Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Financial Meeting
Monday July 14, 2025

Attending for the board: Holly Groschner, Chair; Carl Demrow, and Stephen Devoto. Anne Rosten, Selectboard Clerk; Interim Assistant Treasurer Kelly Ann Donahue, Payroll Clerk John Sutton, and Selectboard Financial Clerk Shirley Montagne. Via Zoom: Town Hall Facilities Manager Norm Collette.

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

Approval of Agenda
Demrow made a motion to accept the agenda with the addition of town cellphone discussion within Other Business. Devoto seconded and the motion passed unanimously.

Approval of January 13, 2025 Financial Minutes SB Special Meeting 7/8/25
Demrow made a motion to approve the SBF minutes from 6/9/25 and Special SB meeting minutes from 7/8/25. Devoto seconded and the motion passed unanimously.

Dashboard Review and Audit Update
Montagne will send the FY 22 audit to the town website manager for posting, and is working on the FY 23 Audit with Bonnie from Batchelder Associates. Montagne also set up a check list for all items required to work on the audits. Donahue has run the Grand List for FY 24 and FY25.

Dashboard: The board went over fund balances, highway budget, general funds, receipts, and debits with Montagne. There are fund balance discrepancies that Montagne has been working on that date back to 2019. Donahue explained that the Grand List has decreased in value. The town tax rate will be adjusted accordingly. Donahue will bring the Grand List to the next SB meeting.

Warrant, Bills, and Payroll
Warrant: There were two Warrants provided; one for June FY25 and the other for the first part of July FY26. Donahue added a couple of late invoices to the Warrant. The board discussed with Montagne and Donahue the new truck purchase from Charleboise; Western Star dump truck chassis. Viking will build the fit up on the truck in March 2026. When the truck is picked up from Charleboise, a check for $107,000 will be issued to them from M & T Bank. The used Western Star will be due for trade in March.
There was discussion about whether a check was issued to the IRS. Groschner requested Donahue to ask Susan Fortunati to look for a payment to the IRS. The amount of $3042.64 was added to the Warrant to bring the total to $93,050.76. Demrow made a motion to approve the amended Warrant. Devoto seconded and the motion passed unanimously

Payroll: Payroll Clerk Sutton asked if some of the invoices that come in could be paid in a more timely manner to avoid late fees. Groschner explained that changing the process of approving the existing Warrant would require a public meeting. Demrow said he would ask VLCT for options to pay small amounts when the invoices come in. Montagne suggested using online payments as an option as they do not need a board member to sign. Sutton said he would research a quicker payment system. Demrow made a motion to approve the Payroll. Devoto seconded and the motion passed unanimously.

FY26 Warrant: The amount of $56,747.66 is the total for the first week and a half of the new fiscal year FY26. An invoice arrived from TRORC for dues in the amount of $2517. It will show on next month's Warrant. Demrow made a motion to approve the Warrant for $56,747.66. Devoto seconded and the motion passed unanimously.

Northfield Bank Resolution
There is a $2000 CD at the Northfield Bank that provides interest for the Blake Memorial Library. Demrow made a motion to add Shirley Montagne as Read Only Access to the account to keep updated for the library. Devoto seconded and the motion passed unanimously.
The Lease Purchase Agreement for the new Western Star truck has been signed.

Cemetery Commission Purchase of Services
Selectboard Financial Clerk Montagne has been doing work on the Cemetery Accounts. Montagne will submit her hours directly to the Cemetery Commission for payment.

The board agreed that Town Hall Facilities Manager Norm Collette be added to the list of names on the town purchase policy.

Payroll Modification

Groschner explained that certain salaried and hourly paid rates changed at the start of FY26 and the town did not budget for the increases. She recommended that the board bring a request for the increases to the Budget Committee who will meet in October. The budget for the lister's office increased 63% due to two new listers in training who work 10 hours a week. Payroll Clerk Sutton urged looking at the capabilities and hard work put in by the people in the office. Groschner said the town can only spend what was budgeted. Groschner made a motion to create the position of Head Lister at an hourly rate of $22.50 for 15 hours a week. Devoto seconded and the motion passed unanimously.

NEMRC FY25 Closeout

The books for FY25 are closed and 25 hours billed from NEMRC. Financial Clerk Montagne and Cynthia from NEMRC need to find agreement on the reconciliation of accounts. Montagne stated that only she can work on reconciliations, Groschner emphasized the importance of having Cynthia from NEMRC involved. Montagne agreed to work with Cynthia .

Policy Drafts

Groschner made a motion to add the drafted second amendment to the purchase policy with the addition of Town Hall Facilities Manager Norm Collette to the policy. Devoto seconded and the motion passed unanimously.

Demrow will send the LHMP Quarterly Report to Montagne.

Other Business

It was decided that the town office needs a cellphone for authenticating certain phone procedures. Demrow made a motion for the selectboard to authorize the Treasuer Dept to purchase a Tracfone with the minimum monthly service. Devoto seconded and the motion passed unanimously.

Demrow made a motion to adjourn. Devoto seconded and the motion passed unanimously. The meeting adjourned at 9:00 PM.