Town of Panton Chartered 1761

3176 Jersey Street • Panton, VT 05491-9331
Ph: 802.475.2333 • Fax: 802.475.2785

www.pantonvt.us

Selectboard Meeting Minutes
October 23, 2023

In attendance: Selectboard Chair Howard Hall, Selectboard Member Zach Weaver, Town Clerk and Treasurer Maggie McCormick

Via Zoom: Selectboard Vice-Chair Teresa Boucher

1) Howard called the meeting to order at 5:31 p.m.

2) Additions/deletions to agenda: None

3) Approval of the minutes of the October10, 2023 Selectboard meeting

Zach moved to approve the minutes as written. Howard seconded. All in favor; the motion passed.

4) Public comment: None

5) Personnel Policy
   a) Howard stated the policy has been reviewed by Jill Muhr, Senior Human Resources Consultant for the Vermont League of Cities and Towns (VLCT).
   b) Howard highlighted the changes made since the last adopted revision
      i) Updated Title and Authority.
      ii) Removed discipline section since all employees are "at will."
      iii) Now includes 90-day probationary period for new employees.
      iv) Updated floating holiday allowance: 4 for 5-day workers, 3 for 4-day workers

Zach moved to adopt the revised Personnel Policy. Howard seconded. All in favor; the motion passed.

6) Communications
   a) Portable toilet at Arnold Bay to be removed for the winter.

b) The electric bill for Town Hall includes the e-Volve fee of $630.00/month. Usage bill was only $39.39 for the billing period 9/13 to 10/13.
c) The clerk asked the board to consider appointing a building steward as the meeting space is being used more frequently.
d) Zoning complaints
    i) Selectboard directed the Zoning Admin to visit the property and provide a findings report on existing buildings and setbacks.
e) Federal tax withholding fine (this followed the executive session)
    i) Maggie informed the board that the IRS has levied a fine on the Town because payroll figures exceeded the threshold that requires semiweekly deposits rather than monthly deposits. Maggie filed an appeal that was denied, but will ask for reconsideration through the process outlined in the denial letter.

7) Review/approval of accounts payable warrant, timesheets & payroll warrant

Zach moved to approve the timesheets and payroll and accounts payable warrants. Howard seconded. All in favor; the motion passed.

8) Executive session to discuss employee compensation and benefits

Howard moved to enter executive session. Zach seconded. All in favor; the board entered executive session at 5:58 p.m.

Howard moved to exit executive session. Zach seconded. All in favor; the board returned to open session at 6:50 p.m.

Zach moved to approve a new benefit package for Town employees. Howard seconded. All in favor; the motion passed.

9) Adjournment

Zach moved to adjourn. Howard seconded. All in favor; the meeting was adjourned at 6:52 p.m.

Respectfully submitted,
Maggie McCormick
Town Clerk & Treasurer