

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

Unapproved Minutes of the Financial Meeting
January 7, 2014

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 December, 2013 Journal Entries.

Other Business

*Groschner moved to raise the price of the Corinth History Books from \$15 to \$25. Dodge seconded. Motion passed.

*Groschner moved to accept a new, five-year contract with UniFirst for uniforms for the Town Crew and supplies for the Town Garage and Town Hall. Dodge seconded. Motion passed.

*The Board discussed the Cemetery Fund and auditing expenses.

*Dodge reported receiving a complaint of a barking dog on Pike Hill Road. He will follow up with the person making the complaint.

*Dodge moved to adopt the Corinth Facility Rental Agreement for Private Events. Groschner seconded. Motion passed.

*The Board ratified previous action and approved the adoption of the Corinth Town Hall Use Policy.

*Dodge will contact Rik Sheridan and see that the above documents are added to the Corinth Website.

*The Board discussed the rental fee schedule for town-sponsored activities and private events at the Town Hall. It was decided to set the fee at \$10/hour or \$40/half day or \$50/day with an additional \$25 fee per event for kitchen usage. Locke agreed to type up this document and pass it on to Rik Sheridan and the Town Clerk.

*The Board discussed parking issues at the Town Hall.

*The Board discussed responsibilities of the Zoning Administrator and the Zoning Board of Adjustment, as well as a suggestion from the Planning Commission to combine the Zoning Board of Adjustment and the Planning Commission. No decisions were made.

*The Board reviewed the first draft of the Warning For Town Meeting 2014. It will be forwarded to the Town Attorney for review.

*Tuesday, January 14, 2014 was suggested as a tentative date to meet with Burton Cooper, Moderator, to review the Warning For Town Meeting.

*The Board discussed procedural points in the case of a Selectman's resignation and appointment of a replacement to serve until the next Town Meeting. Petitions to be on the ballot for the March Town Meeting are due before January 27, 2014.

*The Board discussed the proposed Corinth Fire Station. An informational meeting of the feasibility study will be held on January 21, 2014 at 7:00 p.m. at the Town Hall.

The Board reviewed remaining correspondence.

Groschner moved to adjourn. Dodge seconded. Meeting adjourned at 8:02 p.m.

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

Unapproved Minutes of the Financial Meeting
February 4, 2014

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
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.

Other Business

*Pazdro moved that the Board sign the Solid Waste Transfer Station Report for 2013.

Groschner seconded. Motion passed.

*Pazdro moved that the Board sign the Insignificant Waste Management Approval Application Form. Groschner seconded. Motion passed.

*Pazdro moved that the Board sign the 2014 Certificate of Highway Milage Form. Groschner seconded. Motion passed.

*Groschner moved that the date of the March Financial Selectboard Meeting be changed to March 3, 2014 at 5:00 p.m. Pazdro seconded. Motion passed.

*Groschner reported receiving an animal concern call from a resident. Discussion followed. It was agreed to check with VLCT regarding current law.

The Board reviewed and approved January Journal Entries.

The Board reviewed remaining correspondence.

Groschner moved to adjourn. Locke seconded. Meeting adjourned at 6:32 p.m.

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

Unapproved Minutes of the Financial Meeting
March 3, 2014

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
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 February Journal Entries.
The Board reviewed correspondence.

Groschner moved to adjourn. Pazdro seconded. The meeting adjourned at 6:00.

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

Unapproved Minutes of the Financial Meeting
April 1, 2014

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
Others Attending: Susan Fortunati, Treasurer; Nancy Ertle, Town Clerk; Christopher Diaz,
Second Constable; Lynn Sciortino, Board Clerk.

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

Adoption of a Resolution Regarding the March 31 Bond Vote

Corinth Selectboard Resolution

The Board notes that the qualified voters of the Town of Corinth voted on March 31, 2014, to authorize issuance of bonds to pay for a municipal fire station. The Board hereby resolves that any defect in that proceeding because of failure to comply with statutory requirements was the result of oversight, inadvertence, or mistake of law or fact, and that the action of the voters referred to is as valid as if the statutory requirement had been complied with.

Groschner moved to adopt the resolution as presented. Pazdro seconded. Motion passed.

Review Bills/Sign Orders

The Board reviewed outstanding bills and signed orders for payment.

Other Business

Christopher Diaz, recently elected as Second Constable, outlined the equipment and training required for the position. Diaz has purchased some equipment on his own but requested money for a bulletproof vest. The Board agreed to this and asked the treasurer to reimburse Diaz when the paperwork is submitted. Diaz will be attending the basic training course prescribed by the VT Criminal Justice Training Council under 20 V.S.A. 2358

The Board discussed recent road postings that set vehicle weight limits on certain roads. Locke will check with the Road Commissioner as to what vehicles, if any, are exempt from this.

The Board discussed legal procedures for counting votes and agreed to follow up with discussion at the next meeting of the Board of Civil Authority.

The Board discussed the posting of legal notices on designated bulletin boards in town.

The Board discussed building maintenance and filling the position of Facilities Manager. Groschner will present a list of projects at the next meeting.

Groschner moved to adjourn. Pazdro seconded. The meeting adjourned at 6:25 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461 Corinth, VT 05039
Approved Minutes of the Financial Meeting
May 6, 2014

Attending: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.

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

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved the March and April Journal Entries.

Treasurer Report

Fortunati presented the following three documents for signature: a Paving Project Grant in the amount of \$157,920; the Annual Highway Financial Plan; the Maintenance Agreement Renewal Form for the generator at the Town Hall in the amount of \$550. She also presented a report from VLCT on insurance claims. Fortunati next presented an estimate for the paving of the Town Hall parking lot, which was reviewed and discussed at length. No decisions were made. It was agreed to get input from the Road Commissioner and Road Foreman.

Fortunati reminded the Board that the contract with Justin Pickel, Animal Control Officer, expires on June 30, 2014. The Board agreed to offer Pickel a contract for another year. Sciortino agreed to rewrite the contract and letter of inquiry and bring it to the next meeting for signatures. The Board discussed the bond application being filled out by Fortunati. Groschner moved to authorize the Board Chairman to sign the bond application when completed. Pazdro seconded. Motion passed.

Procedure for Expending School Funds

School officials from Waits River Valley School have requested a written agreement between the towns of Corinth and Topsham and the school outlining expenditure of school funds. Fortunati stated that the town's present system for payment is in compliance. She will contact Jonathan Rutstein, school treasurer. The Selectboard will wait to hear from the WRVS Board.

Other Business

*The Board discussed keys to the Town Hall. It was agreed that Lynn Sciortino, Board Clerk, be given a set of keys.
*Petitions, containing 170 names, calling for a revote on whether to authorize issuance of bonds was received by the Board. Patty Duffy requested information on construction costs. The Board referred Duffy to Ryan Dodge, Chairman of the Fire Station Committee, for a breakdown of costs and urged anyone with questions/concerns to attend the Informational Meeting on May 13, 2014 at 7:00 p.m. at the Town Hall. Voting will take place on May 20, 2014.

*The Board raised questions about an Assistant Fire Warden.

*The Board discussed recent Facebook postings and comments.

*Discussion took place on the Animal Control Officer's response to two incidents.

*Discussion took place on changing the length of term from one year to three years for Corinth's Constables. No decisions were made.

*Groschner notified the Board that he is not able to attend the May 12, 2014 Selectboard Meeting.

*Groschner moved to appoint Dan Carter to the Planning Commission to complete Russ Pazdro's term which ends in 2016. Pazdro seconded. Motion passed.

*Groschner moved to accept the resolution of the Planning Commission stating the date, time and place of their meetings. Pazdro seconded. Motion passed.

Correspondence

The Board received notice from Maxine Slack withdrawing her request that the town take over the maintenance of the Meadow Meeting House Cemetery.

Groschner moved to adjourn. Pazdro seconded. The meeting adjourned at 8:01 p.m.

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

Unapproved Minutes of the Financial Meeting
June 3, 2014

Attending: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Joe Hill, First Constable; Lynn Sciortino, Board Clerk.

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved the May Journal Entries.

Other Business

The Board reviewed steps the owners of the old East Corinth store have taken at the request of the Board: construction debris has been moved out of the town right-of-way, an open trench next to the front foundation has been partially back-filled, and orange warning cones placed next to the remaining portion of the open trench.

It was reported that Melinda Palmer will be doing the mowing at the Town Hall this summer. NIMS (National Incident Management System) questionnaire was reviewed by the Board. Parts had been completed by Joe Truss, Emergency Management Coordinator and Nancy Ertle, Town Clerk. Pazdro moved to have Groschner complete the questionnaire. Locke seconded. Motion passed. The completed form will be reviewed again at the June 9, 2014 meeting and sent to Two Rivers.

Green Up - Bills for the trash and tires (\$241 total) will be paid from Conservation Commission funds.

Joe Hill discussed ATV complaints and recent break-ins. Residents need to report suspicious behavior, lock their doors and consider installing a video surveillance system.

The Board discussed Town Meeting 2014 Article 11 (To see if the voters will vote a sum not to exceed \$5,000 to establish an Emergency Management Operations Center.) as this article was deferred to the Selectmen for further review. No decisions were made.

The Board discussed the Automated External Defibrillator (AED) in the Town Hall office space.

Correspondence

The Board received a letter from Northeast Slopes thanking the Highway Department for plowing the parking lot. The Board agreed to plow the parking lot next year. The Road Commissioner and Highway Crew will be notified.

The Board agreed to renew the license for the listers to use the Marshall and Swift cost tables for property assessments.

The Board received a letter from Washington Electric regarding the relocation of lines on Cookeville Road. They referred the matter to the Road Commissioner for input and will address it at the June 9 meeting.

Calcium Chloride - Groschner moved to sign the contract with Gorman Group for calcium chloride for controlling dust. Pazdro seconded. Motion passed.

The Board received notice of a VLCT sponsored symposium on Governmental Accounting and Auditing to be held June 19, 2014. Fortunati and Locke may attend.

The Board received a draft letter from Sullivan, Powers & Co. outlining opportunities to strengthen internal financial controls. The Board will consider for future adoption drafts of an investment policy and a fraud prevention policy, both based on VLCT suggested language.

Building Maintenance

Groschner reported receiving three bids to refinish the wood floors in the Town Hall. Discussion followed. Groschner will gather more information for the Board and a decision will be made at the June 9th meeting. Groschner is still collecting bids for the painting project at the Town Hall.

Executive Session

Groschner moved to go into executive session at 7:22 p.m. to discuss personnel. The Treasurer and Clerk were asked to attend. Locke seconded. Motion passed.

The meeting resumed at 8:35 p.m. with the following decisions in pay rates and salaries for Town Employees for the 2015 fiscal year.

Personnel Pay and Policies

Locke moved to approve following rate of pay for the Town Clerk for hours worked during the 2015 fiscal year. Groschner seconded. Motion passed.

Nancy Ertle, Town Clerk \$20.83/hour worked with a maximum expenditure of \$26,000/year

Locke moved to approve the following salary for the Town Treasurer for the 2015 fiscal year. Groschner seconded. Motion passed.

Susan Fortunati, Town Treasurer \$27,040/year

Locke moved to approve the following salaries and rate of pay for the Highway Department for the 2015 fiscal year. Groschner seconded. Motion passed.

Frank Roderick, Road Commissioner \$2,400/year

Joe Blodgett, Road Foreman \$19.80/hour

Bryan Hart \$17.90/hour

Nelson LaFrancis \$18.53/hour

William Eastman \$15.00/hour

Frank Roderick \$15.00/hour

Locke moved to approve the rate of pay for the following Appointed Town Officers for the 2015 fiscal year. Groschner seconded. Motion passed.

Karen Galayda, Administrative Officer \$12.00/hour

Marin Haney, Assistant Town Clerk \$12.00/hour

Brenda Carter, Assistant Town Treasurer \$12.00/hour

Karen Galayda, Assistant Town Treasurer \$12.00/hour

Suzanne Hansen, Financial Asst. to the Board \$12.00/hour

Lynn Sciortino, Selectboard Clerk \$12.00/hour

Locke moved to approve the following rate of pay for the Transfer Station Attendants for the 2015 fiscal year. Groschner seconded. Motion passed.

Joan Hayward	\$12.00/hour
William Farr	\$12.00/hour

Locke moved to approve the following rate of pay for the Town Constables for the 2015 fiscal year. Groschner seconded. Motion passed.

Joe Hill, First Constable	\$12.00/hour
Chris Diaz, Second Constable	\$12.00/hour

Groschner moved to table the rate of pay for the Listers' Department until the June 9, 2014 meeting of the Selectboard. Pazdro seconded. Motion passed.

Groschner moved to adjourn. Pazdro seconded. Motion passed.
The meeting adjourned at 8:52 p.m.

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

Unapproved Minutes of the Financial Meeting
July 1, 2014

Attending: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Jon Spanier; Anne McKinsey; Rik Sheridan.

The meeting was called to order at 5:13 p.m.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved the June Journal Entries.

Other Business

The Board reviewed the updated Emergency Operations Plan. Locke moved to adopt the revised plan. Pazdro seconded. Motion passed. Groschner will forward the plan to Two Rivers.

The Board signed an agreement with Sullivan and Powers for auditing services for the 2014 fiscal year.

Anne McKinsey presented a proposal for the redesign and hosting of the town website. Discussion followed. No decisions were made.

The Board discussed new provisions of the open meeting law. All subdivisions of town government, including commissions and committees, are required to post agendas and meeting minutes. Pazdro moved to take down the town website as recommended by VLCT until we are sure we can comply with the new law. Groschner seconded. Motion passed.

At 7:10 p.m. Groschner moved that the Board go into Executive Session to discuss a personnel matter. Fortunati was asked to participate. Locke seconded. Motion passed. The Board reconvened at 7:35 p.m. No decisions were made.

The Board discussed the computer bids that were available. All bids are expected by the next Selectboard meeting on July 14.

Locke moved to adjourn. Pazdro seconded. Motion passed.
The meeting adjourned at 8:20 p.m.

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

Unapproved Minutes of the Financial Meeting
August 5, 2014

Attending for the Board: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Karen Galayda; Raymond Moulton; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:06 p.m.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved Journal Entries from June and July.

Property Tax Rates

Locke moved to set the Corinth Tax Rates for fiscal year 2015 to wit:

Residential: 1.9570 dollars per hundred of property value

Non-Residential: 1.9926 dollars per hundred of property value

Groschner seconded. Motion passed.

Other Business

Raymond Moulton, a member of the Cemetery Commission, informed the Board of a lack of funds in the Cemetery Commission's account. He asked if money from the General Fund could be transferred until funds are withdrawn from the Cemetery Commission's Puritan Fund and deposited into their account. Groschner moved to fund the Cemetery Commission an amount of \$5,000 to be repaid when Puritan Funds are available. Locke seconded. Motion passed. The Board asked Moulton to call an emergency meeting of the Cemetery Commission in order to make arrangements.

Karen Galayda, Corinth Lister, presented an Errors & Omissions report to correct a CAMA synchronization error re: Parcel #036-00119 and an error re: Parcel #111-00619. There were no changes in the Grand List Total Value. Locke moved to approve the listers' submission of Errors & Omissions. Groschner seconded. Motion passed. Discussion followed concerning the Listers' budget and use of funds. Also discussed were the town's reappraisal plans, which will begin in 2015 and be completed in 2017. Galayda submitted names of four appraisers to be considered. The Board will review their credentials before making any decisions. It was agreed to add this to the agenda for August 11.

Susan Fortunati, Corinth Treasurer, presented a proposal for creating new categories in the Town Budget, effective July 1, 2014. A new "Technology and Communication" section was suggested. Certain line items would first have to be zeroed out in order to put those funds into the new category.

Postage: Listers \$200, Office \$3,000

Telephone: Listers \$1,300, Office \$2,400

Technology Dues and Support: Listers \$1,000, Office \$1,000

Contract Maintenance - Equipment: Office \$3,000

Furniture & Equipment: Office \$20,000

Groschner made the motion to move the above specific line items and amounts from the listers budget and town office budget into a new category called "Technology and Communication" to the new respective line items they belong to. Locke seconded. Motion passed.

New "Payroll" categories were proposed in the Town Office section. Town Clerk \$26,000 and Assistant \$3,000 be combined and renamed "Payroll Town Clerk's Office." Town Treasurer \$27,040 and Assistant \$2,100 be combined and renamed "Payroll Town Treasurer's Office."

Pazdro moved to accept these changes. Groschner seconded. Motion passed.

Fortunati also proposed changes to the Highway Department's Repairs and Maintenance section. Groschner made the motion to move the \$37,500 budgeted for Equipment Maintenance to a new line item entitled "Maintenance & Repairs Vehicles (General)." Locke seconded. Motion passed.

Correspondence

The Board received an estimate from Bill Ricker for resurfacing the parking area at the Town Hall. The Board will address this at the August 11 meeting with the Road Commissioner in attendance. A tonnage report was received from Casella Waste. It was noted that as of October 1, NEKWMD will take over the collection of electronics at the Transfer Station.

Groschner moved to adjourn. Pazdro seconded.

The meeting adjourned at 8:06 p.m.

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

Unapproved Minutes of the Financial Meeting
September 2, 2014

Attending: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Karen Galayda, Lister; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:22 p.m.

Groschner moved to amend the order of the agenda, moving "Other Business" from #4 to #2. Pazdro seconded. Motion passed.

Other Business

Galayda presented information regarding a course called "Residential Appraiser Site Valuation and Cost Approach" that one of the Town Listers is taking. Locke moved to approve payment for the cost of the course but not for the hours spent on the coursework. Pazdro seconded. Motion passed. Melisa Mahony will be notified.

Galayda next presented an Errors & Omissions report regarding Parcel #113-01032, property of Jeffrey Willard. Groschner moved to approve the Veterans Exemption for Jeffrey Willard. Pazdro seconded. Motion passed.

The Selectboard discussed next year's budget. Fortunati presented a notice with dates for the Budget Committee to meet. The following dates were reviewed and approved: November 11, 18, 25, December 9, 16 at 6:00 p.m. at the Town Hall. Committee members will be mailed notice of these dates. The public is encouraged to attend.

The Board reviewed a letter from Sullivan, Powers & Co., following a recent audit, stating that "no deficiencies" were found.

The Treasurer reported at the August 11, 2014 meeting that the finances were out of balance by \$468 due to a deposit not reaching the bank. That deposit has since been located.

The Board discussed the agenda for the September 8, 2014 meeting.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. It was agreed to pay Brown's Flooring an additional cost of \$100 for touch-up work on the wood floors and to submit payment for the entire project when completed. Groschner will notify Brown's Flooring.

Journal Entries

The Board reviewed and approved Journal Entries from August, 2014.

Groschner moved to adjourn. Pazdro seconded.

The meeting adjourned at 7:08 p.m.

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

Unapproved Minutes of the Financial Meeting
October 7, 2014

Attending: Allen Locke, Chairman; Chris Groschner; Russ Pazdro.

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.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

Fortunati and the Board agreed to review the September Journal Entries at their next meeting.

Other Business

*The Board discussed plans for improving the parking area at the Town Hall. Discussion will continue during a future meeting when the Road Commissioner is present.

*Locke moved to sign a subcontract agreement with VT Dept. of Public Safety in order to qualify for reimbursement of state and federal funds for road repairs to Beaver Lodge Road (FY 2015) and Maplewood Road (FY 2014). Groschner seconded. Motion passed.

*The Board agreed to reimburse dance improvisation instructor, Elizabeth Kurylo, \$12.50, for Town Hall rental. Under the Town Hall Use Policy, the Town does not charge rent, and the event is covered by the Town's liability insurance if classes are free to the public. Groschner will call Kurylo to go over the terms of the Town Hall Use Policy and get the date(s) of the dance classes for the town calendar.

*The Board has received notice that Joe Nolan is interested in the position of school director. Ken Schaffer is also being considered for the position yet efforts to contact Schaffer have been unsuccessful. Groschner will send a letter to Schaffer to see if he is still interested. The Board will invite Nolan to the October 13th meeting.

*Accidental Death and Dismemberment Insurance - Fortunati will inquire if Town Employees who qualify are interested in this insurance.

*The Board received notice from VLCT that the 2014 municipal compensation and benefits reports are available for \$40. The Board authorized Fortunati to order the two reports.

*The Board received information from VT Trails and Greenways. It will be passed on to the Conservation Commission.

*The Board held a discussion regarding problems with the Town Website. Groschner moved to authorize \$445 to KeVa Co (\$250 for a software conversion to restore functionality of the website and \$195 for an annual maintenance fee). Pazdro seconded. Motion passed. The Board will consider changes to the Town Website in July 2015.

*A discussion was held regarding the responsibilities, hours and mileage of the "Town Crier" and who might be interested in the position; Amy Peberdy has completed her study and will no longer be the "Town Crier" (point person for town committees and commissions). Sciortino said that she would consider the position and get back to the Board by Oct. 13th.

Pazdro moved to adjourn. Groschner seconded.
The meeting adjourned at 7:07 p.m.

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

Unapproved Minutes of the Financial Meeting
November 3, 2014

Attending: Allen Locke, Chairman; Chris Groschner; Russ Pazdro
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Frank Roderick, Road Commissioner; Caroline Locke; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:01 p.m.

Highway Department

Roderick reported on sand, plows and winter readiness. He updated the Board on the Corinth Park & Ride, noting that the solar lights have been installed. The state will soon be putting up signs and paving the aprons to the lot. He went on to explain that the Claflin Road project (being done in conjunction with the National Guard) has been postponed until next year. When asked about signs banning ATVs from all Corinth roadways, Roderick said the signs have been ordered and will be put up at all entrances to the town as soon as they come in.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Other Business

*Groschner reported that the Animal Control Officer contract has been sent to Paula Clement. Discussion followed regarding whether to continue services with Central VT Humane Society. No decisions were made.

*Fortunati reported that the town has received a contract from Anne McKinsey, Corinth website designer. She went on to explain the payment schedule for McKinsey.

*Fortunati notified the Board of a broken second story window at the Town Hall. The Board suggested contacting either Chester Clark or Eugene Davis for repair work.

*Groschner received a complaint of a dead dog on Thurston Hollow and notified 2nd Constable, Chris Diaz, who responded to the complaint.

*Fortunati received a report from VLCT following a recent safety inspection of town buildings. Recommendations were made for the Town Garage, Academy Building and Town Hall. Fortunati will address each item on the report and send it to VLCT when completed. She will forward the recommendations for the Academy Building to the Historical Society.

*The Board agreed to conduct monthly checks on fire extinguishers and emergency lights in the Town Hall. Pazdro suggested putting it on the agenda each month and agreed to be responsible for writing future Selectboard agendas.

*Fortunati informed the Board that the Property Insurance Renewal Document had recently been submitted.

*Fortunati reported the auditor's recommendations regarding the emergency generator fund and the fire station study fund. Locke moved to authorize the surplus balance in the emergency generator fund be moved to the general fund. Groschner seconded. Motion passed. Groschner moved to authorize the deficit balance in the fire station study fund be moved to the general fund. Pazdro seconded. Motion passed.

*Discussion took place concerning the Town Forest Committee, surplus monies from the Open Space Conservancy Grant and wages paid to Val Stori. The Board asked Fortunati to contact Rick Cawley and ask him to send Stori a letter concerning the overpayment for her services to the Town Forest Committee. Frank Roderick, Town Forest Committee Chairman, is looking into the question of the surplus grant money. The Board would like to see a merger of the Town Forest Committee and the Conservation Commission once the Forest Committee Plan has been completed.

*The auditor also specified that the Town Hall Maintenance Fund should only be used for capital expenditures and not for general maintenance projects. The Board felt this should be addressed at the Budget Meetings in November.

*Regarding space management in the Town Hall, it was agreed that a state archivist be called in the spring to assist with the management of files and paperwork. State general records schedules and retention time tables need to be closely followed when managing municipal records.

Journal Entries

The Board reviewed and approved some of the Journal Entries from September and October.

Fire Extinguishers and Emergency Lights

The Board checked and found all to be working properly.

Groschner moved to adjourn. Pazdro seconded.

The meeting adjourned at 6:44 p.m.

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

Unapproved Minutes of the Financial Meeting
December 2, 2014

Attending: Chris Groschner; Russ Pazdro.

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.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved Journal Entries from October and November.

Other Business

*Fortunati reported that a tentative date of March 17, 2015 has been set for a tax sale.

*Pazdro presented a Dilapidated Buildings Ordinance for the Board to review. It will be discussed at the December 8th meeting.

*Groschner moved that the Board go into executive session at 6:30 p.m. to discuss a personnel matter. Pazdro seconded. The meeting resumed at 6:50 p.m. No decisions were made.

Groschner moved to adjourn. Pazdro seconded.
The meeting adjourned at 6:51 p.m.