

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

**Monday August 21<sup>st</sup>, 2017 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

**Town Officials Present:**

Amanda Carlson/Town Administrator

Adam Messier/Treasurer

Deb Tanguay/Town Clerk

Skip Gosselin/Planning Commission

Moe Jacobs/Planning Commission

**Guests:**

Dan Introcaso; Martha Sylvester

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**1. Mike Marcotte called the meeting to order at 5:00 p.m.**

**2. Approve the minutes of the August 7<sup>th</sup>, 2017 meeting**

- Brad Maxwell made the motion to approve the minutes of the August 7<sup>th</sup>, 2017 meeting as written. Seconded by Scott Morley.
- The Board unanimously approved and signed the minutes of the August 7<sup>th</sup>, 2017 meeting as written.

**3. Allow for public comment**

- Resident Martha Sylvester stated that the flag over the war memorial in the common, needs to be lit from beneath at night, or else it should be taken down each evening.
- The Board stated that there was previously a light there and they were not aware that it had not been working.
- Brad Maxwell will speak with the Road Commissioner to fix the light beneath the flag.

- Resident Dan Introcaso, stated that he has been researching the possibility of forming a Nadeau Park Neighborhood Association after he was approached by other residents expressing the need for one.
- No action taken by the Board.

#### **4. Louise Evans, Hunt Financial Services.**

- Louise Evans stated that general information forms needed to be reviewed by the Board for the Cambridge investments. She stated this was standard procedure and that the forms were required for the Cambridge account only and not for the Hartford or Jackson Accounts.
- The Board signed the Information and Suitability form as the Trustees of the account.
- The Board unanimously agreed and signed the Cambridge Resolution that references the Town Resolution which remains the authoritative document on the account.
- The Board unanimously agreed and signed the authorization to receive information on accounts to be removed from former interim Treasurer David Barlow, and granted to the new Town Treasurer Adam Messier.
- Louise Evans reviewed account information, providing the Board with the managed account summaries and client agreement forms.

#### **5. Graham & Graham Audit Contract**

- Graham & Graham audit contract discussion unanimously tabled by the Board.

Adam Messier requested that the Board amend the agenda to address agenda item #9 Planning Commission Budget as the members would need to leave shortly to conduct their own meeting.

The Board agreed unanimously to amend the agenda and speak with the Planning Commission.

#### ***9. Planning Commission Budget***

- The Board reviewed the budget request presented by the Planning Commission.
- Scott Morley stated that it was closer to what the Board required but it was confusing as to what was being proposed. In order to create a budget, goals were needed to determine what resources were required.
- Moe Jacobs stated that there were no major costs for the Planning Commission but with the new Town Plan in progress there were associated costs. They are requesting a budget to work within.
- Scott Morley stated that the Board would need more specific information and costs estimates in order to work it within the current approved budget. Next year the Planning Commission will be consulted to create a proposed budget to go before the voters.
- Scott Morley questioned the progress of the Town Plan and why the Board has not been presented with drafts for review or been approached for a discussion on the direction of the new plan.

- Moe Jacobs stated that the Planning Commission is elected and entrusted with the task and they have been conducting research and seeking assistance from the Regional Planning Commission.
- The Coventry Planning Commission is working to edit and improve upon the past plan and once they are happy with the compiled information then they will present to the board.
- The Select Board will be the final approval on the Town Plan, and Scott Morley stated his concern that if given draft copies too late then there will be no time for discussions and revisions.
- Moe Jacobs stated that the Board would be presented with the draft copies in early December. The Town Plan is due in January 2018.
- The Board granted Scott Morley unanimous authority to work with the Town Administrator and the Planning Commission on the proposed budget and see how the current fiscal year's budget can be amended to accommodate it.

#### **6. Lodge the 2017 Grand List**

- Town Clerk, Deb Tanguay, presented the Board with the information provided by the Office of the Listers including the grand list and oath of the Listers.
- The Board reviewed and expressed concern over the information presented as there were inconsistencies in the dating of documents.
- The Board also requested a comparison and explanation of the changes between the 2016 and 2017 grand lists.
- No Listers were present to comment or assist the Board.
- Scott Morley stated that this document was the most important action the Town took as it is the foundation of all property taxes. He stated it was a very serious matter that should be done properly and with all involved Town Officers present for discussion.
- Brad Maxwell stated that although residents were waiting for their tax bills, the Town needed to take the time to complete this process properly.
- The Board agreed unanimously to not accept the 2017 grand list as presented.
- The Select Board will hold a special meeting on Wednesday August 30<sup>th</sup>, 2017 at 6:00 p.m. with the agenda item of lodging the 2017 grand list with the assistance of the Office of the Listers.

#### **7. Margaret Maxwell & Darcy LeBlanc regarding children's event at ballfield**

- Margaret Maxwell and Darcy LeBlanc not in attendance. Item tabled.

#### **8. Recreation Committee**

- Resident Martha Sylvester requested the Board consider her for a six-month appointment to the position of Recreation Committee Director. Martha stated she felt that there were missed opportunities to engage the community in various ways including; the maintenance of the ice rink, community bulletin board, gardening groups, coffee socials and gymnasium recreation

time. Working as the Recreation Director, Martha stated she could implement and organize these events and recruit volunteers in the community to participate.

- Martha proposed a salary of \$150 per week based on a minimum 10-hour work week.
- Scott Morley stated that with the dissolution of the previous recreation committee after a lack of communication with the Town, he felt it was an opportunity to assess the structure and function of a Recreation Committee and what they could offer the Town.
- Brad Maxwell stated that he thought it was a great idea, however, he wanted some time to think about it. He felt there were still existing issues the Town needed to address before implementing new projects.
- The Board agreed unanimously to postpone the discussion and decision on the proposal to appoint a Recreation Committee Director as a paid position.

#### **9. Planning Commission budget**

- *Agenda item discussion earlier in the meeting after agenda item #5.*

#### **10. Emergency Shelter Supplies**

- Scott Morley stated that he had inspected the emergency shelter building located at the Coventry Village School, with the Town Administrator a few weeks prior. The Town does not have a key to the shelter and had to request access from the School. It was believed that the upstairs of the building was housing the emergency supplies for the Town; however, upon inspection the building was cluttered with school storage and he was unable to access the upstairs to verify.
- The Board agreed unanimously that they needed to take control over the access or grant the school full ownership and make alternate arrangements.
- The Town Administrator will work with the school to gain access and verify the supplies for the Board prior to making a decision.
- The Board discussed the possibility of using the trailer currently housing the tables and chairs for emergency supplies. The Board had previously agreed upon offering the tables and chairs to the school but had made no decision on the trailer.
- Item to be researched and discussed at the next meeting.

#### **11. Health Club Reimbursements**

- The Board discussed the recent change in the paying of the 25% health club reimbursement to Town residents. The Town Administrator stated that the current system of paying each resident at varying intervals was not proving to be the most efficient system.
- Mike Marcotte stated that a policy needs to be considered and established so that the rules on reimbursements were consistent.
- The Board will consider a new policy to take effect on January 1, 2018.

## **12. Dry Hydrant Inventory & Maintenance**

- Mike Marcotte stated that he spoke with Jamie LeClair from the Newport Fire Department who is preparing a dry hydrant inspection and maintenance in the next month. A report will be provided to the Town.
- This exercise has been suggested in the past but not implemented. The Board stated that this is important for the safety of the residents and if no action is taken by next month they will follow up to ensure it is completed before the winter season.

## **13. Fire Department Invoices**

- The Board agreed unanimously that there might be missed opportunities to collect money from insurance companies against the invoices sent to the Town by the Fire Department.
- The Board instructed Amanda Carlson to research and find out the rules on what charges might qualify for insurance reimbursement.

## **14. Town Meeting Minutes**

- Town meeting minutes were written by the former Town Clerk, Cynthia Diaz; however, they were never signed by herself or approved by the Board prior to her vacating her office.
- The Board reviewed an attestation statement prepared by Attorney Paul Gillies stating the situation and that the Board verifies the accuracy of the minutes written.
- The Board unanimously agreed that the minutes written by the former Clerk were an accurate reflection of the meeting and signed the attestation for permanent Town record.

## **15. Hi Acres Bridge project and bid process for ground work**

- The Board reviewed the stream alteration permit that was prepared by the Town Administrator and submitted to the State for the work on the Hi-Acres bridge.
- The ground preparation work for the bridge is estimated to be upwards of \$100,000. The Town purchasing policy dictates that this amount would require a public bid process; however, the Board can waive this requirement under special circumstances.
- Scott Morley explained that Project Engineer, Tim Ruggles, suggested the Town waive the public bid process due to the specialized nature of the work required and allow Tim to approach only selected contractors for bids.
- Scott Morley made the motion to allow Ruggles Engineering to proceed with a waiver in the bidding process and approach the contractors of his choosing with all quotes to be presented to the Board for final approval. Seconded by Brad Maxwell and unanimously agreed by the Board.

## **16. Check Signatories & Restricted Account Status**

- Under unanimous authority from the Board for Scott Morley to consult with Auditor Jeff Graham on account restrictions; Scott stated that Jeff Graham was confident in the Town's new internal procedures and the Board could remove the account restrictions whenever they felt comfortable.
- Brad Maxwell made the motion to remove the restrictions currently imposed on all Community National Bank accounts held by the Town, as well as to return to one signature on all checks starting immediately. Seconded by Scott Morley and unanimously approved by the Board.

## **17. Microsoft Investment**

- Scott Morley stated that he has reviewed the information supplied by former Town Attorney Bill Davies office on the Microsoft investments that were gifted to the Town.
- There is not substantial information and more research will be required to determine the responsibilities on the Town; however, Scott stated it was important to examine how this money was handled in the past and to ensure going forward it was put toward its intended purpose which was education and child enrichment.
- The Board granted Scott Morley unanimous authority to continue his research before recommendations can be made on how to proceed with the gifted amounts and quarterly dividends received.

## **18. Treasurer's Report for July 2017**

- The Board reviewed the report presented by the Town Treasurer Adam Messier. The overview included bank statements, investment reports, income and payables.
- Adam stated that there is still work to be done in the accounting system to ensure accurate financials and the monthly Treasurers report will be modified in the coming months to provide the Board with an overall view of all Town to include all assets and investments.

## **19. Other Business**

- The Board reviewed the Oil Supply Corp fuel oil pre-buy contract for 2017-2018.
- The Board agreed unanimously to accept the contract of \$1.93 per gallon for 3000 gallons. This price will be locked in for the Town. Invoices will be paid individually as oil is delivered.
- Mike Marcotte signed the contract on behalf of the Board.
  
- The Board reviewed a notice from the State of Vermont Restitution Unit stating that the Town was awarded restitution from Michael Collins for damage to the ballfield in the amount of \$272.00.
- The Town was asked to complete the verification form and return.

- Scott Morley made the motion to grant the Town Administrator, Amanda Carlson, the authority to sign on behalf of the Board once verified and within the time limit provided. Seconded by Brad Maxwell.
- The Board agreed unanimously to delay the next meeting which falls on Labor Day Monday.
- The next Board meeting will be held on Monday September 11, 2017 at 5 p.m.
- Mike Marcotte stated that Waste USA was having an open house at the landfill on September 15, 2017 from 10 a.m. to 2 p.m. He would like the new Coventry Town Officials to attend.
- The Board discussed the upcoming Town Fair which included the VLCT Annual Business Meeting on October 4<sup>th</sup> and 5<sup>th</sup> 2017.
- Deb Tanguay and Amanda Carlson expressed their interest in attending the Town Fair training seminars for the two days.
- The Board agreed to review the VLCT annual meeting information and will consider appointing the Town Administrator as the Town delegate to vote on their behalf.
- Item to be discussed at the next meeting.
- Mike Marcotte received an invitation to participate in the local Census update and review. He stated the project was optional; however, felt the Town should participate.
- The Board agreed unanimously to have Town Clerk, Deb Tanguay proceed with the project with assistance from the Select Board and Town Administrator when required.
- Treasurer, Adam Messier, stated he will be proceeding with setting up the Town to accept credit cards this week.

## 20. Sign Orders

### *General Fund Account:*

Accounts Payable	08/21/2017	\$63,582.74
Payroll	For week ending 08/19/2017	\$2,485.92
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 66,068.66</b>

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

08/21/2017	Building renovations and security	\$17,999.74
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$17,994.74</b>

**21. Meeting adjourned at 8:03 p.m.**

**The Select Board will have a special meeting on Wednesday August 30<sup>th</sup>, 2017 at 6:00 p.m.**

**The next Select Board meeting will be held on Monday September 11<sup>th</sup>, 2017 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**