

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday January 2, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

David Gallup/ Road Commissioner; Amanda Carlson/Select Board Clerk

Guests:

Jeff Graham; David Barlow; Deb Tanguay; Isreal Sanville; Skip Gosselin; Maurice Jacobs; Amanda Jensen

Press:

Elizabeth Trail / Barton Chronicle; Laura Carpenter / Newport Daily Express;

- 1. Mike Marcotte called the meeting to order at 5:00 p.m.**
- 2. Approve the minutes of the December 28th, 2016 meeting**
 - Bradley Maxwell made the motion to approve the minutes of the December 28th, 2016 meeting.
 - Seconded by Scott Morley. The Board signed and approved the minutes as written.
- 3. Allow for public comment**
 - No public comment.
- 4. Select Board PO Box update**
 - Mike Marcotte received the signed check for payment to the Post Office from the Treasurer that day.
 - Mike will be taking the application form and payment to the Post Office the following day to set up the new Select Board PO Box.

5. VLCT Claim Update

- Scott Morley reported that he spoke with Kelly Kindestin from VLCT the preceding Friday. Scott stated that there has been no progress on the claim at this time and no new information to report to the Board.
- The Board granted Scott Morley unanimous authority to continue conversations with Kelly and updates will be presented at the next meeting.

6. Delinquent tax report requested from Delinquent Tax Collector. Report to include outstanding delinquent taxes due for all prior fiscal years.

- The Treasurer provided the Board with the Delinquent Tax Report showing totals from the 2016 tax year only. The Board noted that it did not include previous year's delinquencies as requested. The Treasurer was not present to comment.
- Scott Morley noted that the report is not dated. The Board will request that all future reports include a date when generated.
- Jeff Graham stated that his reports show delinquent taxes owing from 2012 to present that are not listed.
- On Friday December 30th, 2016 Jeff Graham confirmed with Community National Bank that \$7,433.25 in checks had been deposited, many noting that the payment was made for taxes. These totals were not listed on the delinquent tax report provided.
- The Treasurer provided a bank receipt for one \$200 payment made and deposited on 12/30/2016. No receipts or deposit slips were provided to the Board for the \$7,433.25.
- The Board unanimously agreed to allow Jeff Graham to contact the bank for details on the additional deposit made by the Treasurer and report back to the Board.

7. Request Treasurer's report to include detailed list of Town revenue for preceding calendar week including all source documents.

- The Board reported that the Treasurer was ordered by the Court to deposit all monies in her possession no later than 4 p.m. on Friday December 30, 2016. The Board noted that the \$7,433.25 confirmed by Jeff Graham as deposited on Friday included checks but no cash was deposited.
- The income report provided to the Board did not include any source documentation as requested. It also did not list the checks confirmed by the Bank as deposited on Friday. The Treasurer was not present to comment.
- The Board granted unanimous authority for Scott Morley to continue communications with Attorney Paul Gillies to report the actions of the Treasurer with regards to the Court Order issued the previous week.

8. Update on bank account signing authority

- Mike Marcotte reported that the Board was waiting for Cynthia Diaz to sign the Community National Bank forms confirming Brad Maxwell as an additional signatory on accounts.

- The forms were left in her care for signature and Mike stated an email was sent to Cynthia with instructions for completion.
- The forms were not left for the Board. The Board agreed unanimously to allow Mike Marcotte to follow up with the Treasurer. When completed, the signing authority forms will be returned to the bank by Mike Marcotte.

9. Graham update

- Jeff Graham stated that the final draft of the Audit report had been sent to the Board. Once the board accepts then the report will be considered final.
- Jeff Graham stated his opinion of the selection of pages that should be published in the Annual Town Report, and that the report in its entirety should be posted on the Town web site.
- As he stated earlier in the meeting, Jeff confirmed with the Community National Bank that a deposit was made by Cynthia Diaz on Friday December 30, 2016. The court ordered all monies in Cynthia's possession to be deposited no later than 4 p.m. that day. The deposit consisted of checks and no cash. The Board granted authority for Jeff to obtain further details on the deposit made.
- The court order also required the Treasurer to provide the Select Board with all original records in her possession by 4 p.m. on Friday December 30th, 2016. Records were not produced as requested. The Treasurer was not present to comment.
- Jeff Graham will provide the Board with a list of financial records that he has requested during his audit that have not been provided by the Treasurer.
- The Board agreed unanimously to individually review the Audit report provided over the coming week and discuss at the next Board meeting.

10. Policies

- Scott Morley recommended to the Board that the Town not consider the Debt Management Policy. The Town currently has debt in the form of truck leases. Scott suggests the Town look at paying those out using reserve fund monies to avoid the reoccurring interest.
- The Board agreed unanimously not to adopt the Debt Management Policy at this time and to review the current lease contracts during upcoming budget discussions.
- The Board was presented with the following four policies for review: *Personnel Policy; Conflict of Interest Policy; Sexual Harassment Policy; CDL Drivers Policy relating to drug and alcohol use and testing.*
- The Board will review the policies and discuss at the next meeting.

11. Other Business

- The State of Vermont Department of Taxes provided the Board with a copy of the 2016 Equalization Study Results as follows:

Education Grand List (from 411):	\$118,957,952
Equalized Education Grand List (EEGL):	\$116,403,941
Common Level of Appraisal (CLA):	\$102.19 % or 1.0219
Coefficient of Dispersion (COD):	19.79%

- The Board reviewed a notice from the State of Vermont notifying them of a Land Use Administrative Amendment #7R0055-16-1A regarding a paved apron to Taxiway A at the Newport State Airport in Coventry. A copy of the amendment was sent to the Town Clerk for recording in the land records.
- No action taken by the Board.

- The Board received a warning for the Orleans County Meeting being held on Tuesday January 24th, 2017 at 4:00 p.m. at the Courthouse in Newport, Vermont.
- No action taken by the Board.

- The Board reviewed a 45-Day Pre-Filing Notice from the Kidder Hill Community Wind Project. The notice seeks input, with the KHCW planning to apply for Section 248 Certificate of Public Good in February 2017.
- The two turbine wind project is proposing three possible sites for construction along the borders of the Town of Lowell and Irasburg.
- Scott Morley stated that he did not know enough about the project at this time to state an opinion or propose any action by the Board.
- Mike Marcotte stated he had not heard opposing feedback from Town residents and agreed with Scott's recommendation not to get involved at this time.
- The Board agreed unanimously that they should wait for residents to come forward, and until more information is received, before advocating on behalf of the town either in support, or opposition of the project.
- Resident Skip Gosselin stated on behalf of the Planning Commission that they feel this will be an issue for the Town and recommended the Select Board get involved. Involvement will keep the Planning Commission and the Board fully updated on the application process.
- The Planning Commission will be meeting with and speaking with Town residents to understand their thoughts on the project and will report back to the Board.
- No action taken by the Board at this time.

12. Sign Orders

Accounts Payable	01/02/2017	\$ 405.00
Payroll	For week ending 12/31/16	\$ 1,992.57
Signed by the Board for the Treasurer to draw checks totaling		\$ 2,397.57

13. Meeting adjourned at 5:45 p.m.

The next meeting is scheduled for Monday January 9, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Select Board Clerk