

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday September 18th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Deb Tanguay/Town Clerk

Adam Messier/Treasurer

David Barlow/Assistant Clerk

Renee Falconer/Animal Control Officer

Skip Gosselin/Planning Commission

Kate Fletcher/Delinquent Tax Collector

Guests:

Martha Sylvester; Heather Allen; Chris Fuller; Amanda Effrig; Mark Effrig; Darryl Beaumont; Owen Ballinger; Dan Introcaso; Richie Roberts; Clark Curtis; Leo Piette

Press:

Chris Roy/Newport Daily Express

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

2. Approve the minutes of the September 11th, 2017 meeting

- Brad Maxwell made the motion to approve the minutes of the September 11th, 2017 meeting as written. Seconded by Mike Marcotte.
- Mike noted that his statement at the September 11th meeting regarding the dry hydrant testing was incorrect. The hydrants were being tested this week and not last.
- The Board quorum signed and approved the minutes of the September 11, 2017 meeting as written.

3. Allow for public comment

- Martha Sylvester offered the Board some options for ordering a light for the flag pole.

4. Darryl Beaumont Regarding Dog Ordinance Enforcement

- Animal Control Officer Renee Falconer visited the home of Darryl Beaumont on Thursday September 14th, 2017 in response to noise complaints made by the neighbors about the Beaumont's 13 dogs.
- Darryl was very upset about the visit from the Animal Control Officer and stated that Renee would not be welcomed back on the property.
- Renee stated that the intent of her visit was to present Darryl with the newly adopted Dog Ordinance to ensure he was aware of the rules on noise and disturbances.
- Darryl questioned the Board on having to tie up his dogs when they are on his own property. Mike Marcotte explained that as long as the dogs were under his control on his property then they could be free, however, if they were disturbing neighbors or running at large then the Town Ordinance offered consequences.

5. Discussion with Town Listers

- Item tabled until all members of the Select Board were present.

6. Town Attorney Discussion

- Town Administrator, Amanda Carlson reported that she had done some research into new Town Attorneys. Paul Gillies was appointed on an interim basis, and although he will finish up any current issues, it was time to consider a more permanent option to work with the Town.
- With recommendations from the VLCT and neighboring Towns, Amanda reported that she had spoken with Brian Monahan from Monahan Safar & Ducham, LLC. in Burlington, VT. and; Robert Fletcher from Stitzel Page & Fletcher PC in Burlington, VT.
- Both firms have extensive experience representing Municipalities in Vermont.
- Stitzel Page & Fletcher represent the Coventry Fire District and the City of Newport. Mike Marcotte stated his concern that this could become a conflict of interest should there be any disputes between either group.
- The Board asked Amanda Carlson to invite Brian Monahan to the next Select Board meeting on Monday October 2nd, 2017 to discuss the potential of his firm representing the Town.

7. Second Floor Renovations Bid Review

- The Board received three quotes for renovations to the upstairs from; *Paul Cutting Construction; Graves Builders*, and; *B&D Builders*.

- Mike Marcotte asked Amanda Carlson to prepare a report for the Board comparing the quotes to see if the same services were offered on each before a decision was made. The Board will review at the next meeting.

8. Community Center Chimney

- When the furnace at the Community Center was being cleaned the previous week, it was discovered that not only did the chimney need to be cleaned, but the tile liner was broken.
- Local companies were contacted for quotes for a cleaning and to install a stainless liner before the winter months.
- Clark Curtis from Curtis Masonry presented the Board with a quote for \$2,230 with an estimated completion date of a month.
- The Board reviewed the detailed quote proving an explanation of the work and thanked Clark for attending the meeting.
- Mike Marcotte stated that they had another interested party wanting to quote the work this week and once they received that they would contact Curtis Masonry with the decision.

9. Recreation Committee

- Item tabled until full Board present.

10. Python Wrestling Group

- Richie Roberts spoke on behalf of the Python Wrestling Group requesting the use of the gymnasium for the upcoming season.
- The space is being requested; Tuesdays and Fridays starting in November until January and; Tuesdays, Thursdays and Fridays in January through April.
- With set up and clean up the gym would be utilized from 5:00 pm until 8:00 p.m.
- Brad Maxwell reminded the group that the space needed to be kept clean and that when the season was finished the equipment needed to be removed.
- Brad Maxwell made the motion to accept the application of continued use of the gymnasium from November until April from the Python Wrestling Group at a rate of \$20 per use to be paid monthly. Seconded by Mike Marcotte.

11. Tables and Chairs

- Mike Marcotte stated that rubber caps had been ordered for the tables and chairs in the gymnasium to protect the new flooring. 800 caps were ordered at \$0.26 each and should be arriving later in the week.
- Mike stated that he had contacted the Coventry School Parents Club and offered the tents, tables and chairs currently housed in the storage trailer to them as previously agreed upon by the Board.

- Mike also stated that they had discussed the Town relinquishing their interest in the upstairs of the storage building at the School to the Parents Club for storage of the items. The Town will then use the trailer to store emergency shelter supplies.
- The Town Administrator was asked to create a bill of sale relinquishing ownership of the items and space. This will be reviewed with the Town Attorney and the Board at the next meeting.

12. Donation to Hurricane Disaster

- Item tabled until full Board present.

13. Treasurers Monthly Financial Report for August 2017

- Item tabled until full Board present.

14. Other Business

- The Board reviewed a quote from Greg Crease to remove the wall paper and paint the Select Board Office for \$475 plus the cost of paint.
- Brad Maxwell made the motion to accept the quote to have the office painted for \$475. Seconded by Mike Marcotte.
- The Board reviewed a quote provided by Walt's Sales and Service to the Cemetery Commission for a new lawn mower for \$3,225.00.
- Brad Maxwell will follow up with the Cemetery Commission for more information and ensure that multiple quotes were received and reviewed.
- Town resident inquired about access to the gymnasium in the off hours for basketball practice. In previous years it was stated that they were given a key and access to the space when it wasn't in use.
- The Board discussed the new policy on the Community Center and agreed that residents would now need to come in during office and scheduled hours, and will not be issued keys unless they rented the space for an event. Allowing open access to one person would be unfair when it could not be offered to all.

Scott Morley Arrived at the meeting at 6:17 p.m.

The Board agreed unanimously to address tabled agenda items.

5. Discussion with Town Listers

- Scott Morley stated that Chris Miele from NEMRC had been in the office last Thursday and worked with Amanda Carlson on comparison reports of the Grand List and identifying information pertaining to the missing 2012 grand list.
- Scott stated that he had spoken with NEMRC owner Ernie Saunders after Chris' visit. NEMRC employs Ed Clodfelter who spent many years working for the State Property Valuation and Review Department, and also as an independent property appraiser. Ed now works from NEMRC in the same capacity for NEMRC as an appraiser.
- Ernie Saunders suggested that Coventry retain the services of Ed Clodfelter for a few days to review the computer systems, Listers office records, and review the appraisals. He would then be able to present an independent view of opinions and recommendations on how best to move forward.
- Mike Marcotte stated that he had been leaning towards a Town wide reappraisal, however; it would be better to have someone offer a professional opinion before the Town committed to the cost of a full Town appraisal.
- Scott Morley made the motion to hire Ed Clodfelter from New England Municipal Resource Center to work with the Listers Office to do a review of the current grand List. Seconded by Brad Maxwell and unanimously agreed by the Board.
- Further discussion was had between the Board and the Lister present at the meeting, Gary Petit; as well as the Listers Assistant, David Barlow. Scott Morley stated that the Board's goal was to work with all Listers, and that he hoped the other elected Listers would be present at the coming meetings for further discussion.

9. Recreation Committee

- The Board reviewed Martha Sylvester's previous proposal to become the Recreation Committee Director, working a minimum of ten hours per week at a salary of \$150 per week.
- Mike Marcotte stated his support for an active Recreation Committee, saying there were so many things that could be done with the Community Center space and it should be utilized by the Townspeople.
- The Board requested monthly reports for budget and events; and stated that the program would need to be presented to the townspeople at Town Meeting for approval on continuation.
- Scott Morley made the motion to approve the hiring of Martha Sylvester as the Recreation Committee Director for a weekly salary of \$150 to oversee the volunteers and events of the Town. Seconded by Brad Maxwell and unanimously approved by the Board for employment to begin on Monday September 18th, 2017.

12. Donation to hurricane disaster

- The Board discussed the community support for the hurricane disaster in Florida and Texas.

- Brad Maxwell made the motion for the Town to send funds matching the amount the Coventry Village School raised. Seconded by Scott Morley. Mike Marcotte will contact the school for information and total amounts.

13. Treasurers Monthly Financial Report for August 2017

- Town Treasurer, Adam Messier, presented the Board with the financial report for August 2017. The report included an overview of all revenue, expenses and account balances on bank and investment accounts.
- Adam reviewed the report with the Board and answered questions about the balances. The Board and Treasurer discussed some items they would like to see on the report in the future.
- The Board was appreciative of the information and stated that it was very well presented and all backup information was supplied.
- Adam stated that he is still working on gaining online access to investment accounts and researching the details and history of the accounts. Any additional information will be included on future reports to the Board.
- The Treasurers report also included the report from the Delinquent Tax Collector. Scott Morley stated his appreciation for Kate Fletcher’s work and that she had made a lot of progress in reaching tax payers and receiving payments.

16. Sign Orders

General Fund Account:

| | | |
|--|----------------------------|---------------------|
| Payroll | For week ending 09/16/2017 | \$ 2,886.23 |
| Accounts Payable | 09/18/2017 | \$ 15,436.29 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$ 18,322.52 |

Buildings & Maintenance Restricted Fund Savings Account:

| | | |
|--|--|---------------------|
| 09/18/2017 | Gym floor, painting, Listers Furniture | \$ 11,088.42 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$ 11,088.42 |

15. Meeting adjourned at 8:05 p.m.

The next Select Board meeting will be held on Monday October 2nd, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator