

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

**Monday February 27<sup>th</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/Select Board Clerk; David Gallup / Road Commissioner

**Guests:**

David Barlow; Skip Gosselin ; Maurice Jacobs ; Dominique Gervais ; Donna Gervais ; Joshua Griffes ; Dan Introcaso ; Amber Lucas; Heather Sylvester; Mya Lucas; Jake Sylvester

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

**2. Approve the minutes of the February 18<sup>th</sup> and February 22<sup>nd</sup>, 2017 meeting**

- Brad Maxwell made the motion to approve the minutes of the February 18<sup>th</sup> and February 22<sup>nd</sup>, 2017 meeting.
- Seconded by Scott Morley. The Board signed and approved the minutes as written.

**3. Allow for public comment**

- Residents questioned the Board on the availability of job descriptions for elected officials.
- The Board agreed having descriptions available prior to Town Meeting would be beneficial to the public.
- The Board instructed Amanda Carlson to post Elected officials descriptions provided by the Vermont League of Cities and Towns, on the Coventry Website.

**4. Proposed Traffic Plan**

- David Gaullup not present. The Board agreed to table agenda item #4 until his arrival.

**5. March 6<sup>th</sup>, 2017 Select Board Meeting**

- The Board agreed unanimously to move the next scheduled Board meeting to the following day to coordinate better with Town Meeting.
- The next Board meeting is scheduled for Tuesday March 7<sup>th</sup>, 2017 at 4:30 p.m.

*David Gallup Arrived at the Meeting. The Board agreed unanimously to discuss Agenda Item #4 – Proposed Traffic Plan.*

#### **4. Proposed Traffic Plan**

- Proposed Traffic Plan from Vermont Department of Transportation was reviewed.
- Ledge removal is required along a section of Route 5 which would close the Road and divert traffic for approximately 4 weeks. The estimated start date is late July, running into August.
- David Gallup will discuss further with VTrans District 9 Manager, Shane Morin, to confirm the exact dates.
- David Gallup will contact the County Sherriff to notify and confirm plans for traffic diversion.

#### **6. Table and Chair Use**

- The Coventry School and Parents Club had requested the use of the Town's tables and chairs for the Relay for Life Event and the 8<sup>th</sup> Grade BINGO fundraiser scheduled a week apart in late March 2017.
- The Town has previously allowed community groups to use the supplies at no charge, however, the Town incurs the cost of the set up and removal each time. The Board felt it was unfair for the Tax Payers to continually pay the cost of this service.
- The Board agreed unanimously to allow the Parents Club to use the tables and chairs for the March events; however, the group would be responsible for covering the cost of set up and removal.
- The Board suggested the group apply to the Town Foundation for assistance.
- Once the two march events are completed, the Board agreed to readdress the situation and determine if it is in the best interest of the Town to own the tables, tents and chairs; or if the cost outweighs the benefits.
- The Board granted Scott Morley and Amanda Carlson unanimous authority to conduct an inventory of all tables and chairs in the spring, and determine if broken and damaged items should be disposed of or repaired.

#### **7. Payroll**

- The Board agreed unanimously to table the payroll discussion until after Town Meeting.

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

- The Board reviewed the report provided by the Delinquent Tax Collector, who was not present to comment.
- The Board noted inconsistencies, totals that were not provided and addition errors in the line items.
- Scott Morley stated that the reporting of Delinquent taxes has been consistently noted in the Financial Audits; stating that reports provided by the Delinquent Tax Collector are inadequate and incomplete.
- The Board discussed the importance of Town Meeting Warning Article #3 allowing the Board authority over the Appointment of a Delinquent Tax Collector. The Board feels that someone willing to work with them and the Auditor to correct inaccuracies is in the best interest for the Town in the short term moving forward.

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

- The Board reviewed the report provided by the Treasurer stating income received from February 20, 2017 through February 24, 2017 as follows: Total; \$7,023.79; *Checks; \$7,004.79; Cash \$19.00.*
- The Board noted that there was no deposit slip provided for the \$19.00 cash reported as received.
- The Treasurer was not present to comment.

**10. Other Business**

- Scott Morley reported the two lease payoff amounts as follows:
- KS State Bank \$196,232.37 and CAT Financial \$96,532.57. Total: \$292,764.94.
- Payoff amounts are good through March 11, 2017.
- The Board previously agreed unanimously to pay off all leases as not to incur yearly interest.
- The lease payoffs would need to be made prior to March 11, 2017; however, Scott reported that the \$830,350.00 transfer warrant that was signed at the February 6<sup>th</sup>, 2017 meeting had not been completed by the Treasurer.
- The portion of these funds designated by voters to be applied to the Road & Bridge Fund are required to make the lease payments.
- Scott Morley spoke with the Treasurer earlier that day and questioned why it had not been completed. The Treasurer stated that she didn't understand the request or where amounts had derived from. Scott explained that this was the voted amount submitted by herself in the 2015/2016 fiscal year budget.
- The Board agreed unanimously to allow Mike Marcotte to follow up with the Treasurer to ensure the transfer was completed promptly.

- The Board granted Scott Morley and Amanda Carlson unanimous authority to schedule a meeting with the Cemetery Association to discuss the organizational set up moving forward.
- The Board granted Scott Morley and Amanda Carlson unanimous authority to meet with the Town Listers to discuss the software situation and the needs of the office.
- The Board granted Amanda Carlson unanimous authority to contact mark Mohrmann to obtain information on the Town's Microsoft investments and understand their intended purpose.
- The Board agreed unanimously to allow Amanda Carlson to meet with the Towns Recreation Committee to inquire about the items being stored in the upstairs of the community center.
- The Board agreed unanimously to allow Amanda Carlson to contact the Town Foundation to follow up on the revenue source. It was reported to the Board that the checks were being mailed to the Treasurer's office and not reported in a timely manner. Amanda will follow up to offer assistance on having the mailing address changed to the Town Foundations PO Box.
- Scott Morley requested a clock be purchased for the gymnasium on behalf of the Community Center Coordinator Richard Lussier.
- The Board agreed unanimously to allow Amanda Carlson to purchase a clock with protective cage for the Community Center Gymnasium.
- The Board reviewed two liquor license applications from Little John's Grocery & Gas and Martha's Diner.
- Brad Maxwell made the motion to approve both license applications as presented. Seconded by Scott Morley.
- Both applications were unanimously approved and signed by the Board.
- Resident Dan Introcaso submitted a letter to the Board stating his feelings and opinions on the recent audit findings.
- The Board accepted the letter. No comments or decisions were made.
- Residents questioned the Board on the recent audit reports and findings.
- Discussions were informational and no decisions were made by the Board.

- Skip Gosselin presented the Board with a notice announcing grant opportunities for renewable energy projects.
- The Board will review the notice and discuss at a future meeting.

**11. Sign Orders**

Accounts Payable	AP #16 – 02-27-17	\$2,534.90
Payroll	For week ending 02-24-17	\$3,907.97
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 6,442.87</b>

**12. Meeting adjourned at 7:27 p.m.**

- The next information meeting with the Board is scheduled for Saturday March 4<sup>th</sup>, 2017 at 3 p.m.
- The next Select Board meeting is scheduled for Tuesday March 7<sup>th</sup>, 2017 at 4:30 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 / Select Board Clerk**