Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
Monday February 10, 2025

Attending for the board: Holly Groschner, Chair; Carl Demrow, and Stephen Devoto. Anne Rosten, Selectboard Clerk; Dick Kelley, Treasurer; Kelly Ann Donahue, Head Lister; John Sutton.

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

Approval of Agenda
Demrow made a motion to accept the agenda with the addition of the MERP Agreement discussion with the Grant Updates. Devoto seconded and the motion passed unanimously.

Approval of January 13, 2025 Financial Minutes
The board agreed to move this item to tomorrow night's regular Selectboard Meeting.

Demrow noted that the Town Hall meeting room, office, and hallway will be out of service from February 15th through the 17th due to floor refinishing.

Dashboard Review and Audit Update
Financial Clerk Montagne was not able to attend tonight's meeting. She sent the board members the dashboard from January. The board noted that the January 2025 year to date fund balance is off and will ask Montagne to weigh in on it before the March Town Meeting. By report to the Selectboard, Financial Clerk Montagne stated that the FY 2022 audit is complete and Batchelder Associates will have it to the town by Town Meeting Day. Kelley also said the FY 2023 audit should be progressing by Town Meeting Day as the books are in better shape than FY 2022 was. Montagne has the documents ready to submit to the firm.
Montagne is now on reduced hours for town work;she will be available Wednesdays and Fridays until March 1st when she will be limited to one day per week until April 15th due to her primary work during tax season. The Selectboard noted that their priorities are the completion of the Audit for 2022 and progress on the 2023 Audit, complete the February and March Dashboards and answer Selectboard inquiries. During February, March and April no other tasks are anticipated by the Selectboard, including but not limited to work on grants. The Selectboard indicated that they have not assigned an RFP for IT to the Financial Clerk. Review of the Dashboard and the Fund Balances by the board.

Reserve Balances and Policy Draft
This item was tabled for a future meeting.

Surplus Project Budgets
Groschner stressed the need to keep the budget account for the Special Projects Surplus budget up to date. Kelley explained that the invoices first come from the recipient with request for payment, then to Financial Clerk Montagne who reviews and codes them to the proper account - except for invoices from Road Foreman Blodgett who also inserts account codes -- then by check Warrant prepared by the Financial Clerk to the Selectboard for approval, and then to Kelley to cut the checks from the proper account ,and finally the Financial Clerk record expenses in the surplus project budget record (separately from NEMRC). It was not discussed how documentation from each invoice is filed. Kelley indicated that our Town's process does not enter invoices into NEMRC upon arrival, which is the practice in other towns. Kelley indicated that it is easy to track project costs using NEMRC if we prefer to do it that way. Groschner asked the Treasurer for an informal process meeting with Blodgett to ensure separate projects are tracked properly. Groschner asked that the Treasurer ensure that the surplus project budgets, including but not limited to FEMA grant funds, are kept up to date. Kelley responded that there is latency in NEMRC because Montagne tracks the invoices and he is behind in logging invoices into NEMRC.

Warrant, Bills, and Payroll
Warrant: Kelley updated the Warrant in real time to add Ruggles Engineering and Adam Osgood invoices. Groschner asked Kelley how the board can locate signed contracts for invoiced work. Kelley said he does not know if there is a signed contract with Ruggles. Kelley said he doesn't know if there is a contract before he puts invoices in the warrant and that is a process step that needs to be changed. There were a few questions about the bill from Ruggles Engineering for $11,447,50. Kelly Ann Donahue explained that in her work as the Administrative Officer she is aware of Ruggles work on the plans and mapping and the invoice is for the three bridge projects in town. Kelley confirmed that the approval of the invoice for road department projects and allocation of invoice expenses is dependent on information received from Road Foreman Blodgett. Blodgett does send

photos of completed work with approved invoices and keeps meticulous files. Demrow made a motion to approve the Warrant as presented. Devoto seconded and the motion passed unanimously. Demrow noted that the total expenditures in the Town Garage Project is close to the budgeted amount of $250,000.

Town Warning Ratified. Groschner reported that factual errors in the positions open for election and the Restoration of Records article were found on the Town Meeting Warning by Town Clerk Brough and Assistant Town Clerk Carroll too late for changes in the Town Report. Demrow made a motion to ratify the March 4, 2025 Town Warning as published. 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.

Town Report Postage
Payment made for postage by the due date was confirmed by Treasurer Kelley.

Public Concerns
None

Updated Chart of Accounts from the Budget Meetings
Groschner asked Kelley to report on any progress that has been made on changes to the chart of accounts as proposed during the FY26 budget committee meetings. Kelley said he'd be making the changes but has more to do than time allows at this time. Groschner requested that the changes be made before the October budget meetings. Kelley indicated that the chart of accounts was within the treasurer's purview and that while some budget committee suggestions were good ideas others were not; adding that the chart of accounts was bloated. Groschner asked if it would be reasonable for Kelley to report on his disposition of the suggested changes, and whether the board could expect the finished chart by the end of the fiscal year. Kelley said he has notes from the NEMRC advisor (Chip) from 18 months ago, and he has other inputs that will impact the chart of accounts, but by the end of the fiscal year he will have a list of the needed changes to provide to the board. Groschner asked that the Treasurer's proposed list of changes be compiled by the June Financial meeting and implemented by the beginning of the fiscal year.

Updates on Grants and Grant Tracking
MERP: Demrow discussed the MERP grant and stated that a document requesting changes to the scope of work in the grant for both the town hall and town garage will be sent to the BGS (Buildings and General Services, a state agency). TRORC has offered its proposal to administer the MERP grant and send out the RFPs, which proposal was sent out in December. Groschner reminded Demrow that any bids over $3500 will be subject to the town's procurement policy which requires at least two competing bids. Demrow indicated that competing bids had not been received and the cost will be over $3500. However, Demrow also stated that the administration of MERP grants requires specialized skills, that TRORC will be handling the same scope of work for several other towns, and there are no competing grant management vendors available. Demrow further stated that due to the federal claw back of grants, time is of the essence. Groschner made a motion to accept TRORC's proposal to administer the MERP grant based on an exception to the town procurement policy under Specialized Professional Services and Urgency. Devoto seconded and the motion passed unanimously. Demrow affirmed that he would prepare an outline of the Town Hall Project and the source of funds for each component of the project as soon as he receives the grant amendment from BGS.

LHMP: Stephen Devoto and Kelly Ann Donahue, members of the LHMP grant committee, had a second meeting with a consultant about conducting a community survey for town residents to identify the local hazards. It would be handed out at Town Meeting and posted on the Town website as an online survey. Groschner asked if Donahue and Devoto were satisfied with the consultant's progress on the grant, and they responded they were.

CDBG: Demrow said that as he puts together the community development block grant application for the accessible porch on the Town Hall, it is not yet evident to him that the maximum grant amount will end up "pencilling out" given the additional administrative requirements of the grant. He is not yet certain whether the Town Hall Renovation project may go over the proposed budget of $150,000. He is working to get cost estimates, working with a consultant, as soon as possible. Devoto said VPR mentioned the VT Historical Preservation grant for $20,000 awarded to the "Town of Corinth". Norm Collette wrote the grant, which will help pay for the work on the back of town hall.

FEMA Buyout: Devoto reported progress on the sale of Martha Travis property in the floodplain on South America Rd. The proposed state buyout is moving along. An appraiser has inspected the property in order to provide the state with an appraisal.. If the state makes an offer and it is accepted by the owner (Travis), the state pays for the parcel and demolition of structures on the parcel, the town acquires the land (1 acre) for public use, and the property is removed from the grand list.

Job Descriptions: Treasurer and Assistant Treasurer

Groschner explained that the town does not have job descriptions for town employees. The Selectboard decided to start with descriptions for the Treasurer, the Assistant Treasurer, and the SB Financial Clerk. Groschner sent the board and the treasurer a draft of the job description for the treasurer position. Groschner drafted the job description after review of state statute and from drafts written by former treasurer Susan Fortunati, former Town Clerk Christiane Carroll, and comparative descriptions researched by Devoto based on what other towns use. Kelley indicated that he had not seen the email distributed at the end of the prior week that included a draft job description for his review. Groschner handed out copies of the proposed draft and read through each item and explained the duties. She asked Kelley to review and send comments within a week. Kelley said he was too busy. Kelley stated that he sent Devoto a list of duties for the assistant treasurer position, which was written by the previous assistant. It was not shared with the entire SB. Kelley indicated that he has not provided the board with a current job description. Demrow said that the selectboard had advised that an assistant can not be hired until the selectboard and the candidate has a written job description. Kelley noted that there was no job description for treasurer when he was hired, and agreed that employees do need one. Groschner asked that the minutes reflect a process for review of the treasurer job description and proposed that the treasurer's comments be delivered by 2/21/25.
Devoto expressed his concern that Kelley exhibits resistance whenever asked to write up or produce a job description for the assistant treasurer. Devoto noted that the Treasurer has had the assistant treasurer position posted for over six months without developing a job description.
Groschner asked KellyAnn Donahue if she's been working as an assistant to Kelley. She replied that she has. Donahue detailed her tasks to include taking in-person tax payments and recording them as deposits in NEMRC. She also tracks the tax balance of escrow account customers and provides reports to banks. She handles tax payments (checks and cash) either giving them to Kelley or putting them in the vault for security. And she answers the phone and replies to emails regarding tax bills and payments. She is paid $20 per hour and lists her hours for each job she performs (she is also working as a town Lister and Administrative Officer) separately. John Sutton noted that the assistant position sounds like a deputy; someone who can stand in for the treasurer. Groschner agreed but said the scope of work was up to the treasurer and said the treasurer is still responsible for everything the assistant does.

Devoto made a motion for the board to go into Executive Session - 1 VSA 313 (a)(6), and invited Treasurer Kelley to join. Demrow seconded and the motion passed unanimously.

The meeting adjourned at 9:30 PM.