Town of Corinth Selectboard
PO Box 461
Corinth, VT 05039

Unapproved Minutes of Selectboard Finance Meeting
Monday April 13, 2026

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, Delinquent Tax Collector Raymond Moulton, Payroll Clerk John Sutton, Susan Fortunati, and Luke Campbell.
Attending via ZOOM: Town Hall Facilities Manager Norm Collette and Selectboard Financial Clerk Shirley Montagne.

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.

Public Comment
None

Audit Update; Cash Flow Balance and Reserve Funds
Montagne reported that the FY24 Audit is complete and Bathelder Associates started work on FY25.

Groschner said that the town is required to perform a "single audit" due to the over $750,000 received from the federal government (FEMA) in FY 2025. The single audit was due by March 31, 2026. It is most efficient for Batchelder Associates to roll the audit into their work on FY25. Road Foreman Blodgett has sent the information to send to the auditors.

Dashboard and Checking Account Reconciliation
Discussion on the March 31, 2026 Dashboard, a tool created for the Selectboard to monitor budget versus actual - both revenue and expense - projected a cash deficit of $758,000.. The discussion turned to grant receivables and budget variances and focused on the timing differences in regard to grant spending and receipt; i.e. MERP and FEMA.The board identified that the reconciliation of the checking account has become disassociated from review of expenditures and deposited revenues, and determined the need for a monthly run rate to better project cash flow. Montagne offered to address this need.

John Sutton prepared an estimated monthly cashflow chart showing a projected $94,000 deficit in the checking account by the new fiscal year starting in July 2027. The trend of the revenues received has declined on a month to month basis in FY 2026. This appears to be related to the approximate $500,000 of delinquent taxes, among other accounting aspects. Susan Fortunati recommended that FEMA grant funds and expenses should be established in a separate account to help reconcile the payments made against specific expenditures since the large payment from FEMA was inflating the revenue reports.,.

As part of the discussion, Cemetery Commissioner Luke Campbell brought the board up to date on the Corinth Corner Cemetery Bridge Project, which is FEMA funded. He said that a landowner who first gave permission for the town to do work that would involve a part of her property has since changed her mind. The Cemetery Commission will promptly meet to discuss an alternative to the original plan. Devoto stressed the need to allow time for the Planning Commission to review as project; originally work was scheduled to begin in July.

Delinquent Tax Discussion
Groschner handed out a report listing delinquent taxpayers who each owe over $5000. The amount of owed taxes has grown substantially since 2017 to over $500,000. Delinquent Tax Collector Ray Moulton reported on his actions to date. . Groschner stated that it is time to send regular delinquency notices and plan a tax sale for the Fall. The board and Moulton discussed options including monthly notices and annual tax sales. Fortunati explained how the law has changed and towns are now required to offer payment plans. The Board will work on notice language and process details, and work with Moulton to implement a collections process. Groschner agreed to ask NEMRC to provide monthly delinquency notices and reports.
SB Facebook Page/Tech RFP
As discussed at the regular SB meeting on 4/7 the board wishes to respond to residents' request to publish meeting information through a Facebook page. It would be a one-way post. Luke Campbell said he could set it up for $300 and monitor it for $30 per month; paid quarterly. Demrow made a motion to pay $300 to Luke Campbell to establish a Facebook Page according to the board's

written requirements from the April 4th SB meeting and a payment of $30 per month for posting and monitoring to be paid quarterly. Devoto seconded and the motion passed unanimously. The board requested Campbell to submit an invoice in the amount of $360 for set up and May and June posting. Groschner asked that the page include a link to each SB meeting on the Town website to view meeting agendas, minutes, and the meeting video post.

Tech RFP: Although the RFP went out to the LRN, Valley News, and Journal Opinion, the town only received one bid from ALL ACCESS out of Fairlee, VT for $37,000. The Town has voted $22,000 to the Computer Reserve Fund. The board discussed ways to cut costs such as keeping some of the monitors but the equipment is many years old and way overdue for an update. ALL ACCESS will provide 24/7 support. Also the system vendor requires that the Town buy robust security which amounts to $14,000 annually (operating expense). Groschner asked for a vote of confidence to move forward toward a negotiated contract. Demrow and Devoto agreed. Groschner will pursue ALL ACCESS and negotiate a contract to tighten costs and include an operating cost cap provision as possible.

Warrant and Grant Reimbursement

Fortunati brought up the issue of the final school payment of $510,000. The past few years the town has overpaid and waited for the school to reimburse the difference after state equalization payments are received. Last year the town overpaid by $23,770. Fortunati suggested paying less than the whole $510,000 up front, advising that the school payment schedule allows payment of 50% in September, 25% in February, and the remaining 25% in April after receiving the true-up. The consensus was to make a payment to the school of $485,821.03.

Demrow stated that he is submitting the invoices and pay stubs from Hazen to MERP; they will reimburse the town $63,903. Demrow is waiting on an RFP for the new heat pumps.

Demrow motioned to approve the amended warrant of $701,967.02. Devoto seconded and the motion passed unanimously.

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

Accounts Payable: Demrow motioned to approve the Accounts Payable. Devoto seconded and the motion passed unanimously.

Discussion of Short Term Liquidity and Project Op Expense

Groschner said she talked to M&T Bank and the Town's auditor and legal counsel about initiating a Tax Anticipation Note and short term municipal loan. After reporting all the details and much discussion Groschner advised that she will continue to make preparations for the loans and will call a special meeting of the Board for approval of the loans.

Correspondence

The Board received a notice from VT Dept of Public Safety about the single audit for the FEMA payment of $1,156,000 as discussed earlier.

The Board discussed the reimbursement request of $8,750 submitted by Jeremy Goodrich brought up at the April 7th SB meeting. Groschner will talk to Road Foreman Joe Blodgett about it.

Also brought up at the SB 4/7 meeting was a request from Jon Ruggles to put in a gravel sidewalk in East Corinth Village. Blodgett said it would require maintenance that the town does not want to be accountable for. Shirley Montagne, a resident of the village, said she did not want it. Groschner said that more input is needed from the village property owner whose land the sidewalk would cross before making a final decision. The board expressed their appreciation for the distribution of historic flags along Village Road as a contribution toward Corinth's America 250 celebration.

Another request from Ruggles was for the town to appoint him as an Assistant Building Safety Officer. Groschner reported that she had communicated with the current Building Safety Officer who indicated that there is not a backlog of inspection work. The SB discussed the need to post the position if they were to fill it, and the cost associated with moving forward with additional enforcement actions. The SB deferred action on this request at this time.

Executive Session

Groschner motioned for the Board to move into Executive Session: 1 VSA 313 (a)(6). Demrow seconded and the motion passed unanimously.

The meeting adjourned at 9:39 PM.