

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**TUESDAY MAY 21<sup>ST</sup>, 2019 AT 4:30 P.M.**

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**Board Members Present:**

Scott Briere; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

Phil Marquette / Emergency Management Director

Jeanne Desrochers / Cemetery Commission

**Guests:**

Martha Sylvester; Scott Morley; Sheila Morley

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1. **Scott Briere called the meeting to order at 4:30 p.m.**
2. **Approve the minutes of the May 6<sup>th</sup>, 2019 meeting.**
  - Amanda Carlson noted a change to the May 6<sup>th</sup>, 2019 meeting minutes to the signed order summary; correct check sequence on 05-06-2019 General AP totaling \$20,297.01 should be check # 18414 to 18443. All checks have been assigned and accounted for, this was an administrative error.
  - David Gallup made the motion to approve the minutes of the May 6<sup>th</sup>, 2019 meeting with the noted amendment; seconded by Scott Briere and approved by the Board quorum.
3. **Allow for Public Comment**
  - No public comment noted.
4. **Assessors Office Grand List Extension Request to PVR**
  - Scott Briere made the motion to approve the request to the State of Vermont Division of Property Valuation and Review for a thirty day extension to lodge the 2019 Grand List. Seconded by David Gallup. Written request was signed and approved by the Board quorum.

## **5. LEMP Adoption**

- Emergency management Director Phil Marquette reviewed the 2019 Local Emergency Management Plan noting the changes and addition of the purchasing authority guidelines.
- Scott Briere made the motion to approve the 2019 Local Emergency Management Plan as written granting Chair Mike Marcotte authority to sign the document on the Board's behalf prior to the next meeting. Seconded by David Gallup and approved by the Board quorum.

## **6. Community Center Complimentary Use Request for Church Closing Ceremony**

- Scott Briere made the motion to approve complimentary use of the Community Center on Sunday June 16<sup>th</sup>, 2019 to the members of the Coventry Congregational Church as part of a closing ceremony for the Village Church. Seconded by David Gallup and approved by the Board quorum.

***The Board quorum agreed to amend the agenda and address agenda item #9 – Other Business.***

## **9. Other business.**

- The Town Personnel Policy addresses paid vacation for full time employees; the Policy does not allow for part time employee paid vacation nor does it address accrued time.
- The Board discussed the Assessing Clerks salaried hours and the hours worked in addition to those hours as indicated on her weekly time sheet. Scott Briere stated that the extra hours should be compensated and was confident the Assessing Clerk Kate Fletcher would make up the time when she returned from vacation next week.
- David Gallup stated he did not want to set a precedent that not following the policy was acceptable.
- Scott Briere made the motion to temporarily amend the Personnel Policy and pay Kate Fletcher's weekly salary for the current week while on vacation based on the accrued time with the condition that the full twenty four hours would be made up in the coming weeks. Seconded by David Gallup and approved by the Board quorum.
- The Board agreed that the Personnel Policy needed to be updated to address accrued time.
- David Gallup stated that the policy needed to include a system for oversight on accrued time so additional hours are not consistently worked without prior permission.
  
- Town Administrator Amanda Carlson reviewed the work that had begun with Economic Development Consultant Peter Fairweather; explaining that the next essential step in the process is to seek community input and ideas for improvements.
- The Board quorum approved Amanda to proceed with planning an open house BBQ for the community at the end of June to allow for residents to participate in the development plan process.

**7. Sign Orders**

**ACCOUNTS PAYABLE ~ GENERAL FUND**

Prior Warrant ending check #: 18443

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P1946	PAYROLL - PE 05/13/19	5/13/2019	\$3,198.13
ACH	F05-13	ACCOUNTS PAYABLE - IRS PE 05/13	5/13/2019	\$1,005.93
ACH	S05-13	ACCOUNTS PAYABLE - VT PE 05/13	5/13/2019	\$113.44
18444	19-38	ACCOUNTS PAYABLE - GEN	5/10/2019	\$1,045.00
ACH	P1947	PAYROLL - PE 05/20/19	5/20/2019	\$3,114.43
ACH	F05-20	ACCOUNTS PAYABLE - IRS PE 05/20	5/20/2019	\$980.61
ACH	S05-20	ACCOUNTS PAYABLE - VT PE 05/20	5/20/2019	\$109.93
18445-18456	19-39	ACCOUNTS PAYABLE - GEN	5/21/2019	\$4,977.12
		<b>TOTAL ORDERS</b>		<b><u>\$14,544.59</u></b>

**8. 5:30 p.m. Attend Coventry Town Foundation Meeting (Move to Upstairs Meeting Room)**

- Coventry Town Foundation Members present; President Dale Peron; Secretary Jean Maxwell; Treasurer Rosalie Bowen; Leo Piette.
- The Coventry Town Foundation received the following written notice of changes from the Select Board:

*After questions on the funding structure of the Casella Host agreement in relation to the Town Foundation were brought to the Select Board’s attention; they consulted with Attorneys at the Vermont League of Cities and Towns which led to further investigation by the Town Attorney. Both the Attorney’s at the VLCT as well as the Town Attorney have advised the Select Board of perceived legal conflicts associated with the current Waste USA host fees contract. Statute dictates that there can be no commitments made to future voters, therefore funds cannot be appropriated without yearly consent by the voters. Our Attorney has determined that the current arrangement of a percentage of tipping fees being paid directly to the Town Foundation from Waste US does not seem to fit into the legal parameters of the Boards authority and needs to be changed immediately.*

- *The Town Foundation will receive the current agreed upon 10% tipping fees directly from Waste USA for the current quarter – April through June 2019.*

- *Effective July 1, 2019 the Waste USA Host Agreement will be amended and 100% of all tipping fees will be paid to the Town.*
- *Going forward the Town Foundation will be asked to request a yearly appropriation amount to be considered by the voters at Town meeting.*
- *Approved appropriations are paid out in October of each year.*
- *We ask the Town Foundation to meet with the Select Board in November or December 2019 to discuss the amount to be included on the Annual Meeting Warning, as well as the information required by all non-profit organizations to submit for the Annual Town Report.*

*We understand this will make a big impact on your upcoming fiscal year as this schedule dictates that you will not be receiving funds from the Town until October 2020; however, we can not continue with the current arrangement knowing that it is in violation of State laws. The Select Board will assist in the transition any way they can.*

*The Town of Coventry Select Board would like to request to be placed on the Town Foundation Meeting agenda for Tuesday May 21, 2019 for discussion. Since all Select Board Members would like to attend, there will be a warned meeting on Tuesday May 21st, 2019 with a specific agenda item to join the Town Foundation meeting at 5:30 pm in the upstairs Board room. Once conversation is completed, the Select Board will return to the lower Board room for the Town Foundation to complete their regular business.*

*Thank you and we hope to make this a smooth transition for the Town Foundation to ensure residents are still able to receive the valuable assistance.*

- On behalf of the Board, Town Administrator Amanda Carlson responded to questions for further explanation. The Landfill host agreement provides the Town Foundation with 10% of all tipping fees owed to the Town. As the 10% varies and is unknown, it violates statutes surrounding committing future voters; if the voters do not know what the 10% equals to, how they can pre-approve the amount to be paid to the Foundation.
- Leo Piette stated he did not feel the Select Board's process leading to this decision was conducted appropriately, Leo asked the Board to provide a written statement from the Town Attorney.
- After concerns were voiced for the gap in funding for the coming fiscal year, Scott Morley stated it was a good opportunity to reassess the Town Foundation programs, if funding was being applied appropriately, and the overall structure of the budget.
- Jean Maxwell stated her concern for the scholarship program and not wanting to suspend the program as it makes a difference for the almost 40 students in Town.
- After discussing the options, Town Foundation President Dale Peron issued a formal request to the Select Board to hold a special Town meeting to request an appropriation from the voters. A written request will be submitted for the Select Board to address at their next meeting.

- The Select Board departed the Town Foundation meeting which continued with discussion and regular business.
- The Select Board reconvened in the board room and further discussed the funding situation and options. No further decisions made by the Board.

**9. Other Business**

- Agenda amended and item previously addressed by the Board.

**10. Meeting adjourned at 6:15 p.m.**

**The next Select Board meeting will be held on Monday June 3<sup>rd</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**