken care of. Anything in question will be set aside and it will be found out if these records need to be retained or discarded. Trevor Lewis has been helpful. He has spoken with his superior and suggestions have been forwarded to the Town. Scott Reilly who works in research in VT State Archives has also given some suggestion on how to proceed.

Policies will be established and a book holding just General Records Retention Schedules will be made.

Policies – Three policies have been adopted and signed, Gratuities and Gifts, Political Activity and Credit Card Policy. Other policies are being worked on but are not ready to be adopted at this time.

Treasurer Transition – John made a motion to appoint Diane Merrill as the new Panton Treasurer as of July 1, 2013. Beth 2nd. All approved.

M'Lissa Dayton will still be assisting the new Treasurer after July 1, 2013. She will show her how to do payroll reports, tax billing and various other things that she may have questions about. Other Treasurers from various Towns have said they are there as a support network.

Punch Lists – Reviewed and updated.

John adjourned the meeting at 8:55 P.M. Beth 2nd. All approved.

Respectfully,

Jean Miller