

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY DECEMBER 3RD, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Deb Tanguay / Town Clerk

Kate Fletcher / Lister

Lyell Reed / Lister

Jeanne Desrochers / Cemetery Commission

David Barlow / Assistant Clerk

Martha Sylvester / Recreation Committee Chairwoman

Joshua Griffes / Fence Viewer

Guests:

Todd Rohlen / Coventry Village School Principal

Mike Paradis & Jeff Johansen / Newport Ambulance Service

Press:

Elizabeth Trail / The Barton Chronicle

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

- 2. Approve the minutes of the November 19th, 2018 Meeting.**
 - Brad Maxwell made the motion to approve the minutes of the November 19th, 2018 meeting as written. Seconded by Scott Briere.
 - The Board unanimously approved and signed the minutes of the November 19th, 2018 meeting as written.

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

4. Select Board Bookkeeper Applications and Potential Appointment

- At the November 19th, 2018 meeting, the Board received resumes from two applicants for the Bookkeeper position from; Karen Jenne and Debra Tanguay.
- Brad Maxwell made the motion to appoint Debra Tanguay to the position of Select Board Bookkeeper at \$25 per hour, up to ten hours per week to start Monday December 10, 2018.
- Seconded by Scott Briere and unanimously approved by the Board.

5. Approve Letter to District 7 Environmental Commission

- The Board reviewed a draft Letter to the District 7 Environmental Commission stating that the Select Board supports New England Waste Services, Inc. Land Use Permit Application to expand the Coventry Solid Waste facility.
- Brad Maxwell made the motion to approve the letter as written. Seconded by Scott Briere.
- The letter of support was unanimously approved and signed by the Select Board.

6. Resolution to Censure Lister Lyell Reed

- Lister Lyell Reed posed some questions to the Select Board at the October 15th, 2018 meeting regarding listing practices and procedures. The Board agreed the Town Attorney would be consulted; following which, Lyell spoke with the Town Attorney directly.
- The Town Attorney, Brian Monaghan, provided his response by letter to the Select Board expressing his concerns. This letter accompanied a draft Resolution that was provided directly to Lister Lyell Reed to review prior to the meeting.
- Lyell Reed stated that his questions were taken out of context and was severely misinterpreted by the Attorney in the letter provided.
- Lyell explained that his questions were based around future procedure and did not reflect any past actions.
- Lyell Reed reviewed some procedures of property assessment to the Board in relation to bedroom counts.
- The Board questioned the Waste Water Permit compliance questions posed at the October 15th meeting; Lyell Reed stated that it was clearly misunderstood what he was asking.
- Lyell stated that the Board should reconsider adopting the Resolution as the statements are false and the Board could be liable for making such accusations. Lyell stated that he has had an Attorney contact Brian Monaghan's office to discuss.
- Mike Marcotte stated that there is obviously some confusion and recommended the Board table the item and consult the Town Attorney.
- The Board unanimously agreed to table agenda item #6.
- Lister Lyell Reed asked for a copy of the Attorney's response and Resolution to be shared with Lister Kate Fletcher.
- Chairman Mike Marcotte stated that the Board did not formally address or accept the Resolution to Censure in their meeting and therefore the draft was not considered public record

to distribute. Mike explained that a draft was furnished to Lyell as a courtesy to support the discussion and if Lyell wished to share the copy he received then he could, but to make it clear this was not an approved document by the Select Board.

- School Principal Todd Rohlen had not yet arrived to the meeting.
- The Board unanimously agreed to proceed to agenda item #9 and address other business items until Todd's arrival.
- The Board received the Warning of County Meeting for Orleans scheduled for Monday December 10th, 2018 at 8:00 a.m. at the County Courthouse in Newport, VT.
- Mike Marcotte and Brad Maxwell signed updated Community National Bank signature cards for the Tax Sale Escrow accounts previously approved.
- The Board signed and approved the Minutes of the Special Town Meeting on November 14th, 2018 as written.

7. Coventry Village School

- Coventry Village School Principal Todd Rohlen introduced himself to the Board and reviewed some of the events at the School over the last several months since he started.
- Todd stated that student enrollment has been steadily rising and the School Board has been discussing options for expansion to accommodate the growing need for space.
- Todd stated his goal to have a crosswalk over Route 5 so children can safely walk into the Village.
- The Board stated this had been considered in the past, however there were limitations with it being a State Highway. The Board agreed to look into it again and see if there are options for the Town to help facilitate to create safer walking access to the Village.
- Various turnarounds on Town Roads were discussed and concerns on how to make the route safer. The Board stated that Butlers Bus Service should contact Road Commissioner David Gallup directly to ensure the information is received.
- The Board thanked Coventry Village School Principal Todd Rohlen for attending the meeting. Todd welcomed the Select Board to attend School Board Meetings anytime.

***Select Board member Brad Maxwell departed the meeting at 5:35 p.m.*

8. Newport Ambulance – 2019 Budget Proposal

- Mike Paradis and Jeff Johansen provided the Board with the proposed 2019 Newport Ambulance Service contract request for \$32,221.00; reflecting a 2.9% increase over the current years amount of \$31,287.00.
- Mike Paradis explained the increase of services and additional equipment over the last year.
- Orleans Ambulance Service is currently designated the first responders for a few roads in Coventry. Mike Paradis stated that the current contract price is calculated for Newport Ambulance to provide service to all of Coventry and assured the Board that taking over this section would not compromise the response times and service to the residents living there.
- The Board unanimously agreed that the Vermont State 911 Board would be notified that the Newport Ambulance Service is now designated as the primary service for all of Coventry.
- Scott Briere made the motion to approve the 2019 Newport Ambulance Service contract for the Town of Coventry at a cost of \$32,221.00. Seconded by Mike Marcotte.

9. Other Business

- The Board reviewed a quote from Nevtec to install a damper in the Community Center kitchen hood ventilation system. The damper will mitigate the cold air in the kitchen and lower the heating costs.
- Mike Marcotte made the motion to approve the quote of \$1,040.00 from Nevtec to proceed with installing the damper. Seconded by Scott Briere.
- Mike Marcotte made the motion to approve a cost up to \$780 for area rugs for the upstairs Community Center meeting room to protect the new floors. Seconded by Scott Briere.
- The Board discussed additional repairs needed to the kitchen and unanimously agreed to hold off on all unnecessary costs for the moment until an overall renovation can be considered.
- Scott Briere made the motion to approve the quote of \$425 from Greg Crease to have the back-storage room in the Community Center painted. Seconded by Mike Marcotte.
- Recreation Committee Chairwoman Martha Sylvester stated the Recreation Committee is planning on having a Christmas Tree Lighting and cookie swap on Saturday December 15th, 2018 from 4 p.m. to 6 p.m.
- The anticipated costs for supplies and decorations is \$500 from the recreation budget.

10. Sign Orders

General Fund Account:

AP #F11-18	Federal Withholding Tax for November 2018	\$ 4,123.56
AP #S11-18	State Withholding Tax for November 2018	\$ 447.75
AP #CC-11	Credit Card Payment 12/03/2018	\$ 560.97
AP #19-12	General Accounts Payable 12/03/18	\$ 3,766.65
PR #P1922	Payroll for week ending 11/24/18	\$ 3,081.69
PR #P1923	Payroll for week ending 12/01/18	\$ 3,481.23
Signed by the Board for the Treasurer to draw checks totaling		\$ 15,461.85

11. Meeting adjourned at 6:25 p.m.

The next Select Board meeting will be held on Monday December 17th at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator