

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday February 19th, 2018 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Deb Tanguay/Town Clerk

David Gallup/Road Commissioner

Adam Messier/ Treasurer

Martha Sylvester/Recreation Committee Director

Skip Gosselin/Planning Commission

Jeanne Desrochers/Cemetery Association Director

David Barlow/Lister

Kate Fletcher/Delinquent Tax Collector

Phil Marquette/Planning Commission

John Miller/Justice of the Peace

Frank Carbonneau/School Board Chairman

Amanda Jenson/School Board Director

Guests:

Victor and Will Veve / Green Lantern Solar

Sheila Morley; Real Desrochers; Rene Desrochers; Scott Briere

Press:

Elizabeth Trail/Chronicle; Chris Roy/Newport Daily Express

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

2. Approve the minutes of the February 5th, 2018 meeting

- Scott Morley made the motion to approve the minutes of the February 15th, 2018 meeting. Seconded by Mike Marcotte.
- The Board quorum signed and approved the minutes of the February 5th, 2018 meeting as written.

3. Allow for public comment

- On behalf of the Town Officials, Kate Fletcher stated her thanks and appreciation to Scott Morley on his last official meeting of the Select Board.

4. Green Lantern Solar Presentation

- Victor Veve from Green Lantern Solar presented the Town with an opportunity to host a solar project.
- The Project would be located behind the Route 14 garage on land formerly used as a gravel pit.
- The solar project would be wholly owned and maintained by Green Lantern Solar, the Town would receive \$5,000 to \$8,000 rent for the land use as well as energy credits towards consumption at the municipal buildings. Other entities such as the School could negotiate a similar energy credit.
- Will Veve stated that all legal fees and contracts would be paid for and there were no out-of-pocket costs for the town.
- Mike Marcotte stated his concern over the net metering project and if the increasing generation in the North East Kingdom would burden the tax payers individually.
- Will stated that the projects in the area were not slowing down.
- Residents and the Board asked questions about the construction and land use.
- The Board agreed to research further and consider the project for the Town; however, were not ready to make a decision at this time.
- Green Lantern will review the Towns current electric bills to provide an estimate of potential savings.

5. Coventry School Board Re: Community Sign

- School Board Director Amanda Jensen, and School Treasurer Deb Tanguay presented the Board with a proposal for a community sign located at the Coventry Village School.
- This electric sign would be used to display notices of events for the School and the Town.
- The estimated total cost for materials and installation is \$29,000. The School agreed that it will be putting the construction work out to bid.
- Donations have been received from Waste USA and the Town Foundation.
- The School is asking for Town support in the amount of \$8,000.
- The Town would have equal access to the sign and the ability to display notices, meetings and emergencies.
- Mike Marcotte stated that he would like to see written confirmation of permitting from the Vermont Department of Transportation.
- Mike would also like to see the written protocol of who has authority to post messages to ensure the Town has access during School breaks and vacations.

- Scott Morley stated that he felt this was an excellent community project and felt the Town should support.
- Mike Marcotte made the motion for the Town to provide the Coventry Village School with \$8,000 for the construction of a new community electric notice board. Seconded by Scott Morley.

6. Town Clerk – Records Preservation Project

- Town Clerk Deb Tanguay stated the need for some archival preservation projects to be addressed with the permanent records.
- There are many records in need of repair and protection that should have been addressed in previous years. She recommended the project be completed and then a yearly budget set for maintaining the permanent records of the Town.
- Kofile Restoration provided a quote to include maintenance, restoration and preservation to Grand Lists, Town Reports, and a selection of older land record books.
- The Board agreed that the records needed to be maintained and discussed the unbudgeted expense.
- Scott Morley stated that he would like to see a written plan for the coming years so there is an anticipation of what projects should be addressed.
- Scott Morley made the motion to approve the records preservation project as presented with a cost not to exceed \$30,000. Seconded by Mike Marcotte.

Mike Marcotte made the motion to move agenda item #15 Liquor License Application Review so they could be signed with the Town Clerk present. Seconded by Scott Morley.

15. Liquor License Application Review

- Town Clerk Deb Tanguay presented the Board with three liquor license applications from; *Little John's Grocery; Martha's Diner and Royer's Minimart.*
- Scott Morley made the motion to approve all three licenses as presented. Seconded by Mike Marcotte.
- The Board quorum and the Town Clerk, signed and approved the liquor licenses as presented.

7. Discussion on Town Plan

- Director of the Regional Planning Commission; the Northeastern Vermont Development Association (NVDA); provided an overview of recommendations for changes to the draft Town Plan and an offer for assistance in completing.
- Planning Commission members Skip Gosselin and Phil Marquette stated that they were happy to accept the help if offered.
- Scott Morley stated that the Planning Commission will also receive assistance from the Town Administrator Amanda Carlson.

- The NVDA anticipates that a new draft can be presented to the Board by mid to late March.
- Mike Marcotte made the motion to accept the proposal by the Northeastern Vermont Development Association for assistance on the Town Plan at a cost not to exceed \$2,500. Seconded by Scott Morley.

8. Animal Control Officers Report

- The Board reviewed the written report from Animal Control Officer Renee Falconer.
- The Board was happy with the report and the assurance that the long-term issues are being addressed.

9. Listers Office Update

- Lister David Barlow stated that the Listers Office had conducted 4 site visits so far and had more scheduled through the coming months.
- David stated that he and Lister Anita Gariepy had attended a training on the assessment software the week previously.
- The Town wide Reappraisal Request for Proposals had been sent out and some feedback received has resulted in some conversations regarding some potential changes. Vermont PVR District Advisor Doug Lay suggested the separation of energy generating facilities to ensure qualified firms are providing those specialized assessments.
- Mike Marcotte cautioned against the criteria for this separation so there can be no accusations of discrimination.
- The Board agreed to retract the current Request for Proposals for Reappraisal.
- The Board would like to review the draft of the amended proposal to discuss before reissued.
- Scott Morley made the motion to provide all Listers with access to the computer software. Seconded by Mike Marcotte.

10. General Reporting of Town Officers

- Town Administrator Amanda Carlson provided the Board with a schedule of Select Board meetings for the coming year.
- The Board reviewed a list of Town Officials and Committees who would be invited to upcoming meetings to share information with the Select Board.
- Scott Morley stated that there are many offices and appointed Officials who have never come to meetings to share information with the Town and he would like to start seeing cooperation between the offices.
- Mike Marcotte agrees this would be good for the Town but wanted it made clear to Elected and outside entities that the Board will be requesting their presence for a conversation and informational tool and that the Board was not making unauthorized demands.

- The Board granted Amanda Carlson authority to contact previously appointed officials to inquire if they are willing to accept re-appointment at the Board Reorganizational meeting in March.

11. Road Department Equipment

- David Gallup will be putting together bid specifications to request proposals for a trade in for a new tractor for the Road department. The new tractor will be slightly larger than the current one.
- The Board will review specifications when ready.
- Amanda Carlson announced that the Town was officially awarded the Better Road Grant to replace the Glen Road Culvert. The maximum grant award of \$60,000 was given. The project is anticipated to be completed in 2018.

12. Spring Flood Prevention Efforts

- Mike Marcotte stated that the Town had arranged for excavators to be on standby and the Town would have on site if the anticipated weather later in the week caused any flooding issues.
- After questions from residents, David Gallup stated that due to the current ice conditions, there was nothing that could be done at the moment for prevention. The Road Department would keep a watch and call in the State officials should there be any potential hazards.
- The Board assured concerned residents that the State will be assisting in the summer with mitigation efforts.
- A telephone conference with Emergency Management Division was scheduled for the following day. Town Administrator Amanda Carlson will be on the call and report any news to the Select board.
- The situation will continue to be monitored and every effort made by the Town to prevent any flooding damage.

13. Route 5 Park & Ride

- Based on a meeting held in Montpelier, Mike Marcotte reported that the Route 5 Park & Ride and Lady Bird Park, were purchased with federal dollars therefore the Town might not be able to assume full ownership of the property.
- The rules are being investigated and the Town might be able to take over control and maintenance of the park without ownership. Mike will provide an update when the decision is confirmed.

14. Review Bids for Community Center Cleaning

- The Board reviewed the four proposals received for the cleaning of the community center,
- The Board discussed moving to a twice a week cleaning for the winter months as the building was being used considerably more often.

- The Board asked Amanda Carlson to clarify information on timing of a second cleaning as well as check references.
- No decision made at this time.

15. Liquor License Application Review

- Item addressed earlier in the meeting.

16. Vermont Council on Rural Development Support

- Scott Morley made the motion to support the Vermont Council on Rural Development for \$150.00. Seconded by Mike Marcotte.

17. Treasurers Report of Financials for Preceding Month

- The Board reviewed the financial report provided by the Town Treasurer.
- The Board asked Amanda Carlson to follow up on the request from the Vermont Department of Financial Regulation for the additional recommendations for an Investment Advisor.

18. Other Business

- The Vermont Department of Transportation annual meeting is scheduled for Monday March 19th, 2018 at 8:00 a.m.
- Delinquent Tax Collector Kate Fletcher provided the Board with a report on activity and collections. Over \$100,000 in delinquent taxes has been collected since the 2017 property tax due date in November.
- The Board noted that the report showed a lot of scheduled payment plans in effect and thanked Kate for her efforts.

19. Sign Orders

General Fund Account:

Payroll	For week ending 2/10/18	\$3,513.92
Payroll	For week ending 2/17/18	\$2,983.02
AP	02/17/18	\$12,894.69
Signed by the Board for the Treasurer to draw checks totaling		\$19,391.63

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

The next Select Board meeting will be held on Tuesday March 6th, 2018 after Town Meeting.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator