

**MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY**

Monday December 4th, 2017 at 5:00 p.m.

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
Martha Sylvester/Recreation Committee Director
Lyell Reed/Lister
Gary Petit/Lister
Israel Sanville/Planning Commission

Guests:

Doug Lay/State of Vermont Division of Property Valuation & Review
Ron Shems/Diamond & Robinson representing Washington Electric Coop
Sheila Morley

- 1. Mike Marcotte called the meeting to order at 5:03 p.m.**
- 2. Approve the minutes of the November 21st, 2017 meeting**
 - Brad Maxwell made the motion to approve the minutes of the November 21, 2017 meeting as presented to the Board. Seconded by Mike Marcotte.
 - The Board signed and approved the minutes of the November 21 meeting as written.
- 3. Allow for public comment**
 - No public comment.

4. Listers Office; Report of Errors and Omissions

- The Board reviewed the report of Errors & Omissions presented by the Board of Listers.
- One requested change to the valuation of Washington Electric Coop from \$14,230,700 to \$14,070,700; a difference of \$160,000. Reason noted was: Correction of error in generation kilowatt hours from 56,156,650 to 53,156,650.
- Brad Maxwell made the motion to accept the report of Errors & Omissions presented by the Board of Listers. Seconded by Scott Morley and unanimously approved by the Board.
- The correction will be recorded by the Town Clerk for filing with the Grand List.
- Attorney for Washington Electric Coop, Ron Shems, presented the Board with a Settlement Agreement that withdraws the earlier petition and request for further abatement of taxes.
- The Agreement also outlines the protocol for the utilities assessment going forward, as agreed upon between Doug Lay, State of Vermont Division of Property Valuation & Review; and Washington Electric Coop.
- Attorney Ed Adrian from Monaghan Safar Ducham PLLC, representing the Town, reviewed the agreement and advised that it was in the best interest to accept as presented.
- Town Listers Lyell Reed and Gary Petit stated that they had also reviewed and recommended the acceptance of the agreement.
- Brad Maxwell made the motion to accept the Settlement Agreement presented by Attorney Ron Shems on behalf of Washington Electric Coop; and authorizing Chairman Mike Marcotte to sign on behalf of the Select Board. Seconded by Scott Morley.
- Town Listers Gary Petit and Lyell Reed agreed to accept the Settlement Agreement on behalf of the Board of Listers; signed by Lyell Reed.

5. Discussion with Listers Office

- The Board reviewed a letter from the Listers Office outlining some recommended actions needed to update the records of the Listers Office.
- Scott Morley stated that Ed Clodfelter from NEMRC was in the office the previous Friday to assess the situation. Ed will be preparing a letter to the Board stating his recommendations.
- Mike stated his appreciation to the Listers for preparing and presenting an action plan.
- The last Town wide reappraisal was conducted in 2002. If one was to be contracted now the anticipated completion is 2021.
- The Board will consider putting out a proposal for bids to conduct the Town reappraisal. Doug Lay will provide the Town with sample RFP's for review.
- Gary Petit stated that right now the main priority should be the basic maintenance. Maps and deeds needed to be reviewed and put in order as well as assessment cards updated. Gary stated that this is estimated to be about a years' worth of work.
- The Board agreed unanimously that they will wait to review the recommendations of Ed Clodfelter before they make any decisions.
- The Select Board was presented with a list of items requested for the Listers Office.

- Items will be considered during the upcoming budget process.
- The Listers Office requested access to the NEMRC software as up until now it has been solely granted to the Listers Assistant. Lyell Reed stated that this was inhibiting the progress of the office.
- Scott Morley stated that the Town has progressed past the concerns of the software access and he feels that it could be opened up; however, the Board would need to discuss the parameters.
- The Board will consider all requests and suggestions in the new budget. Discussion will continue at the next Board meeting.
- No decisions made by the Board at this time.

(Brad Maxwell departed the meeting at 5:25p.m.)

6. Road Erosion Inventory Draft Report Review

- Orleans County NRC Manager, Sarah Damsell, presented the Board with a draft Road Erosion Inventory report.
- Sarah stated that she had worked with the Road Commissioner over the last year to examine all of the hydraulically connected road segments to prepare the report that can be submitted for the Town to comply with the Road General Permit next year.
- Sarah reported that Coventry is unique and that 96% of all the roads meet the standard, the remainder partially meet the standard; and there are no roads that do not meet the standard. Sarah stated the maintenance and investment the Town has put in the roads is impressive.
- The Board reviewed and discussed the process of inventorying the roads and Sarah answered questions regarding sections indicated as needing assistance.
- The Board accepted the Road Inventory Report with appreciation to Sarah Damsell and Road Commissioner, David Gallup for the work completed.
- Sarah Damsell requested the Board's support to apply for a grant to fund the purchase of watershed signs to be placed at prominent crossings to raise awareness.
- The grant would pay for signs to be placed all over Orleans county with approximately two per town. The Town would cover the cost of posting the signs.
- The Board agreed to support the effort and Mike Marcotte signed a support letter on behalf of the Town.

7. Discussion with Delinquent Tax Collector

- On request, the Board granted authority for Delinquent Tax Collector Kate Fletcher to speak with the Town Attorney regarding a 2018 tax sale.
- Kate Fletcher stated that although she had not yet received the official report from the Treasurer, the unofficial amount of 2017 delinquent taxes due as at November 3, 2017 was \$102,504. After receiving some payments, the outstanding balance is now approximately \$73,400. In November \$34,640 was collected which was a combination of 2017 taxes as well as previous years.
- The Board stated their appreciation for Kates efforts in collection.

8. Health Club Reimbursement Policy

- The Board reviewed the draft policy for health club reimbursements.
- The Board asked for some changes to be made to clarify parameters of the reimbursements.
- The Board stated that all recipients must be a full-time resident of the Town.
- An amended policy will be reviewed at the next meeting for implementation in the new year.

9. Other Business

- The Board reviewed a notice for the Orleans County budget meeting on December 12,2017 at 4:00 p.m. in Newport.
- Town Administrator, Amanda Carlson, to attend the meeting on the Town’s behalf.
- The Board agreed unanimously to pre-pay Northstar Fireworks \$5000 for the Coventry Day celebration to take advantage of the 10% bonus being offered in extra fireworks.
- The Coventry Planning Commission has changed their monthly meetings to the first Wednesday of the month effective immediately.
- Recreation Director, Martha Sylvester, stated that she is hosting a Recreation Committee informational meeting on December 28th, 2017 at 5:00 p.m.
- After discussing some complaints on the condition of the community center from various groups using the facility; the Board agreed that the kitchen will now be locked at all times unless the hall is rented and the extra fee is paid to use the kitchen facilities.

10. Sign Orders

General Fund Account:

Payroll	For week ending 11/25/2017	\$2,534.12
Payroll	For week ending 11/25/2017 <i>**addition</i>	\$138.52
Payroll	For week ending 12/02/2017	\$5,177.08
Accounts Payable	12/04/2017	\$15,641.45
Accounts Payable	IRS Payable for November 2017	\$3,984.39
Signed by the Board for the Treasurer to draw checks totaling		\$27,475.56

Buildings and Maintenance Restricted Fund Savings Account:

Accounts Payable	11/19/17 – Paint for Community Center	\$427.98
Accounts Payable	12/04/2017 – Painting of Community Center	\$775.00
Signed by the Board for the Treasurer to draw checks totaling		\$1,202.98

Road & Bridge Restricted Fund Savings Account:

Accounts Payable	12/04/2017 Hi Acres Bridge	\$131,907.50
Signed by the Board for the Treasurer to draw checks totaling		\$131,907.50

11. Meeting adjourned at 7:15 p.m.

The next Select Board meeting will be held on Monday December 18th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator