

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

Unapproved Minutes of the Financial Meeting
January 6, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:01 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 December.

Other Business

The Board discussed the agenda for the January 12th meeting, which included preparations for Town Meeting. The Board will look into setting a date to meet with Burt Cooper, Town Moderator.

The Board discussed Casella's and NEK's waste management services.

The Board discussed appropriations and the creation of a Social Services Committee to advise the Budget Committee. Long moved to add \$200 to next year's budget proposal for the Oxbee Quilt Guild. Pazdro seconded. Motion passed.

Fortunati presented recommendations from Sullivan, Powers and Co. for consideration. The Board discussed the recommendations. Fortunati will respond to the auditors.

The Board discussed transferring files to the new file cabinets and moving the old cabinets to the attic. Groschner will contact the Road Commissioner to see if the Highway Department can assist in the move. In the spring, the Board will look into inviting an archivist from the state to help organize the town files.

Long moved to adjourn. Pazdro seconded.
The meeting adjourned at 6:55 p.m.

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

Unapproved Minutes of the Financial Meeting
February 3, 2015

Attending for the Board: Russ Pazdro; Steve Long.

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.

Long asked if the Treasurer could provide a monthly balance sheet of the town's finances for the last 13 months.

Journal Entries

The Board reviewed and approved Journal Entries for January.

Other Business

Per email from VLCT, Fortunati provided the Board with information on the Town's Accident Policy for Municipal Volunteers, being part of the general policy.

Pazdro moved to change the date of the next Financial Meeting to Monday, March 2, 2015 so as not to conflict with Town Meeting. Long seconded. Motion passed.

It was noted that the 2015 Certificate of Highway Mileage Form was signed January 15, 2015.

The Board agreed to invite Burton Cooper, Town Moderator, to a Selectboard meeting to prepare for Town Meeting.

Long moved to adjourn. Pazdro seconded.

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 2, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Greg Thurston; Michele Boyer; Lynn Sciortino, Board Clerk.

The meeting was called to order at 4:58 p.m.

Dog Officer

The Board acknowledged the resignation of Paula Clement as Corinth Dog Officer. Michele Boyer, her replacement, presented a description of her services and asked questions regarding her duties and the town dog ordinance. The Board will review the ordinance and get back to her with details. The Board will look into providing Boyer with protective gloves and a snare pole. A contract will be sent to Boyer for signature. Pazdro moved to hire Michele Boyer as the Corinth Dog Officer contingent upon receipt of the signed contract. Long seconded. Motion passed.

The Board recommended Chris Diaz be contacted for large animal concerns.

Facilities Manager

Greg Thurston, recently hired for the Town Hall cleaning position with his wife Connie, expressed interest in the Facilities Manager position. The Board and Thurston discussed the responsibilities and expectations. The Board will send Thurston a job description and a contract for signature. Long moved to hire Greg Thurston as Town Hall Facilities Manager contingent upon receipt of the signed contract. Pazdro seconded. Motion passed.

Town Website

At the present time, the Town covers the cost of posting minutes and agendas for all town committees and commissions (as well as a town calendar) to the town website. Any town organization, committee or commission wanting to place an ad or a specially created page on the town website shall be responsible for covering the extra charges with funds from their budget.

Tax Sale

Pazdro moved that Groschner attend the tax sale on March 24, 2015 as the authorized agent to bid for the town. Long seconded. Motion passed. Groschner agreed to attend.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

The Board agreed to invite a representative from Orange County Sheriff's Department to a future meeting.

Journal Entries

The Board reviewed and approved Journal Entries for February.

Correspondence

The Board received notice that the term of Jen Brooks-Wooding, Corinth's Service Officer, expires on April 16, 2015. Groschner will notify Brooks-Wooding. A registration renewal form from the DMV on the 2010 Ford truck was signed. The Board reviewed remaining correspondence.

Long moved to adjourn. Pazdro seconded.
The meeting adjourned at 6:20 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
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Unapproved Minutes of the Financial Meeting
April 7, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
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.

Town Hall Issues

The Board agreed to set the rate of pay for the Town Hall Facilities Manager at \$20 per hour. The Board will look into updating the septic system at the Town Hall. Long will contact Bob Chambers, property owner across the road, as a possible location for a new leach field. The Board would like to thank Dan Wing for the porch boot scrapers at the Town Hall. To help maintain the condition of the newly refinished floors, Groschner looked for porch grates at Tillotson's but had no luck. He will check with Mark Nielsen about the effectiveness of grates. Pazdro stated that he would continue to look or see about having them made and installed.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. It was agreed to invite a representative from Orange County Sheriff's Department to a future meeting.

Journal Entries

The Board reviewed and approved Journal Entries for March.

Correspondence

The Board reviewed correspondence.

Other Business

Pazdro moved to sign the Liquor & Tobacco License renewal form for the East Corinth Store for 2015. Long seconded. Motion passed.

Groschner, representing the town at the recent tax sale, reported that the town purchased two properties.

Pazdro moved to sign the Corinth Local Emergency Operations Plan as updated. Long seconded. Motion passed.

Copies of the Audit Report were presented to each selectman for review.

Copies of Procedure for Passing Town Ordinances were distributed for review.

The Board discussed the agenda for the April 13 meeting.

Long moved to adjourn. Pazdro seconded.

The meeting adjourned at 6:30 p.m.

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

Unapproved Minutes of the Financial Meeting
May 5, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Lynn Sciortino, Board Clerk.

The meeting was called to order at 5:12 p.m.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

No Appeals Certificate

Groschner moved that the Board sign the "No Appeals or Suits Pending" certificate. Pazdro seconded. Motion passed. Certificate was then signed.

Fraud Prevention Policy

Groschner moved to sign the Town of Corinth Fraud Prevention Policy. Long seconded. Motion passed. Policy was then signed.

Town Hall Entry

Groschner moved to close off the front door of the Town Hall during business hours and create a sign to direct people to the side entrance. Pazdro seconded. Motion passed. The Board will be contacting Brown's Flooring to schedule work to complete the floor refinishing project.

Journal Entries

The Board reviewed and approved the Journal Entries for April.

Other Business

*Pazdro moved to appoint Jen Spanier as the town appointed representative to the Board of Directors at Blake Memorial Library effective 4-28-2015. Groschner seconded. Motion passed.

*Lynn Murphy, teacher at WRVS, requested to use the Transfer Station as a location for a Coin Drop in order to raise money for the 8th grade field trip. The Board granted permission.

Groschner will contact Murphy with the Board's requirements for the event.

*Long informed the Board that we will be digging test holes for possible locations for a Town Hall leach field on Tuesday, May 12. He will arrange with the roadcrew to have a backhoe on site. A representative from the state will be present to see the test holes. Dan Carter has been hired to conduct a study on the possibilities for creating a leach field. Fortunati will contact him regarding payroll forms.

*Fortunati informed the Board that Dee Dee Thurston has begun working with her on payroll and accounts payable. Thurston is interested in purchasing eye care insurance, to be paid through the employee's payroll deduction. The Board agreed to the additional coverage for Thurston.

Long moved to adjourn. Pazdro seconded.

The meeting adjourned at 6:58 p.m.

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

Unapproved Minutes of the Financial Meeting
June 2, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Greg Thurston, Facilities Manager; 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.

Town Hall Maintenance

The Board discussed Town Hall maintenance with Greg Thurston, Facilities Manager, and exchanged lists of projects. Updating the septic system, building a roof over the ramp, relocating the propane tanks, completing the floor refinishing, cleaning/organizing upstairs and bathroom repairs and painting were among the projects discussed. The Board directed Thurston to go ahead with the upstairs cleaning and the floor refinishing. Items such as old school desks will be brought down to the main floor then sold at a later date. Brown's Flooring will be contacted to buff up the wood floors and add a final coat of urethane. It was decided to continue with Dan Carter's services for a septic design which can be addressed during budget meetings in November. Groschner moved to allow Greg Thurston to spend amounts up to \$250, without preauthorization, for purchases necessary for Town Hall maintenance. Long seconded. Motion passed. The Board then signed a letter to be sent to Oakes Brothers notifying them that Greg Thurston, Joe Blodgett, Chris Groschner, Russ Pazdro and Steve Long are the authorized Town of Corinth signers for purchase orders with them.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Other Business

**The Board acknowledged that the new Flood Hazard Area Bylaws went into effect June 1, 2015 and the new Dilapidated Buildings Ordinance will go into effect June 15, 2015. The Board discussed working on a Building Notification Ordinance and will put this on the agenda for their June 8 meeting.

**Groschner agreed to attend a meeting on June 16th with the Highway Department and state representatives regarding Eagle Hollow Road.

**The Board continues to study the process for building a new fire station. It received and will review a contract with terms and conditions from Morton Buildings, Inc. A copy will be sent to Rick Cawley, Town Attorney. Discussion will continue at the next meeting. Other items for the June 8th meeting were proposed.

Treasurer's Report

Fortunati presented the annual letter from the Dept. of Taxes agreeing to use Marshall and Swift Tables. The Board signed.

VLCT sponsored symposium on Governmental Accounting and Auditing is scheduled for June 16. Fortunati will attend.

The Board reviewed VLCT's quarterly report on Claims Costs.

Fortunati presented the annual contract with Sullivan and Powers for signatures. Pazdro moved to sign the contract with Sullivan and Powers for \$10,400 to conduct the town audit for fiscal year 2015. Long seconded. Motion passed.

Purchase/Finance New Highway Department Truck

The Board discussed the financial details of purchasing a new Western Star truck for the Highway Department. Fortunati will contact the bank to set up the paperwork. She will contact Joe Blodgett to get information on the extended warranty.

Journal Entries

The Board reviewed and approved the Journal Entries for May.

Long moved to adjourn. Groschner seconded.

The meeting adjourned at 6:55 p.m.

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

Unapproved Minutes of the Financial Meeting
July 7, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Greg Thurston, Facilities Manager; Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Karen Galayda, Administrative Officer and Lister; Lynn Sciortino, Board Clerk.

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

Groschner moved to add Greg Thurston, Facilities Manager, to the agenda. Pazdro seconded. Motion passed.

Lister / Administrative Officer's Concerns

With regards to the new Flood Hazard Area Bylaws, Galayda asked for clarification of the role of the Planning Commission and the Administrative Officer. She also asked whether a "Form of Notification" and a "Permit Fee Structure" had been created. Long agreed to study the new bylaws and consult with Dick Kelley, Planning Commission Chairman, after which the Board can draw up the form and fee structure. A notification form will need to be filled out by people planning construction. The Board is considering drafting an ordinance to address this. Galayda expressed the need for educating the public about the new procedures and agreed to help write a one page explanation that could be inserted in the Town Report. Galayda next asked about the procedures for hiring a nonresident for the position of lister and treasurer. Groschner agreed to contact VLCT and report back to the Board and Galayda.

Building Maintenance

Greg Thurston presented an updated list of building maintenance projects. He has looked into the cost of constructing a roof over the wheelchair ramp and after discussion, the Board decided to table this and bring it up at the November budget meetings. Thurston also researched different grates for the Town Hall porches and will look into the cost of ones that are ADA compliant. Discussion followed regarding old school desks and other items being stored in the Town Hall. The Board and Thurston will meet on Thursday to draw up an inventory of items in storage. Groschner moved to contact Ely Commission Sales, Bradford, VT about buying some of the items being stored in the Town Hall second floor. Long seconded. Motion passed. Thurston agreed to call Ely Commission Sales. Groschner and Thurston will contact Brown's Flooring to schedule work on the wood floors in the large meeting room and the hallway.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Other Business

The Board discussed recent noise complaints in town. VT Statutes Title 13 / Chapter 019 addresses disturbances of the peace and the fines that may be issued. They agreed to invite Chris Diaz, Second Constable, to their July 13th meeting.

The Board discussed the construction of a new fire station and results of the research done thus far. Members of the Fire Department will be invited to the July 13th meeting for an update and discussion of next steps. Groschner agreed to consult with Dan Wing, member of the previous fire station committee. He will also contact Lajeunesse Construction, Barre, VT for information. Fortunati suggested the Fire Chief of Grafton, NH as a resource who would be willing to talk to the Board. She provided his contact information.

Fortunati reported receiving a letter from the town's insurance company stating that Corinth was not liable for damages to a vehicle that was pulled out by a town truck on Claflin Road in April.

Fortunati presented the loan paperwork from People's United Bank for a new town truck. Groschner moved to borrow \$152,394 for five years at 2.25% interest from People's United Bank for the purchase of a 2016 Western Star Dump Truck. First payment due July 20, 2016. Long seconded. Motion passed. All necessary paperwork was signed. Fortunati will mail. The truck is available the week of July 20th.

The Board agreed to add the appointment of a Building Safety Officer for the Dilapidated Building Ordinance to the agenda for July 13.

Journal Entries

The Board reviewed and approved the Journal Entries for June.

Pazdro moved to adjourn. Long seconded.
The meeting adjourned at 7:11 p.m.

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Board of Selectmen
P.O. Box 461
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Unapproved Minutes of the Financial Meeting
August 4, 2015

Attending for the Board: Chris Groschner, Chairman; Steve Long.

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

The Board reviewed and approved the Journal Entries for July.

Other Business

Fortunati reported she had received paperwork from People's United Bank confirming funds to pay for the new Western Star truck have been deposited. Also received was a note stating that the 2012 truck has been paid in full. Fortunati next shared the six month report on insurance claims. There are no outstanding claims at this time. The Highway Department is in need of a new computer. A quote from Competitive Computers, Inc. was presented. No decisions were made regarding a purchase.

Long stated that he will attend the Planning Commission meeting on August 5th to work on the forms for the new Flood Hazard Area Bylaws.

Long moved to adjourn. Groschner seconded.

The meeting adjourned at 6:06 p.m.

Town of Corinth
Board of Selectmen
P.O. Box 461
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Unapproved Minutes of the Financial Meeting
September 1, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
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.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Other Business

The Board received notice from Greg Thurston, Facilities Manager, that he will be contacting someone to determine the condition of the Town Hall floor joists.

Chris Diaz, Second Constable, will be on the agenda for the September 14th meeting to address an abandoned car issue.

After receiving feedback from the Board, Dan Carter finalized and will submit the septic design plan to the state. The Board completed paperwork regarding the septic system for the Town Hall and will present information to the Budget Committee in November.

The Board completed paperwork from Joe Blodgett for culvert work on the property of Rick and Marian Cawley.

The Board signed and dated a Federal Surplus Property Program application. A copy will be sent to Rick Cawley, Town Attorney.

Long moved to sign and send a letter to the Corinth Volunteer Fire Department regarding the process for construction of a new fire station. Groschner seconded. Motion passed. Sciortino will mail.

The Selectmen reviewed and agreed upon changes in the wording to an amendment to the Corinth Stop Sign Ordinance. Final adoption will be made at the September 14 meeting.

Journal Entries

The Board reviewed and approved the Journal Entries for August.

Long moved to adjourn. Pazdro seconded.
The meeting adjourned at 6:15 p.m.

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

Unapproved Minutes of the Financial Meeting
October 6, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Greg Thurston, Facilities Manager; Lynn Sciortino, Board Clerk.

The meeting was called to order at 4:58 p.m.

Changes to the Agenda

Groschner moved to add Facilities Manager's Report to the beginning of the agenda. Pazdro seconded. Motion passed.

Facilities Manager's Report

Greg Thurston, Facilities Manager, presented an estimate from Ed Sayers for work to stabilize the Town Hall floor by installing laminated beams and posts. Pazdro moved to authorize the expense, not to exceed \$1,500, for necessary repairs to the Town Hall floor. Long seconded. Motion passed. Thurston and the Board next discussed Town Hall chairs. For inventory purposes, the Board asked Thurston to get back to them with the number of available chairs.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Other Business

--Fortunati presented proposed dates for the upcoming budget meetings: November 10, 17, 24 and December 8, 15. The meetings will take place at the Town Hall at 6:00 p.m. The Board agreed. Fortunati will contact members of the Budget Committee and others involved to inform them of the dates.

--Fortunati explained that a commercial account with Merchants Bank will be changed to a municipal account. An \$0.11 analyst charge to that account will be removed.

--Fortunati and the Board discussed VLCT's draft municipal policy proposals.

--A renewal application questionnaire for insurance purposes from VLCT was reviewed. Fortunati had updated the information on the questionnaire and will return the completed form to VLCT.

--Speaking as a town resident, Susan Fortunati filed a complaint concerning the large dip in the road in front of the Post Office. The dip has gotten so large that it is now a liability to both cars and pedestrians. The board agreed to pass the concern on to the Road Commission.

--The Town Hall septic plan has been approved. The Board agreed to obtain two bids for the work. Groschner will contact Billy Ricker. Long will contact Gary Thrasher.

--The Board received word from Fire Chief Ed Pospisil that someone is living in the former East Corinth Village Store and has installed a wood stove. Pospisil will be contacting someone to inspect the building. Groschner will contact the Health Department. The building is presently under construction.

Vacant Position of Fire Warden

The Board received word that David Danforth has left the position of Corinth Fire Warden. A letter of resignation from Danforth needs to be received by the state before the Selectboard can make an appointment for his replacement. The Board discussed potential candidates.

Journal Entries

The Board reviewed and approved the Journal Entries for the month of September.

Correspondence

The Board received notice from the Town Report Committee that the Selectmen's report is due November 1. Long agreed to write the report.

Executive Session

Groschner moved that the Board enter executive session to discuss personnel. Pazdro seconded. Motion passed and the Board went into executive session at 6:42 p.m. The meeting resumed at 6:55 p.m. No decisions were made.

Groschner moved to adjourn. Pazdro seconded.
The meeting adjourned at 6:59 p.m.

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

Unapproved Minutes of the Financial Meeting
November 3, 2015

Attending for the Board: Russ Pazdro; Steve Long.

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

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved Journal Entries for the month of October.

Correspondence

The Board reviewed correspondence.

Other Business

The Treasurer outlined procedures for the November budget meetings to be held on 11/10, 11/17, 11/24, 12/8 and 12/15 at 6:00 p.m. at the Town Hall.

Long moved to adjourn. Pazdro seconded.

The meeting adjourned at 5:36 p.m.

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

Unapproved Minutes of the Financial Meeting
December 1, 2015

Attending for the Board: Chris Groschner, Chairman; Russ Pazdro; Steve Long.
Others Attending: Susan Fortunati, Treasurer; Suzanne Hansen, Financial Assistant to the Board; Greg Thurston, Facilities Manager; Lynn Sciortino, Board Clerk.

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

Changes to the Agenda

Groschner moved to begin the meeting with a report from the Facilities Manager. Pazdro seconded. Motion passed.

Facilities Manager's Report

Thurston presented information on the cost of installing grates on the porches of the Town Hall. Long moved to authorize Greg Thurston to purchase two grates for the Town Hall at a cost not to exceed \$1,500. Pazdro seconded. Motion passed. Thurston will order and install the grates. Thurston informed the Board that the floor support work in the basement has been completed.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment.

Journal Entries

The Board reviewed and approved the Journal Entries for the month of November.

Budget Concerns

The Board discussed town employee compensation with Fortunati. Proposed figures were determined. Fortunati will prepare a report to outline cost of salary increases for budget purposes.

Correspondence

The Board received notice from VLCT regarding their costs.
The Board received notice from NEKWMD regarding their costs.
The Board received information from WEC regarding pole relocation which was forwarded to the Road Commissioner.

Other Business

Groschner will contact David Danforth and ask that he submit paperwork to the state so that a Corinth Fire Warden replacement can be appointed.

Groschner moved to adjourn. Long seconded.
The meeting adjourned at 6:45 p.m.