Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
Monday August 12, 2024

Attending for the board: Holly Groschner, Chair; Carl Demrow and Stephen Devoto. Anne Rosten, Selectboard Clerk; . Dick Kelley, Treasurer; Lee Porter, Road Commissioner; Shirley Montagne, Selectboard Financial Clerk; and Norm Collette, Town Hall Facility Manager.

Board chair Groschner called the meeting to order at 7:01 PM.

Agenda Approval
Agenda amended to include discussion and vote on the Town Hall propane tanks

Review of Dashboard and Audit Update
Financial Clerk Montagne reported that there is currently $323,000 in the General Fund and Capital Improvement Fund. Expenditures for the Town Hall Renovation will come out of the Capital Improvement Fund and Garage Addition to come from the General Fund.
Road Commissioner Porter noted that Road Foreman Joe Blodgett met with the new representative from FEMA who is actively working to get the funding reimbursement for the 3 major bridge projects in Corinth from last year's flood damage which adds up to $400,000.

Audit: Montagne said that she's been in contact with Bonnie Batchelder of Batchelder Associates regularly regarding the budgets for FY 22 and FY 23. Montagne said that communication is ongoing and a lot of details need fixing due to the frequent turnover of town treasurers from 2016 through 2020 and lack of communication from Sullivan and Powers. The FY 22 audit should be complete by October 2024 and FY 2023 by January 2025.

RFP for LHMP: Financial Clerk Montagne sent out RFP letters to nine different organizations and has only heard back from one who does not have time to help develop a Local Hazard Mitigation Plan (LHMP). Two Rivers Ottauquechee Regional Commission (TRORC) has offered to work with Montagne and Emergency Management Director Kelly Ann Donahue on the plan. Montagne will contact Donahue and TRORC to coordinate.

The board and Montagne discussed this year's projected fund balance from the reserve fund and how to find the reserve totals from previous years.

Review of Tax Bill Delivery
Treasurer Kelley said the tax bills will go out tomorrow. Taxes due on September 17th.

Warrant and Expense Review
The board noted that expenses for legal counsel are over budget. Demrow made a motion to approve the Warrant as written. Devoto seconded and the motion passed unanimously.

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

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

Treasurer Kelley asked the board to sign a state aid approval form to authorize Kelley to receive the aid on behalf of the town. Chair Groschner made a motion to authorize Treasurer Dick Kelley to receive the LERC payment awarded to the town pursuant to the email from Doug Farnham on July 19, 2024. Devoto seconded and the motion passed unanimously.

Financial Planning Updates

a. IT RFP to be discussed at a later date

b. Disbursement Calendar: Groschner asked Kelley about putting together a monthly disbursement calendar for the board to review each month to anticipate upcoming expenses that are due. Demrow suggested maybe a color coded chart. Kelley will consider undertaking said task.

c. Town Hall Maintenance vs. Capital Planning: Groschner asked Town Hall Facilities Manager Norm Collette what his plan was for the pending maintenance needed for the town hall. Collette went over all the different projects i.e. janitorial (routine cleaning and upkeep), mowing, shoveling, refinishing the meeting room floor, removing the existing propane tanks, installing a new 500 gallon propane tank across the parking lot, etc. and use the alloted $12,500 by November 1st. Demrow made a motion for Collette to facilitate removing the existing propane tanks and burying a new 500 gallon propane tank across the parking lot and spending up to $2500 from the Capital Improvement Fund. Devoto seconded and the motion passed unanimously.

Other Business that comes before the board

a. ACO Job Description and Contract: The board reviewed and amended a sample Animal Control Officer job description that Devoto provided. Devoto will post it on the LRN and the Front Porch Forum. He will also call the Topsham AOC.

b. ECFiber Hub Agreement Update: To be discussed at a later date.

c. Casella Waste Management Agreement: The board looked over the proposed contract from Casella which was marked up with changes by Groschner. They discussed each change with Road Commissioner Lee Porter who is the point man with Casella. Groschner made a motion to approve signing the proposed agreement providing the requested changes made by the selectboard are agreed upon and Porter provide a list of the contacted waste haulers to the board. Demrow seconded and the motion passed unanimously.

Executive Session - 1 VSA 313(a)(1)(A) - contracts
Devoto made a motion to go into executive session. Demrow seconded and the motion passed unanimously.

The meeting adjourned at 9:30 PM.