

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**

**Monday June 26<sup>th</sup>, 2017 at 5:00 p.m.**

---

**Board Members Present:**

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

**Town Officials Present:**

Amanda Carlson/Town Administrator  
David Barlow/Town Clerk & Treasurer  
Kate Fletcher/Delinquent Tax Collector  
Gary Allen Petit/Lister

**Guests:**

Sheila Morley; Adam Messier; Rudy Percy; Viola Poirier; Scott Jennes; Deb Tanguay; Leigh Curt

**Press:**

Chris Roy/Newport Daily Express; Robin Clark/Orleans County Record

---

**1. Mike Marcotte had not yet arrived at the meeting.**

**Brad Maxwell called the meeting to order at 5:02 p.m.**

**2. Approve the minutes of the June 19<sup>th</sup>, 2017 Meeting**

- Scott Morley made the motion to approve the minutes of the June 19<sup>th</sup>, 2017 meeting as written. Seconded by Brad Maxwell.
- The Board quorum signed and approved the minutes as written.

**3. Allow for public comment**

- Resident Viola Poirier asked the Board if they had been presented with a petition against the recently amended Dog Ordinance.
- The Board stated that a resident questioned the process at the last meeting, however, nothing had been received by the Board or the Town Clerk.

#### **4. Borderline Ridge Riders ATV Association**

- Rudy Percy and Scott Jennes from the Borderline Ridge Riders ATV Association requested Upper Hancock Hill be opened to ATV traffic.
- The Board was presented with a list of all affected landowners signatures confirming their acceptance.
- *\*\*5:15 p.m. Mike Marcotte arrived to the meeting.*
- Scott Morley made the motion to amend the 2017 permission form with the Borderline Ridge Riders ATV Association to include upper Hancock Hill off of Lane Road to the intersection of TH #23, and to include all of TH #23. Seconded by Brad Maxwell.
  
- Mike Marcotte stated that he had complaints from residents that the ATV association posted maps showing the Class 4 portion of Cook Road as open to ATV travel. This section of road was not opened by the Board.
- Scott Jennes assured the Board that at this time no maps have been published by the Association and no permission was given by the club for travel along this road.

#### **5. Exterior painting of Community Center**

- The Board agreed unanimously to have the paint on the outside of the community center tested for lead content before a decision is made. If there is no lead present, this may affect the price of the painting. The Board instructed the Town Administrator to have the paint tested
- Mike Marcotte expressed his concern for the fire escape stairs outside of the community center building. He stated that this might need to be a priority before the painting is pursued.
- The Board agreed unanimously that any replacement would need to meet the Fire Marshalls approval and all safety standards, therefore, an Engineer would need to be consulted.
- The Board granted Scott Morley unanimous authority to speak with Engineer Tim Ruggles for suggestion and guidance on the project.

#### **6. Gravel Crushing**

- The Road Commissioner was not present at the meeting.
- The Board agreed unanimously to table the item until the Road Commissioner was present to discuss the bids that had been submitted.

#### **7. Financial Policies**

- Under the Board's unanimous authority for the Town Treasurer, David Barlow, and Scott Morley to work on the financial policies, Six of the ten financial policies were presented to the Board for review.
- The Board reviewed and discussed the changes made to several of the polices.
- Scott Morley made the motion to adopt the following policies as presented; *Capital Program and Budget Policy; Accounting, Auditing and Financial Reporting Policy; Balanced Budget Policy;*

*Reserve Fund Balance Policy; Cash Receipts, Petty Cash, and Returned Checks Policy; and; Fraud Prevention Policy.*

- Motion seconded by Brad Maxwell.
- The Board unanimously agreed and adopted the six financial policies as presented. The policies were signed and accepted by the Select Board, the Town Treasurer and the Town Administrator.
- The Board granted Scott Morley unanimous authority to continue to work with David Barlow on the remaining policies for adoption; *Credit Card Policy; Investment Policy; Trustee of Public Funds Investment Policy; and; Purchasing Policy.*

## **8. Hi-Acres Bridge Replacement**

- Under unanimous authority for Scott Morley to continue conversation with the Tim Ruggles from Ruggles Engineering; Scott met with Tim and the Road Commissioner, David Gallup the week prior.
- Tim Ruggles presented three options for the Hi-Acres bridge replacement. All were quoted at an 80-foot length and 18-foot width.
- All three options would require prep-work to be completed that would include river bank stabilization. The cost to prepare the location to install any of the three bridges offered would be approximately \$100,000.
- The cost of the pre-cast concrete bridge is estimated at \$129,000.
- The other two options were steel with paved decking. US Bridge Co. quoted \$172,000 to \$190,000. Contech Company quoted \$220,000. Bridges have a slightly different look to them but are structurally the same.
- The Board agreed unanimously that for long term wear-and-tear, the steel was the better option.
- Tim Ruggles had stated there were still some factors to consider on the length and placement before this could be set up for bid prospects.
- The Board granted Scott Morley unanimous authority to continue working with Tim Ruggles and to include the Town Administrator on the process.
- The project is expected to be completed within the calendar year.

## **9. NEMRC Use**

- Amanda Carlson requested that the Delinquent Tax Collector, Kate Fletcher, be given access to the Tax Administration module of the NEMRC software. The calculation process has been time consuming and will continue to be until the payment, interest and penalty records can be accurately updated. These adjustments and regular maintenance should be performed by the Delinquent Tax Collector.
- Scott Morley made the motion to allow the Delinquent Tax Collector login access to the NEMRC Tax Administration module. Seconded by Brad Maxwell.

## 10. Town Meeting Minutes

- The minutes of the Annual Town and School Meeting held on March 7<sup>th</sup>, 2017 were requested by the Select Board from the former Clerk and Treasurer, Cynthia Diaz, but were never provided. By statute, minutes are to be made available to the public no later than 14 days after Town meeting.
- The Board noted that the Clerk at the time, Cynthia Diaz, was taking notes on her personal lap top during the Town Meeting, so it was believed minutes were created and not provided on request.
- School Board Director Viola Poirier stated that she was unsure if minutes had been provided for the School Meeting held on March 6<sup>th</sup>, 2017. Viola will follow up with the School Board and Supervisory Union to see if anything was received by the former Town Clerk.
- The Board instructed the Town Administrator to consult the Vermont Secretary of State's Office for guidance on how to proceed and if the Town should produce their own minutes independent of the Clerk who was responsible for providing.
- The Board granted unanimous authority for Scott Morley to consult with Attorney Paul Gillies on the recommended course of action.

## 11. Applications for Town Clerk and Treasurer

- There were five applicants for the positions of Town Clerk and Treasurer: *Catherine Fletcher, Deb Tanguay, Adam Messier, Carol Simmons and Sherry Bradley.*
- The Board instructed the Town Administrator to set up interviews for Friday July 7<sup>th</sup>, 2017 starting at 11:00 am.

## 12. Requests for documents from Bill Davies

- The Board reviewed a letter from former Town Attorney Bill Davies Office in response to the request for all files relating to the Town.
- The response included a list of files on hand and stated that the office did not have the resources to fill the copy request by the June 26<sup>th</sup> deadline.
- The response included copies of three checks made out to "Cynthia Diaz-Treasurer" for the return of funds held in escrow for the 2016 tax sale. These funds have not been deposited into the Town of Coventry Accounts. Bill Davies office stated that they would need to wait until their next bank statement in order to confirm if the checks had been cleared of their account.
- The Board reviewed a draft response provided by Attorney Paul Gillies. The reply stated that the file pertaining to the 2016 tax sale needed to be sent immediately as materials were time sensitive. All other Coventry Town files should be sent as ready starting with the most recent transactions. It was also stated that the office should check their account and verify if the checks have been deposited and if so, to what account they were deposited in to.
- Scott Morley made the motion to approve the letter with the amendment to an incorrect date noted, and to add the statement that a complete accounting detail of all checks written from May and Davies to the former Town Treasurer be supplied. Seconded by Bard Maxwell.

- The Board unanimously approve the letter to be signed by Chairman Mike Marcotte on behalf of the Town.

### **13. Delinquent Tax Collectors Report and Income Report review**

- Delinquent Tax Collector, Kate Fletcher, stated that two parcels sold at the 2016 tax sale had been redeemed by the property owner.
- Kate is still waiting for the file from former Town Attorney Bill Davies Office to clarify who purchased the property and who should be paid back.
- Kate stated that a notice of redemption was prepared to be filed in the Land Records.
- Scott Morley made the motion to accept the Delinquent Tax Collectors report of income with a total collected of \$2,709.74. Seconded by Brad Maxwell. Report was signed by Michael Marcotte on behalf of the Board.

### **14. Review Town Office revenue report for the preceding calendar week**

- The Board reviewed the revenue report for the Town Treasurer and the Town Administrator. Total income for week ending June 24, 2017: *\$87.00 Cash: \$16.00, Checks: \$71.00*
- The Board was also presented with an overview of bank accounts for the Town. Warrants had been signed the previous week for transfers to restricted fund savings accounts. All transfers had been completed.
- Brad Maxwell made the motion to accept the Town Office revenue report as presented. Seconded by Scott Morley.
- The Board unanimously approved and signed the report as presented.

### **15. Other Business**

- Under unanimous authority from the Board for Scott Morley to meet with Ken Johnson from Total Security; Scott reported on their meeting held the previous week.
- The Board reviewed a quote from Total Security on two different key systems; MX3 and Schlage. Both are secure systems that require a locksmith to re-produce keys, however, the Schlage system is registered in the area to Total Security and no other locksmith has access to the blank keys. The system is more secure and harder to replicate keys.
- Either keying system would be set up with master keys and then all other keys could be set to open multiple doors as authorized. For example, the Planning Commission would have one key that opens the front door, upstairs access and former library; the Listers key would open front door, upstairs access and the Listers Office. The Town would determine what combination of locks each key would open.
- The Board was cautioned by Scott Morley that should a master key ever be lost it would destroy the entire integrity of the system.
- Up to 30 additional locks can be added to the system allowing the Board to consider changing the locks on the Town Garage in the future. Pad locks can also be keyed to the same system to secure equipment.

- Total cost quoted for initial hardware is \$1,900.00. Cylinders for the MX3 system was quoted at \$290.00. The Schlage system was quoted at \$1175.00.
- Scott Morley made the motion to approve the purchase of the Schlage key system and replace all locks on the Coventry Community Center at a total installation and hardware cost of \$3,075.00 plus \$7.50 per key with the cost coming from the restricted general fund account and not the yearly budget. Seconded by Brad Maxwell.
- The Board unanimously approved proceeding with the lock changes for the Community Center and Town Offices and instructed the Town Administrator to arrange with Total Security.
- The shared access driveway off Coventry Heights Road requires a new private road name.
- Suggestions provided by residents were; *Coventry Heights Extension, Lower Coventry Heights, Chickenfoot Lane and Cobb Lane (after the first Citizen of Coventry, Samuel Cobb)*.
- The Board agreed that for the History of the Town, Samuel Cobb should be honored; however, felt this would be more fitting for a Town Road and not a private lane.
- Scott Morley made the motion to approve the road name as Lower Coventry Heights. Seconded by Brad Maxwell.
- The Board reviewed an approved Grant Agreement from the State of Vermont giving the Town a total of \$19,483.00. No local match required and the scope of the use was entirely up to the Town.
- This money will be provided to cover additional costs incurred by the scheduled closure of Route 5 in July and assist with any damages caused by trucks detouring along the Town Roads.
- A portion of this money will used towards speed control provided by the Orleans County Sheriff's Department.
- The Sheriff's Department will be contacted and asked to bill separately so this can be reflected as part of the Road and grant budget.
- The Board was presented with an *Authorized Signer Acceptance Form* from Hunt Financial Services.
- The Board unanimously approved and signed the authorization as presented.
- The Board reviewed two *Authority to Disclose* statements that would allow Hunt Financial to provide information on investments to the Treasurer David Barlow as well as the Town Administrator, Amanda Carlson. The Board unanimously signed and approved both consent forms.
- The former Town Clerk and Treasurer, Cynthia Diaz, delivered an envelope to Mike Marcotte at his place of work the week previous.

- Mike shared the contents with the Board which included a letter from Cynthia Diaz listing enclosed items and stating that there were no undeposited funds in her possessions; keys, bank deposit receipts, petty cash receipts for postage and several invoices.
- Post Office Box keys were not included, neither was the remote for the office alarm.
- The Board noted that the dates on the bank receipts ranged as far back as 2009 and the postage receipts as far back as 2005.
- The Board noted that the alarm remote has been deactivated by the alarm company; however, it should be returned to the Select Board.

## 16. Sign Orders

Accounts Payable	06-26-2017	\$12,225.53
Payroll	For week ending June 24 <sup>th</sup> , 2017	\$ 2,696.95
<b>Signed by the Board for the Treasurer to draw checks from the general fund totaling</b>		<b>\$14,922.48</b>

*\*\* Order included check to Newport Ambulance Service for \$6,220.00. Check cancelled by the Board and to be approved on next fiscal year's payables.*

## Order for the payoff of the road equipment leases as approved at the June 19, 2017 meeting:

Accounts Payable	Road & Bridge Restricted Fund Savings Account	\$282,066.34
<b>Signed by the Board for the Treasurer to have the bank draw checks from the Restricted Funds Savings Accounts totaling</b>		<b>\$282,066.34</b>

## 17. Meeting adjourned at 7:00 p.m.

- **The meeting on Monday July 3<sup>rd</sup>, 2017 will be cancelled due to the holiday.**
- **Special meeting of the Select Board will be scheduled for Friday July 7<sup>th</sup>, 2017 for the purpose of interviewing candidates for the position of Town Clerk and Treasurer.**
- **The next regular Select Board meeting will be held on Monday July 10<sup>th</sup>, 2017 at 5:00 p.m.**

Minutes of the Select Board for June 26, 2017

---

**Michael Marcotte / Chairman**

---

**Bradley Maxwell**

---

**Scott Morley**

---

**Amanda Carlson / Town Administrator**