

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
December 12, 2022

Attending for the Board: Rick Cawley, Carl Demrow, and Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer. Shirley Montagne, selectboard financial clerk and Dan Carter via Zoom.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:01 PM

Junkyard permit/Route 25

Chairman Cawley received the permit application and reviewed it with the other board members. There were some questions about the deed when changed from Dan Carter's father to Dan; book and page numbers were different. Dan informed the board that the actual number of junk cars is 96 and not the 55 that he had guessed at last week's selectboard meeting. Cawley asked if Carter's goal is to decrease the number over the next two years to zero. Carter explained that that is his intention but was concerned that if there were any left by the end of the term of the permit could he re-apply to the state. Kramer replied that as long as the ultimate goal is to have them all removed, an extension would not be a problem if needed. Cawley proposed to the other board members that the condition for the permit is to decrease the current 96 vehicles over the next two years to zero and he can re-apply in two years if needed. Kramer made a motion to approve the permit with the condition that the current 96 vehicles be reduced ultimately to zero. Demrow seconded and the motion passed unanimously.

Warrants and Bills

There was some discussion about the warrant between Treasurer Kelley and the board. There was a question about Norm Collette being paid out of ARPA funds relating to the work he's been doing for the town hall renovation. The board cleared that up with an explanation of Collette's town job as the building facilities manager as town employee and the town renovation work as a separate activity to be charged against the ARPA account. There were also questions about the use of funds from the capital reserve funds for roof repair. Demrow asked about the \$376 from Topsham Telephone and what the difference will be monthly when they install the fiber with no installation fee. Kelley stated that a rep from Key Communications would like to be present when the fiber is installed. Demrow made a motion to approve the warrant. Kramer seconded and the motion passed unanimously.

Payroll: Little discussion. Demrow made a motion to approve the payroll. Kramer seconded and the motion passed unanimously.

Accounts payable: Little discussion. Demrow made a motion to approve the accounts payable. Kramer seconded and the motion passed unanimously.

Audit status

Selectboard financial clerk Montagne reported she spoke with Chad Hewitt from Sullivan and Powers to inquire whether they had everything necessary to issue the FY2020 audit report and the FY 2021 audit report with one outstanding question involving the Cemetery commission's report. Demrow asked Montagne if she would work on the cemetery books which she agreed to. He also suggested that someone from the town talk with Chad Hewitt at least two times a month going forward. Cawley expressed his impatience as the board was assured back in June that the FY2020 audit was close to being completed. He stressed that the FY2020 and FY2021 audits need to be completed for the town report by mid January. Montagne has been busy getting caught up with journal entries, reconciliations, etc for the 2022 audit. She will call Hewitt and find out what the cemetery commission is missing.

FY '24 budget/town report schedule

The board hopes to have the budget completed for the town report very soon as there is one more budget meeting this week. Next the discussion turned to formatting the budget for the town report. Kelley stated he has tried using EXCEL and PDF in which results were not satisfactory. Demrow said he would ask town clerk Carroll if she would do the formatting of the budget. Kelley reminded the board how askew the fund balance report was for last year's town meeting and how he corrected it with a separate insert. Kramer asked when the final draft needs to be ready for proofreading. Demrow stated that the reports all have to be in by mid January and he knows someone who is willing to proofread. Cawley said he will try and have a draft warning ready for the January 3rd selectboard meeting. There is also a need to get an accurate count of all Corinth homeowners for mailing.

Wage policy

Kramer sent his final draft for the wage policy to the other board members for review. There was a question about Norm Collette's and Connie Longo's status as paid positions. The board agreed that when using their own supplies it is a contracted position and when using town supplies for the typical building maintenance and cleaning it is as a town employee on payroll. Collette's position was changed from town hall maintenance manager to building facilities manager. Demrow made a motion to adopt the wage policy as presented at tonight's meeting. Cawley seconded and the motion passed unanimously.

Other business that comes before the board

Demrow will borrow the OWL sound system from the library and arrive at January's selectboard meeting 15 minutes early with/Kramer to set it up.

Demrow made a motion to adjourn. Kramer seconded and the motion passed unanimously. The meeting ended at 8:45 PM.