

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday August 20th, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher; Lyell Reed; Anita Gariepy / Listers

Martha Sylvester / Recreation Committee Chairwoman

David Barlow / Assistant Clerk

Moe Jacobs; Skip Gosselin / Planning Commission

David Gallup / Road Commissioner

Guests:

Allison Howell

Press:

Chris Roy / Newport Daily Express

- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**

- 2. Approve the minutes of the August 6th, 2018 Meeting.**
 - Scott Briere made the motion to approve the minutes of the August 6th, 2018 meeting as written. Seconded by Mike Marcotte.
 - Minutes of the August 6th, 2018 meeting were signed and approved as written.

- 3. Allow for Public Comment**
 - No public comment noted.

- 4. Python Wrestling Group**
 - No representatives of the Python Wrestling Group in attendance.
 - Item tabled.

5. Investment Policy and Update

- On behalf of the Investment Committee appointed by the Select Board; David Barlow presented the Board with the Investment Policy Statement written by Investment Advisor John Henry Hubert of Catamount Asset Management.
- David reviewed the policy with the Board which, once approved, will guide how funds are allowed to be allocated, the acceptable risks and long-term plan for the funds.
- John Henry Hubert stated at the most recent meeting with the Committee; that he had been in contact with the Vermont Department of Financial Regulation regarding the policy and that it met the criteria guiding municipal entities.
- In accordance with the Policy, David Barlow recommended that the Board consider a portion of the funds currently held be reinvested immediately and allow the balance to be addressed slowly over the coming year.
- Brad Maxwell made the motion to adopt the Investment Policy Statement as written by John Henry Hubert of Catamount Asset Management; seconded by Scott Briere.
- Chairman Mike Marcotte signed the Investment Policy Statement on behalf of the Board.
- Brad Maxwell made the motion to allow John Henry Hubert, in accordance with the approved policy statement, to proceed with investing one-third of all funds currently held in the Fidelity Investment Account. Seconded by Scott Briere and unanimously approved by the Board.
- The Board noted that there were additional funds yet to be received from their decision to surrender all Town Annuities. Once the remaining funds are received and transferred to the Fidelity account; the Board will determine the time schedule of proceeding on investing balances.

6. Treasurers Report of Financials for Preceding Month

- Town Treasurer, Adam Messier, not present.
- Adam Messier provided the Board with prior written notice that the financial report was not ready to be presented.
- Item tabled.

7. Banking Proposal

- Under the Board's previous authority to research banking options; Scott Briere and Town Administrator Amanda Carlson met with representatives from TD Bank the week previous.
- The Board reviewed a banking services proposal provided by TD Bank.
- TD Bank offered an interest rate on all accounts at 1.5%. Current interest rates with Community National Bank were just recently raised to 1%. Based on anticipated average account balances this would be a considerable difference in revenue for the Town.
- Scott Briere reviewed the account security measures that TD Bank had available; and the support services that are offered during any transition.

- The Board granted Scott Briere unanimous authority to continue researching possible banking options as well as contact the current banking provider to discuss options.
- No decision made by the Board.

8. Village Designation

- On Monday August 13th, 2018 Richard Amore, Planning & Project Manager from the Vermont Department of Housing and Community Development conducted a site visit and presentation on the Village Designation Program.
- Town Administrator Amanda Carlson explained the program and the information received at the presentation which was attended by; Select Board Member Scott Briere, Road Commissioner David Gallup & Planning Commission Members Moe Jacobs and Skip Gosselin.
- Obtaining the Village Center Designation would give the Town priority status for grant programs including the economic development planning grant previously discussed by the Board. It also provides homeowners opportunities for tax credits towards improvements, preservation grants and other available funding for upgrades.
- The process involves an application which includes maps of the proposed area. The application is then considered for approval at a monthly hearing held by the State appointed Village Designation Board.
- Amanda stated that the Town of Coventry was ineligible to apply for Village Designation at this time without a regionally approved Town Plan. Once that is completed the Board can consider moving forward with the application process.
- Amanda Carlson stated that the Church in the Village Common was discussed with Richard Amore and it was suggested that it be considered for ownership by a non-profit organization instead of the municipality. Many of the available grants, including some historic preservation funding, are not available to municipal entities making the building ineligible for assistance. Nonprofit organizations have access to a wider range of funding opportunities that would assist in restoring and repurposing the Church Building.

9. Planning Commission Re: Town Plan

- Chairman Moe Jacobs presented the Board with the Town Plan on behalf of the Planning Commission.
- Moe stated that the Planning Commission has held the required hearing and has made the necessary revisions requested by the Regional Planning Commission.
- The Board thanked the Planning Commission for their work.
- The Select Board accepted the Town Plan as presented and will proceed with scheduling the required hearing for adoption by the Town.

10. Delinquent Tax Collector Update on Tax Sale Proceedings

- Delinquent Tax Collector Kate Fletcher reviewed the list of property owners scheduled for the upcoming tax sale anticipated in early October. The tax sale is being conducted by the Town Attorney, Brian Monaghan.

- Kate stated that since her appointment as Delinquent Tax Collector last year she has collected \$158,170.07 in back taxes owing the Town.
- The Board thanked Kate for her work.

11. Listers Office Recommendations on Reappraisal Proposals

- Lyell Reed stated that the Listers had not had a chance to have a meeting to discuss the presentations and provide a group recommendation.
- Sansoucy was the only company who provided a proposal for the reappraisal of the power generating facilities.
- Brad Maxwell recused himself from any action or discussion on the reappraisal of the power generating facilities due to a conflict of interest with ownership in one of the five properties.
- Select Board Chairman Mike Marcotte attended the Sansoucy presentation. The Listers and Mike discussed the presentation and agreed unanimously that even though they were the only applicant, they were impressed with Company and what they offered the Town.
- Mike Marcotte made the motion to accept the proposal from Sansoucy for a reappraisal of five power generating facilities at a total cost of \$50,000 with the anticipated start date of November 2018. Seconded by Scott Briere.
- Ongoing services are available to maintain the information and the Board asked the Listers to request a proposal on the cost of a five-year contract.
- The Listers and a representative from the Select Board met with three companies that provided proposals for the reappraisal of all residential properties in the Town; New England Municipal Resource Center (NEMRC), New England Municipal Consultants (NEMC); and Vermont Appraisal Company.
- The Select Board and Listers discussed the proposals and presentations and what each company could offer the Town.
- NEMC would switch the Town to a new assessment software (Patriot) and the other two companies utilize the existing CAMA software. The Board and Listers discussed the change and opinions on what is better for the Town moving forward.
- The Select Board and Listers unanimously agreed that NEMRC would be taken off of the list for consideration as it was agreed the other two companies were preferred based on overall services offered.
- The Select Board asked the Listers to research the Patriot Software system and reach out to other Towns for references, as well as clarify the costs of maintaining the software.
- The Board will review at the next meeting and make a final decision.

12. Discussion with Lister Anita Gariepy to Address Complaints Made Against the Select Board.

Possible Executive Session Pursuant to 1 V.S.A §313 (3).

- At the request of Lister Anita Gariepy to discuss personnel matters with the Board in closed session; Brad Maxwell made the motion to enter into executive Session Pursuant to 1 V.S.A §313 (3) to include the Select Board, Lister Anita Gariepy and Town Administrator Amanda Carlson. Seconded by Scott Briere.
- The Board entered executive session at 5:57 p.m.
- The Board exited executive session at 6:13 p.m.
- The Board stated that the executive session did not result in any actions or decisions.

13. VFWD Land Acquisition Request

- The Board reviewed the proposal and maps sent by Jane Lazorchak, Land Acquisition Coordinator for the State of Vermont Fish and Wildlife Department regarding the granting of a right-of-way to connect the South Bay Wildlife Management Area to the United States Natural Resources Conservation Service.
- Brad Maxwell recused himself from the discussion and decision due to a conflict of interest based on ownership interest in the Neighborhood Farm easements in place and referenced in the proposal.
- The Board quorum reviewed the proposal and stated that they did not see any conflict with Town interests.
- Scott Briere made the motion to approve the letter of support for the transfer of the right-of-way addressed to the Vermont Agency of Natural Resources. Seconded by Mike Marcotte.
- The support letter was signed by Chairman Mike Marcotte on behalf of the Board quorum.

14. Northeast Kingdom Waste Management District letter to the Select Board.

- The Board reviewed a letter from the Northeast Kingdom Waste Management District's Executive Director, Paul Tomasi, in reference to the special meeting held in Coventry on June 11, 2018 addressing increased costs of recycling.
- The NEKWMD asked the Board to consider participating in an exploratory committee to research the idea of landfill fees funding a regional Waste Management District with the Town's assistance.
- Scott Briere stated he was hesitant for the Town to become involved.
- The Board continued discussions on the pro's and con's of agreeing to participate in a committee; with consideration on the new solid waste regulations and how they are affecting residents.
- Mike Marcotte stated that he saw no drawbacks to continuing the discussions as participants of an exploratory committee which will answer some of the Board's questions and keep the Town informed of all options.

- Brad Maxwell agreed, stating that participating did not commit the Town to any decisions or changes.
- The Board asked Town Administrator, Amanda Carlson to follow up with Paul Tomasi expressing an interest to be involved with the proposed committee, and to request more information on other organizations that would be invited; the time frame and proposed locations.
- Once the Board has a better understanding of the proposed formation they agreed to discuss the appropriate person(s) to appoint to represent the Town.

15. Review Recreation Committee Background Check Policy

- Recreation Committee Chairwoman, Martha Sylvester, presented the Board with a draft proposal of the background check policy.
- The policy would require Committee members and volunteers supervising events at the Community Center to have fingerprint and registry checks in place. The Town would cover costs up to the approved allotment and at their discretion.
- The Board requested changes to some of the language in the policy which will be amended and reviewed at the next meeting.
- The Board discussed the proposed inclusion to require background checks on community groups that utilize the space at no charge on a continued basis, and who work with vulnerable populations.
- The Board was unclear if the Town can legally impose this requirement and asked Town Administrator, Amanda Carlson to follow up with the Town Attorney for advice.

16. Other Business

- The Board received a request from Town Clerk, Deb Tanguay, to attend the Vermont Municipal Clerks and Treasurers Association (VMCTA) annual meeting on September 20th and 21st.
- The request included approval for costs on the registration fee, annual banquet and the overnight accommodations.
- Brad Maxwell made the motion to approve the expense request made by the Town Clerk to attend the VMCTA Annual Meeting; seconded by Scott Briere and unanimously approved by the Board.
- The Vermont League of Cities and Towns (VLCT) Town Fair and Annual Meeting is scheduled for October 3rd and 4th, 2018 in Burlington, Vermont.
- Amanda Carlson stated that there may be several Town Officials wishing to attend. Once Amanda has more information on who would like to register for which days she will bring to the Board for approval on costs.

- Brad Maxwell made the motion to designate Town Administrator Amanda Carlson as the voting delegate on behalf of the Select Board at the VLCT Annual Business Meeting that will be held at the Town Fair on Wednesday October 3rd, 2018. Seconded by Scott Briere.
- Chairman Mike Marcotte signed the Delegate Designation Form on behalf of the Board.
- The Board reviewed the Quarterly Loss/Claim Report provided by VLCT / PACIF Insurance.
- No discussion or action by the Board.
- Mike Marcotte stated that it was brought to his attention there were repairs needed on the Coventry Village School generator. These repairs were needed quite some time ago; however, the communications never reached the Select Board.
- The generator was installed by the Town for emergency shelter purposes with the understanding that the Town was responsible for maintenance, and the School maintained the propane supply.
- Mike stated that any problems with the generator had to be reported directly to the Select Board to make any decisions on repair and maintenance costs.
- The Board will review quotes for repairs and scope of work when received.
- The Northeast Vermont Development Association's Executive Committee will be meeting on Thursday August 23, 2018 at 6 p.m. in Orleans.
- Opposing parties to the Waste USA Landfill Expansion will be presenting at the meeting. NVDA's Executive Director, David Snedeker invited Chairman Mike Marcotte and Town Administrator Amanda Carlson to attend the meeting to represent the Town of Coventry.
- Mike Marcotte stated that he has a prior commitment that evening and asked Brad Maxwell to attend in his place.
- Auditor Nathan Hawley from Pace & Hawley LLC requested to schedule additional time in the office to continue his work on the 2017-18 fiscal year end audit. He will require the next onsite visit include a Select Board member to review and clarify some information.
- Brad Maxwell made the motion to grant Chairman Mike Marcotte authority to meet with the Auditors on behalf of the Select Board. Seconded by Scott Briere.
- Recreation Committee Chairwoman., Martha Sylvester, stated her intent to proceed with a Halloween event at the Community Center with hopes to get the school involved.
- The Board stated their support to proceed with planning a Halloween Event at the Community Center.

17. Sign Orders

General Fund Account:

Payroll # P1907	For week ending 08/11/18	\$ 2,699.50
Payroll # P1908	For week ending 08/18/18	\$ 2,827.18
FWT - # F7-18	Federal Withholding Tax for July 2018	\$ 4,724.62
SWT - # S7-18	State Withholding Tax for July 2018	\$ 540.81
AP # 1907	08/20/18	\$ 47,759.10
Signed by the Board for the Treasurer to draw checks totaling		\$ 58,551.21

18. Meeting adjourned at 7:45 p.m.

The next Select Board meeting will be held on Tuesday September 4th, 2018 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator