

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

Unapproved Minutes of the Financial Meeting
January 3, 2017

Attending for the Board: Chris Groschner, Hal Drury, Steve Long.
Others Attending: Susan Fortunati, Treasurer.

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Journal Entries

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

Charter Change

The Board discussed the timing for the hearings prior to the vote on the charter change by Australian ballot at Town Meeting on March 7. The first hearing will be held on January 23 at 7:00 p.m. at the Town Hall. The second hearing will be held on February 27 at 7:00 at the Town Hall. Long will arrange for the proper warning.

Budget Approval

The Board went over the budget proposed by the budget committee for 2017-2018 (FY2018), and approved it unanimously.

Other Business

Warning for Town Meeting. Treasurer Fortunati and the Board discussed the articles that need to be added to the Warning for Town Meeting. At this time, these include the charter change and the consideration of exempting Sugar Maple Preschool from paying property taxes. Long will present a draft of the warning to the Selectboard.

Transfer station. The board received and accepted with regret the resignation of Bill Farr from his position as the transfer station attendant. The board discussed Bill's concern about the policy for townspeople removing metal from the metal recycling dumpster at the transfer station. He thinks it allows individuals to benefit from what should be a town resource. No action was taken, and the board will take this up again.

Executive Session

The board went into executive session at 6:45 to discuss a personnel matter. It came out of executive session at 6:55. No action was taken.

Drury moved to adjourn and Groschner seconded. Meeting adjourned at 6:55.

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Unapproved Minutes of the Financial Meeting
February 7, 2017

Attending for the Board: Chris Groschner, Hal Drury, Steve Long.
Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board;
Karen Galayda, chair of listers; Greg Thurston, Town Hall building manager.

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

Chris Groschner moved that the board change the agenda order to allow for discussion with Greg Thurston and then Karen Galayda. Drury seconded. Approved.

Town Hall

Thurston reported on his discussion with the director of River Bend Career Center regarding work on the side entrance to Town Hall. The students would take on the project from design to completion, with the exception of installing the roofing, which they are not allowed to do because of their insurance policy. The first step would be to create a design, and the process would include meetings with Thurston and the Selectboard for their input on design. The cost to the Town would be the materials and an unspecified donation to the Career Center.

The board authorized Thurston to proceed with the plan. Thurston said it would probably not happen in this school year but would be a project starting in September.

Listers

Karen Galayda presented the annual Certificate of No Pending Appeals, which closes out the Grand List for 2016. The board signed the certificate.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Journal Entries

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

Financial Meeting in March

The Board changed the date of the March financial meeting because it would conflict with Town Meeting on March 7. The meeting will be held on March 2 at 5:00 p.m. at the Town Hall.

Enhanced Recycling at Transfer Station

The Board agreed to hire Joan Hayward for each Saturday (she has been working every other Saturday) at an hourly rate of \$16.50. Groschner will approach the Topsham Selectboard about contributing to this cost, since Topsham residents make use of the enhanced recycling facility.

Constable Equipment

In conducting an inventory of Town equipment, Fortunati called attention to items that the Town has provided to the constables over the years, including a radio and bulletproof vest. Groschner will contact Chris Diaz, who recently resigned as constable, to retrieve these items.

Drury moved to adjourn and Groschner seconded. Meeting adjourned at 6:55.

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Unapproved Minutes of the Financial Meeting
March 2, 2017

Attending for the Board: Chris Groschner, Steve Long.

Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board.

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Journal Entries

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

Tax Sale in March

Fortunati discussed her plans to hold a tax sale on March 28. Fourteen properties that are delinquent will be auctioned off. She has been working with attorney Rick Cawley to prepare for the sale. Chris Groschner will attend the sale on the Town's behalf in the event it wants to bid on a property.

Long moved to adjourn and Groschner seconded. Meeting adjourned at 6:25.

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Unapproved Minutes of the Financial Meeting
April 4, 2017

Attending for the Board: Chris Groschner, Steve Long, Hal Drury.

Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board.

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Journal Entries

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

Liquor License

The board approved the liquor license for East Corinth General Store.

International Truck

Fortunati showed the board the \$42,758 in estimates for repairs to the International truck. The board will discuss the matter with the road foreman and commissioner at the next selectboard meeting.

Audit

Fortunati showed the board the draft of the audit. The board reviewed and took no action.

Online payment of property taxes

Fortunati has researched the Autopay program with People's Bank. It allows for a direct deposit of funds from the owner to the Town to pay for property taxes. No fee is assessed to either the payer or the Town. Drury moved that we proceed with the program and announce it to the town. Groschner seconded. Motion carried.

Delinquent taxes

The board discussed the ongoing problem with unlanded mobile homes. No action taken.

Unlicensed dogs

The board discussed the problem of unlicensed dogs. Some are dogs that have been previously registered. Others have never been registered. Given the fact that these dogs could be lacking rabies vaccinations, this is a public health issue. The town no longer has a constable to help inventory dogs. The board will discuss further at future meetings.

Selectboard clerk

The selectboard accepted the resignation of Carolina Diaz as Selectboard Clerk. It appointed Anna Brown to replace her.

Long moved to adjourn and Groschner seconded. Meeting adjourned at 6:45.

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Unapproved Minutes of the Financial Meeting
May 2, 2017

Attending for the Board: Chris Groschner, Steve Long.

Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board.

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

International Truck

Fortunati showed the board the total of insurance payments for the damaged International as \$39,770.16. She also showed a pledge from Charlesbois to pay the town \$20,000 for the International as a trade-in for a 2018 Western Star. Using the insurance payout and the trade-in for the damaged truck would provide a \$59,770.16 down payment for a replacement truck. This means the first payment would not be due until the budget year 2018-2019. Groschner moved that the board approve the purchase of the 2018 Western Star at a price of \$193,165, based on quotes provided by road foreman Joe Blodgett. Long seconded. Motion passed.

Audit

Fortunati showed the board the recommendations from the auditor. It had suggestions in five areas: fraud policy; fraud risk assessment; documentation of internal control system; code of conduct; and investment and banking policy. The board asked Fortunati to respond by asking the auditor for a recommendation on an entity to perform the fraud risk assessment, and to provide the auditor existing documentation on the fraud prevention policy that the town has adopted. She will ask for more specifics on the documentation of Internal Control System. The board is confident that its code of conduct and investment and banking policy have been taken care of.

Treasurer's position

Fortunati has informed the selectboard she does not intend to run for re-election as treasurer when her term ends in March 2018. The selectboard is monitoring actions in the legislature that may allow towns to hire rather than elect a treasurer. If the law does not change, the board will decide whether to move forward with the process of making a change to the town charter that would allow the same. Nick Kramer has expressed interest in learning more about the position and spent a day "shadowing" the treasurer. The treasurer will discuss with Kramer the possibility of appointing him as assistant treasurer to learn more about the responsibilities and workings of the position.

Journal Entries

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

Long moved to adjourn and Groschner seconded. Meeting adjourned at 7:20.

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Unapproved Minutes of the Financial Meeting
June 6, 2017

Attending for the Board: Chris Groschner, Steve Long, Hal Drury.
Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board, Nick Kramer, assistant treasurer. Listers Karen Galayda and Chris Minery.

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

Board Chairman

Long moved and Drury seconded that Chris Groschner be elected chair of the Selectboard. It had come to the board's attention that it hadn't elected a chair at the organizational meeting in March.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Listers' concerns

Chris Minery and Karen Galayda brought a question to the board regarding whether listers should be paid for attending meetings of the Board of Abatement. Discussion followed, no decision made.

Town Hall

Greg and Connie Thurston will no longer handle the weekly cleaning of the Town Hall after June 30. The board will advertise for the position. Interested parties should contact Chris Groschner.

The board signed a contract renewing the maintenance agreement for the generator serving Town Hall.

Sick leave

The state has made changes in requirements for allocating sick leave for part-time employees. Employees are entitled to one hour of leave for every 52 hours worked. The town will need to create a new policy to go into effect 1/1/2018.

Treasurer's position

Nick Kramer has been appointed assistant treasurer, and he has been working and training with Fortunati. There are adequate funds to pay him through the current fiscal year, and for the first part of the fiscal year beginning July 1. The board will need to hold a special meeting in August or September to request approval to allocate some of the anticipated surplus to covering his time

after that. Fortunati anticipates that the Town will have a surplus in excess of \$100,000 at the end of June.

Fire Station

The board discussed the \$32,000 that has been paid to Morton Buildings for a set of plans for the new fire station. The funds came out of the town's surplus and was approved by the voters. The board confirmed that reimbursing the \$32,000 to the general fund would be part of any bond for construction of the fire station.

Damages to vehicle

A resident reported that her oil pan was punctured when she drove across the berm created by the grader as it was grading Center Road. Insurance covered the damage, but she asked for reimbursement of the deductible. The board, while sympathetic, was not willing to reimburse for the damage.

Journal Entries

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

Next meeting date change

Since the first Tuesday in July falls on July 4, the board decided to re-schedule the meeting for July 6 at 5:00.

Long moved to adjourn and Groschner seconded. Meeting adjourned at 7:00.

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Unapproved Minutes of the Financial Meeting
August 1, 2017

Attending for the Board: Chris Groschner, Steve Long, Hal Drury.
Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board;
Nick Kramer, assistant treasurer.

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

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Treasurer's position

Nick Kramer informed the board that he could not commit to the treasurer's position for the long term if he were to be elected or appointed. The board discussed the path forward to filling the treasurer's position after Fortunati's term expires in March. It will discuss forming a search committee at the August 14 meeting.

New truck

The board authorized the treasurer to enter into a loan with People's Bank to finance the 2018 Western Star truck.

Journal Entries

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

Executive Session

Long moved that the board enter executive session to discuss a personnel issue. Groschner seconded, and the board entered executive session at 5:55. The session ended at 6:12, with no actions taken.

Long moved to adjourn and Groschner seconded. Meeting adjourned at 6:12.

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Unapproved Minutes of the Financial Meeting
September 5, 2017

Attending for the Board: Chris Groschner, Steve Long, Hal Drury.

Others Attending: Susan Fortunati, treasurer; Suzanne Hansen, financial assistant to the board; Karen Galayda, lister.

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

Groschner moved to change the order of the agenda to start with Karen Galayda, chair of listers. Long seconded. Motion carried.

Lister concerns

Galayda presented an errors and omissions form regarding the Bondurant property.

Galayda informed board that the update of the parcel mapping will be done for free by the state in 2018.

Galayda called the board's attention to what she considers an inequity, the status of several Class 4 roads that have at least four residences on them: Lost Meadow Rd., Wilson Rd., and Bear Notch Rd. She urged the board to consider upgrading the roads to Class 3 status.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month.

Treasurer's position

Fortunati reported that Neysa Russo is the only candidate to submit a resume in response to the ad. The board expressed that it had been favorably impressed with Russo when meeting her the previous month. Fortunati will appoint her assistant treasurer and begin to train her.

Journal Entries

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

Budget Committee

Fortunati proposed the following dates for the budget meetings: Nov. 14, Nov. 21, Nov. 28, Dec. 12, and Dec. 19 with the alternate dates of Nov 16, and 30, and Dec. 14 and 21.

Long moved to adjourn and Groschner seconded. Meeting adjourned at 6:10.