

Town of Panton
Select Board Meeting
Tuesday, June 23, 2015
6:30P.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
6:34 J.Viskup called meeting to order

J.Viskup **motion** to approve 9:30 am and 5:45pm meeting minutes from 6/9/15. H. Hall seconded, all approved.

H. Hall **motion** to add to agenda possible VLCT review/cost of Personnel Policy, after public comment B. Tarallo 2nd, moved

B. Tarallo **motion** to add “assign portion of FYE 15 fund balance for backhoe sandblasting. J. Viskup seconded, moved.

B. Tarallo **motion** to add timing of transfer of reserve fund and capital equipment transfer (voted at town meeting) to agenda after public comment . H. Hall seconded, so moved.

H. Hall **motion** to add discussion of Highway Helper review discussion to agenda now. J. Viskup seconded, so moved.

B. Tarallo **motion** to add computer discussion to agenda following Highway Helper Review discussion. Hall seconded, all approved

6:44pm H. Hall **motion** to enter executive session for the purposes of discussing Highway Helper review. J. Viskup seconded, so moved.

Highway Helper Review Discussion H. Hall **motion** to exit executive session. J. Viskup seconded, all approved.

H. Hall **motion** to approve wage increase for Chris Dion, Highway Helper of 3% increase in hourly wage. J. Viskup seconded, all approved.

Discussion re: adding uniforms discussion to 8/11 SB meeting agenda.

Computer/Laptop discussion. Discussion ensued re: laptop needs for Foreman and Town office.

B. Tarallo **motion** to assign portion of FYE 15 fund balance NTE \$2300, for the purpose of purchasing 2 laptops, 1 for Foreman and 1 for Town Hall. J. Viskup second, moved.

B. Tarallo **motion** to assign portion of FYE 15 fund balance for backhoe sandblasting. J. Viskup seconded, moved.

Review/Approve Bills

Bills Reviewed/approved.

Review Paystubs/Vacation/Sick time

Paystubs reviewed/approved.

D. Merrill noted one employee lost a paycheck, was not cashed. Had to stop payment on check and issue a new one. J. Viskup motion to not pass cost of stop payment to employee. B. Tarallo seconded, so moved.

Review Financials

Motion by B. Tarallo to accept Balance Sheet and Financial report through May 2015 as provided by Treasurer. J. Viskup seconded, so moved.

Review of Annual Financial Management Checklist

D. Merrill, Treasurer reviewed financial management questionnaire sheet provided by state auditors.

Review Policy on Late filing for Homestead Declarations

Draft homestead late filing penalty policy reviewed (current Town Policy is that Pantown does not charge a penalty for late Homestead declarations). Discussion ensued: when declarations are filed late, it creates much rework for the town.

J. Viskup motion to adopt Homestead Late filing Penalty Policy as drafted, commencing 4/15/16, so any persons filing not by 4/15/16 would be considered late filed and penalized on their subsequent tax bill. H. Hall seconded, so moved

Discuss Tax Anticipation note for Paving project

D. Merrill noted she is still working on the grant anticipation note and is not sure yet if we will need a tax anticipation issue, may be moot. Topic Tabled.

Public Comment:

No public comment

Review Fees Revenue

B. Tarallo noted that in anticipation of drafting FYE 2017 budget, it would be beneficial to review non tax revenues including: 1) town fees and fines, including DRB/zoning and construction related ones to make sure they reflect the times, and 2) when there is money on hand, whether or not to invest it and how.

B. Tarallo to research fees/fines in other towns and look into where town has authority to change fees/fines. Also will follow up with DRB/zoning review board and ask them to review their fees.

Recycling Containers

Discussion ensued on state requirement to have recycling containers in public places where there are trash receptacles-July 1, 2015 Deadline. Discussion ensued. H. Hall to follow up with R. Cloutier to make recycling containers for the town beach and town park, where there are currently trash receptacles.

VLCT review/cost of Personnel Policy

H. Hall reviewed cost for VLCT legal review on draft personnel policy. H. Hall motion to approve \$650 for VLCT review of personnel policy. J. Viskup seconded. All approved.

Timing of transfer of reserve fund and capital equipment transfer (voted at town meeting)

Discussion ensued.

Correspondence

Reviewed:

H. Hall reported on Agency of Agriculture correspondence re: Vorsteveld large farm permit application. Noted that public can comment on application to the agency of Agriculture (via USPS or email) on the application until.

Grant application for park and ride grants reviewed.

Letter to employees re: PTO changes reviewed. J. Viskup reported new concerns re: PTO policy, reports feeling it is overly generous compared to other towns. States does not agree with PTO changes and is concerned reserve bank is too generous. discussion ensued.

10:12pm B. Tarallo **motion** to adjourn. H. Hall seconded, all approved.