

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday November 14th, 2016 at 5:00 p.m.

Board Members Present:

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Select Board Clerk

Guests:

Jeff Graham; Sherry Bradley; Deb Tanguay; Leo Piette; Jeanne Desrochers; Scott Briere; Israel Sanville;
Don Whipple; Melissa Gallup

Press:

Elizabeth Trail / Barton Chronicle; Chris Roy / Newport Daily Express;

- 1. Meeting called to order at 5:00 p.m. by Michael Marcotte.**
- 2. Approve the minutes of the November 7th, 2016 meeting.**
 - Bradley Maxwell made the motion to approve the minutes as written. Seconded by Scott Morley. The Board signed and approved the minutes as written.
- 3. Allow for public comment.**
 - No public comment.
- 4. Gym floor tile update.**
 - Scott Morley presented the Board with the report of the tile testing from Catamount Environmental Inc. The report showed that the gym floor tiles did test positive for asbestos.
 - Catamount Environmental gave an estimate of \$6,800.00 to remove the 1,100 square feet of asbestos containing floor tile.
 - The Board agreed unanimously to grant Scott Morley the authority to meet with selected flooring sales consultants to discuss the costs of replacement as well as the advantages and disadvantages of

removal of the old flooring versus laying new flooring over top of the current floor as not to disturb hazardous materials.

- Scott Morley to report back to the Board when more information is obtained.

5. Select Board request to see Town Treasurer's delinquent tax warrant to Delinquent Tax Collector for tax year 2016

- Warrant from the Town Treasurer to the Delinquent Tax Collector was provided to the Board.
- The attached note stated that the Delinquent Tax Collector would be issuing a warrant to receive the payment of the 8% penalty as payment for services.
- The Board stated that since the Delinquent Tax Collector and Town Treasurer were the same person, using the Town computer system, supplies, postage and time in the office, that this has always been covered under one salary and not paid the commission.
- The Town Treasurer / Delinquent Tax Collector was not present at the meeting for discussion.
- The Board will need to consider and research what the Delinquent Tax Collection is statutorily obligated to receive before proceeding.
- No action taken by the Board at this time.

6. Review income report from Town Treasurer from 11/7 through 11/11, 2016 complete with copies of corresponding bank deposit slips.

- The Board reviewed the report provided by the Town Treasurer. Reports showed income received 11/08/16 through 11/14/16: Cash \$26.00; Checks \$3,591.92 for total income received as \$3,617.92.
- The Community National Bank online statement was provided and detailed check deposits but did not detail cash deposits. The Board has requested copies of the deposits slips that are written to the bank and the Treasurer has agreed that starting next week this will be included with the income reports.
- The Board agreed unanimously that going forward bills should be paid weekly and not monthly.

7. Review reports from Louise Evans from Hunts Financial Services.

- Mike Marcotte suggested the Town consider forming an investment committee who can meet with investors, discuss options and make recommendations to the Board.
- Scott Morley feels that adding an additional layer will make things more complicated and that the Board should be looking directly to professionals for investment options. Scott suggested the Board issue requests for proposals to investment advisors requesting very simple and concise explanations and recommendations to the Board. He feels the reports provided by Hunt's Financial are too complicated and do not summarize the key information the Board requested. Scott stated that RFP's for services can keep investors competitive and ensure the Board is making the best decisions to benefit the Town.
- Brad Maxwell voiced his support for Scott's statements that issuing request for proposals would be a better decision moving forward then forming a town committee. The Board needs to feel comfortable with the investors they choose in how they conduct their business.

- Resident Don Whipple stated that before a request for proposal can be issued the Board needs to adopt an investment policy and an assessment of risk tolerance. The risk tolerance a municipality can make needs to be examined and researched.
- Scott Morley responded that the policy can be created easily enough and the companies responding to the RFP will include risk tolerance in their proposal to be considered.
- Scott Morley stated that Hunt's Financial still has not provided a complete exit strategy for investments as requested. He feels like the decision made at the meeting last week to remove funds from annuity investments was an emotional based reaction and the Board should have been provided with a more concise overview and allowed time to think before reacting.
- The Board agreed unanimously that they require administrative assistance going forward to formulate policies and procedures for these issues. The Board agreed this will be addressed in agenda item #12.
- After deciding on administrative help, the Board will work to create a request for proposals for investment advisors and review at a future meeting.

8. Discussion/action of completing an RFP for Coventry financial investments.

- Item was discussed in agenda item #7. No further discussion or action by the Board.

9. Discussion related to beginning the next budget.

- The Board agreed unanimously that administrative support was required for this task.
- The Board agreed unanimously to address this in agenda item #12.

10. Graham update.

- Jeff Graham reported that approximately 60% of the letters sent to residents asking them to confirm tax payments made, had been returned to his office. Some were described as not being helpful and the auditing firm Graham & Graham will be following up where necessary for more detail. Jeff requested the Board's assistance with follow up when required.
- Jeff Graham reported that he worked in the Coventry office with NEMRC Software Employee Amber Baker the preceding Thursday. Ambers assistance diminished Jeff's list of items required to complete the audit from 21 items down to only 2.
- With this help Jeff reported that the forensic audit should be ready within the next week and the full audit report will be ready the following week.
- Jeff stated that many of the mortgage company payments made for property taxes have been verified. Current year payments allowed him to verify previous years and fill in the missing blanks. The list is not yet 100% complete but is closer.
- Jeff Graham stated that he is now preparing to finalize the forensic report and the audit report stating materiality is complete. Even without all the information, with 90-95% materiality he can provide a professional opinion that is accurate but not complete.
- Mike Marcotte stated that there is fear among residents that if cash payments for taxes were reported but the auditor cannot verify as received then the resident would be expected to pay again.

- Jeff responded that if the tax book and/or receipts were stamped “paid” by the Town then it needs to be assumed the Town received the money by the property owner even if a deposit cannot be verified.
- Jeff stated that the 2012 Grand List is still missing from the computer files. He will be following up with Amber Baker and NEMRC software support to locate and re-populate on the computer.

11. NEMRC update.

- The Board agreed unanimously to allow Scott Morley to follow up with Ernie Saunders and Amber Baker for the status on the newly installed computer, software integration and status of Amber’s work in the system.
- No further action taken by the Board at this time.

12. Select Board bookkeeper update.

- The Board agreed unanimously that the position required should be amended as administrative support to the Select Board. The Board not only requires assistance in bookkeeping but in many administrative capacities as time consuming issues arise. Many tasks are statutorily the responsibility of the Board and not the Clerk and they agreed they want to ensure they are allowing the Clerk and Treasurer enough time to complete their obligations and support the success of the office.
- The Board granted Scott Morley unanimous authority to continue discussions with Attorney Paul Gillies to clarify the duties and obligations that are the responsibility of the Board versus the responsibility of the Clerk and Treasurer. The Board can then make clear definitions of the role of their administrative support person.
- The Board agreed unanimously that the roles of all Town Officers and Offices will be established going forward no matter who should hold each title.
- Brad Maxwell made the motion to expand the role of the current Select Board Clerk Amanda Carlson to include administrative duties as assigned and bookkeeping obligations to be clarified. Motion Seconded by Scott Morley. The Board agreed unanimously to expand the employment role of Amanda Carlson.

13. Discussion of signing authority on checking and investment accounts.

- No discussion by the Board at this time. Item tabled until further information is obtained from Attorney Paul Gillies.

14. Other business.

- Mike Marcotte reported that the Facility Use Coordinator, Richard Lussier, will be meeting with the Town Clerk Cynthia Diaz to clarify current booking of the Community Center so a formal schedule can be added to the web site.
- Richard intends to attend the next meeting to discuss further.

- Amanda Carlson presented to the Board the ACT 250 paperless delegation of authority form. The form grants authority for the ACT 250 Board to email information to the designated person. Amanda Carlson spoke with the ACT 250 Board and confirmed that the Select Board can grant authority to any person and does not have to be the Town Clerk.
- The Board agreed unanimously to request all ACT 250 email correspondence be sent to Amanda Carlson on behalf of the Board. Mike Marcotte signed the confirmation on behalf of the Board.
- Amada Carlson confirmed with the Board that the Green-Up Day coordinators for the Town of Coventry are Stephanie Curry and Jennifer Mason. The Board granted Amanda authority to report the names and contact information to the Green-Up Vermont Office at their request.
- The Board agreed unanimously to allow Scott Morley to call Louise Evans from Hunt’s Financial Services to answer questions regarding investments.

15. Sign orders.

Accounts Payable –ACH Transfer Federal Tax Payment	10/01/16 through 10/31/16	\$ 3,390.02
Accounts Payable – Education Payment	11/09/16	\$ 1,493,630.62
Accounts Payable – Poll Workers	11/08/16	\$ 1,100.80
Accounts Payable	11/08/16	\$ 45,837.61
Payroll	11/07/16 through 11/11/16	\$ 1,387.69
Signed by the Board for the Treasurer to draw checks totaling		\$ 1,545,346.74

16. Adjourn.

Meeting adjourned at 8:04 p.m.

Next Meeting Date: Monday November 21st, 2016 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Select Board Clerk