

Town of Corinth Selectboard  
PO Box 461  
Corinth, VT 05039

Unapproved Minutes of Financial Meeting  
April 10, 2023

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; Lee Porter, road commissioner; and Joe Blodgett, road foreman. Via Zoom: cemetery commission member Norm Collette.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:02 PM.

Warrants and Bills

Item #1 was deferred until later in the meeting. A couple of questions were posed to clarify on the warrant with treasurer Kelley. Kramer made a motion to approve the warrant as presented. Demrow seconded and the motion passed unanimously.

Payroll: Highway work overtime hours were noted due to the excessive heavy storms in March. Kramer made a motion to approve the payroll as presented. Demrow seconded and the motion passed unanimously.

Accounts payable: Most of the discussion centered on invoices from Sullivan and Powers (S & P) and what exactly each bill was for. The invoices are not itemized. Cawley expressed concern about the possibility of being billed for uncompleted work. He questioned that since there is a serious lag in the completion of audits from the past two years; could there also be a lag in the billing? Financial clerk Montagne felt the firm should be questioned and the invoices should reflect the work to be paid for. Kramer made a motion to approve the accounts payable. Demrow seconded and the motion passed unanimously.

The board asked Kelley about the incoming tax money and how it is accounted for in the financial report. Kelley explained how it goes into the different accounts.

Highway labor grant tracking

Road foreman Blodgett asked the board to approve a one dollar per hour raise for Brian Hart and Tom King in appreciation for their good service to the town. Demrow made a motion to go ahead with the one dollar raise for Hart and King effective immediately. Kramer seconded and the motion passed unanimously.

Grant tracking: The board and the road commissioner discussed how to track all the grant money that comes in and depict how it is used, i.e. labor, equipment, et al. Blodgett explained that he keeps track of it all and has copies of all the costs and expenditures. Kramer suggested that before the budgeting season the board and Blodgett go over the grant documentation together. Blodgett then told the board that 30 - 40% of the planned work for this coming summer is grant funded.

Fund balances/ARPA

Demrow stated that the ARPA report is due at the end of the month and he needs the exact numbers for the money amounts authorized and the amounts spent so far. A special selectboard meeting will take place this Saturday April 15th at 9:00 to go over the town hall project bids. The initial phase of the town garage addition has been approved and local bids are being solicited.

Audit status

The board read over the client representation letter regarding the FY 2020 audit agreeing to statements from the auditor. Demrow made a motion to authorize Cawley to sign the letter. Kramer seconded and the motion passed unanimously.

Kelley and Montagne are completing the final requirements for the FY 2021 audit. Kramer thanked them both for their hard work.

Auditor RFP

Kramer suggested waiting until October before exploring putting out an RFP for considering what audit firm use going forward so as to be caught up and done with FY 2020, FY 2021 and FY 22 audits

Kelley requested the board to approve retaining NEMRC for 20 hours of work to evaluate the accounts and help to better understand the in-house accounts, fund balances, etc. Kramer thought it would be worth investing in for the long term. Kramer made a motion to approve retaining NEMRC for 20 hrs of work for \$2900. Demrow seconded and the motion passed unanimously.

#### Cemetery commission account status

Cemetery commission member Collette asked treasurer Kelley if NEMRC could work on the cemetery accounts as well. Kelley said he would ask. Board financial clerk Montagne said she would help with the cemetery accounting starting in late May and meet with cemetery commission members Geoff Hoots and Norm Collette.

Kelley then asked about the status of the East Corinth Olde Village Store property and how the fines are accounted for. Kelley stated he had an exchange with VLTC about liability insurance on the work done at the cemeteries. The board explained that the workers are covered as town employees. Collette wanted to wait to contract for lawn and orchard work and put it out to bid.

#### Law enforcement study committee

Cawley spoke with Jeff Spiegel, Chris Diaz, Cathy Haley, and Katharine Lea about forming a law enforcement study committee and they all agreed to come on board. Demrow hasn't heard from Michael Tkac but will keep trying and Porter spoke with Ken Schaeffer who also agreed to join. Kenya Lazuli also would like to join. Cawley explained that their mission is to discern the law enforcement needs for the Corinth community and come back to the selectboard with recommendations.

#### Local Hazard Mitigation Plan/LEMP

The 5 year Local Hazard Mitigation Plan for Corinth is about to expire and the board discussed how and whether or not to go forward and make a new plan. The specifications in forming a new plan have changed drastically and require much more time and cost to comply with the state and federal regulations. Kramer did extensive research on the new plan and explained all the details. The board asked Kelley if he would present the plan to the planning commission and see if they want to fund it to the tune of \$2537. If they decide to fund it Kramer agreed that he would explore further what is required to apply for the grant to renew the plan starting with the RFP.

#### Other business that comes before the board

The board asked Kelley if he would agree to help the lister with the grand list and sit in on grievance meetings as lister Donahue needs someone to perform that function and sign documents. He declined at this time and said Donahue will contact those listed on the write-in votes for lister.

Cawley received a request from Erica Thompson to conduct a coin drop for the WRVS eighth grade class at the transfer station. Demrow made a motion to approve the eighth grade coin drop with the stipulation that they keep out of the way of traffic, stay at their table, do not solicit or harass, have an adult supervisor, and let the selectboard know well in advance of the date. Kramer seconded and the motion passed unanimously.

Collette told the board the asbestos removal contractor looked at the tile floor in the town hall and offered his opinion on what would be required for any lead paint abatement on the rear wall.

Kramer made a motion to adjourn. Demrow seconded and the motion passed unanimously. The meeting ended at 8:55 PM.