

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

Minutes of the Financial Meeting  
January 7, 2021

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

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 4:08 p.m.

Orders for Payment

The Board reviewed outstanding bills and approved 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.

Time sheets

The board confirmed that the treasurer's position is salaried and that he should be paid each month on the first Monday. The board said that it wants the treasurer to submit time sheets by the last Friday of the month to Galayda, who processes payroll. The timesheets are for oversight purposes, and payment does not depend on their timely delivery.

February tax collection

The board discussed with Kelley the procedures for collecting taxes, which are due on Tuesday, February 9. Given the Covid situation, Kelley would like to have the office open only on that day to receive payments in person from taxpayers who don't use the mail, the dropbox, or the automatic withdrawal methods of paying taxes.

The board said that it was up to Kelley to set up the procedures for collecting taxes. It encouraged him to get notice out to the taxpayers in as many ways possible, including the list serve, public postings, the website, and a notice in the Journal-Opinion.

People's Bank would like the Town to start using a check scanner to make deposits, but Kelley and Galayda thought it too expensive at this time to do so. Instead, they set up an account with Community Bank in Bradford to deposit the checks. They will then do an electronic transfer to People's.

#### Working from Home

Scott Welch, our computer consultant, has set it up so that Kelley can do work from his computer at home. Kelley said he would use this only when he had work to do outside of his normal office hours. Welch assured him that there was no compromise to computer security.

#### Health Insurance for Treasurer

Kelley and Galayda brought up the question of the procedures for reimbursing Kelley for his Medicare Part B premiums. The board said the Chad Hewitt, the town's auditor, should be consulted to determine the best way to account for the reimbursement.

#### Tax Rate

Galayda said that she thinks that an error was made in calculating the tax rate. It could result in the under-collection of \$10,000 in funds for the general fund.

#### Town Meeting

The board discussed Town Meeting and the printing of the annual report. While things are still up in the air over whether the legislature will allow the town to postpone the meeting, the board decided to keep to the printing schedule that we have agreed to with Repro. If the meeting is postponed, we can delay the mailing of the report.

#### Executive Session

The board voted to enter executive session to discuss a personnel matter at 5:35. They conclude the session at 5:40 with no action having been taken.

The meeting adjourned at 5:40.