

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JANUARY 20th, 2020 AT 4:30 P.M.

Board Members Present:

Mike Marcotte / Chair; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Phil Marquette / Planning Commission & EMD

Josh Griffes / Planning Commission

Skip Gosselin / Planning Commission

Guests:

Peter Fairweather; Melissa Gallup; David Hoadley Sr

- 1. Chair Mike Marcotte called the meeting to order at 4:30 p.m.**

- 2. Approve the minutes of the January 13th, 2020 Meeting**
 - Scott Briere requested the minutes of the January 13th, 2020 be amended on agenda item #5 Coventry Town Foundation, to reflect his request for copies of tax returns and discussion on additional funding options.
 - The Board unanimously agreed to the amendments requested.
 - Minutes of the January 13th, 2020 meeting will be revised and considered for approval at the next meeting.

- 3. Allow for Public Comment**
 - No public comment noted.

4. Solar Feasibility Study

- Phil Marquette presented the Board with a written agreement from Wolfe Energy for a solar feasibility study for a total of \$1,250.00.
- The Select Board previously agreed to split the cost of the study with the Coventry Village School as they would benefit from energy projects that could be implemented.
- Phil stated the School Board agreed to half of the cost which is reflected in the minutes of their November 20, 2019 meeting.
- Scott Briere made the motion to approve the agreement with Wolfe Energy with the Town committing one half of the \$1,250 cost; and authorize the Chair to sign on behalf of the Board.
- Seconded by David Gallup, unanimously approved by the Board and signed by Chair Mike Marcotte.

5. Review Candidates for Appointment to the Coventry Fire District Prudential Committee

- Item tabled until Fire District representatives were present.

6. Economic Development Plan Draft Review – Peter Fairweather / Fairweather Consulting

- Peter Fairweather reviewed some changes made to the draft plan following the last Select Board meeting he attended.
- Peter stated he felt the recommendation to hire a full time Community Development Coordinator would be the catalyst in implementing the other recommendations in the plan that could wait and be considered further before action.
- David Gallup stated that he did not feel the Board should take action on hiring another employee at this time. He felt there needed to be more discussion on the impact on the budget as well as examining the current office roles and if the structure and delegation of duties should be redefined.
- Scott Briere stated he thought the recommendations were a good start for where the Town should head, however; he felt further planning should be considered as a detailed business plan would provide financial and infrastructure goals for the more immediate future.
- The Board unanimously agreed not to implement the creation of a full time Community Development Director position at this time and to wait until after Town meeting to discuss restructuring positions with a potential new Select Board member.

- The Board unanimously agreed that the voters should be well informed of the recommendations and potential costs. Peter Fairweather will present the draft plan at Town Meeting on March 2, 2020.

With the arrival of Coventry Fire District Prudential Committee Chair Melissa Gallup; the Board unanimously agreed to address agenda item #5.

5. Review Candidates for Appointment to the Coventry Fire District Prudential Committee

- One letter of interest was received for the vacancy on the Coventry Fire District Prudential Committee by Dominique Gervais.
- Prudential Committee Chair Melissa Gallup stated that Dominique understood he would need to resign from his current role as Delinquent Water Rents Collector as an incompatible office.
- Melissa stated that Treasurer Kate Fletcher will assume the Delinquent Water Rent Collectors duties until a replacement can be found.
- David Gallup made the motion to appoint Dominique Gervais to the Coventry Fire District Prudential Committee. Seconded by Scott Briere and unanimously approved by the Board.

7. FY21 Budget Review

- The Board reviewed the draft budget and discussed various items for consideration including Town Officials salaries.
- Scott Briere made the motion to base the salaries of the Town Clerk, Treasurer and Assessing Clerk on the same hourly rate of \$22.97. Seconded by David Gallup and unanimously approved by the Board.
- The Board unanimously agreed to a salary increase of 3% for the Highway Department which will be included in the final draft for the Boards approval.
- No further action taken by the Board. The final budget will be prepared for approval at the next meeting on January 27th, 2020.

8. Village Church Update

- The Board reviewed the Articles of Dissolution for the Coventry Congregational Church which turned the building over to the Vermont Conference of the United Church of Christ.

- Town Administrator Amanda Carlson stated that a letter was expected to arrive from the Conference officially offering the building to the Town but had not yet been received.
- The Board unanimously agreed to table any further discussion until a written offer of the Church building to the Town was received.

9. Review 2020 Town Meeting Warning

- The Board reviewed the 2020 Town Meeting Warning and discussed various items for inclusion.
- The Board unanimously agreed to request further information from the Town Foundation prior to approving the appropriations request be included for voter approval.
- The Board asked Amanda Carlson to request the following from the Town Foundation for review at the next meeting; Any and all written policies and procedures that have been created and implemented; copy of tax returns; and the year to date financials.
- The 2020 Town Meeting Warning will be prepared for approval at the next meeting.

10. Other Business

- The Board discussed an invoice received from Graham & Graham and questioned his authorization to complete the work.
- The Board unanimously agreed to pay the current invoice and notify Jeff Graham that no further work is to be completed for the Town without a written and approved contract in place.

11. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18916

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P01-13	ACCOUNTS PAYABLE - FED & ST TAX - PE 01/13	1/13/2020	\$1,372.97
ACH	P20-30	PAYROLL - PE 01/20	1/20/2020	\$3,729.73
ACH	P01-20	ACCOUNTS PAYABLE - FED & ST TAX - PE 01/20	1/20/2020	\$1,335.27
18917-18939	20-23	ACCOUNTS PAYABLE	1/20/2020	\$42,220.68
18940	20-24	ACCOUNTS PAYABLE	1/20/2020	\$2,447.50
		TOTAL ORDERS		<u>\$51,106.15</u>
REAPPRAISAL RESTRICTED FUNDS TRANSFERS				
CHECK #		ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK	20-Jan	MONAGHAN SAFAR DUCHAM PLLC	1/20/2020	\$ 4,644.00
		TOTAL ORDERS		<u>\$ 4,644.00</u>
FLOOD MITIGATION RESTRICTED FUNDS TRANSFERS				
CHECK #		ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK	20-Jan	JP SICARD INC	1/20/2020	\$ 4,779.06
		TOTAL ORDERS		<u>\$ 4,779.06</u>

Meeting Adjourned at 7:38 p.m.

The next Select Board meeting will be held on Monday January 27TH, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator