

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

**Tuesday January 22<sup>nd</sup>, 2018 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

David Gallup/Road Commissioner

Kate Fletcher/Delinquent Tax Collector

Deb Tanguay/Town Clerk

Adam Messier/ Treasurer

Martha Sylvester/Recreation Committee Director

Skip Gosselin/Planning Commission

David Barlow/Trustee of Cemetery Funds

Lyell Reed/ Lister

Anita Gariepy/ Lister

Carol Simmons/Planning Commission Administrative Assistant

**Press:**

Chris Roy/Newport Daily Express

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**1. Mike Marcotte called the meeting to order at 5:02 p.m.**

**2. Approve the minutes of the January 8<sup>th</sup>, 2018 meeting**

- Scott Morley made the motion to approve the minutes of the January 8<sup>th</sup>, 2018 meeting as written. Seconded by Mike Marcotte.
- The Board signed and approved the minutes of the January 8<sup>th</sup>, 2018 meeting as written.

**3. Allow for public comment**

- Town Treasurer Adam Messier requested the Board amend the agenda to review the Treasurers report earlier in the meeting.

- The Board unanimously agreed to amend the agenda and address agenda item #12 Treasurer's Report after agenda item #4.
- Mike Marcotte stated his appreciation to Recreation Committee Director Martha Sylvester, Town Clerk Deb Tanguay and Town Administrator Amanda Carlson for all of the work done to prepare the open house voter informational the previous day.
- Mike stated that it was a great opportunity, a great event to have and was happy to see Town Officials come together and participate. Mike stated he was very proud of this Town again.

#### **4. Plowing of Hilcrest Drive**

- Hilcrest Drive resident Pat Sloan questioned why the road was not being maintained by the Town as it has been in previous years.
- Road Commissioner David Gallup stated that this is a private road and not the responsibility of the Town. There are several roads in Town that have been previously maintained by the Town, however, it was decided this year that the Town should not assume the cost, responsibility and liability of maintaining private roads.
- David admitted that it was an oversight to not give the landowners proper notification of the change and apologized for that.
- The Board unanimously agreed that the Town should not be maintaining private roads; however, since the winter season was underway and proper notice had not been given to residents; the Town would maintain Hilcrest Drive for the remainder of the current winter season only. Once the season is over then residents will need to make their own arrangements.

#### **12. Treasurers Report on Financials for Preceding Month**

- The Board reviewed the Treasurers financial report for the month of December 2017 and discussed with Treasurer Adam Messier.
- Adam stated he had met with Louise Evans of Hunt Financial the previous week to discuss the current state of investments. Some information is still unclear and he will continue to work with Louise for clarification of financial position of investments.

#### **5. Elected Listers versus Hired Assessor**

- Lister Lyell Reed provided the Select Board with an update of the work that has been done in the Listers Office. He stated that regular updates can be provided, however; he asked the Board be more specific in their requests for information.
- Lyell stated his opposition to changing the Listers Office to an appointed Assessor explaining that one person could not do as thorough a job as a three-member Board of local residents who live here and are invested in the Town.
- Lyell stated his position that the Elected listers should remain, and administration help would be appreciated and welcomed to improve the office.
- Scott Morley thanked Lyell Reed for his time meeting with him and for the Listers coming to provide information and updates for the Board to fully understand the current situation.

- Scott stated that after researching and discussing with various people he will support keeping the Listers Office as an elected position and not changing to an appointed Assessor with the encouragement that the communication continues going forward. In the past the Board has requested control of an office when they felt things were out of control and dangerous; he does not feel this is the situation with the Listers office and would like to leave in the hands of the voters.
- Scott agreed to sit down with the Listers on behalf of the Board to discuss computer access and requirements of the Listers to be successful in the coming year.
- Mike Marcotte stated that he would like to have the Listers Office on the agenda monthly for an open discussion on any problems, progress and to keep the Board updated on the work of the Listers.
- Mike agreed that keeping the position as local elected residents was better in the long run for the Town.
- The Board agreed unanimously not to include an article on the 2018 Town Meeting Warning asking the voters to move the position to an appointed Assessor.

#### **6. Listers Office Vacancy**

- Lister Lyell Reed stated that it was the recommendation of the Listers to appoint David Barlow to fill the vacancy in the Listers Office due to the resignation of Gary Petit.
- Brad Maxwell made the motion to appoint David Barlow as Lister to serve until Town Meeting Elections in March. Seconded by Scott Morley and unanimously approved by the Board with thanks and appreciation to David for assuming the role.

#### **7. RFP for Cleaning Services**

- The Board reviewed the draft Request for Proposals for Cleaning Services of the Community Center and Offices.
- The Board agreed unanimously approved the RFP for posting.

#### **8. Village Flooding**

- Town Administrator Amada Carlson stated that she was working with Road Commissioner David Gallup on the tracking of costs for cleanup of the January 13, 2018 Village flooding. There is a potential for the Town to receive emergency funding from the State for cleanup and mitigation efforts.
- Scott Morley stated that the Town needed to look at fixing the cause of the problem to avoid future incidents.
- Mike Marcotte stated that this had been attempted in the past however; the State agencies involved could not come to an agreement on the actions needed.
- David Gallup explained that VTrans did state their intention to conduct some river bed dredging in the spring to mitigate some future problems and that in the meantime the Town was currently taking the right steps for the situation.

- The Board agreed unanimously to invite all State Agencies involved to come to the table to discuss the problems and possible solutions in order to prevent future Village Flooding.
- The Board granted unanimous authority for Mike Marcotte to make contact to arrange the meeting with agencies involved.

#### **9. Box Culvert Grant Proposals**

- The Board discussed the two grant applications that were submitted to assist with the costs of replacing culverts on the Glen Road and Pine Hill Road upgrading to engineered box culverts as recommended.
- The Town is being considered for both grant opportunities. One being a State grant to complete the Glen Road culvert only and could be completed in the next year. The other being a federal grant to replace both culverts but with federal grant regulations it is estimated that construction would be four years away and due to the federal requirements would be at a greater cost than estimated.
- The Board discussed the two projects, costs and options with Road Commissioner David Gallup.
- The Board agreed unanimously to pursue the State funded Better Road Grant with anticipated completion in 2018. The total project cost estimated by Ruggles Engineering is \$141,000. The State Better Road Grant is a maximum award of \$60,000 for a Town match of \$81,000.

#### **10. 2018/19 Proposed Municipal Budget Review**

- *The Board agreed unanimously to amend the original agenda and review the budget prior to the warning.*
- The Board reviewed the draft budget for the 2018/2019 Fiscal Year and discussed various line items.
- Mike Marcotte stated that aside from the budget, he would like a clearer understanding and report on what was billed for taxes, what was actually collected, what the Town paid the school, and the amount the Town had to pay on behalf of the delinquent tax payers. The Treasurer and Town Administrator agreed to look at creating a report for this.
- Scott Morley stated that with past Town Reports and budgets being incorrectly presented, this year was a much clearer picture on the true expenses of the Town.
- Brad Maxwell made the motion to approve the 2018-2019 fiscal year general fund budget of \$439,259.02 and Town Highway Fund budget of \$299,965.97 for voter consideration at Town Meeting. Seconded by Scott Morley and unanimously approved by the Board.

#### **11. Review Draft Warning for 2018 Town Meeting**

- The Board reviewed the Warning for the 2018 Town & School Meeting on March 6.
- The Board unanimously approved and signed the 2018 Town & School Meeting Warning as written.
- Town Clerk Deb Tanguay signed and attested to the completed warning.

- School Board members will be asked to sign approval for the warning to be posted.

**12. Treasurers Report on Financials for Preceding Month**

- *Item discussed earlier in the meeting.*

**13. Other Business**

- The Board unanimously approved and signed the 2018 Certificate of Highway Mileage.
- No changes from the previous year were noted.
- Total Town highway mileage including all Class 2, Class 3 and State Highway- 52.736 miles.
  
- The Board unanimously approved the reissuance of written permission for Byan Moulton to use an ATV on Coventry Station Road until December 31,2018.
  
- The Board approved the purchase of a new door for the Town Clerk’s Office at a cost of \$960 to be installed by Joe Belisle.

**14. Sign Orders**

***General Fund Account:***

Payroll	For Week Ending 01/13/18	\$ 3,576.17
Payroll	For Week Ending 01/20/18	\$ 3,140.70
AP	01/20/18	\$ 5,895.64
AP	01/22/18	\$ 12,149.93
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 24,762.44</b>

**15. Meeting adjourned at 7:50 p.m.**

**The next Select Board meeting will be held on Monday February 5<sup>th</sup>, 2018 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**