

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039
Unapproved Minutes of the Financial Meeting January 3, 2013

3 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Susanne Smith.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 3:05 p.m.

The Selectboard reviewed the 2013 Town Meeting Warning and agreed on clarification changes. Three additional articles were added to the warning.

The Board received a letter of resignation from Glynn Pellagrino as the Town Health Officer stating he will submit the records from his cases upon request.

A bill for \$500 was received from Tracy Durkee for writing a Vermont Emergency Management Grant. The Board approved payment contingent upon receipt of her W-9 form, with monies to come from the Emergency Management Coordinator Fund.

A bill from Upper Valley Ambulance Service was received reflecting the January 1, 2013 rate increase.

A bill from Irving Oil Company prompted discussion concerning service and costs. The Board suggested a comparison with local companies.

Fortunati explained two computer updates that could be purchased at a reasonable cost for the town office computers. The Board supported the updates.

In April, 2012 Fortunati reported that the town planned to conduct a tax sale in 2013.

Groschner moved to amend the April 3, 2012 minutes with the following addition:

"The Board authorizes the Collector of Delinquent Taxes to conduct a tax sale in early 2013 and to begin preparations forthwith, to include using the services of town attorney Rick Cawley." Smith seconded the motion and it passed unanimously.

The Board reviewed and signed the paperwork from Vermont Municipal Loan Fund. Groschner moved to borrow \$110,000 from Vermont Municipal Equipment Loan Fund for the purpose of paying down People's United Bank for the purchase of a 2013 International dump truck. Locke seconded the motion and it passed unanimously.

The Board reviewed remaining bills and signed orders for payment. Cleared checks and Journal Entries for October, November and December were reviewed and approved.

Smith moved to adjourn. Locke seconded. The meeting adjourned at 6:30 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Unapproved Minutes of the Financial Meeting February 5, 2013
4 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Susanne Smith; Chris Groschner.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 4:12 p.m.

The Board reviewed outstanding bills and signed orders for payment.
The Board reviewed and approved the Journal Entries for the month of January.

The Board raised concerns about the cost of propane and diesel and asked the Treasurer to check if it would be more cost efficient to purchase from a different company.

The Board would like to thank Amy Peberdy for the donation of a manual projection screen. It will be mounted on the wall in the meeting room of the Town Hall.

Fortunati reported that the date of March 12, 2013 has been set for the tax sale. This will take place at 9:00 a.m. at the Town Hall.

Locke agreed to contact Joe Holland to ask for a letter of intent regarding his interest in donating land to the town for the purpose of building a new fire station.

The Board reviewed remaining correspondence. It was agreed that the March Financial meeting would be on Monday, March 4, 2013 at 4:00 p.m. Beginning in April, the Financial meetings will be the first Tuesday of every month at 5:00 p.m.

The meeting adjourned at 6:10 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
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Unapproved Minutes of the Financial Meeting March 4, 2013
4 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Susanne Smith; Chris Groschner.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk; Ryan Dodge, Guest.

The meeting was called to order at 4:03 p.m.

The Board reviewed outstanding bills and signed orders for payment.
The Board reviewed and approved the Journal Entries for the month of February.

The Treasurer reviewed the draft report on the recent town financial audit, indicating that it contains a number of apparent inaccuracies and other issues that she is raising with the auditors.

Discussion took place concerning appointments and reappointments for town officers and committees. The appointments will be made at a meeting following Town Meeting.

The Board and Treasurer discussed plans for the upcoming tax sale, to be held on March 12, 2013 at 9:00 a.m. at the Town Hall.

The Board reviewed remaining correspondence.

The meeting adjourned at 6:35 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Approved Minutes of the Financial Meeting April 2, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:02 p.m.

The Board reviewed outstanding bills and signed orders for payment.
The Board reviewed and approved the Journal Entries for the month of March.

The Board discussed a resolution presented on May 9, 2011 regarding the position of administrative assistant to the Planning Commission. At that meeting, a motion was passed to create the position effective July 1, 2011. Duties, responsibilities and funding for this position were also discussed. The Planning Commission may be looking to fill the position.

The Board received a letter from the Caledonia County State's Attorneys Offices notifying them that two stolen Corinth roadsigns had been recovered. The Board recommended that the Road Foreman calculate the cost of replacing the signs and submit the Restitution Claim.

A brief discussion on conducting a Capital Needs Assessment for the Town Hall was held. The Board will look into contacting Mark Nielsen for input and will address this again at a future meeting.

The Board received a letter, dated March 15, 2013, from the Secretary of State in which he stated "...we think it makes the most sense for an appointed BCA member to serve until a new slate of JPs are elected in 2014..." Accordingly, Locke moved that the appointment of Susan Fortunati, made on February 11, 2013, remain in effect until February 1, 2015. Groschner seconded. Motion passed.

It was noted that Byron Kidder recently completed a survey of the proposed site for a new fire station. The Board will look into obtaining a copy of that survey before their April 8 meeting.

The Board reviewed remaining correspondence.

The meeting adjourned at 6:58 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039
Unapproved Minutes of the Financial Meeting May 7, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:02 p.m.

The Board reviewed outstanding bills and signed orders for payment.
The Board reviewed and approved the Journal Entries for the month of April.

Locke moved that the Board sign the Town Highway Plan for 2013-2014 certifying that funds raised by municipal taxes are equivalent to or greater than a sum of at least \$300 per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. Groschner seconded. Motion passed.

Plans for the new generator, to be installed at Waits River Valley School, have been approved. Perry Schwarz, Facilities Manager at WRVS and Joe Truss, Emergency Management Coordinator, are moving forward with the plans. A written agreement between Corinth, Topsham and WRVS will be forthcoming. The project deadline is September 30, 2013.

Green-Up Day expenses will be deducted from Solid Waste Miscellaneous funds.

Locke moved to renew the contract with Controlled Power Systems to continue maintenance service on the Town Hall generator from June, 2013 until May, 2014 at a cost of \$550. Groschner seconded. Motion passed.

The Board agreed to forward information on East Central Vermont Sustainability Consortium to the Planning Commission. A representative is needed to attend meetings.

Fortunati informed the Board that the open enrollment period for Dental Benefits closes on June 5, 2013. It was agreed to address this at the May 13th meeting.

A discussion was held concerning the Fire Station Feasibility Study. The Board has studied proposals from two architectural firms and on April 15th, appointed a committee to manage the process. The discussion was then tabled to be resumed at the May 13th meeting.

The Board reviewed remaining correspondence.
The meeting adjourned at 6:28 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
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Approved Minutes of the Financial Meeting June 4, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:02 p.m.

The Board reviewed outstanding bills and signed orders for payment.
The Board reviewed and approved the Journal Entries for the month of May.

A discussion took place concerning a reported dog bite. The Board will follow up by contacting Joe Hill, Town Constable, asking that he investigate to be sure the dog has been vaccinated for rabies.

The Board began updating the Basic Emergency Operations Plan for Two Rivers-Ottawquechee Regional Commission. The BEOP contains contact information for first responders, locations of emergency shelters and vulnerable populations.

The Board signed an AIA contract for EHDanson, the architectural firm hired to conduct a feasibility study for the construction of a new fire station.

Groschner reported that Planning Commission meetings are being changed to the first Wednesday of every month at 7:00 p.m. On June 5, 2013 Lynn Sciortino will begin duties as an administrative assistant for the Commission. Susanne Smith attended the spring VLCT Planning Forum on May 23, 2013.

The Board reviewed remaining correspondence.

The meeting adjourned at 6:34 p.m.

Town of Corinth
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P.O. Box 461
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Unapproved Minutes of the Financial Meeting July 2, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Ryan Dodge.

Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

Absent: Chris Groschner

The meeting was called to order at 5:00 p.m.

The Board reviewed outstanding bills and signed orders for payment.

The Board reviewed and approved June Journal Entries.

Dodge moved to sign the contract with People's United Bank to finance the new front-end loader. Locke seconded. Motion passed. The Board then signed the loan documents with People's United Bank for \$137,000 to purchase the 2013 Caterpillar 930K Front-End Loader.

Locke moved to engage Sullivan, Powers & Co. to conduct an audit on financial statements for the town for the fiscal year ending June 30, 2013 at a cost of \$9,600. Dodge seconded. Motion passed.

Dodge moved to approve the grant agreement with Vermont Recreation Trails Program for \$456 for the Town Forest kiosk. Locke seconded. Motion passed.

Locke moved to sign an agreement with Orange County Sheriff's Department to provide law enforcement to the town of Corinth for fiscal year 2014 at a cost not to exceed \$8,000. Dodge seconded. Motion passed.

Dodge moved to approve the Corinth Tax Rates for fiscal year 2014 to wit:

Residential: 1.8701

Non-Residential: 1.9930

Locke seconded. Motion passed.

The Board reviewed remaining correspondence.

The meeting adjourned at 6:41 p.m.

Town of Corinth
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P.O. Box 461
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Unapproved Minutes of the Financial Meeting
August 6, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:00 p.m.

The Board reviewed outstanding bills and signed orders for payment.
The Board reviewed and approved July Journal Entries.

The Board noted topics to be included on the agenda for the Regular Selectboard Meeting being held August 12, 2013.

The Board reviewed correspondence.

Groschner moved to adjourn. Dodge seconded. The meeting adjourned at 6:40 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Unapproved Minutes of the Financial Meeting
September 3, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Dan Wing, Energy Coordinator; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:05 p.m.

Dan Wing presented Property Assessed Clean Energy (PACE) documents for the Board to review. It was agreed to send the paperwork to Rick Cawley to look over before signing. Wing will contact Vermont Energy Investment Corporation (VEIC) to get more information regarding the contract.

The Board reviewed outstanding bills and signed orders for payment.

Susan Fortunati presented a schedule for the upcoming budget meetings. The following five Tuesdays were proposed: Nov. 12, Nov. 19, Nov. 26, Dec. 3, Dec. 10 at 6:00 p.m. The Board agreed on these dates.

The Board discussed possible changes to the town employees' health insurance coverage. Groschner agreed to contact VLCT and ask a representative to attend a future meeting in order to explain the benefits of Vermont Health Connect and the process of switching over if the decision is made to do so.

Groschner updated the Board on the Corinth 250th Committee's events planned for 2014. He reported that a calendar will be published and events will take place throughout the year.

The Board reviewed and approved the July and August Journal Entries.

The Board discussed items to be put on the agenda for the September 9, 2013 Regular Selectboard Meeting.

Groschner moved to adjourn. Dodge seconded. The meeting adjourned at 7:37 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Unapproved Minutes of the Financial Meeting
October 1, 2013
5:00 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:00 p.m.

The Board reviewed outstanding bills and signed orders for payment.

The Board reviewed and approved September Journal Entries.

Other Business

The Board heard an update on services provided by Unifirst and discussed the terms of their contract. No decisions were made but it was agreed to get input from the Road Foreman and to seek proposals from other suppliers.

The Board received a property insurance renewal form. Questions arose regarding the Academy Building. Fortunati will contact the Historical Society to obtain insurance information. It was agreed to adjust the value of the contents of the Town Hall to \$75,000 and the value of the contents of the Town Garage to \$100,000. Fortunati will look into this change.

The Board discussed the Meadow Cemetery, across from the Meadow Meetinghouse, and after consulting Vermont Statutes (18 VSA 5439), the Board agreed to inform the Cemetery Commissioners of the town's responsibility to take over the cemetery.

The Board continued work on the Town Hall Rental Policy. They hope to complete the document at the next Board meeting. Please contact the Town Clerk if interested in renting the hall for an event.

The Board will be soliciting bids for the regular cleaning of the Town Hall. Groschner agreed to write a job description and present it at the October 14th meeting.

Correspondence The Board received a letter from Rick Cawley, Town Attorney, in response to questions about the PACE program. Discussion followed.

The Board received a note from Bill Farr, Transfer Station Attendant, concerning tires being left at the Transfer Station after hours. Discussion followed.

The Board reviewed remaining correspondence.

Groschner moved to adjourn. Dodge seconded. The meeting adjourned at 8:34 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Unapproved Minutes of the Financial Meeting
November 5, 2013
5 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:04 p.m.

The Board reviewed outstanding bills and signed orders for payment.

The Board reviewed and approved Journal Entries for October.

Employee Health Insurance

Groschner moved to select BC/BS as the town's health insurance carrier and to cover the health insurance premium for three highway employees, the Town Clerk and the Town Treasurer up to the cost of the BC/BS platinum plan. Dodge seconded. Motion passed. A representative from VLCT led an informational meeting November 5, 2013 to explain the new policy options to the eligible employees.

Other Business

The Board announced that a representative from Casella Waste Systems, Inc. will attend the November 11, 2013 Selectboard meeting.

The Board acknowledged that the Fire Station Feasibility Study is drawing to a close. Next steps include scheduling a public meeting. EHDanson Associates will make a presentation at that meeting.

The Board reviewed bids for the cleaning of the Town Hall. Groschner moved to accept Karen Erikson's bid for the cleaning of the Town Hall. Dodge seconded. Motion passed. The Board will draw up a contract to present to Erikson.

Dodge moved to sign the Stray Animal Holding Agreement with Central Vermont Humane Society effective 10/18/13 through 12/31/13. Groschner seconded. Motion passed. Next steps include the hiring of a Dog Officer.

Fortunati notified the Board that Washington Electric Co.-Op. had sent a letter outlining billing options. The Board agreed it would be more cost effective to change to regular monthly billing. Fortunati will respond to WEC.

The Board discussed the contract with UniFirst, a uniform supply company providing uniforms for the Town Crew. The Board will decide whether to continue with UniFirst. Other options were presented. No decisions were made.

Systems Plus, a company that sells computers and service, would like to schedule a time to review computer needs at the Town Hall. Fortunati will respond to Systems Plus.

The Board reviewed remaining correspondence.

Groschner moved to adjourn. Dodge seconded. Meeting adjourned at 8:25 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Unapproved Minutes of the Financial Meeting
December 3, 2013
5 p.m. at the Town Hall

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Ryan Dodge.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:00 p.m.

The Board reviewed outstanding bills and signed orders for payment.

The Board reviewed and approved Journal Entries for November.

Other Business

*The Board discussed the changes to employees health insurance coverage. Fortunati will call VLCT to get information on employees cafeteria plan for benefits.

*Groschner will contact Justin Pickel, Animal Control Officer, about setting up a billing schedule.

*The Board discussed town policies/ordinances and how people can access that information.

*The Board discussed pay for BCA Members.

*The Board discussed raising the price of the Corinth History Book and using monies from this fund to support activities being planned for Corinth's 250th Celebration.

*The Board discussed items to be included on the warning for Town Meeting.

The Board reviewed remaining correspondence.

Groschner moved to adjourn. Dodge seconded. Meeting adjourned at 6:22 p.m.