

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JUNE 15TH, 2020 AT 4:30 P.M.

Board Members Present:

Scott Briere/ Chair; David Gallup; Phil Marquette

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher / Assessing Clerk

David Barlow / Town Treasurer

Sherry Bradley / SWIP Committee

Guests:

John Henry Hubert / Catamount Asset Management

Susan Harkey; Don Whipple; Rudy Percy

This meeting was offered to the public via Zoom video conference.

- 1. Chair Scott Briere called the meeting to order at 4:40 p.m.**

- 2. Allow for public comment**
 - No public comment noted.

- 3. Catamount Asset Management – John Henry Hubert, Investment Advisor for Update**
 - Investment Advisor John Henry Hubert of Catamount Asset Management reviewed the Town’s portfolio setup based on the Investment policy statement.
 - The policy authorizes the Investment Advisor to rebalance the portfolio at designated times in order to prevent any rash decisions during market chaos.
 - John reviewed the Town portfolio numbers for the calendar year noting that there was a significant decrease in the first quarter but has since gained back value in the past couple of weeks; the portfolio is now down less than 1% for the year which is very positive given the market conditions.
 - John stated that the Town was looking at long term investments and the Board should not be concerned with any short-term fluctuations.

- Phil Marquette made a motion to approve the revised Investment Policy Statement as written and authorize the Chair to sign on behalf of the Board. Seconded by David Gallup and unanimously approved by the Board.

4. Coventry Town Foundation Financial Request for Disbursement of Funds

- The Select Board received a written request from the Town Foundation to disburse the voter approved \$250,000 appropriation in July 2020 instead of October when all other appropriations are paid.
- Don Whipple spoke on behalf of the Coventry Town Foundation stating that 116 requests were filled for residents for COVID relief and each received \$100 in gift cards.
- Don stated that the Town Foundation had also funded the School yearbooks and are reviewing a request from the school for new computers. The post secondary scholarship program was being organized for the coming months.
- Phil Marquette asked if the Town Foundation had submitted a request for emergency COVID relief funds through the State Emergency management.
- Don stated that the Town Foundation had not applied as they did not feel there was a significant enough financial impact to the organization to qualify for the funding.
- Scott Briere stated that the Board will respond to the Town Foundations appropriations disbursement request in writing after some information is reviewed with the Auditor and Town Attorney.

5. Solid Waste Implementation Plan Review

- SWIP Committee Chair Sherry Bradley reviewed the draft Solid Waste Implementation Plan due to the State by July 1, 2020. The plan is in place for five years and outlines how the Town will complete outreach and education requirements on solid waste and recycling.
- Sherry stated that some assistance was needed to identify all Coventry based businesses to ensure all are notified of current and upcoming commercial waste regulations.
- Scott Briere made a motion to approve the 2020 Solid Waste Implementation Plan as written. Seconded by Phil Marquette and unanimously approved by the Board.

6. RFP for Community Center Renovations

- The Board reviewed a draft notice to accept proposals for renovations to the Community Center kitchen and installation of an ADA accessible lift to the second floor.
- The Board unanimously approved the notice as written and proposals will be due to review at the July 20th, 2020 meeting.

7. FY21 Wage Approval

- The Board reviewed a wage approval chart listing all paid employees and elected officials with the voter approved compensation. The approval is part of the audit process before the new fiscal year begins.
- Phil Marquette made a motion to approve the 2020 Wage and Compensation chart as prepared. Seconded by David Gallup and unanimously approved and signed by the Board.

8. Review and Approve Final Response to FY19 Audit

- Treasurer David Barlow explained that the 2019 Audit noted two areas of concern with delegation of duties in the office; the letter of response acknowledges the perceived deficiencies and explains how the Town has structured the internal systems to address it. David stated that the concerns would be discussed in further detail when the Auditor returns for the 2020 audit.
- Phil Marquette made a motion to approve the from the Town Treasurer in response to the 2019 fiscal year end audit draft. Seconded by David Gallup and unanimously approved by the Board.

9. Treasurers Report of Financials for May 2020

- Treasurer David Barlow reviewed the Town financial reports for May 2020.
- David stated there were no significant items to report and all accounts were in good order.
- No action taken by the Board.

10. Other Business

- Sue Harkey relayed a message to the Board from resident John Miller requesting additional signage in the village prohibiting ATV travel.
- The Board unanimously agreed not to incur the cost of the additional signage at this time.
- The Board reviewed the new proposed contract from NEMRC for the software used by the Town for accounting, taxes and grand list maintenance.
- The 2020 contact includes a price increase from \$1,500 per year to \$5,000 per year.
- The Town Treasurer explained that all Towns in Vermont had seen the same price increase; and that the grand list software was the only one accepted by the State of Vermont so the Town did not have a choice but to continue contracting with NEMRC.
- The Board noted that they felt the price increase was unacceptable and the Town would look into switching to other accounting software once the State has the alternative grand list program in place.

- Phil Marquette made the motion to approve the 2020 NERMC contract for software and allow Town Administrator Amanda Carlson to sign on behalf of the Board. Seconded by David Gallup and unanimously approved by the Board.

11. Update on Pending Projects with the Town Attorney

***Possible executive session in accordance with 1 VSA 313 (f) (3) - Review of legal communication*

- The Board unanimously agreed in the finding that premature public knowledge of the items for discussion would be detrimental.
- Phil Marquette made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (f) relating to legal matters to include the Select Board and Town Administrator. Seconded by Scott Briere and unanimously approved by the Board
- The Board entered into executive session at 6:02 p.m.
- The Board exited executive session at 7:08 p.m.
- No decisions made by the Board.

12. Approval of Unofficial Meeting Minutes

- Phil Marquette made a motion to approve the minutes of the meetings held on March, 16; March 30th; April 9th; April 20th; May 4th; May 18th; June 1st; and June 8th, 2020 as written.
- Seconded by David Gallup and unanimously approved and signed by the Board.

13. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND				
Prior Warrant ending check #: 19019				
CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-39	PAYROLL - PE 03/23	3/23/2020	\$3,072.63
ACH	P03-23	ACCOUNTS PAYABLE - FED & ST TAX - PE 03/23	3/23/2020	\$1,131.17
ACH	P20-40	PAYROLL - PE 03/30	3/30/2020	\$2,673.85
ACH	P03-30	ACCOUNTS PAYABLE - FED & ST TAX - PE 03/30	3/30/2020	\$1,005.79
ACH	CC-10	ACCOUNTS PAYABLE - CC	3/31/2020	\$2,131.78
ACH	P20-41	PAYROLL - PE 04/01 - Elect Officials	4/1/2020	\$420.36
19020-19022	P20-41	PAYROLL - PE 04/01 - Elect Officials	4/1/2020	\$139.17
19023-19026	VOID	VOIDED CHECKS	4/1/2020	\$0.00
19027-19028	P20-41	PAYROLL - PE 04/01 - Elect Officials	4/1/2020	\$167.09
ACH	P04-01	ACCOUNTS PAYABLE - FED & ST TAX - PE 04/01	4/1/2020	\$144.33
ACH	P20-41	PAYROLL - PE 04/06	4/6/2020	\$2,673.85
ACH	P04-06	ACCOUNTS PAYABLE - FED & ST TAX - PE 04/06	4/6/2020	\$1,005.79
ACH	P20-42	PAYROLL - PE 04/13	4/13/2020	\$2,646.59
ACH	P04-13	ACCOUNTS PAYABLE - FED & ST TAX - PE 04/13	4/13/2020	\$994.61
19029-19044	AP 20-30	ACCOUNTS PAYABLE - GEN	4/15/2020	\$12,774.41
ACH	P20-43	PAYROLL - 04/20	4/20/2020	\$2,678.39
ACH	P04-20	ACCOUNTS PAYABLE - FED & ST TAX - PE 04/20	4/20/2020	\$1,007.66
19045-19052	AP 20-31	ACCOUNTS PAYABLE - GEN	4/22/2020	\$6,273.60
19053	R20-32	ACCOUNTS PAYABLE - REAPPRAISAL	4/22/2020	\$5,523.00
ACH	P20-44	PAYROLL - 04/27	4/27/2020	\$2,804.89
ACH	P04-27	ACCOUNTS PAYABLE - FED & ST TAX - PE 04/27	4/27/2020	\$1,024.69
		TOTAL ORDERS		<u>\$50,293.65</u>

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 19098

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-51	PAYROLL - PE 06/15	6/15/2020	\$3,094.56
ACH	P06-15	ACCOUNTS PAYABLE - FED & ST TAX - PE 06/15	6/15/2020	\$1,138.46
19099-19120	20-37	ACCOUNTS PAYABLE - GEN	6/15/2020	\$20,420.21
19121	H20-38	ACCOUNTS PAYABLE - HIGHWAY	6/15/2020	\$14,582.17
19122	R20-39	ACCOUNTS PAYABLE - REAPPRAISAL	6/15/2020	\$1,942.50
		TOTAL ORDERS		<u>\$41,177.90</u>

14. Meeting adjourned at 7:26 p.m.

The next Select Board meeting will be held on Monday July 6th, 2020 at 4:30 p.m.

Scott Briere / Chairman

David Gallup

Phil Marquette

Amanda Carlson / Town Administrator