

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday July 16th, 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 / Lister & Delinquent Tax Collector

Martha Sylvester / Recreation Committee Chairman

Brian Monaghan / Town Attorney

Guests:

Maura Carol, Jim Carrien, Larry Smith / Vermont League of Cities and Towns

Woodman Page; Anne Page

Press:

Briana Bocelli / Barton Chronicle

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 July 2nd, 2018 Meeting.

- Mike Marcotte stated that an email was received from Lister Anita Gariepy regarding the minutes of the July 2nd, 2018 meeting and the accuracy of item #10 in reference to the use of personal computers.
- Mike stated that the intent of the conversation at the meeting was to reinforce that the Town computer needed to be used, and was not intended to imply that records had been withheld.
- The Board unanimously agreed to amend the language in the minutes on agenda item #10 based on the complaint made.
- Brad Maxwell made the motion to approve the minutes of the July 2nd, 2018 meeting with the amendment as presented. Seconded by Scott Briere.
- The Board unanimously approved and signed the amended minutes of the July 2nd 2018 meeting.

- Mike Marcotte referenced the email that was sent to the Select Board, Town Administrator and Elected Listers by Lister Anita Gariepy which, in addition to contesting the accuracy of the minutes, accused the Board of abusing its power.
- Mike Marcotte stated that this is a serious statement that needs to be addressed and discussed to understand its foundations so any misunderstands can be corrected for statutory compliance.
- The Board agreed unanimously to request Anita Gariepy's presence at the next Board meeting for a discussion and explanation of the accusations made.
- *Copy of referenced email dated July 8th, 2018 attached.*

3. Allow for Public Comment

- Woodman Page introduced himself to the Board as a candidate for the State of Vermont House of Representatives for Orleans District 2. Mr. Page reviewed his history and qualifications.

4. Vermont League of Cities and Towns

- VLCT's Executive Director Maura Carrol provided the Board with some newly formatted literature that is published by the League.
- Maura stated that official's handbooks are also being updated and reviewed some of the many other services offered by the Vermont League of Cities and Towns.
- Larry Smith provided the Board with an explanation of services offered from PACIF (*Property & Casualty Intermunicipal Fund*) which currently provides the Towns insurance coverage; as well as VERB (*VLCT Employment Resource & Benefits Trust*)
- Jim Carrien reviewed the loss control inspections and services offered to help mitigate safety issues.
- The Board thanked the representatives from the VLCT for attending the meeting and for the assistance they provide the Town.

5. Town Attorney Brian Monaghan

Anticipated executive session in accordance with 1 V.S.A 313.

- Brad Maxwell made the motion for the Board to enter into executive session for discussion with the Town Attorney pursuant to 1 V.S.A §313 (1); stating that premature public knowledge of the information would put the Town at a disadvantage. Seconded by Scott Briere.
- The Board entered into executive session at 5:07 p.m. with the following people included; Mike Marcotte, Brad Maxwell, Scott Briere, Attorney Brian Monaghan, Lister Kate Fletcher, Town Administrator Amanda Carlson.
- The Board exited executive session at 5:43 p.m. with no decisions resulting from the discussion with the Town Attorney.

6. Lodge 2018 Grand List

- Lister Kate Fletcher presented the Board with a 2017 and 2018 411 Report which summarizes totals from the Grand List.
 - *Total value for 2017 - \$1,196,452.15*
 - *Total value for 2018 - \$1,138,522.97*
- Comparing the two reports, Kate noted that the overall valuation decrease was primarily on the Washington Electric Power generating facility which currently provides their value to the Town based on energy production.
- Kate provided the Board with the only proposal sent for reappraisal of the Towns power generating facilities from Sansoucy; explaining the importance of having those properties assessed to avoid such drastic variations in the tax base as seen this year.
- Brad Maxwell recused himself from discussion on the proposal received from Sansoucy due to a conflict of interest resulting from his ownership in one of the applicable five properties.
- The proposal from Sansoucy quotes a cost of \$50,000 to appraise the five qualifying properties.
- The Board asked Kate to confirm the proposed time schedule as well as potential negotiations on the price for further Board review and discussion.
- Kate Fletcher provided the Board with a general update of activities and work completed in the Listers office.
- Kate would like to invite the three companies being considered for the Town-wide reappraisal to come into the office to discuss the project prior to making a decision.
- Under the Boards unanimous authority, Scott Briere will attend the meetings with the reappraisal companies as the representative of the Select Board.
- Kate Fletcher stated that the Office of the Listers will be meeting later in the week with the Town Clerk to formally lodge the Grand List.
- The Town has received the education tax rate from the State; however, cannot formally set the tax rate until the Grand List is lodged.
- The Board agreed to a tentative meeting on Friday July 20, 2018 to set the tax rate so that property tax bills can be prepared and mailed to residents.

7. Review Permit for Fire District to Complete Main Street Watermain Upgrades

- The Board reviewed a permit application from the Coventry Fire District for watermain replacement on Main Street.
- The project is described as replacing existing watermain along Main Street in Coventry, VT as well as replacing existing fire hydrants with work to be completed no later than December 2018.
- The Select Board agreed they were in support of the project, and the tentative approval of the application pending the following;
 - Approval by the Road Commissioner.
 - Review and acceptance of Co-Applicant's Information (*Contractor performing work*)
 - Verification of proof of insurance to be supplied by both the Applicant and Co-Applicant.

- The Select Board agreed that the Municipal Permit would be reviewed and considered for final approval once those conditions were met with satisfaction.

8. Treasurers Report of Financials for Preceding Month

- The Board reviewed the financial report for June 2018 provided by the Treasurer Adam Messier.
- The Board reviewed the year end budget status report and discussed any potential adjustments that need to be made prior to the audit.
- The Board discussed the audit that is scheduled for August 8 and 9th and discussed the preparations being done by the Treasurer.
- No decisions made by the Board.

9. Banking Interest Rates

- Scott Briere stated that he questioned Community National Bank on interest rates and on the seven accounts the Town holds it has been receiving between 0.1 % and 0.3% interest.
- Scott stated that after inquiring, the bank raised the interest rates to 1% on all accounts.
- The Board granted Scott Briere unanimous authority to proceed with contacting other banking institutions to compare rates and opportunities that might be available to the Town.

10. Coventry Church Committee

- A group of citizens have formed a Committee over concerns of the vacant church in the Village common.
- Residents Jim Cobb, Larry Reynolds, Leo Piette and Jackie Gallup were not in attendance but presented the Board with a written proposal and request that the Town consider assuming the building and address to the much-needed repairs.
- The proposal included quotes for the immediate maintenance of replacing the roof and painting the exterior. The estimated cost for minimal repairs, taking into consideration the unforeseen circumstances, is \$80,000.
- The Board stated that assuming a building and incurring the considerable costs would need to be proposed to the voters for approval.
- The Board discussed the possible uses for the building as well as the long-term costs and maintenance.
- The Board agreed unanimously that this was not a decision to be made, or to be brought to the voters until more detailed information was acquired on the long-term plans for the building and the implications to the Town.
- Amanda Carlson stated that in conversations with an independent planning consultant, it was recommended that the Board should consider an Economic Development plan for the entire Town, which would include plans for monetary resources to achieve goals and objectives. Detailed projections for the village and specific buildings could then be included within the plan for a more comprehensive understanding. This will allow the Town to better identify the

possible uses for the Church and how it would fit in with the Towns economic development goals.

- Mike Marcotte asked Amanda to research availability of funds within the Community Development Block Grant Program that will assist in the costs of having a plan created.
- The Board unanimously agreed that they will discuss further once the funding is researched and agreed that all data needed to be considered, and the voters well informed before any action on Town resources would proceed.

11. Charles Dion Law Suit against Town

Anticipated executive session in accordance with 1 V.S.A 313.

- Brad Maxwell made the motion for the Board to enter into executive session for discussion on the pending lawsuit pursuant to 1 V.S.A §313 (1); stating that premature public knowledge of the information would put the Town at a disadvantage. Seconded by Scott Briere.
- The Board entered into executive session at 6:55 p.m. to include Town Administrator Amanda Carlson.
- The Board exited executive session at 6:58 p.m.
- Brad Maxwell made the motion to accept the recommendations of the Vermont League of Cities and Towns PACIF insurance representative for a proposed settlement. Seconded by Scott Briere and unanimously approved by the Board.

12. 911 Coordinator

- 911 Coordinator Amanda Carlson stated that there are multiple concerns with the 911 addressing in the Town.
- Amanda explained that in reviewing the yearly maps there are discrepancies with the Grand List that need to be researched. Also, the State 911 Board has contacted the Town about house numbers that were not properly calculated when assigned and they need to be corrected. This is very concerning as it could prohibit emergency services from arriving at the right place.
- Amanda stated that she estimates that to fully investigate and make corrections someone needed to dedicate a minimum of two fulltime weeks to the project and then some additional hours for resulting maintenance.
- With other pending projects Amanda stated that she wasn't able to dedicate the time needed and that this should be addressed immediately for the safety of the residents and accuracy of Town records.
- The Board discussed possible candidates who will be contacted to inquire if they are willing to assist.
- The Board will discuss a possible appointment at the next meeting.

13. Other Business

- The 2018 Local Emergency Operations Plan was presented to the Board for review.
- The Emergency Management Director Scott Morley previously approved the plan; however, the regulations state it must be adopted by a Select Board Member who has received certification from FEMA.
- Scott Briere presented the required FEMA ICS 100c Certificate and stated that he approved the 2018 Local Emergency Operations Plan.

- The Board received a request to support the City of Newport's "Wednesdays on Waterfront" events.
- As many Coventry residents attend, the Board unanimously agreed to support the event in the amount of \$500 to be taken from the Recreation Department budget.

- On behalf of the Select Board, Mike Marcotte thanked Recreation Committee Chairman Martha Sylvester for all of her work in organizing the Coventry Day event on July 7th, 2018.
- The Board heard many positive things about the event and appreciated all of the planning and effort it took to put it all together.
- Brad Maxwell made the motion to give Martha Sylvester a \$500 net stipend from the Recreation Budget for her work in organizing Coventry Day. Seconded by Scott Briere and unanimously approved by the Board.

- Under previous unanimous approval by the Board to transfer all funds to the Fidelity Investment account administrated by John Henry Hubert of Catamount Asset Management; Chairman Mike Marcotte signed a request to Edward Jones Investments and Cambridge Investments to transfer all Town funds.

- Under previous unanimous approval by the Board to surrender the Town Annuities held by Hartford and Jackson Investments; Brad Maxwell and Scott Briere signed the forms to surrender all funds available that are currently not subject to withdrawal penalties.

14. Sign Orders

General Fund Account:

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| Payroll #1902 | For week ending 7/7/18 | \$ 2,530.43 |
| Payroll #1903 | For week ending 7/14/18 | \$ 2,622.49 |
| AP | Coventry Day Expenses – 06/30/18 | \$ 1,159.31 |
| AP | Coventry Day Expense – 07/09/18 | \$ 1,673.37 |
| AP #F6-18 | Federal Withholding Tax for June 2018 – 07/06/18 | \$ 5,091.10 |
| AP #S6-18 | State Withholding Tax for June 2018 – 07/06/18 | \$ 585.94 |
| AP #1901 | VMERS Retirement for June 2018 – 07/06/18 | \$ 1,047.44 |
| AP #19-02 | Listers Expense -07/09/18 | \$ 278.64 |
| AP #19-03 | 07/16/2018 | \$ 38,763.76 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$ 53,752.48 |

Road and Bridge Restricted Fund Savings Account:

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|--|-----------------------------------|--------------------|
| 07/16/2018 | Hi-Acres Temporary Bridge Removal | \$ 1,600.00 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$ 1,600.00 |

15. Meeting adjourned at 7:47 p.m.

The Select Board anticipates a special meeting to be held on Friday July 20th, 2018 to set tax rate for the ensuing year.

The next Select Board meeting will be held on Monday August 2nd, 2018 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator