Town of Corinth Selectboard

PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
January 4, 2022

Attending for the Board: Rick Cawley, Nick Kramer, and Carl Demrow (via Zoom). Anne Rosten, select board clerk. Others attending: Dick Kelley, treasurer; Geoff Hoots, member 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 7:08 PM.

Warrants and Bills

Kelley presented a bill of $199 from Irving for hooking up the modine and various tests on the fire station heating system and requested approval to pay it. Kramer made a motion to approve Kelley to pay Irving. Demrow seconded and the motion passed unanimously.

Kelley reported on some last minute changes to the account balance; $923.21 to be paid to Northern Tool for an oil pump kit, a bill from TROC for a paving grant, and a bill from Sullivan and Powers for the audit of FY2020. Cawley was concerned about the balance in the town account not showing deposits from different sources i.e. the tax sale, etc. . Kelley and Hansen explained that revenue is first posted to the general ledger and then items are posted in various categories going forward. Delinquent tax collector Fortunati informed Treasurer Kelley that delinquent tax funds have been coming in and more to come next month. Kramer asked if one wanted to view all the bills and invoices for the highway dept.whether there is a paper trail to follow. Kelley stated that there is but Joe Blogett was the best resource for that information. Kramer made a motion to approve the warrant . Demrow seconded and the motion passed unanimously. Demrow authorized Cawley to sign the warrant and payroll for him.

Accounts payable; Demrow made a motion to approve the accounts payable. Kramer seconded and the motion passed unanimously.

Payroll: Kelley informed the board that Norm Collette has been set up on payroll for his job as town hall maintenance employee. Demrow made a motion to approve the payroll. Kramer seconded and the motion passed unanimously. Then there was some discussion about the Emerald Ash Borer account that Kelley will reconcile. Anne McKinnsey needs the treasurer's report by Feb 1st which Kelley will do.

Audit status

Kelley has not heard from Sullivan and Powers since November 18th even though he's made numerous phone calls and emails. He will keep trying.

ARPA funds

Demrow has tried to access the federal reporting portal without success as there is a reporting deadline coming in April. The board decided to defer discussion about forming the ARPA committee to the next select board meeting which is Monday, the 10th.

Update on cemetery commission finances/account access

Hoots stated that he still cannot access the Fidelity accounts. Only the treasurer can authorize putting another on the account. Cawley asked Kelley if he would put Hoots on the Fidelity account. Kelley agreed and was asked to put aside some hours on Friday the 14th to work with Hoots on that. Hoots then asked Kelley if he would set up another mutual

account for the cemetery. Kelley said he would do that. Hoots would also like to have Moulton and Collette (the other cemetery commission members) to have access to the Fidelity account for viewing.

Treasurer's office/assistant treasurer
Kelley reported that he's been in touch with an applicant for the assistant treasurer's position. He will continue the process with the applicant.

Other business that comes before the board
Cawley will put the final budget approval on the agenda for Monday's select board meeting.

Kelley then aired a few grievances about the status of his job. He has spent time gaining perspective over the past few weeks on exactly what is required of him and what his authority is for making decisions, appointments, etc. He has also inquired of the VT attorney general and VLTC for pertinent information regarding the statutes for a town treasurer. The board listened and commended Kelley for the amount of work he has put in to bring the office up to speed. They asked that Kelley, the selectboard, and the cemetery commission move forward together and solve the issues at hand and have a long term working relationship.

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

The meeting adjourned at 8:45 PM.

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Town of Corinth Selectboard

PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
February 1, 2022

Attending for the Board: Rick Cawley, Nick Kramer, and Carl Demrow. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Suzanne Hansen, board financial assistant attended by Zoom call.
John Haney and Steve Long representing the ARPA committee.

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 and Kelley discussed discrepancies in the warrants presented to the selectboard. Kelley clarified that the discrepancies were due to a lag between when various revenues are received by the town and when they were recorded. He and Hansen are in the process of updating the warrant format to simplify and make clearer when deposits are made to town accounts... He presented the board the revised January and current February warrants. After further discussion about various invoices, bills, and future revenue Carl Demrow made a motion to approve the revised January and current February warrants. Kramer seconded and the motion passed unanimously.

Payroll: Kelley has sent out the W2s. No further discussion. Demrow made a motion to approve the payroll. Kramer seconded and the motion passed unanimously.

Accounts Payable: The board and Kelley talked over the different accounts where there is little or no activity and if there are alternatives to benefit the town. It was agreed to continue the conversation over time. Kramer made a motion to approve the accounts payable and Demrow seconded. The motion passed unanimously.

Audit status

Kelley reported that he has not heard from Sullivan and Powers except through emails requesting information. He will continue trying to get in touch with Chad Hewitt to speed things up as they are two years behind. Cawley expressed concern for the timeliness of the reports as it has to be done before town meeting. Other towns are experiencing the same problems as the pandemic and staff shortages are also affecting the auditors..
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Treasurer's office/assistant treasurer

Kelley announced that he hired Julia O'Donnell from Newbury as the new bookkeeper to assist in the treasurer's office. She is proficient in Quickbooks and has accounting training. She will start on Monday.

Other business that comes before the board

Cawley asked John Haney and Steve Long how their progress is coming along for the ARPA committee. Their first meeting was last Tuesday as they discussed going forward, perused the guidelines, and came up with plans for a town survey. Long attended a presentation put on by VLTC where he learned that the federal government has changed some of the guidelines regarding the use of ARPA funds for certain projects or for revenue replacement. After lengthy discussion the board and members of the committee leaned toward using the funds for long term infrastructure projects that would benefit the larger town population. They then considered how to set up the survey and how best to deliver it to Corinth residents such as mailing and online. The committee will get to work on drafting the survey before the next select board meeting.The select board thanked the ARPA committee for their help.

Kelley requested to work together with Anne McKinsey to put the town report together for next year. He could provide the data and Anne would put it in the report. They need to resolve who is responsible for formatting the financial reports which in the past have come to Anne in final form.

Kelley then reported that Chris Recchia, the outgoing operating officer from EC Fiber, is considering locating the network hub at the town hall. Kelley then voiced his concern whether the new operating officer will continue with the same plan. Demrow suggested that EC Fiber make a proposal at a select board meeting.

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

The meeting adjourned at 8:25 PM.

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Town of Corinth Selectboard

PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
March 8, 2022

Attending for the Board: Rick Cawley and Carl Demrow. NIck Kramer via Zoom. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Suzanne Hansen, board financial assistant attended by Zoom call.
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The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:03 PM.

Warrants and Bills
Dick Kelley opened discussion on the warrant. He noted a check for $30,000 is due the Fire Dept. and will send out this week.

He also notified the board that cemetery commissioner Geoff Hoots submitted a bill for 9 hours labor as consultant for cemetery investment. There was some confusion as to who to charge for payment which will be cleared up with a call to the cemetery commission.

Kelley and Hansen then reported on the incoming revenue from February property taxes and collected delinquent taxes with more coming in weekly.

There was some interest in the higher electric bill for the town garage. As an aside, Demrow expressed concern about the melting ice and snow the town trucks bring into the town garage that takes time to evaporate and asked if drains in the floor might be possible.

After more discussion Nick Kramer made a motion to approve the warrant and authorize chair Cawley to sign for him. Demrow seconded and the motion passed unanimously.

Accounts payable: Kramer made a motion to approve the accounts payable authorizing Cawley to sign for him. Demrow seconded and the motion passed unanimously.

Payroll: Little discussion on the differing ways employees are paid. Kramer made a motion to approve the payroll authorizing Cawley to sign for him. Demrow seconded and the motion passed unanimously.

There was more discussion about the funds and accounts and the way the NEMRC software portrays them.. Kramer asked Kelley if he would ask NEMRC for an explanation of the formats of its financial reports to help the board and all concerned better understand the financial reports. Kelley informed them that there will be a training session in Fairlee for town clerks and treasurers next month.

Audit status
Kelley reported that he's talked with Chad Hewittfrom Sullivan and Powers. They are close to finishing FY 2020 and still have work to do on the FY 2021 audit. Hopefully both will be completed by the May town meeting.

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Treasurer's office/assistant treasurer

Kelley announced that the new assistant is working out well. The learning curve is steep but she is making good progress on organizing spreadsheets and grants. Kelley is looking forward to reducing his hours as she takes on more responsibilities. Another concern is the number of machines and work stations within the office as more people are sometimes scheduled to do their work there. Cawley suggested having a conversation with Scott Welch, the GPT technician,

Other business that comes before the board

Kelley reminded the board that Joe Blodgett needed to be issued a credit card for the town garage. It was suggested to have a $1500 credit limit. Demrow made a motion to approve having Joe Blodgett issued a credit card with a $1500 limit. Kramer seconded and the motion passed unanimously.

Kelley requested that the time of the financial meetings be changed to earlier in the evening. It was determined that an earlier meeting time was impossible as board member Kramer has a full time job in Montpelier and can not get to the town hall before 7:00 PM.. A possible schedule change of regular selectboard meetings to the first Monday of the month and the financial meetings to the second Monday of the month was also considered so as to allow more time for the financials to process. Cawley asked that the subject be thought over and then discussed at the next regular selectboard meeting.

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

The meeting adjourned at 8:17 PM.

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Town of Corinth Selectboard

PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
April 11, 2022

Attending for the Board: Rick Cawley, Carl Demrow. and NIck Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; Nancy Ertle, town clerk. Suzanne Hansen, board financial assistant and Norm Collette attended via Zoom.
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The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:07 PM.

Warrants and Bills
The discussion opened with the board and treasurer Kelley going over the warrant reconciling last month's to this month's with few questions; mostly about highway expenses, employee health insurance, and interest payments. Kelley and the board all agreed that the changes to the warrant were helpful. Kelley also reported that delinquent taxes were still coming in and so there were more cash projections to look forward to .Carl Demrow made a motion to approve the warrant. Nick Kramer seconded and the motion passed unanimously.

Accounts payable: Demrow asked Kelley about an invoice for traffic control which was about signage on a couple of town roads. A check is due to Anne McKinsey for work on the town report. Kelley reported that he received an invoice from Topsham Telephone for the 3500 Covid number. It was not a bill as the telephone company provided that for free. Since the town has not used that number in over a year it has been discontinued.

An invoice from Hazen Hill prompted discussion about the modifications made to the heat pumps at the fire station which were already discussed at a former selectboard meeting. Cawley stated that the heating contractor came to the fire station and is fixing the non functioning heat pump in the conference room under the heat pump's warranty. Kelley received the fire station completion form to be filled out and sent in to the bond bank.. The board agreed to have him do so.

Town clerk Ertle and the board reviewed the status of an offer EC Fiber' had made some time ago about connecting town hall as a hub. There has been no more news about it. Topsham Telephone already has a fiber drop to town hall, but it has not been activated as of yet.

Kramer asked about an invoice for recreational surfacing. Kelley replied it was an insurance claim for a damaged guardrail on Eagle Hollow Rd. Kramer made a motion to approve the accounts payable. Demrow seconded and the motion passed unanimously.
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Payroll: Kelley asked about updating the employee leave policy around COVID quarantining. Cawley stated that the policy should be looked into and also the possibility of using ARPA funds for compensation. Cawley then brought up the recording of different reserve fund accounts such as the Emerald Ash borer which does not accurately show the correct balances. Kelley assured the board that he will continue to complete adjustments to show the true accounting.
Kramer made a motion to approve the payroll. Demrow seconded and the motion passed unanimously.

Audit status

Kelley reported that he's talked with Chad Hewitt from Sullivan and Powers. They have almost finished FY 2020 and will send a draft to him by the May town meeting. Kelley pressed him on the need for more progress. Hewett explained that tax season was extremely busy and will probably not have the FY 2021 audit done by town meeting. Demrow stated that he will contact the VLCT and find out if lots of other towns are behind on their audits due to covid and labor shortages..

Other business that comes before the board

Norm Collette stated that the town hall floors need waxing and would like to order the janitorial supplies for the job. The board agreed to approve approximately $400 for the supplies. More detailed discussion about the different maintenance issues with the town hall will take place at next month's regular selectboard meeting.

Demrow asked treasurer Kelley about where the ARPA funds are actually located. Kelley explained that they were in a special revenue fund. Demrow will follow up with Kelley as Corinth's annual report to the federal gov't on ARPA is due by the end of the month.

Executive session to discuss personnel matters

Cawley made a motion for the board to go into executive session to discuss a personnel matter. Demrow seconded and the motion passed unanimously. The board came out of executive session at 8:25; no action taken

.Adoption of 2022 town meeting warning

Motion by Demrow to adopt the town meeting warning as previously drafted without further change. Seconded by Kramer and the motion passed unanimously.

Demrow made a motion to adjourn. Kramer seconded and the motion passed unanimously. The meeting adjourned at 8:35 PM.

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Town of Corinth Selectboard PO Box 461 Corinth, VT 05039
Unapproved Minutes Of Financial Meeting May 9, 2022

Attending for the Board: Rick Cawley and Nick Kramer; Carl Demrow attending via Zoom. Anne Rosten, select board clerk. Others attending: Dick Kelley, treasurer.
The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:03 PM.

Warrants and Bills
There were a few items discussed regarding the warrant, i.e. the WRVS school payment, a quote from Lane for culverts, rent to Undercover Tents for the town meeting . Carl Demrow brought up the fact that the proposed budget does not reflect the significant rise in fuel prices. The board and treasurer Kelley then reviewed how the town hall maintenance is appropriated. Needed supplies are reimbursed by the accounts payable and work hours by payroll. The amount of $1317 due to Northern Nurseries is actually a reimbursement due to Virginia Barlow, the tree warden, for tree plantings at the fire station and the transfer station. Demrow made a motion to approve the warrant and authorize either of the attending selectboard members to sign for him. Kramer seconded and the motion passed unanimously.

Treasurer Kelley then brought up the possibility of getting a check scanner which would save a lot of time getting checks to the bank and funds would be reconciled daily. The cost would be $60 per month for the service. The board and Kelley discussed possible contract issues but decided to go ahead and pursue it. Kramer made a motion to authorize Kelley to pursue the scanner agreement using his discretion providing there is no binding contract for the town. A bill from Washington Electric for $496.03 was questioned regarding the destruction of a pole by a truck. The board decided to let the insurance company handle it.

Accounts payable: Kramer inquired about the postage charges which set off a discussion about the existing postage meter which has not lived up to town hall office expectations. Apparently the meter from Pitney Bowes operated more efficiently; something to think about further. Demrow made a motion to approve the accounts payable and authorize either of the attending selectboard members to sign for him. Kramer seconded and the motion passed unanimously.

Payroll: It was noted that Norm Collette, the town hall maintenance manager, has been paid and will be listed on the payroll next month. The board and treasurer then had a lively discussion about the typos in the town report; some of them glaring. Who does the proofreading and does the town need a town report committee before the report goes to the printer? Demrow made a motion to accept the payroll and authorize Either of the attending selectboard members to sign for him. Kramer seconded and the motion passed unanimously.

Audit status, letter to CPA
Kelley reported that he got four emails from Sullivan and Powers, still with no progress. Cawley stressed that the town is 2 fiscal years behind and that the current audit is the one requirement for the town report. Demrow will draft a letter to Sullivan and Powers to press them for further progress and to inform the town when the audit will be ready. Kelley suggested looking to other accounting firms. Cawley made clear that the first step is to send the letter and go from there.

Other business that comes before the board
Cawley received a request from Mary Ellen Gray, daughter of Dustin and Jane White, to have Undercover Tents set up the tent earlier as the White family is holding Jane's memorial service on Saturday May 14th at the town hall, three days before the town meeting. It was noted that the White family has provided numerous years of service to the town and the selectboard agreed to honor the request.

Executive session to discuss personnel matters
Demrow made a motion to go into executive session to discuss a personnel matter. Kramer seconded and the motion passed unanimously.
The board came out of executive session at 8:47; no action taken.

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

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Town of Corinth Selectboard PO Box 461 Corinth, VT 05039
Unapproved Minutes Of Financial Meeting June 13, 2022

Attending for the Board: Rick Cawley, Nick Kramer, and Carl Demrow. Anne Rosten, select board clerk. Others attending: Dick Kelley, treasurer. Norm Collette via Zoom.
The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:07 PM.

Warrants and Bills
The board and Treasurer Kelley discussed the $36,000 from the ARPA funds that was approved for the fire dept rescue equipment at last week's reg selectboard meeting of June 4, 2022 and where to place it on the warrant. After reviewing the items in each column and asking questions the board and treasurer resolved to revise the methodology of the accounting. Chair Cawley urged the treasurer to issue a check to the fire dept without delay. Carl Demrow made a motion to approve the warrant as corrected with the addition of the $36,000 from the ARPA fund to the fire department. Nick Kramer seconded and the motion passed unanimously.

Payroll; Norm Collette, town hall facilities manager, relayed that the town hall cleaning employee, Olivia Sayers, will be leaving for college in the Fall, so the position will need to be filled. Kramer asked Norm if he would be the point person to coordinate the process of finding a new individual for the job. Cawley requested that he work with the town clerk to see who may be available. Demrow then made a motion to approve the payroll. Kramer seconded and the motion passed unanimously.

Accounts payable; No questions or discussion. Kramer made a motion to approve the accounts payable. Demrow seconded and the motion passed unanimously.

Rick Cawley prompted continued discussion about the accounting errors in certain funds i.e. the Emerald Ash Borer, Blake Memorial Library, Conservation Commission, ARPA funds, and other accounts. Also discussed were the two library accounts and an outstanding certificate of deposit. Kelley stated he would work with Chad Hewitt to combine the library accounts. Kelley also informed the board of his goal to work with Susan Fortunati to bring accounts up to date.

Audit status, communications with CPA
Kelley reported that he has not heard from Sullivan and Powers, still with no progress. FY 2020 is still not complete and FY 2021 is only 50% done. Demrow stated that he sent the letter approved at the last financial meeting to the firm a month ago pressing them for progress. Kramer questioned whether the town should continue with Sullivan and Powers. Cawley asked Demrow to contact the VLCT and ask them how widespread this problem is. Colette mentioned that Sullivan and Powers has been doing the Corinth town audit for quite a few years. Before that the town did it's own audit. Cawley asked Kelley to contact the surrounding towns as to their progress with town audits and report back to the selectboard.

Other business that comes before the board
Cawley reported that Geoffrey Hoots from the cemetery commission expressed frustration that he still does not have access to cemetery account information. Treasurer Kelley responded that he sends him the quarterly reports as agreed to but Mr. Hoots expects more than what the reports show. Collette, who is also one of the cemetery commissioners, relayed that Hoots would like to go over the numbers and close the books by the end of June. After some back and forth Cawleyrequested Kelley to get the needed information to Mr. Hoots in a timely manner.

Chair Cawley read the Certificate of Completion on the fire station which he then signed to send to the bond bank. He also signed the paving contract for Pike Industries and the Grants in Aid program for Better Back Roads.
Kelley and Collette discussed the need to add Collette to the Purchasing Program policy for purchasing supplies for the upkeep of the town hall. Demrow made a motion to add the facilities manager to the purchasing program policy. Kramer seconded and the motion passed unanimously. Kelley then brought up an issue about town employees who want to forego the health insurance benefit and put the difference towards salary. After some discussion it was decided that health insurance is a benefit and not a salary issue.
It was noted that listers Karen Galayda and Linda Weiss, and town clerk Nancy Ertle have all retired from the town's employ. Also noted that Kelly Ann Donahue has started as lister and will receive the $15 an hour starting pay for town employees.

Kelley then requested to go into executive session to discuss a personnel matter. Demrow made a motion to go into executive session to discuss a personnel matter. Kramer seconded and motion passed unanimously. The board and Kelley came out of executive session; no action taken.

Kelley was asked by the town clerk about payment for training for the town. The board agreed that training should be compensated. Kelley then reported that foreman Blodgett talked with him about the rising fuel prices and if some of the ARPA funds could be used to make up the difference as fuel is already budgeted for. Cawley did not think that using ARPA funds for fuel was the appropriate way to go. He suggested tightening the belt in other areas for the time being. Demrow stated he got another proposal from Bob Fortunati for using ARPA funds to improve Claflin Rd.

As for the reply to Jeremy Goodrich about his grievances, it was decided that because of the unfortunate location of his property in relation to the road, there is not much that can be done. It is at the base of a steep downhill and silt has collected there for years even before the house was built. The board did not see that the town road foreman washing his truck at the town garage was a violation as Blodgett uses his truck for town business. Carl Demrow said he would draft a letter to Mr. Goodrich and have the board approve it before mailing.

Cawley then read a letter of resignation from Nancy Ertle who resigned as town clerk with appreciation for her time working for the town. Demrow made a motion to accept her letter of resignation with regrets. Kramer seconded and the motion passed unanimously. The board wishes her well.
The board then signed the certificate of appointment of town clerk, Christianne Carroll. The board then signed the appointment of Mike Wolff as the Forest Fire Warden.

Demrow informed the board he would be out of the country for the July selectboard meetings.

Norm brought up the upcoming town hall projects that need attention; the side entrance, roof over the walkway, tightening up of the building, and more. It was suggested to warn this item on the agenda for the regular meeting as more time is needed for discussion and it hadn't been warned for this meeting.

Kramer made a motion to adjourn. Demrow seconded and the motion passed unanimously. The meeting adjourned at 9:26 PM.

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Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
July 11, 2022

Attending for the Board: Rick Cawley. and Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer.
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The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:01 PM.

Warrants and Bills
The board reviewed the July warrant, reconciling a number of inaccuracies on the warrant as presented. There was a discussion about the best warrant format moving forward, and the decision was made to revise the certification language at the bottom of the warrant to better reflect the inclusion of anticipated but not yet received invoices.. Kelley informed the board that the new town clerk is learning fast and is also a CPA. Kramer made a motion to approve the warrant. Cawley seconded and the motion passed unanimously.

Payroll: Former town clerk Nancy Ertle has been helping out in the office as a consultant to help the new town clerk. She asked to be compensated at $25 per hour. Kramer made a motion to approve paying Nancy Ertle $25 per hour as a consultant to the town clerk. Cawley seconded and the motion passed unanimously.
There was some general discussion about the rate of pay for hired services to be taken up with highway dept at the next meeting. Kramer made a motion to approve payroll. Cawley seconded and the motion passed unanimously.

Accounts payable: There were few questions mostly about how to reconcile accounts payable with the prior month's warrant. Kramer made a motion to approve the accounts payable. Cawley seconded and the motion passed unanimously.

Audit status
Kelley reported that he's talked with a staff accountant from Sullivan and Powers. She needs town equipment inventory which Kelley got from road foreman Blodgett and will send out right away. Cawley stated that he would contact Chad Hewitt from S & P and inquire about progress with FY20 and 21 audits and will hopefully have answers for the next financial meeting.

Other business that comes before the board
Kelley brought up the need to set the tax rate before the net tax bills go out. He needs the grand list. Lister Kelly Ann Donahue has until July 24th to have the grand list to Kelley. Kelley wondered about having a special selectboard meeting to set the tax rate. It was determined that because the next selectboard meeting will take place on August 2nd, there is no need for a special selectboard meeting as it will take place 2 weeks before the deadline for the selectboard to approve the tax rate.

ARPA sewer study
Cawley talked with Ben Machin about including storm drain and outlet mapping in the Redstart contract to conduct the sewer study in East Corinth village. Machin agreed to adding it to the original contract for a cost not to exceed $1500. Kramer made a motion to approve Redstart's proposal to include stormwater assessment billed at Redstart's hourly rates not to exceed $1500 total. Cawley seconded and the motion passed unanimously.

Appointments
Joe Truss has agreed to be the representative for the Upper Valley Ambulance. Kramer made a motion to appoint Joe Truss as the representative for Upper Valley Ambulance. Cawley seconded and the motion passed unanimously. Kelly Ann Donahue agreed to be the E911 coordinator. Kramer made a motion to appoint Kelly Ann Donahue to be the E911 coordinator. Cawley seconded and the motion passed unanimously. Jeremiah Goyette is now officially a member of the Corinth school board as Joe Nolin tendered his resignation, and the board approved his appointment at their July 5th meeting contingent on Mr. Nolan's resignation.

The board reviewed new correspondence, including the new highway map from VTRANS with a small change; the intersection of Brook Rd. with Cookeville Rd from a Y to a stop. The board will ask road foreman Blodgett to review for any other changes.
Kramer made a motion to adjourn the meeting. Cawley seconded and the motion passed unanimously. Meeting adjourned at 8:59 PM.

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
August 8, 2022

Attending for the Board: Rick Cawley, Carl Demrow, and Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; and Kelly Ann Donahue, lister.

The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:01 PM.

Warrants and Bills
The board and treasurer spent a lot of time perusing the warrant, inquiring about figures in the 3 columns and how they add up. At July's financial meeting the board decided to revise the certification language at the bottom of the warrant to better reflect the inclusion of anticipated but not yet received invoices. The board and treasurer will move forward to revise the language and improve the format. Nick Kramer made a motion to approve the warrant recognizing that some of the amounts are estimates and providing there be no material change. Carl Demrow seconded and the motion passed unanimously.

Payroll: Little discussion. Kramer made a motion to approve payroll. Demrow seconded and the motion passed unanimously.

Accounts payable: There were few questions which were cleared up. Kramer made a motion to approve the accounts payable. Demrow seconded and the motion passed unanimously. Demrow stated that the final ARPA payments to the town will arrive shortly.

Payment protocol, date stamps, late fees
There have been mixups concerning a couple of bills and late fees. One bill arrived on the due date for example. It was suggested to date stamp envelopes when bills come in and when they are mailed out to have a paper trail and cover the town's liability for payment of bills.

Audit status
Kelley reported that he received an email from Sullivan and Powers on July 28, 2022 stating that they have everything needed to complete the audit for FY 2020 but more is needed for FY 2021. Carl Demrow noted that he never received a reply from the letter he sent to S & P on May 13, 2022. Demrow determined that a conversation with VLCT is necessary to discuss the possibility of looking into other accounting firms for future audits.

Set tax rate
The board has been working hard with the treasurer and listers going over numbers and procedures to come up with the new tax rate. The process is ongoing as certain items may be processed after deadlines, i.e some. homestead and veteran exemptions. Paperwork from the state is not always timely. The tax rate is down slightly from last year; residential as well as non-residential.
Carl Demrow made a motion to approve the new tax rates as 2.0825 for residential and 2.1838 for non-residential. Nick Kramer seconded and the motion passed unanimously.

Other business that comes before the board
Treasurer Kelley stated his concern whether Suzanne Hansen is still interested in working as the selectboard financial assistant. He has not been able to contact her but will continue to try.

Rick Cawley talked with Terry Murphy about the process for the next step to move forward on the proposed work on the back entrance of the town hall. Murphy suggested that having an architect prepare conceptual drawings would be next. Cawley spoke with Mark Nielsen who was interested and gave Cawley a proposal with a flat fee of $3000 to prepare conceptual drawings and meet with the board to review them.. The board asked Cawly to follow up with Nielsen to discuss costs of construction docs should they be necessary. The board will consider Nielsen's proposal as well as look into other options for comparison.

Kramer made a motion to adjourn the meeting. Demrow seconded and the motion passed unanimously. The meeting ended at 8:50 PM.

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
September 12, 2022

Attending for the Board: Rick Cawley, Carl Demrow, and Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; and Shirley Montagne, president of the Blake Memorial Library.
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The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:03 PM

Blake Memorial Library certificate of deposit

Shirley Montagne spoke with the board about a bequest made to the town to benefit the library back in 1953. The endowment was for $2000 and is in a certificate of deposit at Northfield Savings Bank. She requested to have the amount of $900 in interest released from the principal for library use, and she also asked what is the process to transfer the bequest to the library. Carl Demrow will send an email to the VLCT and ask what the process is to move the money. Nick Kramer made a motion to have the town treasurer withdraw $900 from the CD in order to pay the library interest. Demrow seconded and the motion passed unanimously.

Warrants and Bills

Treasurer Kelley presented the warrant showing the new organization of figures and dates. There was little discussion about tax money coming in and various other due bills. Cawley shared revised language on the bottom of the warrant to more clearly reflect the data. Kramer thanked Kelley for reorganizing the warrant. Demrow made a motion to approve the warrant with the new language at the bottom. Kramer seconded and the motion passed unanimously.

Payroll: Little discussion. Kramer asked Kelley to send him the Excel doc showing the breakout of the details. Kramer made a motion to approve the payroll report. Demrow seconded and the motion passed unanimously.

Accounts payable: There were few questions which were cleared up. The board remarked on how well Pike Industries did with the East Corinth Village paving job. Kramer made a motion to approve the accounts payable as presented. Demrow seconded and the motion passed unanimously.

Audit status

Kelley reported that he spoke with Jenna from Sullivan and Powers about the audits. They are halfway through FY 2021 and need more information from Corinth. Rick Cawley had a conversation with Chad Hewitt regarding the delays. He explained that between Covid, lack of staff, and 4 different Corinth treasurers in 4 years it has been difficult to keep the audits up to date. He also noted that the reconciliations need to be up to date and there are numerous loose ends. The board and Kelley mentioned possibly having NEMRCcome in and balance the books. Kelley stated that reconciliations should be done online for better efficiency and timeliness. One of the board members will call Suzanne Hansen for the documents they need.

Other business that comes before the board

Norm Collette had given the treasurer a list of surplus items in the attic that need to be disposed of. Cawley said the board will take that discussion up at the next selectboard meeting.

It was noted that Kelly Ann Donahue has been diligently working at her job as lister and a proposal was made to raise her rate of pay to $20 per hour. All agreed. Kramer made a motion to increase Kelly Ann's rate of pay to $20 per hour. Demrow seconded and the motion passed unanimously. As the lister's office is short Kramer volunteered to craft an ad for the LRN to recruit someone for the job.

Kramer made a motion to adjourn the meeting. Demrow seconded and the motion passed unanimously. The meeting ended at 8:50 PM.

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
October 10, 2022

Attending for the Board: Rick Cawley, Carl Demrow, and Nick Kramer. Anne Rosten, select board clerk.
Others attending: Dick Kelley, treasurer; and Shirley Montagne, selectboard financial clerk.
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The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:06 PM

Building Safety Officer appointment
The board discussed appointing Katharine Lea as Building Safety Officer for the town. Her resume includes architectural and other professional skills and she has read through the dilapidated building ordinance. Cawley mentioned having Constable Diaz accompany her, when necessary, to inspect a building. Carl Demrow made a motion to appoint Katharine Lea as Building Safety Officer. Nick Kramer seconded and the motion passed unanimously.
There were questions as to what town positions are paid and what are volunteer. Kramer volunteered to compose a draft policy for paid and unpaid positions.

Warrants and Bills
Treasurer Kelley presented the warrant to the board and financial clerk Montagne. One item in question was over $3000 for Topsham Telephone, presumably for the proposed installment of a phone at the transfer station. The amount was far above what the town expected to pay. Kelley reprinted the warrant without the Topsham Telephone item.
Another item was a property bought at the tax sale by Herb Gray on Maplewood Rd. which was later redeemed by the owner. Kramer asked about warrant items that may come in much higher than estimated.. Kelley assured him that he would flag any item like that and contact board members for reapproval. Demrow made a motion to approve the warrant. Kramer seconded and the motion passed unanimously.

Accounts payable: Kelley reported that appropriations have been made and Demrow suggested using the listserve to inform residents of the town home improvement fund.
Kramer made a motion to approve the accounts payable. Demrow seconded and the motion passed unanimously. Kelley stated that he still has entries to make as grant money comes in for completed projects..

Payroll: Kramer made a motion to approve the payroll as presented. Demrow seconded and the motion passed unanimously.

Audit status
Kelley said that he's still waiting on FY20 and FY21 audits. Rick Cawley stated that Chad Hewitt from Sullivan and Powers usually comes to town to work with the treasurer to complete the year's audit but will not come out to Corinth until FY22 reconciliations are finalized. Shirley Montagne assured the board that she is learning the software with some help from NEMRC and that she should have the books up to date by sometime in November. After completing that she should have reconciliations done month by month. The board was pleased with the plan.

Other business that comes before the board
Demrow had a discussion with Debra Kingsbury who recommended hiring Tom Kane to help lister Kelly Ann with inspections. Joanne Hayward from the transfer station informed the board that refrigerators are piling up there. In the contract with NEKWM they are supposed to have someone extract the freon so the refrigerators can be dumped into the metal dumpster. Demrow will contact them about it.

Demrow stated that he has not heard back from Building and General Services (BGS) about available grant money for town projects. Kramer looked into it and reported that September 1st was the deadline for contractor proposals and that the deadline for towns to submit applications to the program was uncertain.. Carl will call or email to find out when contractors will start taking applications.

Kelley reminded the board that the budget process starts in November. They then went over dates and came up with a tentative schedule. Meetings will take place at 6pm on November 15th, 22nd, and 29th and December 8th and if needed, the 13th.

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

Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
November 14, 2022

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

Warrants and Bills
Treasurer Kelley, board financial clerk Montagne, and the board reviewed the warrant. One item in question was the $12,635.25 for ATG which consists of highway contracts, equipment, parts, and truck repairs. After much discussion Kramer made a motion to approve the warrant as presented with the expectation that the treasurer follow up on item ATG and confirm it is within normal highway business. Demrow seconded and the motion passed unanimously.

Payroll: Cawley mentioned that he read there was to be a salt shortage this winter. Kelley replied that foreman Blodgett told him the highway salt supply for this year is all set with some left over from last year. Kramer made a motion to approve the payroll as presented by the treasurer. Demrow seconded and the motion passed unanimously.

Then there was some discussion about the different reserve funds and the confusion about how they are line itemed. Kelley has been working with Susan Fortunati on properly distributing the tax receipts to the appropriate accounts. Then the treasurer and board discussed the Home Improvement Fund which is also the Revolving Loan Fund. There is one loan out of four that is making payments according to the schedule so the board and treasurer will look further into it and track down the outstanding loans, and tighten up the terms and due dates.

Accounts payable: Demrow made a motion to approve the accounts payable. Kramer seconded and the motion passed unanimously.

Audit status
Selectboard financial clerk Montagne reported she's been working on reconciliations for FY2020 and FY2021. The books are closed for those years online but Montagne will work with the paper copies that former board financial clerk Hansen recorded. Cawley asked why the FY2020 audit is not done as they had assumed. Kelley stated that the information that Sullivan and Powers had asked for has been sent but still not ready for publishing without the needed reconciliations and receipts. Montagne stated that she would call S & P tomorrow (Tuesday).

Budget committee members/appointments
Cawley reported that he got a call from Irene Mann who is on the budget committee. She explained that she will be away for two of the scheduled budget meetings. The board decided to have Mann attend what meetings she could and appoint Elizabeth Davis as a budget committee member. Demrow will let Davis know. Kelley will send her copies of the budget material. Kramer made a motion to appoint Davis to the budget committee to help prepare the FY2024 budget. Demrow seconded and the motion passed unanimously.

Town clerk's salary
Cawley received an email from town clerk Carroll about a discrepancy in her salary. She stated that the job description document showed the salary listed at $27,500 but her pay stubs show an annual salary of 27,050; a difference of $450 and has requested the town change the pay to $27,500 Kramer made a motion to authorize the additional $450 per year for the town clerk contingent on the town clerk providing documentation that demonstrates .that the town clerk position was advertised at $27,500. Demrow seconded and the motion passed unanimously.

Wage policy
Kramer read his draft of the town compensation policy for the different town positions; paid vs. volunteer. The board discussed the different positions and how much time each requires, skill levels, mileage, etc. They decided to continue to review and revise it together with the treasurer before adopting.

Other business that comes before the board
Demrow mentioned that he would like to follow up with the woman from Center Rd. who expressed interest in the lister's job. He will call her.

Kelley requested that the assistant treasurer be given a pay raise from $18 to $19 an hour. She's doing her job well and has been at it for almost a year. Kramer made a motion to authorize a wage increase for the assistant treasurer from $18 to $19 an hour. Demrow seconded and the motion passed unanimously.
Kelley reported that the library got the money to purchase books from the endowment; $901.73.

Kramer made a motion to adjourn. The meeting ended at 8:45 PM.

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Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
December 12, 2022

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 and Dan Carter via Zoom.
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The meeting was conducted in person and on Zoom. Chair Cawley called the meeting to order at 7:01 PM

Junkyard permit/Route 25
Chairman Cawley received the permit application and reviewed it with the other board members. There were some questions about the deed when changed from Dan Carter's father to Dan; book and page numbers were different. Dan informed the board that the actual number of junk cars is 96 and not the 55 that he had guessed at last week's selectboard meeting. Cawley asked if Carter's goal is to decrease the number over the next two years to zero. Carter explained that that is his intention but was concerned that if there were any left by the end of the term of the permit could he re-apply to the state. Kramer replied that as long as the ultimate goal is to have them all removed, an extension would not be a problem if needed. Cawley proposed to the other board members that the condition for the permit is to decrease the current 96 vehicles over the next two years to zero and he can re-apply in two years if needed. Kramer made a motion to approve the permit with the condition that the current 96 vehicles be reduced ultimately to zero. Demrow seconded and the motion passed unanimously.

Warrants and Bills
There was some discussion about the warrant between Treasurer Kelley and the board. There was a question about Norm Collette being paid out of ARPA funds relating to the work he's been doing for the town hall renovation. The board cleared that up with an explanation of Collette's town job as the building facilities manager as town employee and the town renovation work as a separate activity to be charged against the ARPA account. There were also questions about the use of funds from the capital reserve funds for roof repair. Demrow asked about the $376 from Topsham Telephone and what the difference will be monthly when they install the fiber with no installation fee. Kelley stated that a rep from Key Communications would like to be present when the fiber is installed. Demrow made a motion to approve the warrant. Kramer seconded and the motion passed unanimously.

Payroll: Little discussion. Demrow made a motion to approve the payroll. Kramer seconded and the motion passed unanimously.

Accounts payable: Little discussion. Demrow made a motion to approve the accounts payable. Kramer seconded and the motion passed unanimously.

Audit status
Selectboard financial clerk Montagne reported she spoke with Chad Hewitt from Sullivan and Powers to inquire whether they had everything necessary to issue the FY2020 audit report and the FY 2021 audit report with one outstanding question involving the Cemetery commission's report. Demrow asked Montagne if she would work on the cemetery books which she agreed to. He also suggested that someone from the town talk with Chad Hewitt at least two times a month going forward. Cawley expressed his impatience as the board was assured back in June that the FY2020 audit was close to being completed. He stressed that the FY2020 and FY2021 audits need to be completed for the town report by mid January. Montagne has been busy getting caught up with journal entries, reconciliations, etc for the 2022 audit. She will call Hewitt and find out what the cemetery commission is missing.

FY '24 budget/town report schedule
The board hopes to have the budget completed for the town report very soon as there is one more budget meeting this week. Next the discussion turned to formatting the budget for the town report. Kelley stated he has tried using EXCEL and PDF in which results were not satisfactory. Demrow said he would ask town clerk Carroll if she would do the formatting of the budget. Kelley reminded the board how askew the fund balance report was for last year's town meeting and how he corrected it with a separate insert. Kramer asked when the final draft needs to be ready for proofreading. Demrow stated that the reports all have to be in by mid January and he knows someone who is willing to proofread. Cawley said he will try and have a draft warning ready for the January 3rd selectboard meeting. There is also a need to get an accurate count of all Corinth homeowners for mailing.

Wage policy
Kramer sent his final draft for the wage policy to the other board members for review. There was a question about Norm Collette's and Connie Longo's status as paid positions. The board agreed that when using their own supplies it is a contracted position and when using town supplies for the typical building maintenance and cleaning it is as a town employee on payroll. Collette's position was changed from town hall maintenance manager to building facilities manager. Demrow made a motion to adopt the wage policy as presented at tonight's meeting
Cawley seconded and the motion passed unanimously.

Other business that comes before the board

Demrow will borrow the OWL sound system from the library and arrive at January's selectboard meeting 15 minutes early with/Kramer to set it up.

Demrow made a motion to adjourn. Kramer seconded and the motion passed unanimously. The meeting ended at 8:45 PM.