Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Financial Meeting
Monday May 12, 2025

Attending for the Board: Holly Groschner, Carl Demrow, and Stephen Devoto. Anne Rosten, Selectboard Clerk; Joe Blodgett, Road Foreman; and Shirley Montagne, Selectboard Financial Clerk

Board chair Holly Groschner called the meeting to order at 6:30 PM.

Agenda Approval
Demrow made a motion to approve the agenda as written. Devoto seconded and the motion passed unanimously.

Approval of Minutes from 4/14/25 SBF Meeting
Devoto made a motion to approve the minutes from the 4/14/25 SBF meeting. Denrow seconded and the motion passed unanimously.

Funding for Western Star Dump Truck
This item was moved up on the agenda due to Road Foreman Blodgett needing to leave early. Blodgett discussed with the board the loan process for the next Western Star dump truck scheduled for purchase. Blodgett stated that up to $301.481 is needed for the complete truck; $197,581 to Charlebois Dealership for the chassis and $103,900 to Viking for the equipment build. The loan will come from M & T Bank. Blodgett also said the town will trade in the oldest dump truck for $60,000 - $80,000 in March of FY 2026. Demrow made a motion to approve applying for a loan not to exceed $301,481 from M & T Bank. Devoto seconded and the motion passed unanimously.

Blodgett then asked the board to approve the sale of the town 2004 F450 truck for $4000 to the town of Thetford and sign the Purchase Agreement. Demrow made a motion to authorize Board Chair Groschner to sign the Purchase Agreement for the sale of the 2004 F450 truck to the town of Thetford for $4000. Devoto seconded and the motion passed unanimously.

Board Chair Groschner raised the issue about the impending transition of Town Payroll to the NEMRC system. She asked that the board consider a proposal which will be discussed during the NEMRC agenda item.

Dashboard Review
Dashboard: The board discussed with Montagne the current state of revenues, receipts, expenses, FEMA, surpluses, etc. in the General and Highway Funds and made adjustments where needed. The board will check with Road Foreman Blodgett and Road Commissioner Porter on the status of the three FEMA bridge projects. Montagne will check on the Town Hall Maintenance Fund and Special Projects to ensure they are line itemed correctly.

Audit Update
Stephanie from Batchelder Associates sent Montagne the second draft of the FY2022 Audit. Montagne will email Bathchelder's with questions regarding the inconsistencies and spelling errors in the report. The FY 2023 Audit is 80% complete.

Warrant, Payroll, and Paid Checks Warrant
Warrant: Montagne reported on the major expenditures for May i.e. the Fire Dept quarterly payment, the Western Star payment, and the Insurance bill, The Animal Control Officer (ACO), Matt Hayes, asked the board to bill his company and not be considered a town employee. Groschner stated that Hayes will be reimbursed $600 for his out of pocket expenses and needs to be provided a contract and a W-9 to fill out. Demrow made a motion to approve the Warrant with the amended total of $157,827.97. Devoto seconded and the motion passed unanimously.

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

Paid Checks Warrant: Demrow made a motion to approve the Checks Paid Warrant for a total of $711,000. Devoto seconded and the motion passed unanimously.

M & T Global Administrator
Groschner made a motion to authorize Selectboard Financial Clerk Shirley Montagne to be the M & T Global Administrator. Demrow seconded. Devoto stated that the Financial Clerk Montagne does have check signing authority and in the future the selectboard will revisit the subject if the Global Administrator should have signatory rights. The motion passed unanimously. Payroll Clerk John Sutton and Interim Assistant Treasurer Kelly Ann Donahue to be users on the M & T account.

Blake Memorial Library CD
Demrow made a motion to authorize Montagne to have the Blake Memorial Library CD interest payment forwarded to the library. Groschner seconded and the motion passed unanimously.

NEMRC Contract Administration

The NEMRC Payroll system will provide bi-weekly pay through Direct Deposit and paydays will be on every other Wednesday. Groschner asked the other board members to consider a proposal to help make the transition over to NEMRC more manageable.

1. Provide a one day grace payment for the Road Crew to gap from the Monday to the Wednesday pay period.
2. Provide an interest free loan with an eight week payback schedule for a one time transition over to the NEMRC system.

Demrow made a motion to hire NEMRC to do the town's payroll and 20% of one week's pay for all regularly paid employees and provide a one week payroll loan program for those who qualify. Devoto seconded and the motion passed unanimously.

Other Business

Groschner provided a document for the board to review regarding Treasury Reorganization: Budget vs. Expenditures.

New Generator: Demrow explained that the MERP funded heat pump system for the Town Hall will need to be engineered before the new generator can be sized. Then the board can send out an RFP.

Demrow made a motion to adjourn the meeting. Devoto seconded and the motion passed unanimously. The meeting adjourned at 8:30 PM.