Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, VT 05039

Minutes of the Financial Meeting
January 7, 2021

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer, Suzanne Hansen, financial assistant.

The meeting was held as a Zoom call. Groschner read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:08 p.m.

Orders for Payment
The Board reviewed outstanding bills and approved payment. The board members authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Time sheets
The board confirmed that the treasurer's position is salaried and that he should be paid each month on the first Monday. The board said that it wants the treasurer to submit time sheets by the last Friday of the month to Galayda, who processes payroll. The timesheets are for oversight purposes, and payment does not depend on their timely delivery.

February tax collection
The board discussed with Kelley the procedures for collecting taxes, which are due on Tuesday, February 9. Given the Covid situation, Kelley would like to have the office open only on that day to receive payments in person from taxpayers who don't use the mail, the dropbox, or the automatic withdrawal methods of paying taxes.

The board said that it was up to Kelley to set up the procedures for collecting taxes. It encouraged him to get notice out to the taxpayers in as many ways possible, including the list serve, public postings, the website, and a notice in the Journal-Opinion.

People's Bank would like the Town to start using a check scanner to make deposits, but Kelley and Galayda thought it too expensive at this time to do so. Instead, they set up an account with Community Bank in Bradford to deposit the checks. They will then do an electronic transfer to People's.

Working from Home

Scott Welch, our computer consultant, has set it up so that Kelley can do work from his computer at home. Kelley said he would use this only when he had work to do outside of his normal office hours. Welch assured him that there was no compromise to computer security.

Health Insurance for Treasurer

Kelley and Galayda brought up the question of the procedures for reimbursing Kelley for his Medicare Part B premiums. The board said the Chad Hewitt, the town's auditor, should be consulted to determine the best way to account for the reimbursement.

Tax Rate

Galayda said that she thinks that an error was made in calculating the tax rate. It could result in the under-collection of $10,000 in funds for the general fund.

Town Meeting

The board discussed Town Meeting and the printing of the annual report. While things are still up in the air over whether the legislature will allow the town to postpone the meeting, the board decided to keep to the printing schedule that we have agreed to with Repro. If the meeting is postponed, we can delay the mailing of the report.

Executive Session

The board voted to enter executive session to discuss a personnel matter at 5:35. They conclude the session at 5:40 with no action having been taken.

The meeting adjourned at 5:40.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, VT 05039

Minutes of the Financial Meeting
February 4, 2021

Attending for the Board: Chris Groschner, Steve Long, Rick Cawley.
Others Attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer. Carl Demrow, visitor.

The meeting was held as a Zoom call. Groschner read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:05 p.m.

Galayda and Kelley reported on progress on the audit. The board's financial assistant, Suzanne Hansen, has had some health problems but is recovering. She said she expected that she was within a workday or so of completing the reconciliation for the fiscal year ending June 30, 2020.

Kelley said that the office would be open one day only, on Tuesday, February 9, to collect taxes in person. Many people have been using the drop box to pay their taxes. Galayda said she could find the plexiglass shield so it can be put in place for social distancing precautions on Tuesday.

Orders for Payment

The Board reviewed outstanding bills. Galayda asked that two more items be added to the warrant, a mileage reimbursement for Joe Blodgett and a payment to Irving Oil. The board members approved the warrant with the additions and authorized Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions.

Quarantine

The board confirmed that there had been a positive case of Covid among the people using the office. Galayda and Kelley are currently working separate days. Nobody else is currently working in the office. Groschner told the board that he would contact town clerk Nancy Ertle and let her know that taxes were going to be collected on Tuesday, which would normally be her day to work in the office.

Board of Abatement

The board discussed an upcoming Board of Abatement meeting scheduled for Tuesday, February 9. They are in agreement that it should not be an in-person meeting, and that it should be conducted via Zoom. Cawley has purchased an account that the town has been using for selectboard meetings. Groschner asked Cawley to seek reimbursement for this monthly charge.

Bond Bank privileges

Long, who has submitted his letter of resignation from the Selectboard as of February 8, said that he and former treasurer Kerry Claffey were the two town officials with signing privileges in working with the Vermont Municipal Bond Bank. He suggested that the board change the privileges to include current treasurer Kelly and board member Cawley, who has been very involved with the fire station construction. Galayda has the paperwork to be filled out and signed.

Listers

Galayda asked that the board sign the annual Certificate of No Appeal or Suit Pending. The board approved this and authorized Galayda or Kelley to sign their names with his or her initials adjacent.

The meeting adjourned at 4:50.

Town of Corinth
Board of Selectmen
P.O. Box 461
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Minutes of the Financial Meeting
March 4, 2021

Attending for the Board: Chris Groschner, Rick Cawley, Carl Demrow.
Others attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, board financial assistant.

The meeting was held as a Zoom call. Groschner read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:02 p.m.

Orders for Payment
February payables were quickly covered and no changes noted by the assistant treasurer.
Cawley moved to authorize Galayda or Kelley to sign their names with his or her initials adjacent. The Board reviewed payroll and payments made in previous month, and authorized signatures under the same conditions. Groschner seconded. The motion passed unanimously.

There was some discussion about the phone system for town hall, the replacement of the system, and a discussion with Topsham Telephone. Groschner asked if the guy we use for IT related matters can help us with this. Kelley will try to get some information before Monday night's meeting so we can discuss a path forward at the meeting, but he is out of the office on Monday.

There was some discussion of the ADT expense. ADT is in Westminster and has been doing our truck repair on the damaged truck.

Kelley noted the Harris tax overpayment item and asked that we add $68.54 for the Coveys, who also overpaid.

Audit
Hansen is working on the cash piece of it and is slowly getting that part of the accounting into shape. Galayda noted that needs to be done before the balance goes to auditor. Hansen said there is a discrepancy of about $2,400 that she is on the hunt for. She is thinking a credit was posted twice or there was a deposit made that was not recorded.

Cawley moved to approve the warrant with the addition of the payment to the Coveys and again authorize Kelley or Galayda to sign on our behalf. Groschner seconded and the motion passed unanimously.

The Blake Memorial Library grant closeout was next. The grant should be paid and closed out on Monday.

Groschner mentioned a letter he received from Casella and they will be increasing our monthly bill by $3. No action is needed. He also noted we have not been able to create a bulletproof contract with them. Cawley noted there is an amendment option in there to deal with market changes- this is likely one of those.

Groschner also noted receipt of a liquor license application from Crossmolina Farm, seeking a second class license to sell beer at their store in Cookeville. This is not for consumption on the premises and is

not for pizza night. Groschner also said he has a conflict of interest because he is the landlord for the store. This will be on the Monday night meeting agenda.

Cawley brought up the return of funds from Morton was also on the agenda. Galayda has received a check for $11,059 from Morton. The town cannot not be reimbursed for monies paid to Morton from the bond proceeds, but this amount should be credited against the payments to Morton. Galayda noted it has reduced an expenditure, and her intent was to put it into the general fund.

Kelley talked a bit about the comparison report he provided. He will provide this monthly and will work with Galayda to make sure the numbers and accounts are correct.

Groschner moved to executive session to discuss a personnel matter and Cawley seconded. Both Kelley and Galayda were invited to join. The board went into executive session at 4:52 pm.

The board came out of executive session at 5:08 pm with no action taken.

Cawley made a motion to adjourn and Groschner seconded. Adjourned at 5:08 PM.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, VT 05039

Minutes of the Financial Meeting
April 1, 2021

Attending for the Board: Rick Cawley, Carl Demrow.
Others attending: Dick Kelley, treasurer; Karen Galayda, assistant treasurer; Suzanne Hansen, board financial assistant, Nick Kramer.

The meeting was held as a Zoom call. Cawley read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:02 p.m.

Orders for Payment

March orders were first. Cawley asked about the cleaning situation at town hall. The contractor has not been coming in due to less traffic. Kelley noted the floor was getting a bit grimy. Galayda and Kelley will follow up with the contractor to ask her to come in and clean. Cawley moved to approve payroll for March and to authorize Kelly and Galayda to sign the names of the present members to the payroll. Demrow seconded. The motion passed unanimously. March payables were up next. The missing library check for the renovation grant was mailed on the 8th of March and not received until yesterday. Cawley moved to approve the March payables and to authorize Kelly or Galayda to sign the names of Cawley and Demrow. Demrow seconded, motion passed unanimously.

The bond payment was discussed briefly and Galayda noted that the number for the school was a placeholder estimate since the town has not yet received the bill from the school. Cawley moved to approve the April warrant and to authorize Kelly or Galayda to sign in the names of Cawley and Demrow. Demrow seconded, motion passed unanimously.

Audit

Reconciliations for the bank account at Peoples has been done. Kelley contacted the auditor and asked if he needed any further information and he asked for a few more items. Kelley and Hansen will make sure he gets what he needs. Cawley asked if we had a FY 19 audit and that audit has been completed according to the 2020 town report. Kelley is expecting we will have the 2020 audit before town meeting. Cawley thanked Hansen for getting the reconciliations done and Galayda has been working with Hansen to be certain that we are in a good place to close the books on FY 21 by late summer. Galayda noted that we will likely be over budget by $20K by year end in the treasurer's department due to the problems that needed to be cleaned up.

Phone system

Kelley has conferred with the town's IT consultant Scott who recommended Key Communications. Key was the place Kelley was going to check in with after conferring with Scott. The owner of Key, Steve Knapp, used to live in Corinth. Knapp suggested waiting until we have high speed internet before we re-do the phone system. Our choices are: stick with the current system; purchase an office system as a bridge, or wait. If we had a fiber connection, we could have a state of the art system for less that $1,000. Kelley noted that replacing our system with an office bridge would be several thousand dollars or as Kelley said twice as much. Kelley is waiting on a quote from Key for both an interim system. Five

handsets would be all that are needed- 3 in the clerk's office and 2 in the lister's. We will wait to get a quote from Key and look to get a better sense of when broadband will come to Cookeville before we make a decision on this issue.

Cawley noted that we are done with the financial section of the meeting and that while we still have some more business, those involved with the finance pieces are free to go.

Planning commission in-person meeting request

Cawley briefly outlined the history behind the request. Demrow asked if there was some way that this would violate the governor's guidelines if social distancing, masking, occupation caps, etc was followed. Cawley noted that there was no carve out in the governor's guidelines and that we simply need to make a decision on this. Demrow asked about risk and Cawley said he felt risk to the town was low. Demrow made motion to approve the request on a one-time basis and Cawley seconded. Motion approved unanimously.

Town Meeting Warning distribution

The board briefly considered how to best distribute the warning for town meeting, since it was not printed in the town report. The warnings could be mailed in the report as an insert, published online, in the newspapers and posted, and/or mailed separately. The town report was printed stating that the warning will be an insert in the report. Action will need to be taken at the board's meeting on the 12th.

New business

Kelley mentioned that he believes the town should have an investment policy that guides how investments are made, structured, and reported to minimize confusion, paperwork, and staff time future audits. Kelley noted the significant funds the cemetery commission has invested and he does not know of an existing policy. Cawley has looked into this a bit. There are statutes for this issue but aside from that, there is not a lot of clear guidance. The question also involves the independence of the cemetery commission . Kelley maintained that the funds need to be restructured to make them more audit friendly as they have delayed audits and resulted in lots of staff time.

Demrow mentioned the possibility that the town could be receiving funds from the most recent federal relief package to the states. Kramer noted that the current guidelines seem to indicate $140K coming to Corinth with the possibility of more but all will need to be funneled through the legislature, and they may decide on other priorities for the money.

Demrow made a motion to go into executive session to discuss a personnel matter. Cawley seconded and at 5:21, the board went into executive session.

The board came out of executive sessional 5:24. Cawley made a motion to offer the job of selectboard clerk to Anne Rosten, commencing with the April 12 meeting. Demrow seconded, motion passed unanimously. Demrow will follow-up with Rosten and Tudish to see what makes most sense for April 12.

Cawley moved to adjourn and Demrow seconded. Meeting adjourned at 5:27 PM

Town of Corinth
Board of Selectmen
PO Box 461
Corinth, VT 05039

Unapproved Minutes Of Financial
Meeting
May 6, 2021

Attending for the Board: Chris Groschner, Rick Cawley, Carl Demrow. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Suzanne Hansen, board financial assistant, Nick Kramer.

Meeting conducted on Zoom.

The meeting was called to order at 4:07 PM.

Warrants and Bills
Kelley noted the bill from WRVS was for $460,645 which was $27,355 less than the $488,000 that was budgeted for 2021.

Discussion ensued over the rate of pay for the extra hours treasurer, assistant treasurer, financial assistant, and consulting are working. The goal is to organize, streamline, and make more efficient the treasurer's office before deciding whether we need to hire more help. It was agreed that $20.00 would be the hourly pay.

Kelley relayed that the new phone system is installed and functioning except for minor glitches which will be addressed on Tuesday when Key Communications will send a tech out. Haven't received the bill yet.

Kelley also received a bill from the State for a "Stormwater Operating Fee" at the tune of $1350. Kelley and the board will look into it for more details and find out exactly what the fee is for.

The board asked Kelley to contact Chris Bruce who did our mowing and lawn care last year and hire him for this year.

Cawley made a motion to move the warrant to pay April's bills. Groschner seconded and the motion passed unanimously. Cawley also made a motion to have Kelley pay the bills and sign the warrant and payroll for the select board and add his initials. Demrow seconded and motion passed unanimously.

Audit
Kelley is working on the 2020 Audit which will not be available for the Town Meeting as should be. Due to the pandemic and confusion in the changing of treasurer's office, getting all the documentation has been delayed. Kelley will send a letter to management at Sullivan and Powers to have them keep us on their agenda so we can get back on track.

Phone system
Chris stated that we did not need to purchase the extra handset for the kitchen after all. An existing one was found in the Hall and will work just fine. The new system so far is working quite well.

Covid funds
Kramer reported that he's looking at the VLCT guidelines and expects more input from the federal government. Monday May 10th is when the first segment of funds will reach the State. The State then has 30 days to disperse the funds to the towns. The town of Corinth should receive $140,000 and the county may add to that. Cawley asked how it is required to be spent. Kramer related that it is to go for infrastructure. Cawley listed a couple of needs such as Town Hall siding and

East Corinth sewer. Demrow mentioned the Emerald Ash Borer Tree Removal. Kramer will bring more information to Monday night's select board meeting.

Assistant treasurer position and responsibilities
Kelley, Hansen, and Fortunati are working on the process for accounting job descriptions, organization, procedures, and documentation to update the office. Hansen has reconciled the books through February and will continue until caught up.

Town Meeting Warning
Cawley reported that Nancy Ertle was concerned that some town residents did not receive their town reports. Groschner suggested we can publish in the Journal Opinion and have extra copies available at the Town Meeting.

EC Fiber appointment of reps
Groschner moved to appoint Holly Groschner as the town representative, Ed Childs as first alternate, and Tim Odell as second delegate. Cawley seconded and motion passed unanimously.

Other business
Groschner asked about the tent setup for Town Meeting. Luke Knapp will set it up on the Sunday before the meeting and Cawley to set up the sound system Tuesday morning before the meeting. Any and all help will be gratefully accepted for setting up.

Groscher moved to adjourn. Demrow seconded and motion passed unanimously. Meeting adjourned at 5:06 PM.

Town of Corinth
Board of Selectmen
PO Box 461
Corinth, VT 05039

Unapproved Minutes Of Financial
Meeting
June 3, 2021

Attending for the Board: Rick Cawley, Carl Demrow, Nick Kramer. Anne Rosten, select board clerk. Others attending: Dick Kelley, treasurer; Suzanne Hansen, board financial assistant; Karen Galayda, Norm Collette, Chris Groschner.

The meeting was held as a Zoom call. Cawley read a notice authorizing this public meeting to be conducted by remote access, in accordance with a special provision of Vermont's Open Meeting Law. It was called to order at 4:03 PM.

Elect new board chair Discussion opened on nominating the new chairman of the select board. Demrow made a motion to nominate Rick Cawley. Kramer seconded. Vote was 2 Ayes and I abstained. Rick Cawley was elected the new chair of the select board.

Ratify signing of generator maintenance contract First up was the Town Hall generator contract which Groschner had signed. Demrow motioned to ratify, Kramer seconded and motion passed unanimously.

Approve the auditor's contract Next was discussion about the 2019 and 2020 auditcontract. Kramer inquired about getting a copy to read to get up to speed. After some input from Kelley and others, Cawley agreed to review both auditscontract for differences. Demrow made a motion for Cawley to approve and authorize by signing both audits. Kramer seconded and motion passed unanimously..

Warrants and Bills Cawley opened by asking Kelley for the May payables and payroll. Kelley said he had all but the tax payments and is working hard at catching up. Kramer asked a lot of questions having to do with different expenses, i.e. Orange County Court, Upper Valley Ambulance, etc. Demrow inquired whether UV Ambulance expense is based on usage or contract. Kelley will look up that information. Hansen also responded to Kramer's questions.
Kelley brought up the $1350 fee from the state that was discussed at the last financial meeting. He had spoken to Joe Blodgett about it. Blodgett informed him that it is for the storm water runoff from impermeable surfaces and is mandatory to comply. Demrow stated that it was enacted in 2018.
Kelley then informed the board that he got a bill from Key Communications for another $100 for extra adjustments to the phone system.
Kramer inquired about Irving OILexpenses from May 21st. Hansen stated that it's for diesel and propane for town garage and town hall respectively and that she prefers to pay all invoices as they come in to avoid late fees.
The new grader; Kelley reported that Blodgett could not attend tonight due to online issues as some parts of town were experiencing but was hoping to order the new grader soon. Kelley conveyed some questions from Blodgett such as; should the town pay the full $255,000 or pay it down before beginning payments which would bring it to $223,000 for the principle. Cawley noted we need to go over details before a final vote. Groschner noted that there had been discussion about purchasing vs. leasing and money from the sale of one of the other graders. Cawley explained we need answers to these questions and to continue this at another meeting.
Demrow asked about the $4000 to the Gorman Group and Hansen answered "chloride for the dirt roads".Demrow then brought up the fire truck the firedepartment purchased for $19,000 with only 2,000 miles on it. The fire dept is quite pleased.
Cawley askedfor a motion to approve payroll, warrants, May payables for payments. Kramer motioned for Kelley to pay the bills and sign the warrant and payroll for the select board and add his initials. Demrow seconded and the motion passed unanimously.

Audit status Cawley will go to the town hall to pick up the auditscontract. Demrow asked Kelley how the progress is going on the 2020 audit. Kelley stated that he was more than halfway done and he has all the information to finish.

Covid funds ARPA Kramer inquired as to whether the town has received any funds yet. “Not yet” said Kelley and then informed the board that the state is to receive $100,000,000 and possibly $400,000,000. The $140,000 is a certainty for Corinth; not sure about the county amount to supplement. Kramer reported that the town has until 2024 to spend it. There was discussion about different ideas for the town to examine. Cawley cautioned that until we know exactly how much the town will receive it would be advisable to limit our expectations. Demrow noted that the board needs to hear from the town’s people. Kelley believes he’ll get the schedule for the money soon.

Assistant treasurer position and responsibilities Kelley updated on all he has been doing to catch up on the books, etc. with help from Hansen and Susan Fortunati. He perceives he’ll know how to proceed by the end of the month. His job as treasurer is to evaluate duties, how to delegate, reorganize and structure the office. His sense that it may take three and a half to four days (a week?). Hansen has been busy working on the books, accounts payable, and bank statements and is caught up through April. Galayda reminded all that the end of the fiscal year is coming right up. Hansen noted that the delinquent tax account needs to agree with the ledger and is working on finding the problem. Galayda stated that she would not be the assistant treasurer. Cawley noted that this discussion needs to continue and the board will come up with an analysis of the definition of the treasurer’s office. He also reminded all that there needs to be harmony among the town offices as there have been incidents in the past. Kramer thanked everyone for their help in bringing him up to speed.

TROC Cawley questioned where the Emergency Coordinator form was as Nancy Ertle informed him it was due in March. Cawley will check with Nancy. Groschner stated that the form included names and addresses for emergency personnel. Wade Pierson is the Emergency Coordinator. Groschner reminded the board that they appointed the board chair the Emergency Management Director and thought Pierson could take that on as well. Cawley offered that the board do away with the director’s position and that Pierson could handle all that was needed. Demrow offered to follow up with Pierson. Collette asked if this position started back during Hurricane Irene. Groschner recollected that, yes, it was.

North by Hand use of town hall in October Cawley got a request from the Corinth art community to hold their art show in the town hall. The urgency is the publication date which is coming up and they’d like to advertise that the town hall will be open. Demrow motioned that the board approve the use of the town hall unless another outbreak of Covid or state of emergency comes up. Kramer seconded and motion passed unanimously.

Format (virtual or in person) of June 14, 2021 selectboard meeting Cawley stated he was inclined to remove the “Closed to Public” rule foraccess to the town hall giving town clerk and treasurer discretion as to their own offices. Kelley noted that the office has been open more this week to visitors. Ertle has expressed a desire to go back to her normal schedule soon. Kramer moved to open the town hall to the public and remove the restriction from the website. Demrow seconded and motion passed unanimously.
There was quite a bit of discussion about the going forward with in person meetings; whether to have both virtual and in person so those who either can not get out or don’t feel comfortable about it can attend. Cawley asked about the logistics of that; microphones, cameras, Executive sessions? Groschner noted that the town has a laptop and Kramer stated that he could help with the tech issues: table mics, wide angle lense, etc. Kramer also stated that there is an online waiting room for use in case of executive sessions. Cawley explained that he’s been paying for a personal Zoom account and suggested the town have one @ $15 monthly. He will work with Kelley on setting up a payment account. Kramer also stated that the financial meeting time of 4:00 is difficult for him with his work schedule. Discussion ensued to change the time to 7:00 PM with all in agreement. Kramer said he’d be happy to start with a table mic for the meeting on June 14th. Cawley motioned for the board to authorize Kramer to purchase a microphone. Demrow seconded and the motion passed unanimously. Kramer inquired about the use of masks on the 14th. Cawley and Demrow will see where the state is by agenda time and warn it accordingly. Demrow then motioned tochange the financial meetings to 7:00 PM with

the virtual option. Kramer seconded and motion passed unanimously.

Other business. Kelley voiced concerns about how to administer compensation for extra hours worked beyond his salary and helpers Hansen and Fortunati. Discussion followed as to what is full time and half time. It was agreed that full time is 40 hrs. The assistant hourly rate is $20 and any extra hours worked by Kelley beyond his salaried time will be compensated at that rate.

The meeting adjourned at 6:21 PM.

Town of Corinth
Board of Selectmen
PO Box 461
Corinth, VT 05039

Unapproved Minutes Of Financial
Meeting
July 6,, 2021

Attending for the Board: Rick Cawley, Carl Demrow, Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Raymond Moulton, Geoffrey Hoots, Norm Collette, members of the Cemetery Commission; Karen Galayda, Susan Fortunati.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:05 PM.

Cawley deferred the first two agenda items so Treasurer Kelley could make some copies of Payroll for the board to review.

ARPA funds; motion re: authorized representative and town contact

Town has not received the funds as of this date. Kramer made a motion to authorize the select board to appoint Carl Demrow to be the town contact for the ARPA funds and Dick Kelley to be the alternate. Cawley seconded and the motion passed unanimously.

Warrants and Bills

Demrow opened discussion with questions about stone and gravel and the annual county courthouse tax. Kelley informed the board that $32,000 is for stone and gravel, and $34,575 for the county courthouse tax. He also added that the ambulance contract is for $63,000; an annual fixed amount and that the payment for the new grader needed to be added to the Warrant for $31,800. After all questions were answered Cawley called for a motion to accept the Warrant with the addition of the payment for the grader. Demrow made the motion and Kramer seconded. Motion passed unanimously.

Next was discussion about Payroll with some concerns about the assistant treasurer's duties and extra pay beyond salary for the treasurer with considerable back and forth between board members, treasurer Kelley, former treasurer Fortunati, and former assistant treasurer Galayda, and Ray Mouton. Moulton stated that the budget committee had drafted a budget for the treasurer position with a reasonable salary for 30 hours per week that the town voted on. He also brought up the fact that there have been three treasurers since Fortunati retired and Kelley was hired so the office was in some degree of dis- array when he stepped in. Cawley asked Kelley to keep working on organizing the office and come up with options. Cawley then called to move the motion to approve Payroll. Kramer made the motion, Demrow seconded and the motion passed unanimously. Kramer then made a motion to approve Accounts payable. Demrow seconded and motion passed unanimously.

Audit Status

Kelley informed the board how slow the process has been working with Sullivan and Powers for FY2020 and will press for a quick conclusion. There were questions as to when and why the town has an audit each year. Galayda related that the town must audit to apply for grant money. Fortunati remembered the town voted to audit in either 1999 or 2000. Moulton added that a financial report is required annually to protect the town and the treasurer. Demrow noted that other towns are behind with their audits as well. Kelley reminded the board that the town has had 3 changes of treasurers which further complicates the process.

Assistant town clerk's pay rate

Nancy Ertle, town clerk, requested that the board correct the pay rate for the assistant town clerk at $14 per hour which was approved for the previous assistant and that the current assistant be reimbursed for the difference. She also asked; for those who fill in for Joan at the transfer station be paid $16.50 per hour. Ertle and Paula LaValley have filled in at the transfer station recently and would like to be compensated at the new rate for the hours worked. Kramer made a motion to set the pay rate for assistant town clerk at $14 per hour and transfer station fill-ins at $16.50 and for compensation to be paid retroactively. Demrow seconded and the motion passed unanimously.

Treasurer's annual report

Dick Kelley requested to defer the report to the next meeting as he'll have the written report by then. All agreed.

Cemetery commission finances

The commission requested the treasurer to make changes to how the accounts are invested and managed. There appears to be confusion as to following deposits made to different funds in an untimely fashion. The commission has updated the by-laws,prepared a financial plan, overseen finances, and kept up maintenance. Geoff Hoots explained that breaking down the funds into 5 perpetual care accounts under a master account separate from the General funds would make their job to manage and invest much simpler and more timely. There has been disagreement between the commission and the treasurer's office about how best to set up the funds.. After lengthy discussion Cawley asked "How do we proceed forward?". It was finally agreed by all to have the treasurer review the plan the commission has submitted to the treasurer for review and he will add his input and keep the conversation going.

Appointment of Emergency Management Director

Kramer made a motion to appoint Joe Blodgett as the Emergency Management Director. Demrow seconded and the motion passed unanimously.

Other Business

Susan Fortunati informed the board that November 3, 2021 is the date set for the tax sale. There are 21 parcels at present to be listed with taxes due from FY 2018-2019, FY 2019-2020 and before. There is a one year redemption period from the time of the sale until bidders can take ownership.

Kelley asked for a resolution to change the signatories for the town credit cards with People's Bank from Chris Groschner and Dick Kelley to Rick Cawley and Dick Kelley. Demrow made a motion to authorize the change of signatories to Rick Cawley and Dick Kelley. Kramer seconded and the motion passed unanimously. The board agreed to change the spending limit from $20,000 to $10,000. Kelley will watch for the ARPA funds to be wired into the town account.

Kramer made a motion to adjourn the meeting. Demrow seconded and the motion passed unanimously.

The meeting was adjourned at 9:20

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Town of Corinth
Board of Selectmen
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
August 3, 2021

Attending for the Board: Rick Cawley, Carl Demrow, and NIck Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Norm Collette, Geoff Hoots, and Ray Moulton, members of the Cemetery Commision. Suzanne Hansen, board financial assistant attended by Zoom call.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:03 PM.

Warrants and Bills

The board opened discussion with Kelley about a few items on the warrant which needed some clarification. Apparently there is a CD valued at $2900 having to do with the library which is not noted on the town balance sheet. Kelley will contact the library for more information. Also a community member had made a request to the board for a refund of $75 for a town hall reservation that was not used. The board reviewed the request and decided that because the reservation was not cancelled prior to the event that the request was denied. Cawley called for a motion to amend the warrant with the addition of the denied refund request. Kramer made a motion to amend the warrant. Demrow seconded and the motion passed unanimously.

Discourse continued with questions about different line items on the warrant; adding payment due to Integrity Energy for $14,484 for solar installation at the Fire Dept. Kelley requested $800 added postage for the postage meter for mailing out the tax bills. Kramer made a motion to approve the $800 payment to FP Solutions for the postage meter. Demrow seconded and the motion passed unanimously.

There were more reviews about annual and quarterly appropriations and other expenses. Kramer made a motion to accept the warrant as amended. Demrow seconded and the motion passed unanimously.

Next on the agenda was Payroll. Demrow made a motion to approve the payroll. Kramer seconded and the motion passed unanimously.

Little discussion about the payables; $300 to Buttons Store in Chelsea, $2769 to VLTC for annual membership, $500 to state treasurer for marriage licenses, etc. Cawley called for a motion to approve the payables. Kramer made the motion and Demrow seconded. The motion passed unanimously. Cawley noted that the year ended well for the town budget .

Audit status

Cawley asked Kelley about the progress on the audit. Kelley responded that he'd have FY2020 and FY2021 ready for audit in one month. The representative from Powers and Sullivan is scheduled for a 3 or more day visit to the town hall in the 3rd week of October.

ARPA funds

No funds have been deposited from the state yet. Kramer informed all that there will be $400,000 available instead of the $140,000. Due to the VT congressional delegation working with the federal treasury secretary Yellen the $120.000,000 slated for the VT counties will now be redirected to the VT towns and cities. The state now has the funds and has 30 days to distribute to the municipalities.. How to allocate will have to be discussed and state and federal guidelines reviewed.

Cemetery commission finances

The cemetery commission has presented the proposed financial management policy to the board and to the treasurer. There is still some disagreement between the commission and treasurer as to how to implement and set up separate accounts under the Perpetual Care account. The existing percentage system is extremely time consuming and difficult to manage in the town account. The commission wants to simplify and make managing the accounts more timely through

Fidelity which is easily accessable by members of the Cemetery commission. Hoots would like better and faster communication with the treasurer's office. Treasurer Kelley replied that he and Moulton could work together at communicating and forming a consensus with the other commission members to move forward. Demrow stated that the Cemetery commission members and the treasurer sit down and work it out together before the next financial meeting. Cawley stressed the need to move forward and resolve this. It was then decided that it needs to be resolved by next month's financial meeting or the select board will make a resolution on it.

Treasurer's Annual Report

Kelley related that he is working to reinstitute institutional memory which has been damaged through having 3 different treasurers in the office over the past few years. Kelley stated that he has settled into the office and suggested possibly hiring a bookkeeper for filing paperwork and other duties to help the treasurer instead of hiring an assistant treasurer. Kelley also said he is trying to work back to four days a week and making progress. He also stated that the postage meter is too slow and that maybe Pitney Bowes would be a better company to work with.

Treasurer's annual performance review (executive session)

The board moved to go into executive session requesting Dick Kelley to join them to discuss a performance review of the treasurer. The board came out of executive session at 9:44. No action taken.

Meeting adjourned at 9:45

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Town of Corinth
Board of Selectmen
PO Box 461
Corinth, VT 05039

Unapproved Minutes Of Financial
Meeting September 7, 2021

Attending for the Board: Rick Cawley, Carl Demrow, Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Raymond Moulton, Geoffrey Hoots, Norm Collette, members of the Cemetery Commission; Suzanne Hansen via Zoom call.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:00 PM.

Warrants and Bills

Discussion began with questions on the warrant. First was a question about the $28,000 to Integrity Energy; payment for the photovoltaic system solar installation at the fire station. The board asked Kelley about the first payment of $14,484 and also the $1000 on signing the contract and that the warrant needed to reflect the balance owed to Integrity Energy. Next were questions on various items such as road materials, payments on town equipment, etc.
Kelley noted a bill from Key Communications that he challenged for some remote support. They agreed to cut the bill in half. He also informed the board that $138,394 for the ARPA funds were deposited in the town's account. Kelley then reported that the town clerk had noticed a strong smell of propane near an office window. After investigating further a faulty fitting was found; An Irving technician was called who came out, fixed it and billed the town. Kelley disputed the bill as we have a maintenance contract with the company. He and the board discussed looking into other more local fuel suppliers and Thompson Fuels was suggested by Kramer who will check prices with them. Kramer then made a motion to accept the warrant with the correction reflecting the balance owed to Integrity Energy. Demrow seconded and the motion passed unanimously.

Payroll: The board noted the wage increases for the highway personnel became operative on the first of August. Demrow made a motion to accept the payroll. Kramer seconded and the motion passed unanimously.

Accounts payables: Treasurer Kelley and the board reviewed the payments of $3300 to Johnson Hardware for road materials and culverts, $28,738 to People's bank for the grader, and $26,256 to John Deere for equipment. Kelley also noted that there is $11,000 for tax overpayment. Demrow made a motion to approve the Accounts payable. Kramer seconded and the motion passed unanimously.

Audit Status

Kelley informed the board that the audit should be ready a month from today. Assistant treasurer Hansen agreed and was optimistic that all will be caught up by then.

ARPA funds

Kelley said the second payment came in. Chair Cawley warned that until the board fully understands what exactly the funds can and cannot be used for we need to proceed cautiously. The federal rules will be out by the first of the year and the board will then be better informed as to how to move forward. Then public input will be encouraged through meetings, surveys, etc. Cawley stated that the board will keep it on the agenda for future select board meetings.

Cemetery commission finances

Cawley opened this discussion with a summary of all the cemetery commission has accomplished in the past year with the accounting system. The board is in agreement that the perpetual care funds need to be in a separate account and there needs to be better access by the commission. He then asked Kelley if he would give the new system a try and set it

up. Kelley agreed with reservations as to what exactly would be expected of him. Moulton added that the priority was for the system to be simplified for the treasurer, the commission, and anyone coming into these positions in the future and encouraged Kelley to get the funds separated. Hoots stated that the commissioners needed to have better access and more often. The commission offered to pay Kelley to restructure the system. Kelley stated that he would decide how to set up the new system and would provide the commission with a monthly report that they may review. It was also noted that this is an extremely busy time of year for the treasurer. Members of the board all acknowledged the work and progress the three cemetery commission members have made over the past year and that their revised system looks good minus the copious details. It was decided to have Kelley move forward in setting up the new system and provide a report to the commission and the commission has 60 days to review.

Treasurer's office / assistant treasurer

Kelley and the board discussed the duties for an assistant treasurer. The need is mostly for payroll and filing at this time. Kelley stated that the job could be an 8 hour a week flexible position and that he would like to advertise the job opening. It was decided to put help wanted ads in the Journal Opinion, the Valley listserve, the Corinth /Topsham listserve, the Front Porch Forum, etc. Kelley will type up the ad.

Other business that comes before the board

Kelley said he has not contacted a possible candidate yet for the handyman position but will soon.

Kramer made a motion to adjourn at 8:46 P.M. Demrow seconded and the motion passed unanimously.

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Town of Corinth
Board of Selectmen
PO Box 461
Corinth, VT 05039

Unapproved Minutes Of Financial Meeting
October 5,2021

Attending for the Board: Rick Cawley, Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer, Suzanne Hansen, board financial assistant and Susan Fortunati, delinquent tax collector via Zoom call.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:04 PM.

Warrants and Bills

October warrants: The board and the treasurer reviewed the warrants with Hansen and questions regarding different items were accounted for. Kramer noted that the town account will be down considerably after the first payment to the Waits RIver Valley School. Kelley replied that the second tax payment will come due before the final school payment which will bring the balance up considerably. Kramer then made a motion to approve the warrants. Cawley seconded and the motion passed unanimously.

Account Payables and Payroll: There was some discussion about the payables; $16,000 for Ricker Construction (paving), $31,800 for the new grader, $1100 for Ginny Barlow for landscape improvements at the transfer station for which she has been reimbursed from the Conservation Commission. Kramer made the motion to approve the payables. Cawley seconded and the motion passed unanimously.
Payroll: Kelley is working on getting all the paperwork done for the two new hires for the town road crew and getting them into the system. He also stated that about 150 late notices were sent out for taxes due which is less than what was sent out last year. Kramer made a motion to approve the payroll. Cawley seconded and the motion passed unanimously.

After reviewing the town online account and comparing it with the paper copy a discrepancy was found regarding an electronic payment to the bank that had not been posted. Kramer made a motion to approve having the paper copy and the online account reconcile with the correction. Cawley seconded and the motion passed unanimously.

Audit Status

Kelley informed the board that the team from Sullivan and Powers will be here a week later than scheduled to work with him on the audit. They will be here on the 25th of October. The audit will be in the works by November's financial meeting.

ARPA funds

Cawley stated that the October deadline for filing the report to the federal government has been postponed until March.

Update on cemetery commission finances

Kelley reported that there has been no time for him to make progress on separating the perpetual care accounts with Fidelity. The application alone is 20 pages. He stated he's been busy with the process of getting the new road crew hires set up with all the paperwork, etc. He said for the cemetery commission to expect reports the 2nd week of each month. Cawley reminded him that he had 60 days from the last meeting to get the accounting set up; 30 days remaining.

Treasurer's office / assistant treasurer

Cawley stated that the assistant treasurer position as well as all open town positions be posted on the town website. He would like the board to have a list of all the open positions and expected duties and relevant details to each by the next meeting to discuss the posting.

Other business that comes before the board

Cawley noted that town clerk Nancy Ertle informed him that there is a nationwide paper shortage and requested that the board approve her buying paper products ahead of schedule to avoid running out. The board approved her request.

Susan Fortunati announced that the tax sale will take place on November 3rd at 10 AM with 14 properties currently up for sale. A select board member is needed to attend the sale to represent the town to bid on properties not receiving any bids from third parties. Cawley replied that the board will authorize a member at the regular select board meeting Monday night the 11th of October.

Karen Galayda gave an account of the many years she has been working for the town; as Administrative Officer and Lister and the pay she started with and the few raises she has received. Her request for a raise for both positions was discussed. Galayda continued to make her case with all the challenges and difficulties the jobs entail, particularly the lister's position. The lack of building permits, tax maps, and reappraisals etc. all entail complicated time consuming procedures. Cawley stated that the board needed to look into what exactly the demands each job requires and how other towns compare. He also desires that the full board be present to discuss this matter. Board member Carl Demrow is due to be back by the November regular select board meeting and Galayda's request can then be attended to with more informed discussion. Cawley asked for a listing of all town employees and their rates of pay.

Kramer made a motion to adjourn. Cawley seconded and the motion passed unanimously. Meeting adjourned at 8:29PM.

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Town of Corinth Selectboard

PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
November 2, 2021

Attending for the Board: Rick Cawley and Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Raymond Moulton, Geoff Hoots (via Zoom), and Norm Collette (via Zoom), members of the cemetery commission; Suzanne Hansen, board financial assistant attended by Zoom call.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:06 PM.

Warrants and Bills
Treasurer Kelley went over the warrant with the select board and there were a few clarifying questions which were answered. Kramer made a motion to approve October's warrants. Cawley seconded and the motion passed unanimously.

Accounts payable and payroll: Kelley stated that one town employee, Bill Eastman has retired. Cawley had a question regarding a discrepancy where the expenditures didn't agree with a negative balance on the last line of the last page. After the treasurer and select board members went over it they found that all individual accounts were correct and the issue was either a typo or a late adjustment. Cawley noted that it was not a concern and Kelley would find the misadjustment and email the board with the correction. Kramer made a motion to accept the payables and payroll with the added note that the inconsistency will be corrected by Kelley. Cawley seconded and the motion passed unanimously.

Audit status
Kelley reported that he and the selectboard financial assistant Hansen have been working on the audit and still have a lot to do. He assured the select board that they would be ready for the team from Sullivan and Powers when they arrive on November 16th, in two weeks.

ARPA funds
Kramer stated that he attended a VLCT webinar which highlighted some preliminary state matching programs for ARPA funds. The board will bear in mind eligibility for state match as they begin public engagement and make decisions around the allocation of the town's ARPA funding. No other news to report at this time.

Cemetery commission finances
Cawley opened discussion by thanking treasurer Kelley for his work on the September numbers report for the cemetery commission. Commissioner Moulton agreed that the accounting looked good. Colette did not agree and requested to meet with Kelley to ask questions. Cawley maintained that it is not unreasonable that there be one point of contact between treasurer Kelley and cemetery commission. That is currently board chair Moulton although the cemetery commission can change that.. He also asserted there is a communication issue within the commission and they need to meet together and hash things out.

Cawley noted the cemetery account has approximately $260,000 in assets. Kelley said the CDs have all been cashed out and deposited in the Fidelity account. Since the town already has an account with Fidelity, a twenty page application was not required. Kelley wrote a letter to Fidelity to separate the accounts. The Perpetual Care account has $60,000 and the balance of $200,000 is in the general account. Hoots requested a copy of the letter to Fidelity which Kelley agreed to send him. Cawley then asked about the diversification of the Commission's investments at Fidelity. Moulton explained that most goes into mutual funds, equities, etc.; similar to a 401K and the treasurer receives a quarterly statement. It was suggested

that copies of the quarterly statement be included with the monthly reports the treasurer provides the commission. It was agreed that the commission members will meet and clear up any questions before next month's financial meeting.
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Treasurer's office/assistant treasurer

Cawley reported that the open positions of assistant treasurer, lister, and service officer had been posted to the town website.. Kelley reminded the board of the vacant Handyman position for the town hall. Kramer stated he would post all positions to the LRN: Local Resource Network. Kelley said he's been working on an inventory of all town staff salaries and hourly rates..

Other business that comes before the board

Kelley brought up the remaining balance of the $7572 bond. Cawley explained he's been crunching the numbers to resolve the heating plan for the Fire station. Kelley also asked who might know where the original bond documents are located. It was suggested to contact former board member Steve Long who was the point person for the Fire Station project when the bond was negotiated .

Kelley presented a contract from Cargill for the salt budget to the board. Both Cawley and Kramer looked it over and signed it.

Kelley let the board know that he is preparing packets of information to send out to members of the budget committee as meetings start on November 19th. He also sent out letters to confirm the funding requests of entities that have received town funds in the past and has not heard back from 10 of them yet. Cawley suggested sending out emails to remind them to get requests in for the budget meetings.

A resolution from EC Fiber was deferred until the next regular selectboard meeting.

Kramer made a motion to adjourn the meeting. Cawley seconded and the motion passed unanimously.
Meeting adjourned at 8:17 PM.

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Town of Corinth Selectboard

PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
December 7, 2021

Attending for the Board: Rick Cawley, Carl Demrow, and Nick Kramer. Anne Rosten, select board clerk (via Zoom). Others attending: Dick Kelley, treasurer; Raymond Moulton, Geoff Hoots, and Norm Collette, members of the cemetery commission; Suzanne Hansen, board financial assistant attended by Zoom call.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:05 PM.

Warrants and Bills

There were a few questions which were answered by treasurer Kelley and assistant financial clerk Hansen about the cash accounts. Also questions were raised about the Corinth Topsham Emergency Response Team's (CTERT) request for funds and who is actually in charge of the team. CTERT had requested an upgrade to $7500 from $7000 last year that was not approved. Demrow made a motion to approve October's warrants as corrected. Kramer seconded and the motion passed unanimously.

Accounts payable and payroll: There was a little discussion about the finished culverts on Taplin Hill and the blacktop job in West Corinth. Demrow motioned to accept the accounts payable. Kramer seconded and the motion passed unanimously.

Payroll: No discussion. Kramer made a motion to approve the payroll. Demrow seconded and the motion passed unanimously.

Audit status

Kelley reported that he had worked with Chad Hewitt from Sullivan and Powers on the audit and that they are almost up to date.

ARPA funds

Demrow suggested the selectboard appoint a committee to help them come up with a plan for engaging the public in discussion about the allocation of funds. Cawley stated that there was quite a long list of suggestions. The board agreed to look into it and find a person or people who can understand the parameters to work through this. Kramer suggested finding good town wide representatives. It was also mentioned that one of the board members be involved with the committee. .

Cemetery commission finances

Kelley stated that there was not enough time to work on the cemetery commission's accounts and do the town's work too. Cawley supposed that maybe one of the members from the cemetery commission be appointed to be the assistant to the treasurer for setting up and working on the various accounts for the commission. He suggested Geoff Hoots for the appointment as he has working knowledge with Fidelity and understands it best. Moulton had no objections but to make sure it is legal within the state's conflict of interest statutes. Hoots offered to resign from the commission if it is a problem and then to run again for the commission in the Spring. There was some discussion about whether it would be a paid or volunteer position. Moulton said if paid it could come out of cemetery commission funds. Hoots stated that he would answer to the selectboard. Cawley made a motion to appoint an assistant treasurer limited to cemetery business to set up accounts with Fidelity and when the task is accomplished, take stock and see if there is still a need for this position. Kramer seconded and the motion passed unanimously.

Wage structure/pending wage increase request

Cawley noted that there were 2 or 3 paid town positions that were not at the $15 an hour rate and suggested making the base rate $15. Demrow mentioned meeting with the budget committee in a few days and will discuss it.

As to the head lister Karen Galayda's request for a raise, the board went over her pay history as a lister and the raises she has acquired over the past 10 years. The head lister in Bradford is currently paid just under $20 an hour and is also short staffed. There was thoughtful discussion about the existing and forthcoming responsibilities of the position and how to come up with a fair wage. It was decided that with the circumstances of the job and the town she serves that $20 an hour is good and fair. Kramer made a motion to raise the lister's pay to $20 an hour. Demrow seconded and the motion passed unanimously.

Cawley has had contact with the town clerk about hiring a handyman for town hall maintenance. Collette was asked if he would fill the position to the extent his time allows which entails checking pilot lights, changing light bulbs, etc. Norm accepted. Cawley made a motion to hire Norm Collette for general town hall maintenance at $20 an hour. Demrow seconded and the motion passed unanimously.

Treasurer's office/assistant treasurer

The discussion began with rehashing the history of the treasurer's office from the time Fortunati retired in 2015 and the many changes that have taken place over the past 6 years. Kelley would like to come up with a fair accounting of time and pay to run the treasurer's office smoothly with an assistant treasurer. The questions pertain to how many hours for each position, what duties would the assistant perform, and hourly pay vs. salaries. Different figures were quoted and how to divide the work involved. Kelley also would like to take charge of finding the right candidate for the position of assistant treasurer. Kramer mentioned that he's put an ad in the LRN twice for open town positions. Kelley would like to advertise in the Journal Opinion. The board acknowledged how difficult it is to find qualified help and the need for competitive wages. Moulton agreed that the town needs to pay reasonable wages and that we should compare our pay scale to Bradford, not places like Norwich or Hanover. The board will bring these concerns to the budget committee.

Other business that comes before the board

Kelley mentioned that Chad Hewitt from Sullivan and Powers suggested financing the new grader. Cawley explained that the town can not do that without a town vote.

Cawley made a motion to go into executive session for a personnel matter. Demrow seconded and the motion passed unanimously. The board came out of executive session at 9:40 without any action taken.

Demrow made a motion to adjourn the meeting. Kramer seconded and the motion passed unanimously.
Meeting adjourned at 9:43 PM.