Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
Monday June 10, 2024

Attending for the board: Holly Groschner, chair; Carl Demrow and Stephen Devoto; Catherine Tudish, substitute selectboard clerk; Dick Kelley, treasurer; Lee Porter, road commissioner; Shirley Montagne, selectboard financial clerk. Attending via Zoom: Ed Childs.

Board chair Groschner called the meeting to order at 7:03 PM.

Approval of Agenda
Demrow made a motion to approve the agenda for the June 10 financial meeting. Devoto seconded, and the agenda was unanimously approved.

Review of Dashboard and Audit Update
Demrow asked if the receipts shown, which indicate a surplus in the fund balance, were correct.
Montagne confirmed that there was a surplus because actual income had exceeded expected income. "This is a snapshot of what we are seeing today," she noted, adding that the current general fund balance is $242,000.
Demrow thanked Montagne for her work on Dashboard and the clarity it provides.
Montagne reported that Bachelder Associates has begun working on the audit for 2023 and that she has passed along the information they requested. Bachelder Associates will also be correcting a mistake in the audit done by previous auditors Sullivan and Powers for 2022.

Review of Auditor Guidance on ARPA
Montagne reported that she had reviewed the selectboard's ARPA resolution with the auditor. The auditor was familiar with the resolution and provided comments with regard to implementation in the financial records. Demrow noted that all ARPA funds have been obligated by the end of this fiscal year and should be reflected in FY2024, and Kelley agreed. Groschner emphasized that the treasurer must document expenditures made with ARPA funds. with receipts and with a record of the select board's approval of those specific expenditures.

Highway Department Vehicle Finance
Kelley reported that he has been working with M&T Bank on closing the financing of the new Western Star 49X 10-wheel dump truck in the amount of $204,302 and that closing on the loan will now be June 20, 2024. The truck will be purchased through a municipal lease purchase plan, which requires monthly payments for six years, at a rate of 5.58%, after which the town may buy the truck for $1.00. Groschner reported that she will contact legal counsel for the opinion required as part of the lease agreement.
Porter said he has been looking into financing for the second town truck scheduled for purchase, the Ford F600, and recommends financing the cost of $143,889 through M&T Bank. Porter provided two examples of financing available to the Town for this purchase, but both rates were approximately 3% higher than the rates offered by M&T Bank.
Groschner noted that paying for the vehicle outright had been discussed; however, in light of changes at the transfer station, it is important to keep cash on hand.
Porter said the highway department works on a system of scheduled rotation for the purchase of new vehicles, planning in advance for replacement vehicles so that financing needs will be anticipated.
Demrow moved to approve expenditure for a municipal lease purchase for the F600 in the amount of $143,889 through M&T Bank.
Kelley asked to delay approval until he had a chance to further review the financing options.
Groschner raised a point of order, noting that the selectboard has the authority to make the decision about financing expenditures. She noted that the treasurer can present additional information to the selectboard regarding financing options, providing the delay did not disadvantage the Highway Department or Town. Kelley indicated that he will be able to report his findings in advance of the next meeting. Discussion was tabled until the July financial meeting.
Porter notified the select board that another new truck will have to be ordered soon to be received in two years. Porter said the addition to the town garage is well underway and is so far coming in under budget. Porter reported that the total cost of the project is likely to come within 10% of the estimated grant amount.
Demrow commended Porter and road foreman Joe Blodgett for their diligence in researching options and keeping costs down.

Warrant and Expense Review
Groschner raised a question about the Redstart Forestry allocation of $6,000 for locating sewer lines in East Corinth village. Demrow said the work has not yet been completed, and the town should not pay the Redstart bill until the board receives the contracted report.
Kelley added the amount of $430 to the warrant to renew the contract with Yankee Generator.
Kelley asked about the status of the contract with Upper Valley Ambulance, noting that they have been paid up to the budgeted amount, but they have invoiced an additional $4,000 for FY2024. Lee Porter noted that in a prior budget year the fee had increased but UVA had indicated that it would reduce fees over time, and yet fees have continued to rise. Groschner noted that the

Director of UVA had contacted her to indicate that the data regarding revenues requested at the June 4 meeting would be forwarded as soon as possible. Montagne pointed out that as a nonprofit organization, UVA should be meeting their expenses, not making a profit. Groschner tabled the discussion and will add discussion of the additional UVA payment to the agenda for July, noting that even though it would fall outside the FY2024 budget year, the additional amount is not budgeted for FY2024 or 2025.
Demrow moved to approve the revised warrant amount of $62,444.97. Devoto seconded, and the motion was unanimously approved.
Groschner asked about the contract terms for various listers. Head lister KellyAnn Donahue notified the board that the listers' office has scheduled two information sessions, on June 17 and 18 from 10AM to 2PM, for people with questions about reappraisals of their property. A separate session, on June 20 from 10AM to 4PM, will be held to hear grievances. (To schedule a session, contact the town clerk at 439-5850.)
Devoto moved to approve the Payroll. Demrow seconded, and the motion passed unanimously.
Devoto moved to approve Accounts Payable. Demrow seconded, and the motion passed unanimously.

Law Enforcement Contract
Because this item involves a contract negotiation, Groschner proposed moving it to an executive session at the end of the meeting.

Financial Planning Updates
a) RFP for LHMP: Montagne reported that the total grant for the local hazard mitigation plan is $11,000. Groschner confirmed that Montagne received the signed grant contract and noted that there are matching funds required of the Town. Montagne is preparing the RFP and will give the board an update in July.
b) EC Fiber Lease: Demrow said he is waiting to hear back from EC Fiber. Ed Childs reported that they have received 92% of the make ready approvals for Corinth.
c) Assistant Town Treasurer: Kelley said he has not yet but will be advertising the position.
d) Groschner said it is time to post an RFP for IT services. Montagne replied that there is an RFP template the town uses and that it should be published in local newspapers and elsewhere.
Montagne agreed to check the scope of work in the RFP and to check in with the listers and Anne McKinsey, current town web manager, for input.
e) Update on Redstart Contract: As noted above, payment to Redstart will occur when the board receives their report. Groschner noted that the Redstart project is not in the ARPA expenditures journal and will be paid for with surplus funds. f) Disbursement Calendar: Groschner asked if the treasurer's office has a master chart for disbursing funds. Kelley replied, "We do now."
g) Town Hall Maintenance vs Capital Planning: Groschner asked if Norm Collette could provide a schedule of FY 2025 expenses related to improvements and maintenance of the town hall. Demrow said he would work with Collette to that end and to make a clear distinction between maintenance and capital expenditures.

Other Business
Animal Control: Devoto reported that the town has a kennel contract with Michelle Boyer in Orange. Owners of dogs taken to the kennel for violation of the Corinth dog ordinance will pay a kennel fee of $50 per day, up to 10 days. After 10 days, there will be an attempt to place the dog with the Humane Society of Central Vermont (which is often filled to capacity) for an additional payment. If a dog is not claimed by the owner from the kennel after ten days, the dog may be euthanized. The town would be responsible for unpaid kennel fees at a rate of $30 per day, plus the cost of HSCV fees and veterinary services. The cost of impounding three dogs, if they remained unclaimed, could be in excess of $1000.
Devoto said he had a conversation with Jeffrey Booth on Saturday, June 8, 2024 to advise Booth of the town's imminent obligation to impound his dogs. The town has issued written warnings to Booth after it received numerous complaints about three of Booth's dogs running loose, and one dog, in particular, that has left the Booth property to aggressively interact with people on the public road and in the yards of nearby residents. The selectboard confirmed Devoto's proposal to give Booth two weeks to install fencing to contain the dogs and register the dogs; otherwise, the dogs would be impounded. Groschner noted that Booth's dogs are also unregistered, which she had confirmed with the Town Clerk during the prior week. She said the board is giving Booth a chance to comply with the animal ordinance based on the desire to avoid having the taxpayers pay the unbudgeted kennel fees for three dogs, and the consent from the parties who have filed complaints against the dogs' owner obtained by Devoto.
Devoto said the game warden has equipment to assist in impounding dogs as required, and that his next step is to advertise the position of Animal Control Officer.
Electronic Payment Option: Kelley reported that he has set up this option for payment of property taxes.

Executive Session
Demrow moved to go into executive session 1 VSA 313 (a) (1) (A) at 8:43 PM to discuss law enforcement contracts. Devoto seconded, and the motion passed unanimously. No action was taken from the executive session.
Adjournment
The board adjourned at 9:05 PM.