Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Selectboard Special Meeting
Thursday July 8, 2025

Attending for the Board: Holly Groschner, Carl Demrow, and Stephen Devoto. Lee Porter, Road Commissioner: Joe Blodgett, Road Foreman; KellyAnn Donahue, Head Lister and Interim Assistant Treasurer; Attending via Zoom: Mike Tagliavia

Board Chair Groschner called the meeting to order at 4:04 PM.

Groschner welcomed all and asked if there were any additions to the agenda. There were none.

Discussion of Procurement Policy - Process and Documentation
Groschner provided background to the need for documentation of contracts between the town and vendors.

She presented a table of the situations that require multiple written quotes or RFP and written bids.

- Purchases under $3000 require none.
- Purchases between $3000 and $150,000 that are federally funded, or up to $300,000 that are town funded require two written quotes, and Selectboard approval.
- Federally funded purchases over $150,000 or any amount used in construction require an RFP, written bids, and Selectboard approval.

There was discussion of what is considered “construction”, Demrow said he would check with MERP grant administrators for interpretation of the RFP requirements.

Groschner said the town’s documentation should include bidder information, the RFP (if there is one), the Selectboard approval date, identification of who in the town would approve the work, the completion date, and the total bid.

Groschner said the town should have as part of the contract process a number of terms and conditions

- The contractor must sign that they are an independent contractor with insurance for their employees
- The town should have the right to terminate upon breach of contract
- All legal disputes should be in Orange County
- Contracts cannot be assigned to a third party
- Resolution of disputes should be by mediation

Porter expressed relief and support for the goals of the Services Contract, but frustration at the profligate legalese that it contained. Devoto concurred with the latter.

Groschner will create a checklist version of an acceptance sheet, and the Selectboard will discuss it at the Selectboard Finance meeting on July 14.

Demrow made a motion to adjourn. Devoto seconded and the motion passed unanimously. The meeting ended at 4:59 PM.