

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
Monday April 8, 2024

Attending for the Board: Holly Groschner, Carl Demrow, and Stephen Devoto. Anne Rosten, Selectboard Clerk. Attending via Zoom: Shirley Montagne, Selectboard Financial Clerk; and Dick Kelley, Town Treasurer.
Board chair Holly Groschner called the meeting to order at 7:01 PM.

Groschner opened the meeting stating that Nick Kramer needs to be taken off the Zoom call information for the agenda. Carl Demrow agreed to be the Zoom coordinator. His number is 802-505-1867

Groschner noted an addition to the agenda to discuss the TRORC appointment of Stephen Devoto.

Review of Dashboard - and Audit Update

Selectboard Financial Clerk Shirley Montagne said she'd be working on the Dashboard after tax season next week and will have an update for the board at the May financial meeting. Groschner asked Montagne for the progress on the FY 2021 Audit. Montagne reported that she's been in contact with Jenna from Sullivan and Powers (S & P) and the deficiencies have been resolved and the report is ready to be signed. A three page letter to be signed by Montagne and Kelley confirming the deficiencies have been addressed needs to accompany the FY 21 audit report posted on the town website.

FY 2022: Once the final FY 2021 arrives from S & P Montagne will post it on the Batchelder Associates portal and they will begin work on the FY 2022 audit. They already have the information for 2022 and 2023. The books have been reconciled and the numbers are in the system.

Warrants and Bills - Town Treasurer

Warrant: The treasurer noted the amount due in the invoice from R.C. Brayshaw for work on the Town Report as significantly over the quote. The amount due is \$4854.06. The selectboard directed the bill to Anne McKinsey, who was the project manager for the Town Report and ask for her review and approval of the invoice. Kelley noted the errors in the report budget that had to be corrected. Groschner sent a copy of the bill to McKinsey and asked her to contact Kelley with verification of the amount to be paid. Demrow made a motion to approve the warrant with the contingency that the Brayshaw bill not be paid until McKinsey has approved it. Devoto seconded and the motion passed unanimously.

Payroll: It was noted that Town Hall Facilities Manager Norm Collette billed for quite a few hours. Kelley said Collette needs to submit his hours more frequently. The \$387 he billed as reimbursement is for tools and equipment. Demrow made a motion to approve the payroll as presented. Devoto seconded and the motion passed unanimously.

Accounts Payable: Devoto raised questions about how the warrant and accounts payable relate. Demrow explained that this month's invoices trace back to last month's warrant. Groschner proposed finding a better way to compare the monthly warrants with the accounts payable. Demrow made a motion to approve the accounts payable as presented. Devoto seconded and the motion passed unanimously.

Interest Rates: Town Investment Policy

Treasurer Kelley will set up a meeting with the M-T Bank representative to go over the interest strategy and have it for the May Financial meeting. The selectboard will have feedback from VLCT by then on the investment policy form.

ARPA Reporting and Planning

Groschner stated that TRORC advised to have the grant obligations set by March 30th, even though the federal deadline is December 31, 2024. The board reviewed the model spreadsheet that Kelley produced and asked for changes. Kelley noted the changes and the request for separate tracking for three project categories: Town Hall, Town Garage and Miscellaneous. Kelley will look at a copy of guidance from TRORC. Board member Demrow and Treasurer Kelley will meet on April 22nd at 1:00 PM to go over the spreadsheet and how to put together a meticulously documented accounting of all ARPA details for each project. There are two major ARPA projects: The Town Hall Renovation for which \$150,000 has been allocated and second, the Town Garage Addition for which \$200,000 has been allocated. None of the funds have been obligated to date. Under the miscellaneous category, ARPA funds were used to fund the Jaws of Life for the Fire Dept and purchase the OWL. The balance in the ARPA account is \$373,985. The board will continue to discuss ARPA obligations at the May meeting, and if necessary discuss other needs for the town such as a new Town Hall generator among other possibilities.

Other financial business

- a. RFP for Waste Services: The town's contract with Casella expired last July. Casella has since raised their rates. An RFP needs to be put together for a new contract. Groschner will contact Road Commissioner Porter and Road Foreman Blodgett and ask them to produce an RFP. Stephen Devoto will contact Bob Sandberg, who is on the NEKWMD board of supervisors, for information and to engage him in RFP development.

Other business that comes before the board

- a. EC Fiber Delegate Appointment: Ed Childs is the EC Fiber Corinth representative, Dick Kelley is the first alternate, and Maggie Zirnhelt was appointed second alternate. As required by the District, Demrow made a motion to reappoint the delegation to represent Corinth at the ECFiber Communications Union District. Devoto seconded and the motion passed unanimously.

- b. Other Appointment Updates: Groschner asked board member Devoto if he would agree to be the Corinth TRORC (Two Rivers Ottauquechee Regional Commission) Representative. Devoto agreed. Groschner made a motion to appoint Stephen Devoto to be the town representative to TRORC. Demrow seconded and the motion passed. Devoto abstained.
- c. Grants: Groschner presented an open grant chart for review. It is a guideline listing all available grants, for which project, dates, and the point people. Demrow will have a meeting with Jackson Evans from VT Preservation Trust regarding the Sincerbeaux grant application for the town Hall project, and will contact Harry Falconer from TRORC to discuss MERP grant availability. At the April 15th Town Hall Committee meeting Demrow will discuss grants and a project management timeline; Groschner suggested he receive a list of dates from Norm Collette so that the special Town Hall maintenance projects could be prepared as a contracted project and paid for with ARPA funds. Montagne and Kelley will work on the SAM number renewal and Kelley will have it for the April 22nd meeting.
- d. Town Hall Key Policy: The Town Clerk and Town Treasurer are concerned that there are too many Town Hall Office keys in circulation. These officials are responsible for the contents of the office; some appointees have asked for access to the copier in the office, sometimes not during business hours. The selectboard requested that the Town Treasurer and Town Clerk design a written policy to propose to the Selectboard. A possible approach was discussed to issue keys to the Town Clerk, Treasurer, Listers, Selectboard members, Delinquent Tax Collector and the Town Hall Facilities Manager Other town officials can request official use of the copier during business hours. Private citizens can request copies for a fee. The Facilities Manager is in charge of the keys. The Town Treasurer and Town Clerk will confirm that this proposal is directionally correct and provide a policy that specifies the authorized use of the office by key holders and when keys must be returned to the Facilities Manager.

Executive Session - 1 VSA 313(a)(3)

Demrow made a motion to go into Executive Session. Devoto seconded and the motion passed unanimously. The board came out of Executive Session at 8:50 and no action was taken.

Adjournment

The meeting adjourned at 8:55 PM.