Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Approved Minutes of Selectboard Finance Meeting
Monday, November 10, 2025

Attending for the Board, Chair Holly Groschner, Carl Demrow and Stephen Devoto; Anne Rosten, Selectboard Clerk; Interim Assistant Treasurer and Head Lister Kelly Ann Donahue.

Welcome/Agenda Approval
Chair Groschner welcomed all and asked for a motion to approve the agenda. Demrow made the motion and Devoto seconded. The motion passed unanimously.

Approval of SBF minutes from 10/14/25
Approval of October financial minutes tabled until Dec 2nd SB meeting so board has more time to review..

Dashboard and Audit Update
Financial Clerk Montagne is away. Discussion took place about account fund code 203; FEMA funds and expenditures to Alliance; the company that completed the three bridge projects and the accounting variances. The board agreed that further clarification is needed about account 203. The board discussed with Donahue the $61,000 bond payment for the Fire Dept.

Audit: No new news due to Montagne's absence.

Warrant, Payroll, Accounts Payable
Warrant: Donahue answered questions from the board about the late additions to the warrant; TRORC and Town Hall Facilities Manager Norm Collette. More discussion took place about the FEMA projects. It was agreed that Alliance will not be paid until Road Foreman Joe Blodgett signs off on it to his satisfaction.
The Animal Control Officer (ACO) Matt Hayes has spent many hours working with a repeat offender and Groschner suggested having a more legalistic approach to handle the problem more efficiently.
Demrow made a motion to approve the warrant for $762,452.55. Devoto seconded and the motion passed unanimously.
Groschner stated that Bonnie Battchelder suggested looking at the former month's approved warrant against the check register. She said that there are discrepancies between the check register and the warrant; not missing funds but not a consistent accounting system. Groschner suggested that starting in January 2026 the board ask Batchelder to attend the board financial meetings and send her the documents beforehand.

Payroll: The board asked Donahue about two entries for her on the payroll report and which jobs were they; Lister or Treasurer? Donahue explained that one sheet is for the pay period and the other is for monthly totals. Groschner said there needs to be more clarification on how the Lister/Asst Treasurer accounting works. John Sutton, the town payroll clerk, and Penny_____from NEMRC are both working on payroll.
Demrow made a motion to approve the payroll. Devoto seconded and the motion passed unanimously.

Accounts Payable: Donahue will forward this month's warrant to the selectboard to compare with the check register. Demrow made a motion to approve the Accounts Payable. Devoto seconded and the motion passed unanimously.

M & T Bank features
Groschner received an email from Montagne about the new features M&T Bank wants to introduce to the selectboard. It will be on the December 2nd agenda for the regular board meeting.

Review of Town Hall bids
Demrow reported that he's received a number of bids for the different Town Hall projects: one for the carpentry work ; two for weatherization; the new heating and cooling system. Town Hall Building Committee members Collette and Demrow met earlier to review the bids. Demrow said they recommend that the town go with accepting the proposal from DuBois and King for $8840 for the carpentry work. Demrow said dozens of companies were sent invitations to bid with only one reply. Hazen Hill Builders from Topsham came with the quote of $51,436 for the HAVAC for weatherization with only one other bid; The last bid was TRORC's for the administration of the Community Development Block Grant (CDBG) for $13,500 which the committee has not yet reviewed. Demrow reported that all expenditures will be from grant money. Groschner advised sending the three bids to TRORC to review before the selectboard signs. Groschner made a motion to accept the recommendations of the Town Hall Committee to accept the bid from DeBois and King for $8849 and the bid from Hazen Hill Builders for $51,436 and the bid from TRORC for the CDBG administration for $13,500 and authorize Carl Demrow to execute the agreements . Devoto seconded and the motion passed unanimously.

Other Business

Donahue presented an “Errors and Admissions” form about a merging of two parcels into one at Ministers Place for the Grand List. It was valued at $29,600 and now with changes is valued at $46,300 and will consist of one tax bill instead of two. Donahue said all three board members are required to sign the form. Devoto and Demrow will sign it tonight and Groschner will sign after meeting with Donahue and looking over the land records.

The Planning Commission applied for a Municipal Planning Grant for $16,320 for which 10% or $1632 the town is responsible for and the money will come from the town transfer tax.

Demrow made a motion to go into Executive Session and invite Assistant Treasurer Kelly Ann Donahue, pursuant to 1 VSA 323 (a) for personnel matters as required. Devoto seconded and the motion passed unanimously.

The meeting adjourned at 8:39 PM.