

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
Monday August 14, 2023

Attending for the Board: Carl Demrow, and Holly Groschner. Anne Rosten, Selectboard Clerk. Dick Kelley, Treasurer; Anne McKinsey, Town Website Host; Shirley Montagne, Selectboard Financial clerk. Via Zoom: Nick Kramer, Selectboard Chair.

Board member Carl Demrow called the meeting to order at 7:00 PM.

Warrants and Bills

Groschner made a motion to approve the warrant as written. Kramer seconded and the motion passed unanimously. Kramer made a motion to authorize the other board members to sign any document requiring the chair's signature at tonight's meeting. Demrow seconded and the motion passed unanimously.

Payroll: There was a little discussion about payments to Paula LaValley. Paula filled in as steward at the Transfer Station for five weeks for Joanne Hayward's medical leave of absence. Groschner made a motion to approve the payroll. Demrow seconded and the motion passed unanimously.

Accounts Payable: Kramer made a motion to approve the Accounts Payable. Groschner seconded and the motion passed unanimously.

Town Website Hosting / Maintenance

Anne McKinsey informed the board that she will be retiring on July 1, 2024 from her web business maintaining over 50 websites. The town does not have a contract with McKinsey. She is willing to keep working on the town website as its web master but proposed a new web host manager, MacDragon / David Brizendine, who will charge \$125 annually as opposed to the \$104 current rate. Both McKinsey and MacDragon are resellers of larger web hosting services. The board expressed their desire to keep McKinsey as the town's webmaster, which currently pays \$50/month. McKinsey agreed. The selectboard asked McKinsey to connect with Brizendine and ask for MacDragon's standard terms and conditions. The board thanked her for her work and also for the job of compiling, typesetting, and proofreading the town report which she agreed to continue.

Audit status / FY23 RFP

Kelley reported that he's had numerous emails from Sullivan and Powers (S&P) stating that they have all they need for FY21. The latest communication contradicts that by requesting ten more needed items to complete FY21. There are also still questions about the cemetery accounts. The cemetery accounts are separate from the general town accounts as required by statute. The town still does not have a completed FY 2020 audit, only a preliminary. Montagne is continuing to work on cash and fund balance reconciliation and has done so through February of 2023. Kramer stated that the RFP (Request for Proposal) for FY22 and FY23 audit services was shared with Montagne, who agreed to provide feedback. Groschner asked if the treasurer should send a notice to S&P asking them not to start work on the FY22 audit so as not to accrue a bill from them. The treasurer noted that there was not a signed engagement letter for FY22. Montagne is working with Kelley on clearing fund balances, a project that is nearing completion. Kramer commended her work. Groschner stated that a calendar for the town financial process would be a valuable asset for anybody working on budget and financial issues; an accounting calendar. Kramer said he would work on getting one.

Grant writing assistance

Kramer discussed federal stimulus money availability and suggested the town employ an experienced grant writer and researcher to follow up on available funds. Montagne offered to expand her role to include grant research and writing as well as her other duties as soon as she is caught up with the town account balancing, which is almost completed. Kramer will send Montagne some links with examples of available grants. Groschner suggested having the board brainstorm the greatest needs for Corinth. Demrow said there is also a need for someone to take on FEMA administration and reporting duties.

Other financial business

Currently retired board chair Rick Cawley is the appointed signatory along with Treasurer Kelley for the town checking accounts. Groschner asked the treasurer to identify the signatories on each town account. Demrow moved that the selectboard resolve to remove Richard A. (Rick) Cawley as signatory to all M&T and Community Bank checking accounts and further resolve to add Nicolas Kramer as signatory to said bank accounts. Groschner seconded and the motion passed unanimously.

Kelley informed the board that the copier lease will expire in November. He asked whether it would be wise to purchase outright or renew the lease with a new copier. He explained that the copier is working well and that any problems that have come up were immediately resolved by the lease company. More discussion will take place on a decision at the September financial meeting.

Road Foreman Joe Blodgett has requested approval from the board to post signs to limit truck traffic at three town roads in order to protect the temporary culvert repairs from the recent flood. The roads are Joe Lord Road, Turkey Hill Road, and Johnson Road. Blodgett received an email from the Agency of Natural Resources who inspected the Turkey Hill culvert and is concerned it may collapse this winter. Customarily, emergency vehicles and oil and propane deliveries would still be allowed on these roads. Kramer made a motion to authorize the road foreman to post Joe Lord Rd., Turkey Hill Rd., and Johnson Rd, to prohibit truck traffic as required to protect the temporary culvert repairs. Groschner seconded and the motion passed unanimously.

The Town Clerk informed the board that mailing dump stickers with the latest tax bills does not provide use stickers to residents who are not tax payers. Demrow will post a notice about the stickers on the LRN and talk to Joanne Hayward and Cassella employee Rick about it.

Kramer made a motion to adjourn the meeting. Groschner seconded and the motion passed unanimously. The meeting ended at 8:40 PM.