

DRAFT  
Town of Panton  
Select Board Minutes  
May 24, 2016 - 6:30 P.M.

In Attendance:

Select Board:

Howard Hall  
Beth Tarallo, Chair  
John Viskup (6:48 P.M.)

Administration:

Jean Miller, Clerk  
Diane Merrill, Treasurer

Guests:

David Palmatier, Constable  
Bob Groff, Town Auditor  
Doug Dows, Town Auditor  
Janah Hammach, Town Auditor  
Rick Klein  
Brian Otley, GMP  
Paulette Bogan

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

Review/Approve Minutes of May 10, 2016 – **H Hall made a motion to approve the minutes of May 10, 2016 as written. B Tarallo 2<sup>nd</sup>. All approved.**

B Fleming Delinquent Tax Update after speaking w/K Brennan Esq. - **B Tarallo made a motion to Table B Fleming Delinquent Tax Update. H Hall 2<sup>nd</sup>. All approved.** This will be rescheduled.

**H Hall made a motion to add Hazardous Mitigation Committee to the agenda. B Tarallo 2<sup>nd</sup>. All approved. B Tarallo made a motion to appoint Rick Cloutier, Mary Rudd and Howard Hall to the Hazardous Mitigation Committee. H Hall 2<sup>nd</sup>. All approved.** There will be a meeting of the Hazardous Mitigation Committee on June 7, 2016 at 10:00 A.M. with Tim Boutin.

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

**B Tarallo made a motion to discuss with the financials the Grand Anticipation Loan paperwork in anticipation of receiving funds for the Town's Paving Grant. H Hall 2<sup>nd</sup>. All approved.**

Financials – Financials were reviewed. **H Howard made a motion to accept the Financials as submitted by the Treasurer dated April 30, 2016. J Viskup 2<sup>nd</sup>. All approved.**

Grant Anticipation Loan – **H Hall made a motion to borrow \$175,000 from the National Bank of Middlebury with interest due on the loan December 31, 2017. This is a Grant Anticipation Loan and may not be used. J Viskup 2<sup>nd</sup>. All approved.** Paperwork for the Grant Anticipation Loan was signed.

Switch to MS office 365-discussion – After a short discussion it was decided to add a spam filter to the Town Clerk's computer.

Public Comment – None

Updating Emergency Land Operation Plan (ELOP) – **J Viskup made a motion to adopt the updated plan of Local Emergency Operation Plan (LEOP) as presented by H Hall. H Hall 2<sup>nd</sup>. All approved.**

Internal Auditors – Process for Next External Audit – Discussion ensued. **H Hall made a motion to engage Telling & Associates to do the audit for FY2016. J Viskup 2<sup>nd</sup>. All approved.**

Green Mountain Power (GMP) and Efficiency VT (EVT)

GMP and EVT findings and recommendations for the Town hall, garage and park n ride work

Discussion on program approach for the broader Panton community project/community weatherization engagement- B Otley gave an update on what they have been doing. Customer programs to help customers save money on their energy costs. They would like to do a community project which would engage the

community and not just individuals. They are discussing a 3 phase project. Phase one would deal with the municipality properties; Town Hall, Town Garage and Park N Ride. GMP will be doing an energy audit on Town Hall on Thursday. They will look at Town Garage and the Park N Ride. Adding elements to the Park N Ride such as Looking at Street light, a level 2 car charger, and longer term a solar canopy which would cover 2 or 3 parking spaces with a generator on it that would feed into the level 2 charger.

Phase two would focus on the commercial customers most of those being farms and Ag with a small percent being residential customers called early adopters with the program. They would give recommendations on becoming more energy efficient.

Phase three would include more of the residents. GMP estimates that the program would run from nine to fifteen months. They are seeing if they can offer customers guaranteed savings so the customer would know ahead of time what their savings would be.

GMP will be coming up with a more formal proposal. Everything will be in draft form so they can get feedback from the Select Board to help shape the proposal.

GMP is going to get a baseline for the Town of Pantown on what costs are being spent for the whole community on energy costs that includes heat, hot water, electric and transportation so they can see how to help reduce the carbon emissions for the Town. GMP will be setting goals and then talk about some of the outreach mechanisms how to update and reach residents.

#### Junk Ordinance follow up

Report on properties out of compliance with the junk ordinance – H Hall, Select Board and D Palmatier, Constable will be checking to see if anyone in Town is out of compliance with the Junk Ordinance. If they find property out of compliance they will take pictures and then send a letter that will state the property owner has 60 days to rectify the situation.

Review the draft enforcement procedures – Draft procedures were reviewed and questions that were asked were clarified. After VLCT has been consulted with questions that need more clarification this will be back on the agenda, tentative date is June 14, 2016.

Review the draft out of compliance notification letter – VLCT has reviewed the notification letter with their recommendations. Select Board has reviewed it and feels it is set.

Staff Review Process – Timeline for completing annual reviews – Annual reviews need to be completed by June 30, 2016. The Select Board will start staff reviews Tuesday, June 14, 2016 at 2:00 P.M. They will meet June 8, 2016 at 6:30 P.M. to draft written reviews. A warning/agenda will be posted.

Personnel Policy-document review/discuss any issues identified – There were some potential edits to be done that have not taken place yet. This will be reviewed on the June 28, 2016 meeting.

Correspondence – All correspondence was reviewed.

Adjourn – **H Hall made a motion to adjourn at 9:15 P.M. J Viskup 2<sup>nd</sup>. All approved.**

Respectfully submitted,

Jean Miller, Clerk