

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
TUESDAY SEPTEMBER 16th, 2019 AT 4:30 P.M.

Board Members Present:

Mike Marcotte / Chair; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Phil Marquette / Planning Commission & 911 Coordinator

Joshua Griffes / Planning Commission

Deb Tanguay / Town Clerk

Guests:

Jill Muhr & Larry Smith / Vermont Leagues of Cities & Towns (VLCT)

Melissa Gallup / Coventry Fire District Prudential Committee Member

Martha Sylvester

Press:

Justin Trombly/ VTDigger

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- 1. Chair Mike Marcotte called the meeting to order at 4:30pm.**
 - 2. Approve the minutes of the September 3rd, 2019 meeting**
 - Scott Briere Made the motion to approve the minutes of the September 3rd, 2019 meeting as written. Seconded by David Gallup and unanimously approved and signed by the Board.
 - 3. Allow for Public Comment**
 - No public comment noted.

4. Vermont Leagues of Cities & Towns – Jill Muhr to Review Services offered to the Town and Employees

- Jill Muhr, Senior Human Resources Consultant for VLCT explained her role in assisting towns with employment related issues. This includes working with VLCT members on creating job descriptions, reviewing personnel policies, State and Federal labor laws and questions relating to employee practices and regulations.
- Member Relations Director Larry Smith reviewed the ELP program which gives member Towns access to free legal advice concerning employment issues should there be a conflict or concern. The program was set up to assist towns in avoiding unnecessary labor claims.
- Larry reviewed some other programs offered to Towns including safety training, grants for safety equipment and the Employee Assistance Program which is available to all Town employees for support in any area of their personal lives.
- The Board thanked Jill Muhr and Larry Smith for attending the meeting and reviewing all of the programs available to the Town.

5. Planning Commission Proposal for Feasibility Study on Potential for Green Energy Projects

- Planning Commission member Phil Marquette stated that he had solicited a quote for a feasibility study for solar energy projects.
- The independent consultant, Dori Wolfe, quoted \$1,250 to complete a study of the Town and School's energy usage and offer options on various scales of projects.
- Chair Mike Marcotte stated his concern that the Public Utilities Commission was not currently accepting new projects onto the grid so any results from the study could not be implemented.
- On unanimous request from the Board, Phil Marquette will contact the PUC to inquire about the acceptance of new projects on the grid.
- The Board will discuss at the next meeting and based on the response will consider the feasibility study proposal at that time.

6. Animal Control Officer Report from Renee Falconer

- Renee Falconer stated there had been little need for animal control enforcement in the last few months beyond a few controllable incidents.
- Renee stated she is working with the Town Clerk on identifying and contacting owners of unlicensed dogs in Town.
- After discussion on how to proceed when owners refused to license the animals; the Board unanimously agreed to adhere to the Animal Control Ordinance and issue municipal court fines after a warning had been given.

- Mike Marcotte stated that law enforcement should be present when tickets are issued in person to ensure the safety of the Animal Control Office.

7. Town Clerk Report from Town Clerk Deb Tanguay

- Town Clerk Deb Tanguay provided the Board with a review of her office including dog licenses, land records, marriage licenses, vital record changes, upcoming elections and the trainings recently attended.
- Deb stated her appreciation to the Board for approving the expense for the week long Clerk's training in New Hampshire in July. Deb stated that this worked towards her Clerk Certification which should be completed next year.
- Deb also stated her appreciation to her BCA and other elected officials working with her office.

8. Select Board Bookkeeper Report from Bookkeeper Deb Tanguay

- Bookkeeper Deb Tanguay stated that there were no updates or any changes to report in the position.
- Treasurer David Barlow stated all work was being completed as required and there were no changes to recommend.

9. Review Shared Services Agreement with Coventry Fire District and Discuss Internal Processes.

- Chair Mike Marcotte stated that he wanted to review the process of the Fire District bookkeeping service being provided under the shared services contract to ensure that the same internal controls are being adhered to and the Town adopted financial policies were being followed for delegation of duties.
- Prudential Committee member Melissa Gallup stated that the Fire District was working with their auditor to understand the required systems. Melissa recommended the Fire District continue the conversation with the Select Board once the audit was complete and processes better understood.
- The Board asked Town Administrator Amanda Carlson to follow up with the Town Auditor and insurance provider, Vermont Leagues of Cities and Towns, to find out if there were any concerns or recommendations on the current process.
- Kate Fletcher stated she had serious concerns for the potential liability of the Town being involved in the Fire District's business. Kate stated the entity was neglecting statutory requirements regarding transparency and access to information as well as financial problems.
- Kate Fletcher submitted to the Board the Coventry Fire Districts financial report provided to the voters which shows the entity running in a deficit which is in violation of municipal law.

- Martha Sylvester stated that there are conflicts of interest in the voted officers of the Fire District as well as offices that the voters had not had the opportunity to vote on.
 - Mike Marcotte stated that it was clear there were election violations in the Fire Districts officers; however, agreed the Town should continue bookkeeping services until more information is received on proper process from the auditors. He also noted that the Fire District has an annual meeting scheduled for the beginning of October which is an opportunity to address election concerns.
 - The Board unanimously agreed to continue services and resume the discussion at the next meeting.
- 10. Treasurer Report of Financials for the Preceding Month from Treasurer David Barlow**
- Treasurer David Barlow reviewed the July 2019 reconciled financials with the Board.
 - The July 2019 financial report was accepted and no action taken by the Board.
- 11. Road Commissioners Report on Completed Projects from Road Commissioner David Gallup**
- Road Commissioner David Gallup stated that the second phase of the Black River Dredging project was completed. He did not think it would be any permanent fix to Village flooding issues but would certainly help lessen the problem.
 - Scott Briere made the motion to pay all expenses from the Black River Dredging project from the Flood Mitigation Restricted Fund Savings Account. Seconded by Mike Marcotte. David Gallup recused himself from the vote.
 - David Gallup stated that the two concrete box culvert projects on Glen Road and Pine Hill Road were completed and grant monies were being requested.
- 12. Discussion on Town Attorney's Pending Projects from Town Administrator Amanda Carlson. *Anticipated executive session in accordance with 1 V.S.A § 313 (1) (f)***
- The Select Board unanimously agreed in the finding that premature public knowledge of the item for discussion would be detrimental.
 - Scott Briere made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (f) to include the Select Board and the Town Administrator. Seconded by David Gallup and unanimously approved by the Board.
 - The Board entered into executive session at 6:09 p.m.
 - The Board exited executive session at 6:32 p.m.
 - No decisions made by the Board.

13. Other Business

- Delinquent Tax Collector Kate Fletcher informed the Board there was a tax sale scheduled for Thursday October 24, 2019 at 11:00 a.m. at the Town Office.
- The Board unanimously agreed to have the tax sale on the next agenda to review the properties.
- The Board unanimously approved and signed the grant reimbursement request to the NVDA for the purchase of a hydroseeder. Total grant funds requested in the amount of \$5,200.
- Town Administrator Amanda Carlson stated that she had been working with the City of Newport and Village of Orleans Fire Departments on updating the yearly contracts with the town. Drafts will be presented for the Board to review in the coming month.

14. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18636

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-11	PAYROLL - PE 09/09	9/9/2019	\$2,501.65
ACH	F09-09	ACCOUNTS PAYABLE - IRS PE 09/09	9/9/2019	\$919.03
ACH	S09-09	ACCOUNTS PAYABLE - VT PE 09/09	9/9/2019	\$135.07
18637	P20-11	PAYROLL - PE 09/09 CHECK	9/9/2019	\$384.08
ACH	P20-12	PAYROLL - PE 09/16	9/16/2019	\$2,547.97
ACH	F09-16	ACCOUNTS PAYABLE - IRS PE 09/16	9/16/2019	\$971.31
ACH	S09-16	ACCOUNTS PAYABLE - VT PE 09/16	9/16/2019	\$140.36
18638	P20-12	PAYROLL - 09/16 - CHECK	9/16/2019	\$514.98
18639-18665	20-06	ACCOUNTS PAYABLE - GEN	9/16/2019	\$23,932.01
ACH	CC-03	ACCOUNTS PAYABLE - CC	9/16/2019	\$1,950.00
18666-18668	20-07	ACCOUNTS PAYABLE - GEN	9/16/2019	\$3,244.54
TOTAL ORDERS				<u>\$37,241.00</u>

REAPPRAISAL RESTRICTED FUNDS TRANSFERS

CHECK #	ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK	BCA - JAMES BARLOW	9/16/2019	\$ 1,313.94
BANK CHECK	BCA - MONAGHAN SAFAR DUCHAM	9/16/2019	\$ 2,362.00
TOTAL ORDERS			<u>\$ 3,675.94</u>

ROAD & BRIDGE RESTRICTED FUNDS TRANSFERS

CHECK #	ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK	RUGGLES ENGINEERING	9/16/2019	\$5,362.50
BANK CHECK	MATHEWS EXCAVATING	9/16/2019	\$78,847.50
TOTAL ORDERS			<u>\$84,210.00</u>

FLOOD MITIGATION RESTRICTED FUNDS TRANSFERS

CHECK #	ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK	DESROCHERS BULK SERVICE INC	9/16/2019	\$480.00
BANK CHECK	C&R SERVICES	9/16/2019	\$6,722.50
BANK CHECK	WOODS CRW CORP	9/16/2019	\$4,600.00
BANK CHECK	TYLER SCELZA	9/16/2019	\$650.00
TOTAL ORDERS			<u>\$12,452.50</u>

Meeting Adjourned at 7:11 p.m.

The next Select Board meeting will be held on Monday October 7th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator