

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday June 12th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Maurice Jacobs/Planning Commission; Skip Gosselin/Planning Commission

Gary Petit/Lister; Anita Gariepy/Lister; Lyell Reed/Lister

David Barlow/Trustee of Cemetery Funds & Public Money

Kate Fletcher/Delinquent Tax Collector

Guests:

Martha Sylvester; Deb Tanguay; Vicky Mead; Frank Carbonneau; Adam Messier; Leo Piette; Kathleen Barlow

Press:

Elizabeth Trail/ Baton Chronicle; Chris Roy/Newport Vermont Daily Express;

Robin Smith/Orleans County Record

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

2. **Approve the minutes of the June 5, 2017 Meeting**
 - Brad Maxwell made the motion to approve the minutes of the June 5, 2017 meeting. Seconded by Scott Morley.
 - The Board unanimously approved and signed the minutes of the June 5, 2017 Select Board meeting as written.

3. **Allow for public comment**
 - No public comment.

4. Follow up discussion on special meeting held on Friday June 9th, 2017

- The Board reviewed the *Response to the Open Meeting Law Complaint* drafted by Attorney Paul Gillies. The Response denied allegations made by former Town Clerk and Treasurer, Cynthia Diaz, that the Board was in violation of the Open Meeting Law when posting the notice for the May 24th, 2017 special Board meeting. The response was accompanied by an affidavit from the Town Administrator stating that the meeting agenda was posted in accordance with the law.
- Brad Maxwell made the motion to approve the Response to the Open Meeting Law Complaint as written by Attorney Paul Gillies. Seconded by Scott Morley.
- The Board unanimously approved and signed the response which will be served to the former Town Clerk and Treasurer, Cynthia Diaz.
- The Board reviewed a letter to former Town Clerk and Treasurer, Cynthia Diaz drafted by the Town Attorney. The letter requested that all Town property, keys, documents, passwords and undeposited funds be returned to the Board office within the week.
- Scott Morley made the motion to approve the letter with one noted spelling correction. Seconded by Brad Maxwell.
- The Select Board Chairman, Mike Marcotte, will sign the letter to Cynthia Diaz on behalf of the Board once the spelling error is corrected.
- The Board reviewed a letter written by the Town Attorney to the Assistant Town Clerk, Lucille Jones, stating the office has been vacated and requesting all Town Property be returned.
- Brad Maxwell made the motion to approve the letter as written. Seconded by Scott Morley.
- The Select Board Chairman, Mike Marcotte will sign the letter to Lucille Jones on behalf of the Board.

5. Discussion and action on possible appointment of a temporary Town Clerk and temporary Town Treasurer

- Under the unanimous authority from the Board for Scott Morley to continue conversations with the Town Attorney, Paul Gillies; Scott stated that Paul Gillies recommends the appointment of a temporary Clerk and Treasurer to ensure the functions of the Town office can be carried out. This will allow time for the Board to accept applicants, interview and determine a suitable long term candidate.
- After discussions with resident and elected Trustee of Public Money and Cemetery Funds, David Barlow, Scott made the recommendation for the Board to appoint David Barlow as the interim Town Clerk and Treasurer.
- David Barlow stated that he would be willing to assist the Town as a short term solution.
- Scott Morley made the motion to appoint David Barlow as the Town Clerk and Treasurer at an hourly rate of \$21.65, starting immediately with a term not to exceed sixty days. Seconded by Brad Maxwell.
- The Board unanimously approved the appointment of David Barlow as Town Clerk and Treasurer and signed the Certificate of Appointment drafted by Attorney Paul Gillies.

- The Board and David Barlow discussed the acceptance of cash in the Town Office. A policy will be discussed at the next meeting.
- Town Administrator, Amanda Carlson, requested that the new Town Clerk and Treasurer, with the Board's approval, appoint her as the Assistant Clerk under David Barlow. This will allow her to assist with functions of the office more easily. The appointment forms will be filled out in the office once David Barlow has taken his oath of office.
- The Board reviewed the notice of vacancies for the offices of Town Clerk and Town Treasurer.
- The Board discussed the intent to appoint a Town Clerk and Treasurer until Town Meeting day rather than call a special election. The Board agreed unanimously to post the position for appointment and allow residents to apply for the position allowing the Board to make the decision based on credentials and experience.
- The Board unanimously agreed to consider applications separately for Town Clerk and Town Treasurer. The Board will consider the advantages of hiring two separate people, or one to hold both titles.
- Brad Maxwell made the motion to accept the notice of vacancies as written. Seconded by Scott Morley.
- The Board instructed the Town Administrator to post the notice of vacancies in the local newspapers, as well as the Town Web site, giving residents until June 26th, 2017 to submit applications.
- School Board Chairman, Frank Carbonneau, asked the Board to consider involving a committee of citizens to assist in the application and selection process. The Board agreed to consider.

6. Review quotes for exterior painting of Community Center

- The Board reviewed three quotes provided by *Greg Crease, Fred J. Carter, Inc. and Luc P Quirion.*
- The Board asked the Town Administrator to follow up with Greg Crease and Fred J Carter on the environmental disposal of the paint that is removed as it is suspected to contain lead.
- The Board will review and discuss at the next meeting.

7. Sheriff's Department Contract

- The Board reviewed the contract provided by the Orleans County Sheriff's Department for services for the 2017/2018 fiscal year.
- The Board stated that the contract date was incorrect and asked the Town Administrator to request the contract be amended with the date of the Select Board meeting on June 19th, 2017.
- A representative from the Sheriff's Department will be asked to attend the next meeting on June 19th, 2017 to discuss some concerns the Board has with traffic patrolling.

8. Discussion on advertising for bids for crushing of gravel

- The Town Administrator stated that the Road Commissioner requested that a contract for crushing of gravel be posted for bid in accordance with the Town's Purchasing Policy.

- The Board agreed unanimously to allow the Town Administrator to work with the Road Commissioner to post the advertisement for bids and determine specifications for potential contractors.

9. 2016/17 Audit

- Scott Morley stated he has had conversations with last year's auditor, Jeff Graham and would like to meet with him to discuss the upcoming annual financial audit. Scott stated that it was important to evaluate and understand the position the Town is in and review the list of audit requirements to assess the situation.
- Scott stated that the budget for services will need to be examined and limited within a set contract. Due to the high-risk status of the Town, the audit is expected to cost more than the average Town; however, anticipated expense needed to be established.
- Scott Morley stated that it was important to note that the Town is not contractually committed to having Graham & Graham conduct the 2016-2017 fiscal year annual financial audit.
- Residents and the Board discussed the advantages of using the same auditor as they understand the situation and history, but agreeing that costs needed to be limited.
- The Board granted Scott Morley unanimous authority to meet with Jeff Graham later in the week to discuss the upcoming annual audit.

10. Delinquent Tax Collectors Report and Income Report review

- The Board reviewed the income report provided by Delinquent Tax Collector, Kate Fletcher.
- Total income received for week ending June 9th, 2017 - \$2,502.98.
- Kate Fletcher stated that she had filed a claim with the Attorney handling the property owned by Q-Resorts.
- Kate Fletcher stated her concern over the one year redemption period for the June 14th, 2016 tax sale that was fast approaching. She had been contacted by owners wanting to redeem their property and there is no documentation detailing the totals due.
- The Board stated that these documents should have been provided by the former Town Attorney Bill Davies.
- The Board also noted that there were monies associated with the tax sale that were given to former Town Treasurer, Cynthia Diaz, that have not been deposited into the Town's bank account.
- The Board granted Scott Morley unanimous authority to discuss the situation with the current Town Attorney, Paul Gillies, for advice on how to proceed and obtain necessary documents.
- The Delinquent Tax Collector requested the Board's approval to research providers to set up the Town to be able to receive credit card payments. The Board agreed unanimously to allow Kate Fletcher to proceed and will discuss at the next meeting.

11. Request Treasurer's report to include detailed list of Town revenue for the preceding calendar week including all source documents

- No Treasurers report provided for the Board to review.
- The Town Administrator provided the Board with copies of bank deposits made by the former Town Treasurer, Cynthia Diaz, on Friday June 9th, 2017.
- The Town Administrator noted that the checks from Bill Davies office had not been deposited.
- Mike Marcotte stated that the office will have to be searched to see if the checks and/or documentation are on the premises. He noted that the former Clerk and Treasurer will be receiving the letter from the Board requesting all Town property be returned and hopes these missing items will be included.
- Current Town Clerk and Treasurer David Barlow, requested the Board's permission to box up all of the former officials personal items. The Board agreed unanimously as to ensure all personal property of the former Town Clerk and Treasurer was set aside for pick up.

12. Review Town Administrator's revenue report for the preceding calendar week

- The Board reviewed the income report provided by the Town Administrator listing a total received for the week ending June 9th, 2017 at \$75.00.
- The Board unanimously approved and signed the report.

13. Other Business

- Residents questioned the Board on any legal actions being pursued against the former Town Clerk and Treasurer. The Board had no updates and no decisions were made.
- Resident Leo Piette, questioned the integrity of the Grand List data and if the Town should consider a Town wide property reappraisal. The former Town Clerk and Treasurer acted as the Listers data inputter and had access to all functions involving the Grand List and property assessments. He stated that to ensure integrity of the systems, a reappraisal should be considered.
- Lister, Lyell Reed stated that the Listers have been monitoring the assessments and are notified of any changes made. He stated he was confident in the appraisal values and the integrity of the grand list.
- The Board and residents discussed the suggestion of a Town-wide reappraisal that would come with the estimated cost of \$80,000 to \$100,000.
- No decisions made by the Board at this time.
- The Board informed the Listers that for protection of the building, the lock on the door to the upstairs was changed when the lock on the Town Clerk's Office was changed. The Listers were provided with a new keys to access the offices.
- Mike Marcotte stated that the outside fire escape for the upstirs of the building is in need of repair or replacement. The Board will need to consult with an architect to discuss viable options that would meet all safety standards.

- The Board discussed a new computer for the Town Clerk and Treasurer’s Office.
- The Board granted the Town Administrator unanimous authority to speak with Ernie Saunders from NEMRC for information on providing a new desktop computer for the Town Clerk’s office as well as a lap top for use by the Planning Commission.
- The Board agreed unanimously to the purchase of a new scanner for the Town Clerk’s Office to use for land record recording. The identical model to the one in the Town Administrator’s office will be order at an approximate cost of \$480.
- The phone system recommended and approved for purchase at the last meeting can be ordered through an invoiced vendor, however the cost would be greater than if ordered online.
- Scott Morley stated that he felt confident in the new internal controls and suggested a credit card for use under the Board’s authority for such purposes.
- The Board granted the Town Administrator unanimous authority to contact Community National Bank to inquire about a limited credit card for use under the Select Board’s authority.
- The Board asked Amanda Carlson to provide a draft of a credit card policy for review at the next meeting.
- The Board granted the Town Administrator unanimous authority to set up four new email address under the Town’s domain coventryvt.org.
- Email address will be for; Listers, Planning Commission, Clerk and Treasurer. The approximate cost for one year of email service will be \$200.
- The Board instructed the Town Administrator begin the process of notifying all State Officials and offices of the appointment of the new Town Clerk and Treasurer.
- The Board instructed the Town Administrator to immediately notify the Community National Bank of the change in office of the Town Treasurer and to request forms to change the signatory on accounts from Cynthia Diaz, to the newly appointed David Barlow.

14. Sign Orders

Accounts Payable	06-12-17	\$10,478.19
Accounts Payable	IRS ACH Payment	\$5,273.27
Payroll	For week ending 06/10/17	\$3,526.03
Signed by the Board for the Treasurer to draw checks totaling		\$19,277.49

15. Meeting adjourned at 7:05 p.m.

The next Select Board meeting will be held on Monday June 19th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator