

Town of Corinth Selectboard  
PO Box 461  
Corinth, VT 05039

Unapproved Minutes of Financial Meeting  
Monday July 10, 2023

Attending for the Board: Nick Kramer, Carl Demrow, and Holly Groschner. Anne Rosten, Selectboard Clerk. Attending via Zoom: Dick Kelley, Treasurer.

Chair Kramer called the meeting to order at 7:05 PM.

Warrants and Bills

Treasurer Kelley opened discussion about the pros and cons of the town having checking accounts with two different banks as opposed to just one. He will have a discussion with Board Financial Clerk Shirley Montagne about it as she was absent from the meeting. Demrow made a motion to approve the warrant as presented and authorize Groschner to sign the following day on behalf of the rest of the board, since Kelley was joining the meeting remotely and did not have paper copies of the warrant for the board to sign.. Groschner seconded and the motion passed unanimously.

Payroll: Little discussion about the new highway crew wage increase which will show on next month's payroll. Demrow made a motion to approve the payroll and authorize Groschner to sign it on behalf of the full board.. Groschner seconded and the motion passed unanimously.

Accounts Payable: Kramer asked Kelley about the bills received for April and May from the Orange County Sheriff's Dept. Kelley explained what they were for and that there will only be one more bill for June as there is no contract with the sheriff's dept. For FY2024 yet. There were some questions about bills from auditors Sullivan and Powers which Kelley answered; for work on audit FY21. Demrow made a motion to approve the Accounts Payable and authorize Groschner to sign it on behalf of the full board. Groschner seconded and the motion passed unanimously.

Kramer brought new board member Groschner up to date on what Board Financial Clerk Montagne is working on to bring the expenditures and balances up to date.

Audit status / FY23 RFP

Kelley reported that he can not get a hold of any accountant at Sullivan and Powers (S & P) about the FY21 audit though he has called and emailed numerous times. He told the board that the town still does not have a completed FY2020 audit in hand and that it is supposedly pending.

Kelley then told the Board that he has acquired the names of four accounting firms with good reviews and will ask for more input from VLTC. Kramer brought Groschner up to date on recent communication issues and other delays in the preparation of the FY20 and FY21 audits.

Kramer shared a draft RFP for auditing services that he had prepared, and the Board discussed a number of items to include in the RFP, such as responsiveness, timeliness, communication, and how dedicated to our needs they would commit to. Then the board can peruse the proposals and ask for how much it would cost the town. Kramer indicated he would like to run the draft RFP by the Selectboard financial clerk, Shirley Montagne for her input before publishing..

Groschner made a motion to approve the RFP form that Kramer developed for the selection of an audit firm; subject to comments of the selectboard and further comments Selectboard Financial Clerk Montagne and to authorize Kramer to publish the FRP upon completion at his earliest convenience. Demrow seconded and the motion passed unanimously.

Upcoming Grants / Grant writing assistance

Kramer explained that Montagne offered to assist in writing grants as she has experience. The Municipal Energy Resilience Program (MERP) is now accepting applications for energy assessments, and Demrow shared that he had completed an online application requesting Level 1 assessments at both the Town Hall and the Town Garage. Demrow spoke with Harry Falconer of TRORC who is the Town's point person for MERP and told him Norm Collette, the Town Hall Facilities Manager, and Joe Blodgett, the Road Foreman are the contact people for the respective buildings. Kramer will put the issue of grant writing support on August's agenda to discuss more with Board Financial Clerk Montagne. Demrow explained how MERP is one aspect of possible other funding sources to research for town hall renovation funding needs.

Other financial business

Topsham Telephone has applied to renew their Certificate of Public Good for the cable television portion of their business. Groschner reviewed their proposal letter, which gives an opportunity for comment, and shared her thoughts on the proposal. The board had a general discussion about the

merits and challenges of Topsham Telephone and their track record of service to the town. The consensus of the Board is to file comments on the proposed renewal of the Certificate of Public Good( CPG) and Groschner agreed to draft a comment letter for the board.

Demrow made a motion to adjourn the meeting. Groschner seconded and the motion passed unanimously. The meeting ended at 8:30 PM.