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

Minutes of the Financial Meeting
January 7, 2020

Attending for the Board: Steve Long, Rick Cawley.
Others Attending: Kerry Claffey, treasurer; Suzanne Hansen, financial assistant; Karen Galayda, administrative officer; Nancy Ertle, town clerk.

The meeting was called to order at 4:00 p.m. The board agreed to change the order of the agenda to hear Karen Galayda first.

The board agreed to correct the minutes from the previous meeting to say that the new hourly rate as of January 1 for the administrative officer is $16.00. Galayda also pointed out that the term for the AO is three years, and that a new term begins in March.

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

General Journal
The board reviewed the treasurer's journal entries for June and July. He will present entries from more months at the next meeting.

Town Clerk business
The board discussed the options for mailing the town report. Ertle said that we could continue to do it in-house, explaining that all of the reports mailed to 05039 don't have to have an address label on them, and that she could get help with the paperwork. The board agreed to continue to handle the mailing in-house so the local Post Office gets the revenue. Cawley and Long also agreed to transport the boxes from the Town Hall to the Post Office for mailing.

The Clerk asked for approval to switch postage meters from Pitney-Bowes to FPUSA when the current machine runs out of ink. The board approved.

Other Business
The board agreed to work on the Warning for Town Meeting at its next meeting on Monday, January 14.

The meeting adjourned at 6:20.

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

Minutes of the Financial Meeting
February 4, 2020

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

The meeting was called to order at 4:00 p.m. The board agreed to change the order of the agenda to hear Karen Galayda first. As listers' chair, she presented the annual Certificate of No Pending Appeals form. She assured the board there were no pending appeals, and the board signed the form.

The board reviewed the contract with Unifirst to provide uniforms for the road crew. After some discussion, the board agreed to sign the five-year contract.

The board discussed the Emerald Ash Borer grant received from the state to conduct an inventory of ash trees. No invoice has been sent yet, and Long presented Galayda with the information to invoice the State for the first installment. The grant needs to be closed out by March 30, 2020.

The board confirmed that it will hold its March financial meeting on Wednesday, March 4.

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

General Journal
The board reviewed the treasurer's journal entries that closed out the books on last fiscal year. He will present entries from more months at the next meeting.

Budget
The board discussed the audit and the report that detailed the surplus in the various funds. The board will recommend at town meeting that the town use more of the general fund surplus than in the proposed budget to keep the tax rate stable.

Other Business
Cawley brought up the VLCT guidance on the tree warden statute, and the board agreed to discuss it at the next meeting.

Executive Session

The board agreed to enter executive session at 5:45 to discuss a personnel matter. It came out of executive session at 6:00, having taken no action.

The meeting adjourned at 6:00.

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

Minutes of the Financial Meeting
March 4, 2020

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

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.

Expenditures and Revenues
The board reviewed the reports for February and year-to-date. The expenditure report looks to be in good shape. The revenue report needs to reflect that the paid taxes are re-allocated to the various funds.

Bond Bank
The board discussed the process for repaying the bond loan, and for withdrawing funds from the bond money held in our account at US Bank in Boston. Long will call Michael Gaughan at the VT Municipal Bond Bank to see if we should make an early payment on principal since we have collected the funds in the tax levy.

The meeting adjourned at 6:10.

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

Minutes of the Financial Meeting
April 2, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Kerry Claffey, treasurer; Karen Galayda, assistant treasurer; Dick Kelley, Corinth Fiber Initiative.

The meeting was held as a Zoom call. It was called to order at 4:05 p.m.

The board agreed to change the order of agenda items to accommodate the Corinth Fiber Initiative. Kelley presented a draft of a letter to EC Fiber that he wants the selectboard to send requesting that East Central Vermont Communications Union District (ECFiber) admit the Town of Corinth as a member. The board agreed in principle to the letter but asked for revisions that would explicitly state that the town was not making any financial commitment by applying for membership. Kelley said the Corinth Fiber Initiative would submit a revised letter to the board.

Orders for Payment
The Board reviewed outstanding bills and signed orders for payment, conditioned on verification that funds are available. The board members authorized treasurer Claffey to sign their names with his initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized treasurer Claffey to sign their names with his initials adjacent.

Expenditures and Revenues
The board reviewed the reports for March and year-to-date. The expenditure report looks to be in good shape. Long stressed that the revenue report needs to reflect that the paid taxes have been re-allocated to the various funds. Claffey agreed that this was a high priority.

Corinth Coffeehouse
Cawley informed the board that the last two performances in the coffeehouse series were canceled. He said that the group had sent a $200 check to the Little League, which was one of the nonprofits affected by the closure. The other nonprofit, Northeast Slopes, said that it had such a good year it didn't need the $200. Cawley asked if the board would accept the money to be disbursed as needed by the Corinth Community Coalition. The board preferred not to accept the money, and instead suggested Cawley give the funds directly to the Coalition.

Flood Hazard Bylaw violations
Galayda said there would be a one-month delay in sending out notices to the three landowners who are in violation of the bylaw.

Audit
Claffey said that Chad Hewitt needed details on the cemetery and that Claffey was sending it to him.

Executive Session

At 5:40, the board voted to enter executive session in order to discuss a contract and a personnel issue. At 6:05, the board came out of executive session. The board authorized Long to contact Jason Yehle of Hazen Hill Construction to finalize terms on the contract to construct the fire station according to the terms discussed in executive session.

The meeting adjourned at 6:10.

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

Minutes of the Financial Meeting
May 7, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Kerry Claffey, treasurer; Karen Galayda, assistant treasurer.

The meeting was held as a Zoom call. It was called to order at 4:02 p.m.

The board approved the minutes of three emergency meetings: March 16, March 23, and April 27.

Orders for Payment
The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda to sign their names with her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized Galayda to sign their names with her initials adjacent.

Corrected Warrants
The board approved corrected warrants for August 2019 and September 2019 and authorized Galayda to sign their names with her initials adjacent.

Audit
Groschner reported on his conversation with auditor Chad Hewitt, who said he was still waiting for details on the cemetery funds from treasurer Claffey. Claffey said that he would work on it this week and would send it to Hewitt. He assured the board that the information was available.

General Journal
The board approved the General Journal entries and authorized Galayda to sign their names with her initials adjacent.

Fire Station construction
The board authorized Long to sign the application for service with Washington Electric Coop, and to add to the warrant $785 in fees associated with the new service. The board authorized Long to accept the quote from M&W Soils for testing.

VTrans plan
The board approved VTrans's plan for this year and authorized Groschner to sign it.

Covid-19 training

The board asked for confirmation that the town employees had taken the training for procedures during Covid-19 pandemic. Claffey, Galayda, Groschner, the road crew, and Lee Porter, the road commissioner, have all presented their certificates. Town Clerk Nancy Ertle has done the same.

Cawley reported that he had been asked several times by people trying to complete real estate transactions when the office would be open for title searches. Cawley said he would discuss the matter with Ertle and come up with a plan.

Executive Session

At 5:10, the board voted to enter executive session in order to discuss a personnel matter, and invited Claffey to join. At 5:35, the board came out of executive session having taken no action.

The board agreed to accept Claffey's resignation as treasurer as of May 31, 2020.

The board decided to resume its previous schedule for the financial meetings. They will be held at 4:00 on the first Tuesday of each month.

The meeting adjourned at 5:40.

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

Minutes of the Financial Meeting
June 2, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard.

The meeting was held as a Zoom call. It was called to order at 4:00 p.m.

The board discussed ways that the treasurer, assistant treasurer, and financial clerk could participate with video. Cawley noted that the town owned two new ipads purchased to collect data on emerald ash borer. The two are not being used now and could be made available for use for these meetings.

Orders for Payment
The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Galayda noted that the budget for the upcoming year didn't include health insurance for the treasurer because the former treasurer had his own insurance. The board clarified that it had offered the position with health insurance, and that it expected to be over budget as a result. Kelley will research health plans and discuss with board at a future meeting.

As additions to the warrant, the board authorized Long to sign off on payment to Hazen Hill construction for invoice submitted June 1. It will be paid on June 8. The board asked Long to request copies of receipts from Hazen Hill. The board also authorized payment to Acadia for builders risk insurance and requested that it be paid quarterly.

Hansen reported that she is making good progress on reconciling the books. She has a few details to iron out, but said that it looks pretty good through to the end of April. The board authorized her to work additional hours.

Treasurer schedule
Kelley said that he planned to maintain a schedule of being in the office on Monday, Wednesday, and Thursday. He will notify Anne McKinsey so she can post the hours on the website.

Bank account signatories

The board authorized changing signatures on the Community Bank account to add Dick Kelley and Karen Galayda and to remove anyone else. The board also authorized Dick Kelley as a signer on all town bank accounts, replacing the previous treasurer on each account.

Long will talk with Lori at Peoples Bank regarding the required board resolution for a credit card for the town. Users will be board chair Groschner, along with Kelley and Galayda. The board doesn't anticipate using it often but wants to have it in place for when it is needed. Given that, Long will arrange that the card features and options be simple and straightforward.

Other business

The Planning Commission would like to hold its next meeting in person at the town hall. The board approved this on the condition that all safety and social distancing protocols were followed. Everyone would need to wear masks. The board asked the Planning commission to coordinate with the Town Clerk regarding post-meeting sanitizing. Kelley, the chair of the planning commission, said that the public would be allowed as long as they followed the protocols.

Website posting

Anne McKinsey asked the board for direction on responding to requests from people to post items on the website. The board agreed to authorize Groschner to respond on the board's behalf. The board would like McKinsey to email any requests to each of the board's members, and if any of the members feel that discussion is needed, it will be put off until the following scheduled meeting. Otherwise Groschner can make the decision.

The meeting adjourned at 5:35.

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

Minutes of the Financial Meeting
July 7, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard; Susan Fortunati, collector of delinquent taxes.

The meeting was held as a Zoom call. It was called to order at 4:00 p.m.

The board agreed to change the agenda order to take care of two items.

Tax sale
Fortunati said she wanted to delay a tax sale of delinquent properties due to possible financial difficulties posed by Covid pandemic. Instead of March 2021, she wants to hold it in October or November 2021. The board agreed, and it authorized Fortunati to retain the services of attorney Jeff Taylor for the tax sale.

Library grant
The board agreed to sign the grant authorization resolution for funding through the Vermont Community Development Program for Blake Memorial Library renovations. Long and Groschner signed it. Cawley authorized Groschner to sign on his behalf, with his initials adjacent.

Orders for Payment
The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

As additions to the warrant, the board authorized payment to Hazen Hill Construction for invoice submitted July 7 upon confirmation from John Haney, clerk of the works, that everything is in order. It will be paid on July 13.

Galayda reported that Hansen has reconciled all the bank statements up to the present. The board thanked her for her perseverance.

Setting Tax Rate
Kelley reported that he expected information on the tax rate from the state on July 10. Long asked that Kelley forward the calculation spreadsheet to the board members, and volunteered to help Kelley through the process as he has done this with the prior two treasurers.

Journal entries

Galayda said there were no journal entries to approve at this time. She asked for authorization to hire Susan Fortunati to help her and Kelley with this problem. The board authorized her to do so, paying Fortunati at a rate of $50 an hour.

IT concerns

The board had a general discussion about office technology. No action taken.

Property Tax collection protocols

Kelley raised the issue of procedures and protocols for collecting taxes in the midst of the Covid pandemic. In order to keep everyone safe, the board and the treasurer agreed that the treasurer should draft a notice that would be mailed along with the tax invoices. The protocols will include limiting the number of people in the office at one time, protective equipment, and how to handle cash payments. Kelley will explore how other towns are handling it, and he will draft the policy and have it ready for the board's next meeting.

Other business

The board discussed the size of the generator for the new fire station. A larger model would allow for more usage during a power outage, including the electric range. The range could prove useful if the station was pressed into service as an emergency shelter. The board decided that, given the financial constraints, it couldn't justify the added expense and would purchase the smaller 30kw generator. Long will follow up on making the purchase.

The meeting adjourned at 5:15.

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

Minutes of the Financial Meeting
August 4, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard.

The meeting was held as a Zoom call. It was called to order at 4:05 p.m.

Orders for Payment
The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Setting Tax Rate
Kelley reported that the expected information on the tax rate from the state hadn't yet arrived. In order for the tax bills to go out by 8/13, the tax rate needs to be set. The selectboard meets on Monday, August 10, and will plan on setting the tax rate then, assuming that all information is in hand.

Journal entries
Galayda said there were no journal entries to approve at this time. The board discussed the way these were handled under past treasurers and requested that the treasurer examine how it was done under Susan Fortunati. Galayda said 2016 was a year they should use as the model.

Property Tax collection protocols
Groschner reported that the materials had arrived in order to install the plexiglass shield at the counter. The treasurer has written a letter to go out in tax bills outlining the payment options, including direct withdrawal, mail, and the dropbox slot on the porch of the town hall. The letter encourages taxpayers to avoid hand delivering the payments. Two days have been set aside for accepting cash payments: September 14 from 10 to 2 and September 15 from noon to 6. He will email the letter to the board.

Other business
Long reported that Charlie White had volunteered to serve on the budget committee. The board approved his addition to the committee.

The meeting adjourned at 5:25.

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

Minutes of the Financial Meeting
September 1, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard; Joe Blodgett, road foreman; Lee Porter, road commissioner.
Members of the public: Nancy Olivet and Rob Harrick, Tyler Curtis, Susan and Bob Fortunati.

The meeting was held as a Zoom call. It was called to order at 4:00 p.m.

Orders for Payment
The Board approved payment to Hazen Hill construction pending John Haney's review of the application for payment. The Board reviewed outstanding bills and signed orders for payment in September. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Blodgett asked that a bill from Newton Tech Services for design services on the Maplewood Road culvert project. The board approved adding it to the warrant.

Journal entries
No journal entries to approve at this time.

Property Tax collection protocols
Groschner reported that the town hall was ready for the two days of tax collection. The plastic shield is in place as are the floor stickers and the door sign requiring masks. Groschner will submit receipts for materials he purchased so that he can be reimbursed.

Other business
Kelley reported on his health insurance exploration. The board told him to proceed, and asked him to ascertain whether it can be billed directly to the town or whether it will require periodic reimbursement.

Cawley has been paying for a monthly Zoom account for the town's use in conducting meetings. He will submit materials for reimbursement.

Nancy Olivet and Rob Harrick purchased a 13-acre parcel on Rollie Day Road. They were concerned that a Planning Commission decision denying the previous owners, the Kulakowskis a subdivision permit, was also denying them a driveway permit.

The Selectboard affirmed the validity of the driveway permit signed by Joe Blodgett. The standard procedure is that the selectboard has delegated authority to Blodgett to handle the driveway permits.

Galayda said that Mark Anderson of Twin State Plumbing and Heating had been contacted to solve the problem of the heat going on in the listers' office and the vault. It's all working now.

The meeting adjourned at 5:10.

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

Minutes of the Financial Meeting
October 6, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard; Kerry Dewolfe.

The meeting was held as a Zoom call. It was called to order at 4:01 p.m.

Treasurer training

The Board discussed with the treasurer and assistant treasurer the training that might be required for the treasurer to get up to speed on municipal accounting and the general ledger. The treasurer has thus far been focused on tax administration and will shift his focus to the general ledger. Kelley said that Susan Fortunati has been helpful, and that he hasn't yet called on NEMRC for assistance with the software. The Board supports and encourages his getting any necessary training and assistance.

Noting that we have not yet received a completed 2018-29 audit and the fact that the 2019-20 audit will be starting soon, the Board suggested that Kelley, Galayda, and Hansen meet to set their near-term priorities.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Fire Station lease

Cawley said he would circulate a draft lease to all parties in advance of the selectboard meeting on Monday, October 12.

Policy for Town Hall use

Kerry Dewolfe followed up on Glynn Pellagrino's request for the weekly Tai Chi class to use the town hall as it had before Covid hit. Cawley said that he wanted to have a policy in place through which the board could make decisions on requests for using the hall. Dewolfe proposed a policy, and after discussion, the board agreed to adopt the following policy:

TOWN OF CORINTH
POLICY FOR USE OF THE TOWN HALL
ADOPTED OCTOBER 6, 2020

Permission of the Select Board is required for use of the Town Hall.
All requests for permission must be in writing and are subject to the following requirements:

1. Use is limited to groups of no more than ten people;
2. The names of all persons who will be present must be provided;
3. Use is limited to adult residents of Corinth;
4. Masks must be worn in the small room and to the extent feasible in the large room;
5. Users are responsible for wiping down all surfaces with appropriate disinfectant before leaving;
6. The request must specify a proposed time and final scheduling will be determined by the Select Board after consideration of existing usage.
7. This policy is enacted based on current covid-19 conditions in the area and is subject to change.

Dewolfe presented a request on behalf of the tai chi lass to use the hall, and the board granted the request to use it on Wednesday evenings from 6:30 to 8:00.

<u>Covid Emergency Hotline</u>
Cawley reported that Anne McKinsey wanted to know whether the board was still using the 439-3500 hotline and if we wanted to keep publicizing it on the website. The board agreed that we would continue to keep it live and to keep publicizing it in anticipation of the local threat increasing at some point. Cawley suggested that the outgoing message more specifically identify it as a hotline for Covid emergencies. Long said he would do this.

The meeting adjourned at 5:30.

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

Minutes of the Financial Meeting
November 3, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard.

The meeting was held as a Zoom call. Groschner read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:05 p.m.

Orders for Payment

The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Some questions arose during this process:
Insurance. With the certificate of occupancy having been granted for the fire station, the board asked the treasurer to confirm that the building would be covered under its policy with PACIF. Once that was ascertained, Kelley can cancel the builder's risk policy that has been covering us during construction.

Bond funds. Cawley asked "If we don't spend the full $850,000 in bond funds, what happens?" Galayda explained that US Bank requires an invoice and a copy of a check written to a vendor before it can reimburse. She noted that the $31,400 paid to previous contractor Morton Builders was part of the calculation. Long said that a possible solar installation for net metering the building's electricity use could be part of the project if there are funds left over. He noted we are still awaiting a final invoice from the contractor.

Galayda pointed out that the gasoline receipts from East Corinth General Store didn't make sense. For instance, one said 3.517 gals at $1.99 totaled $67.00. Others followed a similar pattern. The board would like the highway crew to check the invoices when they sign for gas to make sure they are correct, and to ask for an explanation if they are wrong.

Financial reports

Kelley presented the board with year to date income and expense reports as well as a balance sheet comparison. This led to a discussion of the annual audit. Chris said he would be in touch with Chad Hewitt to discuss it.

Suzanne Hansen said that she was still working on pulling together the supporting documents for the balances on the balance sheet, and she hopes to be done within a month or so. The previous treasurer had made entries incorrectly, often posting items with the wrong date, so it's a challenge to pull it together. She said that the tax receipts for August and September were much more accurate than they have been in the recent past.

Galayda asked that the board be aware of the level of responsibility taken on by Hansen and Galayda during this transition to a new treasurer, and to consider their compensation. The board encouraged the three of them to clarify their roles and responsibilities in advance of the budget meetings that will take place in November.

Town Report

The Board approved the bid by Repro to print the town report.

The board discussed how the town would hold town meeting in March given the Covid restraints. Australian ballot following an informational meeting is one possibility. Vermont League of Cities and Towns can provide some guidance about options. At this point, the board cannot foresee having an in-person meeting. The board will research this further.

Budget meetings

Long reported on his meeting with Kelley and Galayda. The schedule of meetings includes the five Tuesdays starting with November 10.

The board discussed whether to try to hold the budget meetings distanced in the large room, and concluded that it would be safer and more effective to do it via Zoom. Groschner said it was important to have a moderator who can reign in the discussion on Zoom, and Long volunteered to do this, since he had done it in years past (though not on Zoom). Groschner and Cawley agreed that Long should run the meetings.

Kelley will produce the packet and get it in the mail to the committee members. Long will get the proposed agenda to Cawley along with a list of email addresses for the committee members. It will be posted as a single agenda with the potential for five meetings. Usually, it takes four.

Other business

Cawley said that Geoffrey Hoots wanted to confirm that a letter had been sent to Upper Valley Land Trust about the revised management plan for the Town Forest. Long confirmed that it had.

Cawley also noted that with the Fire Station about to be opened, it would normally be time for an open house for the community to show the new building constructed with taxpayer money. But

with Covid limiting the capacity to have a gathering, the board agreed that a celebration of the building's opening would have to wait. Groschner thanked Long and Cawley for their work on the fire station. They both said that thanks should go to Jason Yehle and Noel Murray at Hazen Hill and to architect Chris Smith for constructing a well-designed building that the town can be proud of. They completed it on time and within the budget, an impressive feat given the disruptions in the economy. Long and Cawley also singled out John Haney, who has served as clerk of the works, noting that he has put in countless hours on a volunteer basis, keeping track of all the details, inspections, permits, etc. We hope in the future to be able to thank them and recognize their efforts in a public setting.

The meeting adjourned at 6:00.

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

Minutes of the Financial Meeting
December 1, 2020

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, financial clerk for selectboard.

The meeting was held as a Zoom call. Groschner read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:02 p.m.

Orders for Payment

Galayda noted that the Hold harmless funds from the state arrived for $101,653. The Highway supplement also came in for around $44,000, and it will go toward gravel. The Board authorized payment of the final bill from Hazen Hill after it has been examined and approved by John Haney. The Board authorized payment to Lindsey Blake for additional hours for cleaning up after Election Day. The Board authorized a payment to East Corinth General Store for past due gas invoices totaling $230.40. The Board reviewed outstanding bills and signed orders for payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

The board agreed to split 50-50 with the cemetery commission the charges from Susan Fortunati for reconciling the commission's last few years of investment transactions.

Solar net metering

The board discussed mounting solar panels on the fire station roof to offset electrical usage at the fire station, which uses heat pumps for its heat. Long said that he had received notice from Jason Yehle at Hazen Hill that the final invoice would be for $44,442. He will go over all the numbers, but it appears that very little of the contingency allowance would need to be spent. It looks like there is approximately $30,000 to go toward solar panels. The board noted that the building had come in on budget, and that this couldn't have happened without the fire department absorbing a number of the finishing costs itself. Among other things, the department covered the labor and materials for painting the interior, and the cost of paving the parking lot. They were able to do this by soliciting financial contributions from the community, and by doing the painting themselves.

The Board discussed the implications and procedures for redirecting the $30,000 to reimburse the Town for the $31,400 that had been paid to Morton Builders before the board decided not to use their services. Galayda explained that US Bank requires an invoice and a copy of a check written to a vendor before it can reimburse. It doesn't look as if the town could legally claim reimbursement for funds spent in advance of the town's bond approval vote.

The board agreed to discuss the solar installation at the final budget meeting, which would take place later that evening.

Other business

The Board agreed that the town should have Topsham Telephone discontinue the phone line for the fax machine since it is rarely used.

The Board addressed Nancy Ertle, the Town Clerk's, concerns about scheduling the staff use of the Town Hall with the recent increase in Covid cases in Orange County. Ertle, Kelley, Hansen, and Galayda, have worked out a schedule that limits the number of people in the office at any one time. Kelley said there was an ongoing need for him to be in the office at times during the days Ertle has blocked out for her own use.

Groschner said that he has a room divider that might work to enclose Kelley's work space. Ventilation was discussed, and the Board encourage the staff to crack the windows so there was ongoing air exchange. The ventilation in the ceilings will be checked to see that it is functioning properly.

The Board agreed to change the time of the recurring monthly financial meeting to the first Thursday (formerly the first Tuesday) of the month at 4:00 p.m.

Kelley said that he would approach Ertle and ask what circumstances would have to be in place for her to be comfortable with the two of them being in the office at the same time.

Groschner asked for a progress report on the divvying up the work load among Kelley, Galayda, and Hansen. It is an ongoing process as Kelley gets up to speed and Hansen reconciles the bank account. They are aiming toward the day when Galayda will be focused on bookkeeping, Hansen on producing the warrant, and Kelley all the accounting functions.

The meeting adjourned at 5:30.