Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
Monday November 18, 2024

Attending for the Board: Holly Groschner, Carl Demrow, and Stephen Devoto. Anne Rosten, Selectboard Clerk. Dick Kelley, Town Treasurer: Mike Pittman, Fire Dept representative. Attending via Zoom: Shirley Montagne, Selectboard Financial Clerk.

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

Groschner welcomed all and asked for agreement on the agenda.

Approval of October 14th SB Meeting
Devoto made a motion to approve the minutes from the October 14, 2024 Selectboard Meeting. Demrow seconded and the motion passed unanimously.

Dashboard Review and Audit Update
Board Financial Clerk Montagne informed the board that the FEMA reimbursements for FY 24 have come in. There is another $36,000 coming from FEMA for FY 25. Montagne went over the various fund balances and expenditures with the board. The $12,500 from the Town Hall Maintenance Fund was discussed as there have been few expenditures. Montagne is currently working on the Fund Balance Report and is up to date. Groschner stated the board needs to have the ARPA report ready for the budget meeting.

Audit: Montagne has completed all she can with the FY 22 audit for Batchelder Associates. She is waiting for a response from the firm if any more is needed.

Public Concerns
Mike Pittman said that according to the town/fire dept distribution schedule the latest payment is overdue. Treasurer Kelley stated that he has not received an invoice yet. Pittman said that the dept has not submitted an invoice in the thirteen years he has been on the dept. Kelley said he'd get a check out to them right away.
Pittman asked that the Selectboard appoint Dean Gregoropoulis as Town Fire Warden. Demrow made a motion to appoint Dean Gregoropuolis as Fire Warden. Devoto seconded and the motion passed unanimously. Devoto asked about the Fire Wardens duties. Pittman explained it is mostly for issuing burn permits and overseeing brush fires

MERP Grant: $411,000
Demrow has the agreement from MERP for the board to sign and will send to the other board members to receive the grant. The agreement must be signed by December 16, 2024. The funds must be spent by the end of calendar year 2026. Groschner asked what if any obligations are attached. Demrow explained that the grant is primarily for energy updates on the town hall: heat pumps, LED lights, updating windows, energy efficient refrigerator and/or dishwasher; possibly an EV charger.
Demrow received the second set of designs from the architect for the Town Hall project. He stated that the Town Hall Building Committee needs to meet soon to review the plans. The board asked Financial Clerk Montagne if she would be the paperwork manager for the MERP grant to keep the accounting separate from the general fund to which she agreed. The exact amount of the grant is $411,347.70. Groschner made a motion that the town accept the MERP grant and authorize Demrow to sign the agreement on behalf of the selectboard. Devoto seconded and the motion passed unanimously. Groschner heartily commended Demrow's work on acquiring this grant.

Application of Town Hall Capital Funds
Demrow said he heard from Town Hall Facilities Manager Norm Collette on September 9th. Collette asked for Town Hall Capital Funds but not Town Hall Maintenance. Demrow explained that there are still no numbers for construction yet, no bids, and there's still quite a lot not known. The Town Hall Maintenance Fund is $12,500 and only $154 of it expende. Collette let board member Demrow know that he is unable to handle all the needed maintenance projects himself and advised hiring out some of the needed tasks and projects. The board and the budget committee needs to hear from Collette. Demrow will ask Collette to attend the November 26th budget meeting. Groschner asked Kelley to provide a maintenance list for Collette and for Collette to list expenditures. Kelley said that the Town Hall Building Committee needs to make a list of the projects to be done with estimates and priorities. The roof needs to be done first.The different parts of the project need to be bid on separately and line itemed. Pittman suggested having a coordinator for the project. Groschner asked Demrow to meet with the Building Committee and help keep it focused.

Montagne asked about the LHMP grant which is not on the agenda. There needs to be input from Joe Blodgett and Kelly Ann Donahue and that they create a slate of people who can help with different hazards. Devoto offered to help with that. Pittman will survey the Fire Dept for anyone willing to help. Groschner suggested contacting Jeremiah and Kate Goyette as they are in the Health profession. Karen Galayda helped in the past. Groschner also recommended contacting Charlie White as he is familiar with manure management.

IT RFP
This item is to be postponed until the MERP grant is set up.

Project Tracker
The three special projects: Town Hall Renovation, Town Garage Addition, and Miscellaneous have assigned account numbers for how much funds have been approved and how much has been spent so far. Blodgett submitted a bid sheet and it showed expenses exceeding $200,000. Devoto recalled that the board authorized Blodgett to find the extra $50,000 for the Town Garage project. The board discussed with the treasurer what the balance of each project is and what has been spent so far. Kelley has the invoices. Kelley also said he would acquire the balance of each approved project and work with Blodgett on budget line items, where the funds are coming from, and provide a balance of expenditures to date

Warrants and Bills - Town Treasurer
Warrant: The board had some questions about two items on the warrant: the $35,061.00 to Adam Osgood and the $3,128.64 to Bethel Mills. Demrow made a motion to approve the warrant with the deduction of $38,189.64 to reduce the warrant amount to $55,118.50 from $93,308.14 Devoto seconded and the motion passed unanimously.

Accounts Payable:Some discussion about large overpayments of taxes, mostly due to neglecting to apply for the Homestead exemption. Demrow made a motion to approve the accounts payable as presented. 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.

Financial Planning Updates
Chair Groschner noted that there is a change in the Budget Meeting schedule; the chair of the Planning Commission will attend on November 26th.
Joe Truss has agreed to attend one of the budget meetings as the town representative of Upper Valley Ambulance Service.
It was noted that the cost for the Town Report has exceeded the budgeted amount.

Other Business
None

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

The meeting adjourned at 9:06 PM.