

**MINUTES  
SELECT BOARD MEETING  
TOWN OF COVENTRY**

**Tuesday January 8<sup>th</sup>, 2018 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman; Scott Morley

**Town Officials Present:**

Amanda Carlson/Town Administrator  
Kate Fletcher/Delinquent Tax Collector  
Adam Messier/ Treasurer  
Martha Sylvester/Recreation Committee Director  
Moe Jacobs/Planning Commission  
Skip Gosselin/Planning Commission  
David Barlow/Trustee of Cemetery Funds  
Lyell Reed/ Lister  
Anita Gariepy/ Lister  
Gary Petit/ Lister

**Guests:**

Jeff Graham; Sheila Morley; Dan Introcaso

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- 1. Mike Marcotte called the meeting to order at 5:02 p.m.**
  
- 2. Approve the minutes of the January 2<sup>nd</sup>, 2017 meeting**
  - Scott Morley made the motion to approve the minutes of the January 2<sup>nd</sup>, 2018 meeting as written. Seconded by Mike Marcotte.
  - The Board quorum signed and approved the minutes as written.
  
- 3. Allow for public comment**
  - After questioned on the solar project proposal brought to the Board the previous week; Scott Morley explained that further research was being done into all the options.

#### **4. Jeff Graham for Discussion on 2016/17 Compilation Report**

- Jeff Graham presented the Board with the Compilation Report prepared by Graham & Graham for the 2016-2017 Fiscal Year.
- Jeff explained that the Town was being presented with a Compilation Report and not an Audit after he was asked to be an expert witness in the investigation into the former Town Clerk and Treasurer.
- Jeff Graham reviewed the compilation report with the Board.
- Jeff stated that he has seen significant progress within the Town especially with the segregation of duties within the office.
- The Board questioned how to handle the past Town reports that were published with inaccurate information. Possible actions were discussed but no decisions were made by the Board.
- Jeff stated that there was still work being done to clarify the accuracy of past tax sales and he was working with the former Attorneys office and the Delinquent Tax Collector for more information.
- The Board quorum agreed to wait for the full Board present to make any actions towards accepting the report.

#### **5. Elected Listers versus Hired Assessor**

- Scott Morley stated that the Board was considering asking the voters to eliminate the Office of the Elected Listers and allow the Select Board to appoint an Assessor, as was discussed at the previous meeting.
- Scott stated that multiple outside sources have indicated that the property assessment records needed considerable work in order for the Town to be ready for a full reappraisal. Scott stated he believes the Town should be seeking a qualified individual to work for the Board for the period of one year; and he would then like to see it reverted back to an elected position. He referenced the position of Delinquent Tax Collector and the success in asking the voters for the same authority.
- Lister Lyell Reed expressed his concern of the checks and balances in place with a one-person system. Lyell stated that he would be supportive of a combined system that allowed the Board to hire an individual for the administrative tasks, but kept the Elected Listers for onsite appraisals to ensure accountability.
- Lister Anita Gariepy stated that she was not long into her term as Lister and she was more than willing to perform the required administrative tasks. She stated she has been working on reconciling the information but this is very difficult to do when she does not have access to the computer system.
- Scott Morley stated that this considered action is not a decision based on any individuals but what was best for the Town. He has not seen enough progress in the Listers Office to give him confidence that the records would be fixed in time for a reappraisal.
- Scott stated that there is a tremendous amount of work needed for a reappraisal and the Town should be able to look at the best and most qualified candidates.

- Auditor Jeff Graham stated that as an outsider there is a perceived conflict of interest with the current Listers which reduces faith in the office and product.
- The Listers unanimously protested that their inability to access the computer system has prevented them from doing the expected job.
- Scott Morley stated that the computer access was a fairly recent decision that was based on a history of multiple attempts at expressing concerns over the records and conduct of the Listers Office. When it was not rectified, the Select Board implemented the change of access limiting the responsibility of altering any property record information.
- Lister Gary Petit submitted his letter of resignation to the Select Board effective immediately. Gary stated the decision was based solely on his inability to make any time commitments due to his job.
- The Board thanked Gary for his service to the Town.
- Mike Marcotte stated that the letter from Ed Clodfelter from NEMRC outlining concerns in the Listers records was not detailed and he would like a better understanding of the deficiencies in the office.
- Mike stated he wanted to ensure that checks and balances were in place; however, questioned the culture of the office and stated that any lack of changing going forward could negatively affect the Town.
- The Board asked Amanda Carlson to research similar Towns for information on the anticipated cost of hiring an Assessor.
- No decision made by the Board at this time

## **6. Recreation Department Policies and Procedures**

- Mike Marcotte stated that some policies for the new Recreation Department needed to be considered.
- The VLCT Insurance adjuster recommended the following policies be implemented immediately:
  - Two adults, employees or volunteers, should be on site for all open recreation times.
  - Background checks should be done for adults supervising recreation events that might involve children or elderly.
  - Skating rink needs to be inspected daily and clearly posted that the area is not supervised and use it done at the skaters' own risk.
  - The Town should not be supplying skates as this can be a liability if skates are not properly maintained and inspected.
  - Sign in sheet should be provided for open recreation times that will include a waiver of responsibility for the Town.
- The Board asked the Town Administrator, Amanda Carlson, to work with Recreation Committee Director, Martha Sylvester, to implement all recommended policies immediately.

## **7. Review Draft RFP for Reappraisal**

- The Board quorum agreed unanimously to table item until the next meeting.

## **8. Investment Advisor**

- Scott Morley stated that the Town was very wealthy and with all of the financial complications the Town has endured, he felt an independent Financial Advisor was needed to assist the Town with understanding and guidance.
- The Board asked Town Administrator, Amanda Carlson to search for possible candidates and present the Board with recommendations. Amanda was instructed to be clear that the Town is looking for someone purely in an advisory role, and that the contract will state that they will not be allowed to participate in the RFP to invest the Towns funds.

## **9. Discuss Offices of Trustee of Public Money and Trustee of Public Funds**

- Trustee of Public Money, David Barlow, stated that by statute his role was unnecessary as this was an Elected Position connected to funds granted to Towns in the 1800's; Coventry was not in possession of any of these funds.
- The Board discussed the positions of Trustee of Public Funds; which is a three-person Board with financial statutory responsibilities.
- The Board quorum agreed to ask the voters to eliminate the role of Trustee of Public Money at the 2018 Town Meeting.
- The Board quorum agreed not to create the Board of Trustee of Public Funds at this time.

## **10. 2018/19 Proposed Municipal Budget Review**

- The Board quorum agreed unanimously to table item until the next meeting.

## **11. Newport Ambulance Contract**

- At the January 2<sup>nd</sup>, 2018 meeting, the Board unanimously agreed to the contract provisions and the 2018 Newport Ambulance budget request.
- Mike Marcotte signed the contract on behalf of the Board for the 2018 calendar year.

## **12. Other Business**

- Town Treasurer Adam Messier presented the Board with a copy of an amended Warrant to the Delinquent Tax Collector.
- After some reconciliation changes, the amounts were altered changing the total property tax to collect from \$92,595.16 to \$89,157.00 for the 2017 tax year.
- The Board reviewed the Delinquent Tax Collectors' report for December 2017 and discussed some options for presentation in the Town Report.

- Amanda Carlson stated that the current contract with the company cleaning the community center will be expiring in February 2018.
- The Board asked Amanda to amend the current requirements based on the building changes. It will be reviewed at the next meeting and a request for bids posted.
- The Board quorum signed the North Star Fireworks contract for Coventry Day on July 7, 2018. Rain date scheduled for July 14<sup>th</sup>, 2018.

### 13. Sign Orders

#### ***General Fund Account:***

Payroll	For Week Ending 01/01/2018	\$ 2,964.77
Payroll	For Week Ending	\$ 2,874.36
AP	01/08/2018	\$ 8,698.45
AP	Federal Withholding Tax – December 2017	\$ 5,267.40
AP	State Withholding Tax – 4 <sup>th</sup> Quarter 2017	\$ 1,623.66
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 21,428.64</b>

#### ***Buildings and Maintenance Restricted Fund Savings Account:***

Accounts Payable	01/08/2018	\$ 5,752.42
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 5,752.42</b>

#### ***Road & Bridge Restricted Fund Savings Account:***

Accounts Payable	01/08/2018 Hi Acres Bridge	\$ 550.00
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 550.00</b>

**14. Meeting adjourned at 8:57 p.m.**

**The next Select Board meeting will be held on Monday January 22<sup>th</sup>, 2018 at 5:00 p.m.**

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**Michael Marcotte / Chairman**

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**Bradley Maxwell**

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**Scott Morley**

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**Amanda Carlson / Town Administrator**