

Town of Panton
Select Board Minutes
July 22, 2014/6:30 P.M.
Approved 8/12/14

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:

Ralph Burt
Ken McEwan
Paul Sokal

John Viskup called the meeting to order at 6:30.

Review/Approval of July 8, 2014 minutes of Select Board Meeting – J Viskup made a motion to accept the minutes of July 8, 2014. H Hall 2nd. All approved.

B Tarallo stated that an addition to the draft agenda had been made: At 9:15 CDL Employee Record Keeping: Qualification Files & Checklist: Next Steps

Kevin Brennan – Gaouette/Stearns Subdivision – Spaulding Road – K Brennan canceled due to J Carroll (Attorney reviewing subdivision) not having a chance to review the paperwork that had been sent to him by K Brennan. This is being rescheduled for August 12, 2014.

Public Comment – Paul Sokal let the Select board know that Heidi Mahoney was interested in the open seat for Auditor.

J Viskup made a motion to appoint Heidi Mahoney to the open Auditor seat until Town Meeting 2015. B Tarallo 2nd. All approved.

Delinquent Taxes – Barb Fleming – Update – A copy of the procedures that K Brennan follows once the Delinquent Tax Collector has turned over delinquent taxes for tax sales has been requested. B Fleming reviewed the properties that have delinquent taxes. She has given six of these properties to K Brennan for tax sales. The remaining properties have made payment arrangement to clear up their delinquencies.

Discussion of Updated Policy – Discussion ensued regarding the procedures that will be followed if the people who have payment arrangement do not make the payments as promised. B Fleming will set up a draft of what procedures she will follow so there will be no question of what will happen if a payment is not received. The Select Board will review the draft and it will be sent to VLCT for legal review.

Changing Panton's Website Management – Discussion - There is a service called Weebly that was recommended to Paul Sokal by Panton's computer tech. Weebly has templates that can be used to set up a website. This would make it easier for the different people who have authorization to update the website and pages (agendas/minutes) as needed. P Sokal would still be the website designer. J Viskup made a motion to authorize P Sokal to purchase the Weebly service. Beth 2nd. All approved. H Hall made a motion to authorize an expenditure, not to exceed \$200.00, to fund the Weebly service and additional expenses such as domain registry. Beth 2nd. All approved. It will take some time to transfer the material that is on the current website to Weebly.

Personnel Committee – H Hall would like to start a Personnel Committee to help establish job descriptions, wages and personnel policies. The Select Board would review the draft policies, make any changes they felt necessary and then forward them to VLCT for their legal review. H Hall made a motion to develop a Personnel Committee co-chaired by B Tarallo and H Hall which will draft policies and direction for the employees of the Town of Panton for Selectboard review B Tarallo 2nd. All approved.

Setting Panton's Tax Rate – D Merrill, Treasurer gave the Select Board the calculation of how the tax rate was figured. The residential "education" tax rate is up approximately 9 ½ cents. The municipal portion of the tax rate is 0.5366. This sets the residential tax rate at 1.99.48 and the non-resident rate a 2.0299. J Viskup made a motion to accept the Treasurer's calculation, B Tarallo 2nd. All approved. .

Review/Approve Bills – Bills were reviewed and approved.

Financials – Financials were reviewed. B Tarallo made a motion to accept the financial reports dated June 30, 2014 as presented by the Treasurer. H Hall 2nd. All approved.

Draft Junk Ordinance Review – The draft junk ordinance was reviewed. B Tarallo made a motion to make revisions to the current draft junk ordinance based on the DRB's feedback to Article 2 requirements regarding the number of junk vehicles allowed and language under Enforcement Section A regarding screening and keeping with the character of the neighborhood. H Hall 2nd. All approved.

Town Constable Job Description – There was a discussion of what should be written up for the Town Constable job description on the website. P Sokal will write up a description and submit it to the Select Board and D Palmatier, Town Constable for their review.

Draft Drug/Alcohol Policy Review – There are some major questions that need to be answered by VLCT. The Draft Policy will then be given to the Personnel Committee as Top Priority.

Treasurer, Clerk & Delinquent Tax Collector – Progress Update on Draft Job Description and Review/Feedback Process – Some minor changes were made to the Clerk & Delinquent Tax Collector Draft Job Descriptions. H Hall requested that any other job duties as assigned be added to the draft job descriptions. B Tarallo made a motion to accept the position descriptions for Town Clerk and Delinquent Tax Collector with the addition to add any other duties as assigned. J Viskup 2nd. All approved. Descriptions will be given to each employee for them to sign off on them stating that the descriptions have been reviewed. The Treasurer's draft job description needs more review before action is taken.

CDL Employee Record Keeping: Qualification Files & Checklist: Next Steps – VLCT has said that they would give advice on what should be kept in the separate files either in person or via phone. There is a checklist that will be gone over before they are called.

Correspondence - Correspondence was reviewed.

R. Cloutier/Road Foreman Review – B Tarallo made a motion to go into executive session for Road Foreman employee review at 9:40 pm. J Viskup 2nd. All approved

B Tarallo moved to come out of executive session at 10:00 pm. H Hall 2nd. All approved.

Road Foreman review completed. Wage discussion ensued. J Viskup moved to increase salary for R Cloutier by 3% to \$22.32 hourly, retroactive to July 1, 2014. B. Tarallo seconded. All approved.

J Viskup moved to adjourn the meeting at 10:05 pm. B. Tarallo seconded. All approved. Adjourned.

Respectfully submitted

Jean Miller, Clerk