Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
Monday October 13, 2024

Attending for the board: Holly Groschner, chair; Carl Demrow, and Stephen Devoto. Anne Rosten, Selectboard Clerk; and Dick Kelley, Treasurer. Attending via Zoom: Anne McKinsey, Shirley Montagne, and Mike Tagliavia.

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

Chair Groschner welcomed all and the board approved the agenda.

Approval of Sept 9, 2024 Financial Minutes
Devoto made a motion to approve the minutes from the Financial meeting of September 9, 2024. Demrow seconded and motion passed with one abstention due to Groschner's absence at said meeting.

Dashboard Review and Audit Update
Discussion took place between the board and board financial clerk Shirley Montagne about the General Fund receipts and expenditures. There is a noted surplus in the Highway Fund that will be decreasing with sand and salt costs coming in.
They also discussed the Economic Impact payment that came in last month for $50,000. Montagne explained that it is in the General Fund under Miscellaneous. There are no restrictions regarding its use though not for projects otherwise approved by FEMA. Groschner expressed the need to keep a tracker on all expenses. She asked Treasurer Kelley to provide a spreadsheet with project names and costs regarding the Town Hall Renovation and Town Garage Addition projects. Groschner was also concerned that the ARPA-funded Redstart Survey of septic systems in East Corinth was never entered in the expense spreadsheet.
Groschner asked Montagne about the IT RFP. Montagne explained that she is busy working on the LHMP (Local Hazardous Management Plan) so the IT RFP is not a priority at this time.
The board asked Montagne about how the new auditing firm, Batchelder Associates, is working out. She replied that they've been precise and diligent in their work so far.
Montagne said she'd have the FY 2022 audit ready by the end of the month but the FY 2023 audit will not be ready to be included in the Town Report. Treasurer Kelley stated that the timing of the audits will be discussed at the upcoming budget meetings.

Local Economic Impact Grant
As stated earlier the grant of $50,000 is in the General Fund. It is to help with the flooding disasters that have recently impacted the town. The town has received $118,000 from FEMA. Road Foreman Blodgett let the board know that some of the FEMA expenses have not been covered as yet. Demrow proposed not spending any of the $50,000 until knowing what needs to be covered.

Warrant and Expense Review
Warrant: The Redstart Survey will be discussed in November. Demrow made a motion to approve the Warrant as presented. Devoto seconded and the motion passed unanimously.

Payroll: There was some confusion regarding the Computer Reserve Fund which was resolved. Demrow made a motion to approve the Payroll as presented. Devoto seconded and the motion passed unanimously.

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

Financial Planning Updates
Budget meeting dates: The board agreed to start the budget meetings on November 14th at 6:00 PM and continue with Tuesday and Thursday meetings until early December. Invites need to be sent out to heads of committees who request appropriations. Treasurer Kelley noted how disorganized the meetings have been in the past. Devoto suggested having a notetaker at the meetings. Financial Clerk Montagne suggested providing Zoom attendance for those who cannot attend in person, and volunteered to take notes if that was done.

Town Report Project: Anne McKinsey, who has compiled the Town Report for many years, made a proposal for $1250 and $50 per hour for her work. Demrow made a motion to accept McKinsey's proposal to manage the Town Report for $1250 and hourly at $50 per hour not to exceed $1600 without coming back to the selectboard if more is needed. Devoto seconded and the motion passed unanimously.

RFP for Town Report Printing and Mailing: The board received three bids. REPRO, who has done the printing for the town for many years, proposed a three year contract at $2650 per year. Demrow thought that year by year was the better option. Talk turned to who would receive mailed Town Reports. The board agreed to mail to all homeowners the Town Report. Groschner made a motion to contract with REPRO for two years at $2758 plus tax each year; FY 25 and FY 26 for printing and mailing the Town Report. Devoto seconded and the motion passed unanimously. The board then discussed the theme to showcase with photos in the Town Report; Northeast Slopes, The Road Crew, or Volunteerism?

REDI Grant Assistance

Demrow submitted the REDI grant application for $7500 and will know by November if accepted. Demrow needs a letter of support from the board to send. Groschner made a motion that the board be on record as supporting the REDI grant application. Devoto seconded and the motion passed unanimously.

Groschner urged the board to apply for a grant to install an EV Charger in town.The town would have to provide match funds. The prerequisites are to install near a public building. Demrow will check with MERP to see if there is a grant for a match.

CDBG for Town Hall: Demrow said that Ryan Edwards submitted a design draft. Town Hall Facilities Manager Norm Collette applied for a grant for $20,000 to the VT Historical Preservation. The board discussed the Town Hall Back Entrance and environmental compliance. Demrow stated that having the right architect is crucial for getting block grants. Devoto expressed his concern to allow disabled town citizens to have input on the plan. Demrow explained that the project will require an accessibility audit. Demrow will talk with Collette and John Haney who are on the Town Hall Building Committee.

Other Business

Groschner expressed the need for Road Foreman Blodgett to provide documentation to make sure that all expenses on the Town Garage Addition are consistent with the Town purchasing policy. Blodgett and Road Commissioner Lee Porter are serving as General Contractors for the project. Treasurer Kelley will ask Blodgett to submit to the board any expenses over $3500 to the board in the future. Devoto stated his concern about balancing the need for accountability with having too much micromanaging.

Adjournment

Devoto made a motion to adjourn the meeting. Demrow seconded and the motion passed unanimously. The meeting ended at 8:40 PM.