

Corinth Selectboard Financial Meeting Minutes for January 2, 2019

Meeting was called to order at 5:00 pm

Members Present: Chris Groschner and John Haney

Guests: Neysa Russo- Treasurer and Shirley Montagne- for the Blake Memorial Library

The Board considered a request from Shirley Montagne to adopt and sign a resolution pursuant to the Blake Memorial Library grant submission. Chris Groschner moved to sign the resolution for the Vermont Community Development Grant (VCDG) access modification application for Blake Memorial Library. John Haney second, motion passed. Board signed the resolution.

Board reviewed bills and signed the warrants for payment.

Board reviewed the journal entries

No other business, the Board adjourned at 5:50 pm

Respectfully submitted by Chris Groschner

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

Unapproved Minutes of the Financial Meeting
February 5, 2019

Attending for the Board: Chris Groschner, Steve Long, John Haney
Others Attending: Neysa Russo, treasurer; Susan Fortunati, delinquent tax collector.

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

Tax Sale

Fortunati informed the board that she would be conducting a tax sale of delinquent properties on March 2 at 10 a.m. There are 20 properties that could go up for sale, though as the date approaches, she expected that some of the owners would make payments to keep their properties from being sold.

The board approved retaining attorney Jeff Taylor to do the legal work related to the tax sale.

The board appointed Groschner to represent the town as a bidder on properties.

Orders for Payment

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

Other Business

Groschner presented information about green burial. He has met with the Conservation Commission about the possibilities for a cemetery in Corinth devoted to green burial. The board directed Groschner to contact Wanda Burroughs about the possibility of purchasing a 9.8 acre parcel adjacent to the West Corinth cemetery for this purpose.

The Board approved and signed the annual certificate of highway mileage.

At 6:00, the board voted to enter executive session to discuss a contract. At 7:15 the board voted to end executive session, with no action having been taken.

Long moved to adjourn and Groschner seconded. Meeting adjourned at 7:15.

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Unapproved Minutes of the Financial Meeting
March 1, 2019

Attending for the Board: Steve Long, John Haney
Others Attending: Neysa Russo, treasurer; Susan Fortunati, delinquent tax collector.

The meeting was called to order at 5:00 p.m. John Haney chaired the meeting.

Orders for Payment

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

Other Business

The board met with a person who has shown interest in the Treasurer's position. No action taken.

Long moved to adjourn and Haney seconded. Meeting adjourned at 6:30.

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Unapproved Minutes of the Financial Meeting
April 2, 2019

Attending for the Board: Chris Groschner, Rick Cawley

Others Attending Neysa Russo, Treasurer; Suzanne Hanson, Financial Assistant to Selectboard

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

Orders for Payment:

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

Other Business:

None

Groschner moved to adjourn and Cawley seconded. Meeting adjourned at 6:20.

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Unapproved Minutes of the Financial Meeting
May 7, 2019

Attending for the Board: Steve Long, Chris Groschner, Rick Cawley
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant.

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

Change time for regular financial meeting of selectboard

Chris Groschner moved that the board meet at 4:00 on the first Tuesday of each month. This is a change from the current 5:00. Long seconded. Motion passed.

Orders for Payment

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

Treasurer's hours

Claffey has set his office hours as follows:

Tuesday 12 – 6

Thursday 8 – 4

Friday 8 – 2

He will do payroll on either Sunday or Monday, so that checks are available on Tuesday.

Northern Borders Regional Commission grant

The board authorized Chris Groschner to sign any and all paperwork related to the town's grant proposal to add solar panels and a wood pellet boiler to the fire station.

Groschner signed the paperwork for the grant proposal.

Fire Department use of Town Hall generator

Groschner said that the Fire Department would like to be able to tie into the Town Hall's generator in power outages. They will pay for the electrician to do the hookup.

The board voted to approve it.

Other business

The auditor has recommended that the town develop a system for the selectboard to monitor payroll. Since payroll is done weekly, this is a challenge for the board which meets monthly. The board will discuss this with the treasurer and the road foreman and other affected parties.

Executive Session

At 6:10 Cawley moved that the board enter executive session to discuss a personnel matter. Long seconded. Approved. At 6:20 Long moved to come out of executive session, Groschner seconding. Approved. The board voted to have Groschner discuss the matter with road foreman Joe Blodgett.

Groschner moved to adjourn and Cawley seconded. Meeting adjourned at 6:30.

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Unapproved Minutes of the Financial Meeting
June 4, 2019

Attending for the Board: Steve Long, Chris Groschner, Rick Cawley
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant; Karen Galayda, listers chair; Nancy Ertle, town clerk; Scott Welch.

The meeting was called to order at 4:00 p.m.

Orders for Payment

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

Health Officer

Chris Groschner asked for reimbursement for \$140 he spent in his role as Health Officer. Board approved.

Town Computers

Scott Welch made a presentation for IT services his company, GPT, could provide. The board voted to have GPT upgrade the 7 desktop computers and one laptop rather than purchase new ones, to install Symantec on all computers, to add external hard drives for server backup, and to add Carbonite cloud backup for additional backup recovery options.

Welch's proposal estimated the cost of these services at approximately \$3780. He will provide a precise cost after looking at the computer in the town garage.

Town Clerk

Nancy Ertle asked that Marin Haney's hourly rate as assistant clerk be increased to \$14 per hour. The board approved it effective immediately.

Ertle informed the board that the recording fee was increasing from its current \$10 per page to \$15 per page.

Casella

Casella has notified the town that the bag fees at the transfer station will increase as of July 1. The increase is in keeping with the terms of the contract the town has with Casella.

Blake Memorial Library

The Town is the trustee for a \$2000 bequest made in 1953 for the purchase of books. The funds are held in a CD at Northfield Savings Bank, and the interest is paid to the library each year. The board authorized treasurer Kerry Claffey as a signer on the account. He will explore ways to increase the return on the bequest.

Treasurer's hours

Claffey has set his office hours as follows:

Tuesday 12 – 6

Wednesday 9 – 4

Thursday 9 – 4

In addition, he will do payroll either Monday or Tuesday morning.

Personnel matter

At 5:40, the board voted to enter executive session to discuss a personnel matter. At 5:50, the board voted to end the executive session. No action was taken.

Vermont Municipal Bond Bank

The board approved the signing of all paperwork provided by bond counsel regarding the application for the \$850,000 bond for the fire station. The papers were signed and the clerk will return them to counsel, Paul Giuliani.

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

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Unapproved Minutes of the Financial Meeting
July 2, 2019

Attending for the Board: Steve Long, Rick Cawley
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant.

The meeting was called to order at 4:00 p.m.

Orders for Payment

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

End of year closeout

Claffey said that he had emailed Susan Fortunati to ask for her assistance in closing out the year. He hasn't heard back, but will follow up by phone.

Town Computers

The board reviewed Scott Welch's written proposal for IT services by his company, GPT. The board voted to accept the proposal.

Auditors

The board reviewed the Auditors recommendations for rectifying deficiencies in internal control. Claffey explained that he was working on reconciling the balances in the grants receivable and deferred inflows of resources accounts to the year end balances. He also said that he is working on documenting the office's internal control system. He said, and the board agreed, that the last expressed deficiency had been remedied. The selectboard does review and approve the payroll warrants.

Assistant Treasurer

Claffey reported that Karen Galayda, who has previously served as assistant treasurer, had offered to serve in that role again. The board approved hiring Galayda as assistant treasurer at the appointed officials rate.

Accounting software

Claffey wants to purchase the cash receipts module that is part of the software package offered by NEMRC, which is the software the town uses for accounting. The board approved the expenditure.

The meeting adjourned at 6:15.

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Unapproved Minutes of the Financial Meeting
August 6, 2019

Attending for the Board: Steve Long, Rick Cawley, Chris Groschner
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant.

The meeting was called to order at 4:00 p.m.

Orders for Payment

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

Tax Rate

The board set the tax rate for 2019-20. The residential rate is 1.9977. The non-residential rate is 2.15.19.

Claffey said that tax bills would go out by Thursday.

Fire Station

The board discussed updated budget figures provided by Hazen Hill. No action taken.

Appointments

The board appointed two members to the Planning Commission for terms ending in 2022: Nick Kramer and Ann Little.

The meeting adjourned at 5:30.

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Minutes of the Financial Meeting
September 3, 2019

Attending for the Board: Steve Long, Rick Cawley, Chris Groschner
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant; Karen Galayda, listers chair; Nancy Ertle, Town Clerk. Also John Haney, Todd Mower.

The meeting was called to order at 4:00 p.m.

Structural Engineer for Fire Station

The board reviewed proposals from structural engineers and the architect's memo regarding their competencies. The board approved authorizing Chris Groschner to sign the proposal from Artisan Engineers to do the structural engineering on the fire station.

John Haney briefed the board on his meeting with the fire department. Haney said the department was willing and equipped to undertake the painting of the building's interior as a means to reducing the cost of the building. He also verified their wish to keep the doors at 14 feet and not reduce them to 12 feet.

Purchase of vehicle

Karen Galayda presented a proposal to purchase a used Ford 250 pickup for use by the listers and the highway crew. The purchase price is \$5,000 and the cost would be split evenly between the two, and the highway department would do the required maintenance on the truck. This would mean not having to use personal vehicles to do town business. The board approved the expenditure.

Establish reserve fund

Nancy Ertle presented information about the new legislation requiring towns to establish a Reserve Fund for restoring and preserving town records. Ertle showed the board the work that has been done to date, and showed that there was not a huge amount left to do. She recommended that instead of the suggested \$4.00 per page received for recording documents, the town allocate only \$3.00 per page, because we didn't need to overfund it. Ertle will certify to the state that those funds are sufficient to do the work. The legislation allows the selectboard to establish the fund. The board voted unanimously to establish the fund.

Orders for Payment

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

Treasurer assistance and training

The board talked with Kerry Claffey about his ability to keep up with the workload, given the steep learning curve and the little training he has received. The board suggested he contact former treasurer Susan Fortunati to ask for assistance in closing out the 2018-2019 fiscal year. He said he would do so. The board also encouraged him to employ the assistant treasurers as much as he needed to keep from getting behind in his work.

Other business

Todd Mower presented questions and complaints about the roadside clearing and ditching that was recently done on Hutchinson Road and Taplin Hill Road. He thought it was unnecessary to pave that section of Taplin Hill Road, and unnecessary to remove so many trees along Hutchinson Road. He suggested the town could simply close the road in the spring. He questioned the arrangement the town had with Limlaw Chipping and Land Clearing. He wondered who would have been liable in case of an accident or injury. He complained that the trees cut during the operation constituted an unauthorized taking.

Long responded that he had seen the work while it was in progress, that he was impressed by the skill of the operator, and pleased by the outcome. He said that the tree warden had been asked to inspect the work by private citizens who complained about it, and that she, too, was impressed by the work. He said that the board would take Mower's complaints, which echoed Allegra Shumway's, as an indication that the town needed to do a better job communicating with landowners beforehand. Groschner said the board would check into the nature of the agreement between the Town and Limlaw.

Executive Session

Groschner moved that the board go into executive session at 6:00 to discuss a personnel matter. Cawley seconded and the board unanimously approved. At 6:20, the board voted to come out of executive session. No action was taken.

The meeting adjourned at 6:20.

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Minutes of the Financial Meeting
October 1, 2019

Attending for the Board: Steve Long, Rick Cawley
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant.

The meeting was called to order at 4:00 p.m.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The Board reviewed payments made in previous month. The board encouraged Claffey to rely on the long-term experience of Suzanne Hansen. The board encouraged Claffey to combine multiple payments to the same vendor in a single payment.

Budget meetings

The board discussed with Claffey the process for developing the budget.

Insurance

Claffey reported he is working on the renewal application for insurance handled by PACIF.

Annual report

The board agreed that Anne McKinsey would design the report again this year. If new printers contact the Town wishing to bid on printing the report, the board asks that the Town Clerk provide a copy of the previous report and an estimated print run so the printer can submit a bid.

Transfer station attendant

The board established that anyone substituting for Joan Hayward as transfer station attendant should be paid \$16.50 per hour.

Right-of-way for EC Fiber

Selectboard chair Chris Groschner joined the meeting at 5:30 as it began to discuss the right-of-way request from EC Fiber to bury line. Groschner said he had told them they need to follow the same procedures as Washington Electric and Topsham Telephone, which requires them to submit a request detailing the location they wish to work on.

Other business

Cawley reported on a phone call he received about illegal dumping. The board will put the issue on the agenda for the October 14 meeting.

The board discussed the upcoming hearing on the Town Plan to take place at the regular meeting on Monday, October 14. Long will contact Dick Kelley to make sure the Planning Commission will have representatives present to answer questions about the plan.

In light of the pending move of the transfer station to its new location on Brook Road, the board discussed whether to move the bulletin board to the new location. No action taken.

The meeting adjourned at 6:00.

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Minutes of the Financial Meeting
December 3, 2019

Attending for the Board: Steve Long, Rick Cawley.
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant. Joe Blodgett, road foreman.

The meeting was called to order at 4:00 p.m.

Orders for Payment

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

Leave time policy

The board amended the leave time policy in the Highway Department personnel policy. In Section 18 Leave Time, it deleted the phrase “up to a maximum of one year’s worth of earned leave time.” The sentence now reads, “If an employee does not use all accrued leave in a year, unused leave may be carried forward to the next calendar year.” Later in the same paragraph, the policy limits the amount of leave time that can be on the books to two years.

Pay increases

The board approved the following hourly rate increases, effective January 1, 2020:

Listers Jen Brooks-Wooding and Linda Weiss to \$14.50

Listers chair Karen Galayda to \$16.50

Financial assistant Suzanne Hansen to \$14.50

Admin Officer Karen Galayda to \$15.00.

Website upgrade

The board authorized Anne McKinsey to upgrade the website to use a newer version of Wordpress. She estimated the cost would be \$420.

The meeting adjourned at 5:30.