Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
Monday May 13, 2024

Attending for the board: Holly Groschner, chair; Carl Demrow, and Steven Devoto. Anne Rosten, Selectboard Clerk; Dick Kelley, Treasurer; Lee Porter, Road Commissioner; Selectboard Financial Clerk, Shirley Montagne; and Anne McKinsey, Town Website Host. Attending via Zoom: Norm Collette, Town Hall Facilities Manager.

Board Chair Groschner called the meeting to order at 7:00 PM.

Review of Dashboard

SB Financial Clerk Montagne gave members of the SB copies of her dashboard updates for the town's finances. It showed a summary of receipts and expenditures for the General Fund, Capital Improvement Fund, Highway Fund, etc. in a clear and concise format. Montagne answered the board's questions and explained the details. Demrow expressed his gratification at how Montagne's work on the dashboard has made the town's financial process easy to follow and understand. She will provide an updated version of the dashboard each month for the board.

Audit Update

Montagne reported that Sullivan and Powers (S & P) has completed the 2021 Audit. She heard from Bonnie Batchelder of Batchelder Associates who is working on the FY 2022 and FY 2023 audits and has 75% of FY 2022 complete. Groschner proposed that Montagne and Ms. Batchelder contact Katie Buckly from VLCT for helpful advice about the ARPA Allocation Resolution.

Resolution for ARPA Allocation of Funds

Groschner made a correction regarding the Agenda item #4 which had the incorrect date of March 21, 2024. The correct date is March 31, 2024. Demrow made a motion to approve the Corinth Selectboard Resolution of May 13, 2024 for ARPA allocations. The resolution allocated up to $371,873.19 for the purpose of municipal workforce retention to pay for certain payroll expenses in the Highway Department, Town Clerk's Office, Lister's Office, and Town Treasurer during the period July 1, 2023 through March 31, 2024. Demrow and Treasurer Kelley will work together to compile the record of workforce expenditures for the period ending March 31, 2024 for the amount stated in the resolution. Montagne advised that she would discuss the resolution with the auditor and Groschner agreed the resolution can be changed if the auditor suggested a revision. Devoto seconded the motion and the motion passed unanimously. Groschner reminded the Treasurer that the expenditures made with the balance of the ARPA funds, $54,196.82, must be documented with receipts and with the record of the select board's approval in the minutes of those specific expenditures. Demrow agreed to work with the Treasurer to ensure required documentation is compiled and preserved.

Approval of 5/7/2024 SB minutes

Devoto made a motion to approve the minutes from the regular SB meeting of May 7, 2024. Demrow seconded and the motion passed unanimously.

Resolution for Purchase of Town Truck

The resolution is to reflect the board's decision from the October 2022 SB meeting to approve the purchase of a new complete Western Star 49X 10 Wheel Dump Truck for the amount of $204,302. Road Commissioner Porter explained that the purchase is actually a Municipal Lease which is unlike a Retail Lease. The Municipal Lease requires monthly payments for 6 years and then the town may purchase the truck for $1.00. According to a letter proposal by M&T Bank provided by Treasurer Kelley, the six year term interest rate is over 5%. The Road Commissioner proposed making a bigger down payment to decrease the monthly payments. Treasurer Kelley will look at putting $41,554.19 already in reserve down as a down payment and asking M&T Bank to revise the terms of the commitment letter, and provide the lease terms. Porter advised that another purchase, the Ford F600, is coming soon and will require a bank loan for purchase at the June SB meeting. Porter will review the Procurement Policy to ensure that the purchases comply with its contract requirements.

Town Report Budget and Invoice

The SB sent the invoice from R.C. Brayshaw to Anne McKinsey, Project Manager for the Town Report, to review for payment. The invoice from R.C. Brayshaw was $4854.06, which was $1012 over the estimated amount. McKinsey parsed the overage amount, but most was unanticipated. She stated that Brayshaw offered to split the cost in excess of the estimate with the town. The estimate exceeded the amount the town had budgeted, $3950, for the completion of the Town Report which anticipated; $2650 to R.C. Brayshaw and $800 to Anne McKinsey. The board made an apology to McKinsey for neglecting to ask for her input before contracting with R.C. Brayshaw. The board also stated that Repro, who had been doing the town's annual reports for years, was also due an apology as they were not contacted for a bid. Groschner asked McKinsey to attend a Budget

Committee meeting in the Fall. Demrow made a motion to approve payment to R.C. Brayshaw for half of the overage which is $506.03 (in addition to the amount of the estimate which was previously paid). Devoto seconded and the motion passed unanimously.

Town Website

McKinsey has been the town's website host for many years and is scheduled to retire in July. She researched finding a new website host and recommended engaging Siteground. Demrow made a motion to contract with Siteground.com for monthly hosting and have McKinsey set up the account. Devoto seconded and the motion passed unanimously.

Warrant

Treasurer Kelley said the bi-annual bill for WRVS has been paid. Treasurer raised a concern about the invoice from Upper Valley Ambulance and noted that the town does not have a contract with the Upper Valley Ambulance. The town pays them quarterly; they recently sent a bill for over the budgeted amount, which reflects a small increase over the budget in the prior year. Groschner asked Treasurer Kelley to please contact UVA and request that a representative attend the June SB meeting. Another bill was received from Sullivan and Powers (S & P) for the 2021 audit. The board asked Kelley to send a letter with the remittance verifying that this is the final bill. Demrow made a motion to approve the warrant. Devoto seconded and the motion passed unanimously.

Accounts Payable

Demrow made a motion to approve the Accounts Payable. Devoto seconded and the motion passed unanimously.

Payroll

Demrow made a motion to approve the Payroll. Devoto seconded and the motion passed unanimously.

Planning, Grant and Contract Update

a. RFP for Waste Removal/Transfer Station: Porter spoke with both Paul Tomasi from NEKWMD and Nick Rivers from Meyers Waste Removal about different options for services. He also stated that a representative from the town of Topsham indicated they would like to share the Corinth Transfer Station. The board asked Porter to continue compiling facts to consider all options and have an RFP by September 1st and to invite Paul Tomasi to a SB meeting. Porter indicated that it is difficult to determine the cost to residents of the Casella contract given that the fee is paid directly and unrecorded. Porter's research has led him to understand that the arrangement that Corinth currently has, with a compactor truck hauling directly from the transfer station on Saturdays, is now very unusual and not likely sustainable. The board asked Kelley to check on the payments made to Casella for comparison.
b. RFP IT Services: Kelley will create the RFP criteria for IT services for the Town Offices.
c. Uniforms: Road Foreman Blodgett is dissatisfied with the service from Unifirst and is investigating alternatives.
d. EC Fiber: Board members reviewed the site map from EC Fiber. The board agreed that EC Fiber must come up with a plan that details everything they want to do . Groschner will draft a 25 year license agreement with conditions; wifi use at Town Hall and Town Garage, landscaping, sharing power and propane, installing a 1500 watt generator and maintaining it, and obtaining their own permits. Demrow will contact Tom Cecere from EC Fiber to discuss.
e. The Town Garage Grant project was discussed. Chair Groschner thanked Joe Blodgett for completing a chart of contracts on the project. Demrow agreed to work with the Road Foreman and the Road Commissioner to complete the contract documentation required to meet the procurement policy standards.

Other financial business

The Town Key Policy discussion is moved to June's SB meeting. Committee chairs will be invited.

Kelley informed the board that a representative is needed for the Home Loan Committee which meets once a year or as needed. Devoto agreed to take on the post. Groschner made a motion to appoint Steven Devoto as representative to the Home Loan Committee. Demrow seconded and the motion passed with one abstention.

Demrow stated that Gary Bicknell agreed to continue as Fenceviewer and so nominated him for the post. Devoto made a motion for the board to approve Gary Bicknell as Fenceviewer. Demrow seconded and the motion passed unanimously. Executive Session

Devoto made a motion to move into Executive Session 1 VSA 313(a)(6), and invited Treasurer Kelley. Demrow seconded and the motion passed unanimously. No action was taken from the Executive Session.

Adjournment

The Board adjourned at 9:40PM.

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