

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**TUESDAY SEPTEMBER 3<sup>RD</sup>, 2019 AT 4:30 P.M.**

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**Board Members Present:**

Mike Marcotte / Chair; Scott Briere; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Joshua Griffes / Planning Commission

**Guests:**

Joe Gay & Jeremy Labbe / Casella

Franco Rossi / CAI Technologies

Martha Sylvester

**Press:**

Justin Trombly/ VTDigger

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**1. Chair Mike Marcotte called the meeting to order at 4:38 p.m.**

**2. Approve the minutes of the August 19<sup>th</sup>, 2019 meeting**

- Scott Briere made a motion to approve the minutes of the August 19<sup>th</sup>, 2019 meeting as written. Seconded by David Gallup and signed and approved by the Board.

**3. Allow for Public Comment**

- Resident Martha Sylvester submitted a written request to the Board for more information on the Solid Waste District and compliance with the Solid Waste Implementation Plan.

*\*\*The Board had an informal discussion between agenda items #6 and #7 with Martha Sylvester explaining the State requirements for a Solid Waste District and the structure of the system noting that Coventry is in compliance with all requirements. Town Administrator Amanda Carlson will follow up with Martha Sylvester providing her with the documentation requested.*

#### **4. Casella / Waste USA Update**

- Engineer Joe Gay and Operations Manager Jeremy Labbe provided a summary of the recent annual Black River tour. Five representatives from the Town were in attendance along with several people from the Agency of Natural Resources and the City of Newport.
- The annual canoe/kayak tour is to monitor and inspect the river for any signs of environmental affects of the landfill.
- Joe Gay provided a construction update on the landfill expansion Phase 6. With the approved Act 250 permit in place, construction has started but due to the lengthy permitting process is currently four to five months behind schedule.
- Joe stated that the landfill is not expecting a significant drop or gap in the accepted tonnage over the next few years with the pending completion of the expansion cells; however, there will be more accurate information next year when aerial surveys are completed to estimate usable space limits.
- Jeremy Labbe stated that the annual Waste USA Landfill open house is scheduled for Saturday September 14<sup>th</sup>, 2019 from 10:00 a.m. to 2:00 p.m. Along with food and entertainment, the open house will provide an opportunity for tours of the facility as well as meeting with vendors to understand the environmental requirements and processes.
- Joe and Jeremy reviewed some operational aspects of the facility with the Board including; a new compactor on site; new odor control systems and monitoring; Act 250 permit requirements and the challenges of implementation; site options for treating of leachate; and the future plans to address the unlined portion of the landfill.
- Joe Gay reported that recent testing in the Phase 1 and 2 portions of the landfill show PFAS levels in the underdrains. He explained that this was not surprising being near the unlined section of the landfill and that no other contaminates were found.
- The Agency of Natural Resources issued immediate action items including capping the underdrains and treating the contents in the same manner as leachate. Additional testing and precautionary measures were issued and Waste USA is working with the ANR to complete all of the necessary steps.
- Jeremy Labbe stated that it was a serious matter that needed to be addressed; however, reminded the Board that PFAS are part of common everyday household items and prevention is near impossible unless manufacturing practices change. Almost all waterproofing liquids contain the contaminate therefore every weatherized shoe or jacket, or Teflon pan brought to the landfill excretes PFAS.
- Joe stated that as part of the permit compliance the company is conducting research to try and pinpoint the largest culprits containing the highest PFAS levels which could help with prevention methods. The report will be shared with the Select Board when it is completed.

## **5. SWIP Committee Update**

- SWIP Committee members not present. Item tabled.

## **6. CAI Technologies- Franco Rossi for Mapping Presentation**

- Franco Rossi from CAI Technologies stated that thanks to the State grant program the Town took advantage of, the parcel maps have been converted into GIS data which can be utilized for more advanced systems.
- Franco provided the Board with a demonstration of the online mapping system offered and currently used by 43 towns in Vermont.
- The system would give the general public interactive access to the property maps allowing multiple sets of information to be compiled including; parcel dimensions; 911 addresses, flood plain zoning; google earth satellite imagery; as well as parcels being directly linked to property assessment cards.
- This interactive system would be a benefit to the various town offices, the general public as well as Realtors and Appraisers who could access the information outside of office hours.
- The Board unanimously agreed the online mapping system demonstrated by CAI Technologies could be a huge asset to the Town especially during the upcoming reappraisal process.
- The one time set up cost is \$3,000 with a yearly maintenance fee of \$3,000.
- The Board agreed to consider including the cost when creating the FY21 budget for anticipated implementation in July 2020.

## **7. 2019 Grand List Errors and Omissions Report**

- Assessing Clerk Kate Fletcher reviewed the three 2019 Grand List Errors and Omissions reports submitted by Assessor Bill Krajesky.
- The Three properties requiring adjustments were in the names of Keeler and Cote which were both mobile homes no longer on the property; and Coventry Photovoltaic which was adjusted in accordance with applicable tax exemptions.
- Scott Briere made a motion to approve the three errors and omissions submitted by the Assessors Office in the names of Keeler, Cote and Coventry Photovoltaic; and authorize the Chair to sign each report on the Board's behalf. Seconded by David Gallup and unanimously approved by the Board.
- The Board reviewed the proposed contract for yearly services by George Sansoucy to maintain the energy generating facility valuations at a cost of \$16,000 per year.
- The Board unanimously agreed that the cost did not seem reasonable and with Assessing Clerk Kate Fletchers recommendation tabled the contract for future discussion.

## **8. Health Club Reimbursement Policy**

- As requested by the Board, the Health Club Reimbursement Policy was amended to clarify the eligible time frame of allowable expenses.
- David Gallup made the motion to approve the amended Health Club Reimbursement Policy as written. Seconded by Scott Briere and unanimously approved and signed by the Board.

## **9. Readopt Policy on Invoicing Residents for Fire Department Charges due to Negligent Actions.**

- Chair Mike Marcotte stated that a policy had been adopted by the Board several years earlier stating that residents would be charged for Fire Department Services should the incident be caused by neglectful actions.
- Mike stated that the original policy could not be located and therefore should be readopted in a new format.
- The Board unanimously agreed for Mike Marcotte to work with Amanda Carlson on a new proposed draft for re-adoption.
- The Board asked Amanda Carlson to speak with the Fire Warden about creating a system of written burn permits for the office records and to verify if a violation has occurred.

## **10. Other Business**

- The Board unanimously agreed to allow Town Administrator Amanda Carlson to attend the VLCT Annual Meeting on October 2, 2019 as the designated delegate for the Select Board.
- Scott Briere stated his concern for the checks and balances within the office procedures and if the overlapping of duties was consistent with the Boards position on the delegation of duties.
- The Board discussed the appointed positions in the office and how there could be a perceived or potential conflict of interest.
- The Board discussed the Shared Services Contract with the Coventry Fire District and agreed they felt unsure if the current system met all of the Town's Policies on financial delegation of duties.
- The Board unanimously agreed to request a member of the Coventry Fire District as well as the Select Board Bookkeeper to attend the next meeting for further discussion.
- The Board unanimously agreed to request the Town Attorney Brian Monaghan attend the next meeting for continued discussion on projects moving forward.

- The Board granted Town Administrator unanimous authority to distribute a written memo to all Town employees and elected Officials reminding them that contact with the Town Attorney is limited to Select Board members and the Town Administrator. Any direct communication with the Town Attorney must have prior authorization.
- Chair Mike Marcotte stated his gratitude to the Town for the support and assistance with his fathers passing.

**11. Sign Orders**

<b>ACCOUNTS PAYABLE ~ GENERAL FUND</b>				
Prior Warrant ending check #: 18609				
<b>CHECK #</b>	<b>WARRANT</b>	<b>ORDERS</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
ACH	P20-09	PAYROLL - PE 08/26	8/26/2019	\$2,501.65
ACH	F08-26	ACCOUNTS PAYABLE - IRS PE 08/26	8/26/2019	\$1,003.67
ACH	S08-26	ACCOUNTS PAYABLE - VT PE 08/26	8/26/2019	\$145.45
18610	P20-09	PAYROLL - PE 08/26 CHECK	8/26/2019	\$622.78
ACH	P20-10	PAYROLL - PE 09/02	9/3/2019	\$3,780.95
ACH	F09-02	ACCOUNTS PAYABLE - IRS PE 09/02	9/3/2019	\$1,216.33
ACH	S09-02	ACCOUNTS PAYABLE - VT PE 09/02	9/3/2019	\$164.99
18611-18612	P20-10	PAYROLL - 09/02 - CHECK	9/3/2019	\$273.90
18625-18636	20-05	ACCOUNTS PAYABLE - GEN	9/3/2019	\$8,161.10
18613-18624		INVALIDATED CHECKS - VOID	9/3/2019	\$0.00

**Meeting Adjourned at 7:37 p.m.**

**The next Select Board meeting will be held on Monday September 16<sup>th</sup>, 2019 at 4:30 p.m.**

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**Michael Marcotte / Chairman**

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**Scott Briere**

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**David Gallup**

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**Amanda Carlson / Town Administrator**