Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Selectboard Finance Meeting
Monday April 14, 2025

Attending for the Board: Chair Holly Groschner, Carl Demrow, and Stephen Devoto; Anne Rosten, Selectboard Clerk; Shirley Montagne, Selectboard Financial Clerk. Kelly Ann Donahue, Interim Assistant Treasurer, Head Lister, Administrative Assistant; and Susan Fortunati. Attending via Zoom: Former Treasurer Dick Kelley.

Welcome/Agenda Approval

Chair Groschner welcomed all and asked the board to approve five items to add to "Other Business": Bowen Order, Credit Card Points Cashing, Signatures for Highway Dept Documents, Two forms from MERP to sign, and Available Funds for Investing. Demrow made a motion to approve the 5 stated items to discuss in "Other Business". Devoto seconded and the motion passed unanimously. Demrow made a motion to approve an additional item for "Other Business": to contact the EPA requesting that they reconsider reimbursing Brenda Salomaa for the damaged foundation to her home on Richardson Road. Devoto seconded and the motion passed unanimously.

Approval of SBF minutes from 3/10/25

Demrow made a motion to approve the minutes from the March 10, 2025 Financial Meeting. Devoto seconded and the motion passed unanimously.

Dashboard and Audit Update

Board Financial Clerk Montagne reported that a large amount of FEMA funds are coming in. There is the amount of $27,578 in the School Fund which is line item #120 and needs to be moved into the General Fund; line item #100. Montagne also reiterated that the $900,000 from FEMA is in the bank for the scheduled replacement of three bridges in town. She said the $35,000 for the repair of the Corinth Corner Cemetery has not arrived yet and will be deposited in a separate fund.

Batchelder Associates sent Montagne the finished Fy 2022 Audit for her to look over and sign, scan and send back to them. The firm is starting work on the Fy 2023 Audit.

Warrant, Payroll, Accounts Payable

Warrant: The board reviewed two Warrants; one without a list of expenditures under $250 and the other with those expenditures added. Considerable discussion took place between the board, Montagne, and Susan Fortunati, (a former treasurer who is helping out in the Treasurer's office) regarding the warrant format. Devoto made a motion to approve the second warrant with the amount total of $961,113.27 Demrow seconded and the motion passed unanimously. Demrow noted the difference of approximately $300,000 between the first warrant and the other updated one for estimated payments.

Payroll: Demrow made a motion to approve the Payroll. Devoto seconded. Discussion: Groschner asked Donahue, who is working as Lister, Assistant Treasurer, and Administrative Officer, how she is keeping a separate accounting of her hours for each position. Donahue explained that she has a schedule of each job's hours. A vote was taken and the motion passed unanimously.

Accounts Payable: Groschner stated that the current system of not seeing the Warrant from the former months to compare with the following months' Accounts Payable is too confusing and not showing the latest updates of expenditures. The board also decided to change the name from Accounts Payable to Accounts Paid.

LHMP/Federal Fund Termination

The LHMP plan grant from SEAM ran out on 4/7/25. The $8362 now requires a 25% match from the town. FEMA has terminated future payment. Montagne said she needs a plan for the Buyout. Groschner asked how much has been reimbursed and asked Donahue to look up in NEMRC how much has been paid to SEAM to date to discuss at the May Financial Meeting.

VCDP Grant Application Resolution

The VCDP grant is for $150,000. Demrow made a motion to approve the Resolution for the VCDP grant application. Devoto seconded and the motion passed unanimously.

ARPA Final Filing

The ARPA Filing is due on 4/30/25. Groschner made a motion to authorize Carl Demrow to file the final accounting of ARPA fund allocations of $371,873.19. Devoto seconded and the motion passed unanimously.

Data Entry Clerk Authorization

Demrow made a motion to appoint John Sutton as Data Entry Clerk at $20 per hour and authorize up to 20 hours a week under Interim Assistant Treasurer Donahue's supervision. Devoto seconded and the motion passed unanimously. The Data Entry Clerk's pay is to come from the Treasurer's line item.

Payroll Request from Former Treasurer Dick Kelley

Groschner explained that Kelley requested payment for a day worked as Assistant Treasurer on 3/3/25 and reimbursement for a Medicare bill. After doing the math to calculate payment, Demrow made a motion to pay Kelley $73.26. Devoto seconded and the motion passed unanimously. Regarding the Medicare payment request Groschner asked Kelley to submit pay stubs and the time sheets from January, February, and March of 2025 to view the hours worked over salary. Groschner will review the minutes from June 2021 Other Business discussion. Demrow assured Kelley that the board would do the Due Diligence needed. This matter will be continued at the May SB or SBF meeting.

NEMRC Services / Treasurer Search

Groschner related all the research she's done to find a new treasurer for the town. She received inquiries from three candidates of which only one was somewhat qualified. Groschner contacted former treasurers from Topsham and accounting firms with no leads. She suggested (after a recommendation from Susan Fortunati) immediately engaging the services of NEMRC to outsource Payroll to them which would cost $1000 annually for a bi-weekly payroll system with Direct Deposit and a $750 one time payment for the Cloud Interface. Demrow made a motion to approve spending $6350 to engage NEMRC for their Payroll Service and the Cloud Interface. Donahue said there will be additional charges from Tops-Tele for a faster speed and the office computers need to be replaced. Devoto seconded and the motion passed unanimously. Groschner recognized all the hard work that Kelly Ann Donahue, Karen Galayda, Susan Fortunati, and Shirley Montagne have been doing to keep the Treasury Office running smoothly.

Fortunati made a second recommendation to buy hours from NEMRC to ensure closing the books on time for FY 2025. NEMRC charges $140 per hour or a package of 96 hours at $119 per hour. Demrow made a motion to approve engaging NEMRC for FY 2025 Year End Closeout work at $10,560. Devoto seconded and the motion passed unanimously.

Other Business

Demrow will send an email to EPA and request that they reconsider compensating Brenda Salomaa for foundation repair at her home on Richardson Rd.

The board authorized the signing of annual Highway Dept forms from the state listing mileage, etc.

Groschner made a motion to authorize Demrow to sign an affirmation of funds from BGS and also for accepting the $411,347.70 Grant from MERP. Devoto seconded and the motion passed unanimously.

Bowen Order: Daren LaHaye brought a Development Order to be filed in the town office. It must go before the Planning Zone of Adjustment. Administrative Officer Donahue will read the Planning Commission By-Laws section 6B which describes authorizing repairs to property. Demrow made a motion to approve the Bowen Decision that the board drafted and voted on; to uphold the Building Safety Order in part and deny it in part. Devoto seconded and the motion passed unanimously.

The board approved the cashing of credit card points on the M & T Bank credit card account and apply the cash to credit card balances.

Demrow made a motion to adjourn the meeting. Devoto seconded and the meeting ended at 8:55 PM.