

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY JUNE 17<sup>TH</sup>, 2019 AT 4:30 P.M.**

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**Board Members Present:**

Mike Marcotte/Chair; Scott Briere; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Phil Marquette / Emergency Management Director & Planning Commission Member

Sherry Bradley / Solid Waste Implementation Plan Committee Chair

Kate Fletcher / Assessing Clerk

**Guests:**

Waste USA Landfill: Joe Gay / Regional Engineer; Jeremy Labbe / Operations Manager

David Snedeker/ Executive Director NVDA

Martha Sylvester

Larry Gluckman

**Press:**

Justin Trombly / VT Digger

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**1. Chair Mike Marcotte called the meeting to order at 4:34 p.m.**

*Select Board Member David Gallup not in attendance for beginning of meeting – arrived at 6:17 p.m.*

**2. Approve the minutes of the June 3<sup>rd</sup>, 2019 meeting**

- Scott Briere made the motion to approve the minutes of the June 3<sup>rd</sup>, 2019 meeting as written.
- Seconded by Mike Marcotte; minutes approved and signed by the Board quorum.

**3. Allow for Public Comment**

- Martha Sylvester questioned the safety precautions on Main Street during the construction.

- Mike Marcotte stated that the project on Main Street was under the direction of the Coventry Fire District, not the Town and questions on the procedures should be directed to them.

#### **4. Waste USA Quarterly Update of Projects and Operations**

- Waste USA/Casella representatives in attendance; Joe Gay, Regional Engineer and Jeremy Labbe, Landfill Operations Manager.
- Joe Gay reviewed the conditions imposed in the Solid Waste Permit issued by the Agency of Natural Resources in October. These included Studies into emerging contaminants in the leachate as well as the solid waste.
- Casella is currently undergoing these studies to identify two on-site and two offsite possibilities for treatment of contaminants such as PFOA's. Options for disposal or reuse of the bi-product as also being considered.
- Technical Consulting firm, Sanborn Head & Associates, is currently evaluating the sources of waste where known contaminants exist to identify possibilities for diversion.
- Joe stated that this is not an easy task as PFAS are found in most everyday products from fabrics to sandwich wrappers.
- On June 7<sup>th</sup>, 2019 there was an annual fly over the Coventry landfill to look at the topography which will determine the available capacity left at the site. Results will be available at the beginning of July which will confirm if the estimated three years capacity is accurate.
- With the pending ACT 250 permit delaying expansion construction, the remaining capacity could affect the Town if accepted waste tonnage is decreased.
- Joe agreed to meet with the Town when the results were received.
- Jeremy Labbe reviewed the new odor control system that has been installed around the perimeter of the site. The updated technology evaporates odors as opposed to older technology that uses water to mask odors making it a more efficient system.
- Joe Gay addressed an odor complaint that was received the night previous. Once the call was received, representatives were on site and after visiting several spots where the odor was reported as detected, it was stated that the complaint could not be substantiated.
- Martha Sylvester stated she issued the complaint after passing by the entrance to the landfill and being subject to such intense odors that her eyes and nose immediately watered and she felt nauseated. She equated the smell to being similar to the Washington Electric generation facility amplified greatly.
- Jeremy Labbe stated that operations at the site were examined for malfunctions and no problems were discovered.
- Martha noted that permit compliance dictated a zero tolerance for odors in the area and this was a clear violation.

- Joe Gay stated that the company takes odor issues very seriously and works constantly to mitigate any potential problems. The complaint was investigated but no other person on site relayed the same experience that night.
- Other possible sources of odors from the area were discussed.
- Joe stated his commitment that the landfill staff will be on full alert for the next 30 days to identify any potential sources that could remotely be the cause of the described odors and will thoroughly investigate. Joe stated the landfill has a twenty-four-seven open door policy and anyone is welcome to call, question or visit at any time.

#### **5. NVDA Regional Planning Commission Update from Executive Director on Activities in the Northeast Kingdom**

- Executive Director David Snedeker reviewed some of the things the NVDA assists its member towns with, such as; Town Plan, Village Designation applications, energy planning, water quality, transportation including traffic counts, hazard mitigation grants, solar and wind power siting as well as being part of the North East Kingdom Airport regional marketing plan.
- As part of ongoing economic development efforts for the region, the NVDA has worked with companies including Casella to help connect them with potential business interest in the green houses proposed in the new expansion.
- The NVDA has brought substantial grant funding to the area that has assisted Towns with building upgrades and other opportunities for the Northeast Kingdom.
- The NVDA is currently working on identifying gaps in cellular phone coverage in the region and will work on plans to assist the Towns or region with possible solutions.
- Chair Mike Marcotte stated his thanks to the NVDA for all of their assistance including helping the Coventry Planning Commission throughout the process of completing the recently adopted Town Plan.

#### **6. Town Solid Waste Implementation Plan Committee Update**

- SWIP Committee Chair Sherry Bradley stated that the 2018 yearly reporting to the state for Solid Waste Implementation Plan compliance was almost complete.
- The Coventry Village School worked with Steve Myott again this year to create a recycled sculpture that will be brought to the open house in the Village common on June 26<sup>th</sup>.
- Sherry stated that Casella was working on an organics educational workshop for the area directed at food services businesses. This will be a joint project with the City of Newport which has a larger audience for the topic.
- The Board thanked Sherry for her work on the SWIP projects for the Town.

*6:17 p.m. Select Board member David Gallup arrived at the meeting.*

## **7. Coventry Fire District Shared Services Contract Considered for Renewal**

- The Board reviewed the proposed Shared Services contract for bookkeeping services to the Coventry Fire District. The current contract expires June 30<sup>th</sup>, 2019.
- The proposed contract was presented with no changes or updates: bookkeeping services to be provided at a five hours per month plus the cost of copies and supplies for a monthly rate of \$170 paid to the Town.
- Martha Sylvester questioned the extent of the assistance that the Select Board Bookkeeper Deb Tanguay was providing to the Fire District, noting that it seemed there was additional work being performed not under the agreed scope of services.
- Martha stated that the Town has maintained a separation with the Fire District and the current situation of 'partnering' was portraying an increase in Town involvement.
- Chair Mike Marcotte stated it was a shared services contract with the Town and not an individual and the scope of services remained limited to bookkeeping only. If the bookkeeper was assuming extra duties then that is being done on her own and not part of the Town agreement.
- Kate Fletcher stated the Fire District has not been fulfilling their statutory obligations with regards to access to public records. She expressed her concern for any liability on the Town with having this arrangement.
- David Barlow stated that the proposed contract does not address any IT issues regarding control of the hardware or software. Currently the Town is using the Fire District lap top and the physical possession of the device should be acknowledged for insurance and liability purposes. David Barlow will speak with Auditor Nathan Hawely for advice on the best way to proceed.
- Scott Briere stated that based on the concerns brought forward he was unsure whether the Town should continue in the current arrangement.
- Mike Marcotte stated that the accessibility to the office was an asset to the Fire District users and the bookkeeping has been a benefit to them.
- With concerns on the public records access compliance, the Board asked Amanda Carlson to speak with Attorney Brian Monaghan to review possible contract clauses that could state that all provisions in the law relating to public records would need to be followed.
- Scott Briere made the motion to table the proposed Shared Services Contract and continue to provide services to the Coventry Fire District under the existing contract and scope of services until a mutually agreed upon revised contract is approved. Seconded by Mike Marcotte and unanimously approved by the Board.
- David Barlow will discuss the procedures with the Auditor to understand if the Town is meeting all of its obligations in regards to proper checks and balances.

## **8. Assessor's Office Update from Assessing Clerk**

- Assessing Clerk Kate Fletcher provided the Board with a written report of activities and updates in the office.
- Kate stated that the new Assessors, New England Municipal Consultants, have been extremely effective and productive in the last few months starting to update the records.
- Highlighting some of the improvements, Kate stated; the office was getting more organized, the Assessors phone line had been installed, grievance hearings were held and decision letters going out this week, and the transition to the new AssessPro system was beginning.
- With anticipation of appeals on the reappraisals of the power generating facilities conducted by Sansoucy, Assessors Bill & Matt Krajesky from NEMC would like to meet with the Board to discuss the next steps.
- The Board unanimously agreed to grant authority to Mike Marcotte to meet with the Assessors for more information. Once the direction of the assessments is determined, the Assessors will be asked to come and speak with the full Board at a meeting.
- The Board did not voice any objections to the purchase of a budgeted desktop computer for the Town Administrator giving the existing computer to the Assessors Office as requested.

## **9. Treasurers Report of Financials for Preceding Months**

- The Board reviewed the Treasurers report of financials for April and May 2019.
- Treasurer David Barlow reviewed the information.
- No action taken by the Board.

## **10. Review Financial Policies for Re-adoption**

- The Select Board and Treasurer reviewed six financial polices to consider for re-adoption.
- The Board noted two editing changes and new copies were provided.
- Scott Briere made the motion to approve the following six policies;
  - *Cash Receipts, Petty Cash & Returned Check Policy.*
  - *Purchasing Policy.*
  - *Fraud Prevention Policy.*
  - *Credit Card Policy.*
  - *Accounting, Auditing, & Financial Reporting Policy.*
  - *Balanced Budget Policy.*
- Seconded by David Gallup and unanimously approved by the Board.
- Policies were signed by the Select Board, Treasurer and the Town Administrator.

## **11. Update on Progress of Economic Development Plan**

- Town Administrator Amanda Carlson updated the Board on the progress of Consultant Peter Fairweather's visits stating that a lot of progress has been made in gathering information from various sources.
- On June 26<sup>th</sup>, 2019 from 4 p.m. to 7 p.m. there will be an open house of the Village Church with a BBQ dinner. Post cards have been sent to property owners, and various State agencies and community partners have been invited. The event is to allow the community members to share their thoughts on how the Town can repurpose the Village Church.
- The Town was awarded a matching \$250 grant from The Preservation Trust of Vermont to conduct a building assessment of the Village Church. This process is essential to understand the structural limitations and necessary repairs needed for successful repurposing of the Church.
- The Board unanimously agreed to expend the matching \$250 to complete the necessary study.

## **12. Discussion on Personnel Practices and Policies**

*Anticipated Executive Session in Accordance with 1 V.S.A. § 313 (3)*

- The Select Board unanimously agreed in the finding that premature public knowledge of the item for discussion would be detrimental.
- Mike Marcotte made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (3) 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 6:50 p.m.
- The Board exited executive session at 7:49 p.m.
- Scott Briere made the motion to authorize Chair Mike Marcotte to work directly with the Town Administrator on any personnel matters that require attention. Seconded by David Gallup and unanimously approved by the Board.

## **13. Other Business**

- The Board discussed the current set up of the Town Offices. With the Town reappraisal approaching, there will be an increased need for the public to access the Assessor's Office currently on the second floor. The Board also acknowledged how the set up provided increased interruptions to the Town Administrator.
- Scott Briere made the motion to switch the office space of the Town Administrator and Assessors; moving the Town Administrator to the second floor office and the Assessors to the main floor. Seconded by Mike Marcotte. David Gallup opposed. Motion approved by the Board quorum.

- David Gallup stated that the NVDA Grant-In-Aid awarded in 2018 to purchase a hydroseeder was expiring on June 30<sup>th</sup>, 2019. The grant will reimburse 80% of the purchase to a maximum of \$5,200.
- David stated he has received several quotes ranging from \$7,000 to \$13,000 and is in the process of determining the best value for the Towns needs.
- The cost was previously approved by the Board when the grant was received. No objections to proceeding were voiced.
- State of Vermont Agency of Natural Resources, Department of Fish and Wildlife provided written notice informing the Board of the acquired right-of-way easement through the property of Walter and Lorraine Tarbox.
- No action taken by the Board.
- Mike Marcotte made the motion to approve a \$500 gift certificate for former Select Board Member Brad Maxwell as an appreciation for service. Seconded by Scott Briere and unanimously approved by the Board.

#### 14. Sign Orders

### ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18476

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P1950	PAYROLL - PE 06/10/19	6/10/2019	\$3,091.68
ACH	F06-10	ACCOUNTS PAYABLE - IRS PE 06/10	6/10/2019	\$972.27
ACH	S06-10	ACCOUNTS PAYABLE - VT PE 06/10	6/10/2019	\$108.94
ACH	P1951	PAYROLL - PE 06/17/19	6/17/2019	\$3,224.79
ACH	F06-10	ACCOUNTS PAYABLE - IRS PE 06/17	6/17/2019	\$1,018.17
ACH	S06-17	ACCOUNTS PAYABLE - VT PE 06/17	6/17/2019	\$114.67
18477-18501	19-40	ACCOUNTS PAYABLE - GEN	6/17/2019	\$23,497.03
ACH	CC-06	ACCOUNTS PAYABLE - CC	6/17/2019	\$80.69
ACH	CC-061	ACCOUNTS PAYABLE - CC	6/3/2019	\$708.00
		<b>TOTAL ORDERS</b>		<b><u>\$32,816.24</u></b>

15. Meeting adjourned at 8:14 p.m.

The next Select Board meeting will be held on Monday July 1<sup>st</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