

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday May 7th, 2018 at 4:30 p.m.

Board Members Present:

Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator
Adam Messier / Treasurer
Kate Fletcher / Lister & Delinquent Tax Collector
Martha Sylvester / Recreation Committee Chairman
David Barlow / Assistant Clerk
Anita Gariepy / Lister
Phil Marquette / Planning Commission
David Gallup / Road Commissioner

Guests:

Jennifer Harlow-Jacobs; Matthew Baughman;

Press:

Tabitha Armstrong / Barton Chronicle

- 1. Brad Maxwell called the meeting to order at 4:30 p.m.**

- 2. Approve the minutes of the April 16th, 2018 meeting**
 - The Board noted that there was one amendment to the minutes of the April 16th meeting. On agenda item #9 the Vermont Department of Financial Regulation did not *recommend* Investment Advisors; they *provided names of qualified firms*.
 - Brad Maxwell made the motion to approve the minutes of the April 16th, 2018 meeting with the change to agenda item #9. Seconded by Scott Briere.
 - The Board quorum approved and signed the minutes of the April 16th, 2018 meeting with the noted change made.

3. Jennifer Harlow – Orleans County Sherriff’s Candidate

- Detective Jennifer Harlow of the Newport Police Department stated that she will be running for Orleans County Sherriff in the coming election.
- Detective Harlow explained her work with the Police Department, her extensive experience, and her reasons for wanting to move to the position of County Sherriff.
- The Board thanked Detective Harlow for her contributions and dedication to the community.

4. Coventry Village School

- The Coventry Village School representatives were invited to attend Select Board Meetings quarterly to discuss ways the Town and School can stay connected and to receive general updates.
- Principal Matthew Baughman explained his goal to have students increase their civic responsibility and community involvement. Matthew and the Board discussed ideas for projects the students can participate in throughout the coming year.
- The Board stated their appreciation to the middle school classes for their efforts in Green-Up day the previous week.

5. Newport Centennial Magazine

- CVS Principal Matthew Baughman stated that the 5th Grade Class was preparing a Happy Birthday Poster and will have their picture taken with it to be posted in the magazine.
- The Board quorum agreed to place an ad for a minimum of a half page.

6. Civil Lawsuit

- The Board reviewed the Motion to Dismiss the Civil Law Suit against former Town Clerk/Treasurer Cynthia Diaz, drafted by Attorney Paul Gillies.
- Brad Maxwell made the motion to approve the Motion to Dismiss without Prejudice as written. Seconded by Scott Briere.
- Attorney Paul Gillies will be notified to file the motion with the Court.

7. Anne Marie Mooney Report and Accompanying Documentation

- The Board received the unredacted copy of the Ann Marie Mooney Audit Report and accompanying documentation produced in 2007.
- The Board Officially accepted the report into the public records of the Town.

8. Property Tax Appeal

- The Board reviewed the Stipulation to Final Order for the property tax appeal made by Joseph and Catherine Rossi. The order stated that the Town would accept the certified Appraiser value of \$215,000 for the tax years 2017, 2018 and 2019.

- Brad Maxwell made the motion to approve the Stipulation to Final Order to Joseph and Catherine Rossi as presented by Attorney Brian Monaghan. Seconded by Scott Briere.
- Attorney Brian Monaghan will be notified to present the order to the Plaintiff's Attorney.

9. Reappraisal RFP

- The Board reviewed the final draft of the Request for Proposals for Town-wide Reappraisal presented by Lister Kate Fletcher.
- Kate stated that appraisal companies were currently booking into 2021-2022 so the Town is several years from completion of the project.
- Brad Maxwell made the motion to approve the Request for Proposals for Town-Wide Reappraisal as presented. Seconded by Scott Briere.
- The RFP was signed by the Board Quorum, Quorum of Listers present and the Town Administrator and approved for posting.
- Kate Fletcher discussed some needed office equipment for the Listers Office. A scanner and a camera were requested for a successfully functioning office. The Board quorum approved the purchase of both items.

10. Zoning Administrator Update

- David Barlow explained that he is currently the Zoning Administrator for the Federally defined flood zones in the Town.
- David stated that FEMA Flood maps for Coventry were produced in 1985 and were vague and outdated. The maps are currently being re-done and David is participating in the process to ensure the information is accurately reflected in the newly defined flood zones.
- The new maps are anticipated to be released in 2020.

11. Delinquent Tax Collector

- Delinquent Tax Collector Kate Fletcher provided the Board with a copy of the letter that will be sent with this month's notices stating that a tax sale was being planned in the coming months.
- Attorney Brian Monaghan will also be sending a formal letter in the coming month stating his office will be conducting the tax sale.
- The letters will be sent to 15 people total. The recipients will be limited to those who owe on 2017 taxes only, who do not have a tax agreement or who have made no contact with the Town to arrange payment.
- Attorney Brian Monaghan advised the Town to conduct the tax sale for property owners owing for 2017 only at this time until the prior years are confirmed and the investigations on amounts owing are solidified.
- Kate Fletcher stated that the tax sale was anticipated to be held in July or August.

12. Review Bids for Gravel Crushing and Sand Screening

- The Board reviewed the two bids received;

	Gravel Crushing – 10,000 Yards	Sand Screening – 5,000 yards
Simpson Dirtworx LLC	\$3.72 /yard	\$1.80/yard
Kingdom Gravel & Aggregate	\$3.80 /yard	\$2.00 /yard

- Road Commissioner David Gallup stated that both companies were reputable so he recommends awarding to the lower price as long as the time schedule could be met.
- Brad Maxwell made the motion to award the gravel crushing and sand screening to Simpson Dirtworkx LLC. Seconded by Scott Briere.

13. Other Business

- Kate Fletcher thanked Martha Sylvester for her work on coordinating the Green-Up Day efforts.
- The Board quorum agreed to cover 50% of the cost of all composters purchased by Coventry residents directly through Casella. Composters are price at \$80, Coventry residents will be charged \$40 and Casella will invoice the Town for the balance.
- The Board reviewed the VLCT/PACIF Quarterly Claim Report. No action taken by the Board.
- The Board approved Amanda Carlson to attend the VLCT Economic Development Conference in Killington, VT on June 14th, 2018.
- The Board discussed the progress on the community center emergency stair replacement and requested cost to have the steel powder coated for longevity.

14. Sign Orders

General Fund Account:

Payroll	For Week Ending 04/21/18	\$ 3,781.76
Payroll	For Week Ending 04/28/18	\$ 2,954.21
Payroll	For Week Ending 05/05/18	\$ 4,431.04
Accounts Payable	04/26/18	\$ 8,295.42
Accounts Payable	05/07/18	\$ 22,737.83
SWT	April 2018	\$ 562.50
FWT	April 2018	\$ 4,969.12
Signed by the Board for the Treasurer to draw checks totaling		\$ 47,731.88

Road & Bridge Restricted Fund Savings Account

04/26/2018	50% Deposit on Custom Cannon Wheels	\$ 1,716.75
Signed by the Board for the Treasurer to draw checks totaling		\$ 1,716.75

05/07/2018	LED Light Fixtures for Office & Garages	\$ 4,778.77
Signed by the Board for the Treasurer to draw checks totaling		\$ 4,778.77

15. Meeting adjourned at 6:07 p.m.

The next Select Board meeting will be held on Monday May 21st, 2018 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator