

# MINUTES

## SELECT BOARD MEETING

### TOWN OF COVENTRY

Monday September 12<sup>th</sup>, 2016 at 5:00 p.m.

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#### Board Members Present:

Michael Marcotte / Chairman; Scott Morley; Bradley Maxwell

#### Town Officials Present:

Cynthia Diaz/ Town Clerk/Treasurer; David Gallup/ Road Commissioner;  
Amanda Carlson/Select Board Clerk

#### Guests:

David Barlow, Isreal Sanville

*Python Wrestling Representatives:* Richard Roberts, Jessica Mott, Owen Ballanger, Allan Guillette

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#### 1 Meeting called to order at 5:00 p.m. by Michael Marcotte

#### 2 Approve Minutes of August 15, 26 & 29 2016

*Adjustment to agenda: Minutes of September 2<sup>nd</sup> meeting was also reviewed for approval.*

- Michael Marcotte noted an adjustment to be made to the August 26<sup>th</sup> minutes. Cost estimate from John Rogers for wall repair should read \$800-\$1000 (*not \$800-\$100*).
- Bradley Maxwell made the motion to approve minutes with noted correction; seconded by Scott Morley. Minutes of August 15, 26, 29 and September 2, 2016 approved.

#### 3 Public Comments/Issues (if any)

- No public comment.

#### 4 Python Wrestling Rep – Gym use

- Representatives from the Python Wrestling Group were not yet present. The Board agreed unanimously to continue through the agenda and allow the group to speak when they arrived.

**5 Continued Select Board request to receive the delinquent tax report with detail and up to date accuracy.**

- Cynthia Diaz provided the Board with an excel based spreadsheet reporting delinquent taxes. The Board questioned why it was not a NEMRC software based report and reminded her of the August 31 deadline to have this year's amounts in the system as previously agreed upon. Cynthia explained that she came across issues with the automatic interest calculations while trying to enter payments from previous months. She has reached out to Ernie Saunders from NEMRC to find out how to manually calculate and enter the interest for delinquent taxes. Scott will call Ernie to request he come in to the office to help bring the delinquent tax figures up to date.
- Cynthia was questioned on the current year taxes. She replied that this was all put off to the side while she was working on delinquent taxes as it was her understanding this was the priority.
- In reviewing the Excel file the Board questioned some of the long standing past due accounts. Cynthia explained some from 2012 were trailers and would go to small claims court and not tax sale. They expressed concern that there were still many people not making regular payments. Cynthia explained that she has verbal agreements with some tax payers but nothing in writing. The Board agreed that written contracts would hold the tax payers more accountable.
- The Board stated their concern to Cynthia that the Tax Module was not up to date, that payments need to be in the NEMRC system and that they require comprehensive reports going forward so they have an accurate picture of the status of taxes.
- No decision on tax sale or delinquent tax payers was made at this time. The Board will review the procedures in the future after NEMRC has assisted in catching up the software and reports are available.

**6 Website**

- The Board questioned Cynthia on the status of the website. She responded that she has let the project drop under the assumption that it would be taken away from her. Bradley Maxwell made a motion to have Amanda Carlson develop a website. Motion seconded by Scott Morley.
- Cynthia indicated to Amanda that there is no current web developer site being used. Amanda explained she is in the ongoing process of development for the Town of Lowell website and does this through the GoDaddy.com web-builder. This service is approximately \$15 per month and allows users unlimited changes. The Board agreed unanimously to approve the expense of the site pre-paying for 1 year of domain hosting service. Amanda agreed to have an initial website active by the end of October. Amanda will contact Cynthia Diaz for initial content required.

**7 Weekly meeting**

- Scott Morley explained that with the time required to deal with the auditor's questions and requests and the new and ongoing projects on the radar that two meetings a month would not be sufficient. He made the motion to schedule weekly meetings for the next while so the Board

would have more time to focus on these pending issues. The Board agreed unanimously to schedule weekly meetings for the short term future. No end date was set.

#### **Agenda Item #4**

*\*\*The Board redirected attention back to agenda item #4 to accommodate the Python Wrestling Group.*

- The group would like use of the facility Tuesday and Thursdays 6-7:30 p.m. and Fridays 4:30-6 p.m. (This is a change from last year when the group met Mondays instead of Tuesday.) The Python Wrestling Group has some new mats on order, however, old ones will be removed so they will be requiring the same amount of storage space. The Board questioned the insurance coverage. Richard Roberts explained that all participants are covered through the local wrestling association when they register. Parents are also required to sign a hold harmless agreement. Copies of the waiver can include the Town of Coventry facility and can be provided to the Town Clerk on request.
- Bradley Maxwell made the motion to approve the facility use based conditionally on the group providing proof of insurance on all participants after registered. Scott Morley seconded the motion.

#### **8 Community Center**

##### **Stone Wall – estimate**

- The Board agreed unanimously that John Rogers will be hired to complete the work for the quoted amount of \$800-\$1000 as reflected in the August 26<sup>th</sup> minutes.

##### **Meeting room and furniture**

- The large desk has been removed. The literature holder will need to be removed. Scott Morley to inquire about having an oak one built that can hang on the wall in the hallway to save space. The cupboards at the back of the room contain public information files for the Clerk's Office and will not be touched. The Board agreed to wait and assess the other furniture needs and set up in the coming months as the room is used more.

##### **Community center rental use & keys**

- Scott Morley was presented with an alarm fob for himself and the cleaner.
- The Board asked Cynthia to explain the rules for use of the facility and regulations. She replied that it is rented to residents for \$15/hr to a maximum of \$60. She requests a deposit for cleaning and damages from some people but not all and is up to her discretion. Scott Morley stated that he feels that there should be a policy in place for facility use and that all residents should be held to the same standard requiring a deposit. He suggested to the Board that the responsibility of facility rental use should be passed to someone else as currently the rules are too loose. The Board agreed unanimously to have Cynthia relinquish control over the rental use.

- Michael Marcotte will contact a potential candidate for the position. Amanda Carlson to research sample facility use policies and provide some examples to the Board at the next meeting for review.

#### **Gym floor**

- The Board agreed this is not an urgent matter but should be considered for the next budget year. Scott Morley to obtain quotes to be considered for the upcoming January budget meetings.

#### **Gym painting**

- Bobbie Jo Cleaning Service had provided a quote for \$1800 to paint the interior. The Board agreed unanimously that this was an acceptable price. Scott Morley to contact the company to verify if the quote is still valid and confirm that they can proceed with the project throughout the winter at their convenience.

#### **Upstairs/books etc**

- It was determined that the books upstairs have no current value. The School will be contacted to see if they would like to have them, or if it can be arranged to bring the children over to the office to pick out books to take home. The books will need to be brought downstairs so no one is climbing up the fire exit stairway.
- If the school is not interested the Board will reach out to local fundraising groups to try to donate.

### **9 Town procedures discussion**

- The Board explained that there are no internal policies or procedures manuals at the office. Amanda Carlson stated that there are many VLCT sample policies that can be adapted to the Town. She will find applicable policies and provide the Board with examples to be edited. The Board will look at these human resources policies in the future, however their main concern at the moment is policies with financial handling. This discussion coincided and continued into the next agenda item.

### **10 Amanda Carlson second reviewer/deposit town revenue**

- Scott Morley has had progress report conversations with Graham & Graham, auditors. The ongoing concern is that there is only one person reviewing deposits and financials in the office. They explained to him that best practices with governmental accounting is to have a second person verify and sign reviews of all transactions. They expressed a huge concern with a one-person system. Scott's recommendation to the Board was to have Amanda Carlson come into the office weekly to review the deposit and reposts, verify and sign off that everything was in order. He also suggested that locked deposit bags be obtained and that a Select Board member take all deposits after Board meetings directly to the bank.

- Cynthia Diaz stated she was not comfortable with this practice. She feels if she is responsible for the money and deposit then she is uncomfortable with someone else leaving the building with it. She felt it was her statutory duty to do the deposits.
- In regards to the second reviewer, Scott explained that he is not removing any duties from her, only that he was adding a second person to review as a backup checks and balances confirmation. Cynthia provided the Board with an excerpt from the VLCT Handbook for officers explaining her duties as Treasurer and said she was uncomfortable with relinquishing control over the books.
- As the Board understood it, the State auditors require a second reviewer on accounts. They asked Amanda Carlson to contact VLCT and research what the obligations are. Once the legalities are formalized they asked she begin a policy that directly deals with the review of accounts before other policies are addressed.
- When Cynthia was questioned on her aversion to a second reviewer she declined to comment and stated that she has a call into a lawyer, Charlie Merriman, to determine her statutory obligations on relinquishing information.
- No decision made by the board at this time. The issue will be readdressed when more information is obtained.

#### **11 Electronic check machine discontinued**

- Scott Morley explained that in discussing with the auditors they stated this machine was not within best practices and should be discontinued. It facilitates a one-person system and does not allow for the checks and balances of a second reviewer. It also proves to be causing trouble with delayed deposits and incorrect procedures. Cynthia Diaz argued that the machine was providing a required service and did not want to discontinue use. She felt it was warranted and followed proper procedure.
- No decision was made at this time. The issue will be address after further conversation with the auditors.

#### **12 Graham audit update**

- Graham & Graham, auditors, have had ongoing conversations with Scott Morley as they proceed with the 2014/15 and 2015/16 audit of accounts. Scott reported on their behalf that, as previously stated, they are expressing concern over the absence of a second reviewer of accounts and that they are finding delays in reporting and gaps in information. They stated that the Board should be aware and current on all transactions through the office and comprehensive reports on all financials should be provided on request. The Board expressed that they are not receiving a full and complete accurate picture of accounts when requested and the software is not current to facilitate that.
- Scott requested payment info from Mortgage companies made in the 14/15 and 15/16 fiscal years to provide to the auditors. Cynthia stated she would look for them at the end of the meeting and provide if she could locate.

- Scott Morley made the motion to dedicate the next Board meeting on September 19<sup>th</sup>, 2016 solely to the auditing company Graham & Graham. They will provide an in person progress report. There are many specific items to be discussed and he felt it should have the Boards undivided attention. Ernie Saunders from NEMRC will also be invited to attend to provide software support and advice. Bradley Maxwell seconded the motion. Mike Marcotte instructed Amanda Carlson to only place the Graham & Graham audit visit on next week's agenda unless an emergency issue should arise. All other Board items will wait until the following meeting on September 26<sup>th</sup>.

### **13 Heating Oil Procedure**

- The Town and garage have been on auto supply with Oil Supply Co. No pre-buy was established. David Gallup agreed this arrangement was working for the garage. The Board agreed unanimously to continue the arrangement as is.

### **14 Fireworks – Parents Club**

- Coventry Day was rained out, however, fireworks were paid for by the Town. The Board agreed unanimously to request the money be refunded to the Town and not rolled into another event.

### **15 Hi Acres – Bridge discussion**

- Lawyers office May & Davies requires land record information and maps for the parcels concerned in the bridge renovation. David Gallup stated he had provided these in the past but he will provide everything again so the project can proceed. This issue to be discussed in the future when Bill Davies updates the Board.

### **16 Needle Pick up procedure and policy**

- Donald Pedro Grondon was not available for update on this issue. Item will be readdressed at a future meeting when information is available.

### **17 McDermitts Building**

- The building is for sale and the Town and the Road department were questioned if they are interested in purchasing. The Board agreed unanimously that it was not in the best interest of the Town at this time to consider purchasing.

### **18 Fire Proof Cabinet**

- The map cabinet in the Board room has been cleaned out and items moved into the vault for protection. Documents remain on the top of the cabinet that need to be available to the public but do not need to be in the vault. Cynthia Diaz was under the impression the Board wanted the furniture removed and a possible fire cabinet installed. She discovered this is a very expensive item and not necessary. The Board clarified that the cabinet could stay and be used for the remaining information.

**19 Mail**

- The Listers provided the Board with a list of errors and omissions for the 2016 Grand List. Adjustments were made to the following property owners parcels: *Robert & Patti Farrell; Lyman Gilman; Richard Messier; Joseph & Cathy Rossi; Washington Electric Co.* A copy of the report attached and is available for public reference in the grand list.
- ACT 250 Notice of paperless process commencing in October, as well as the delegation of authority form received by the Board. The Board will review and discuss at a future meeting.

**20 August Invoices**

Payroll	Week Ending 08/22/16	\$ 1,517.74
Payroll	Week Ending 08/29/16	\$ 1,517.74
Payroll	Week Ending 09/06/16	\$ 1,796.06
Payroll	Week Ending 09/12/16	\$ 2,538.99
Accounts Payable	08/31/16	\$ 3,294.00
Accounts Payable	09/13/16	\$ 48,723.45
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 59,387.98</b>

**21 Adjourn**

Meeting adjourned at 7:25 p.m.

**Next Meeting Date:** Monday September 19, 2016 at 5:00 p.m.

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**Michael Marcotte / Chairman**

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**Bradley Maxwell**

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**Scott Morley**

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**Amanda Carlson / Select Board Clerk**