

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Wednesday September 26th, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Adam Messier / Treasurer

David Barlow / Assistant Clerk

David Gallup / Road Commissioner

Phil Marquette, Carol Simmons, Skip Gosselin & Moe Jacobs / Planning Commission

Martha Sylvester / Recreation Committee Chairwoman

Guests:

Jeanne Desrochers / Coventry Fire District

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

2. Approve the minutes of the September 3rd, 2018 Meeting.

- Brad Maxwell made the motion to approve the minutes of the September 3rd, 2018 meeting as written. Seconded by Scott Briere.
- The Board unanimously approved and signed the minutes of the September 3rd, 2018 meeting as written.

3. Allow for Public Comment

- Coventry Fire District member, Martha Sylvester, reviewed her households ongoing monthly costs to purchase drinking water ~~since the no-drink order issued by the State.~~ since the Public Notice was issued recommending water not be used for drinking or cooking
- Martha stated that this is in addition to the recently increased quarterly water bill received.
- Martha stated that there have been no options for members to vote on the budget, water is a necessity and should not be treated like a utility and this is affecting many residents in the same situation.

4. Coventry Fire District Prudential Committee Resignation

- Coventry Fire District Prudential Committee Chair, Jeanne Desrochers, notified the Board that Prudential Committee member Marie Sloan has submitted her resignation.
- In accordance with 20 V.S.A. § 2485, the Fire District requested the Board exercise their authority and appoint a person to the vacancy to serve the remainder of the elected term expiring June 2019.
- The Select Board unanimously agreed to post a Notice of Vacancy allowing individuals to express interest in serving on the Prudential Committee. Qualified applicants must be registered voters residing in the Fire District limits.
- The Select Board will consider all applicants, and recommendations received from the Prudential Committee at the Select Board meeting on October 15th, 2018 with the intent to make the appointment at that time.

5. Treasurers Report of Financials for Preceding Month.

- Treasurer not present. Item tabled.

6. Road Commissioner Project Report

- Road Commissioner, David Gallup provided the Board with an overview of recent projects and maintenance including, ditching completed, resurfacing and equipment repairs.
- David reported the project of removing material from under the Route 14 Bridge to mitigate flooding in the village was successful and all permit compliance requirements met. Options for additional mitigation projects will be pursued.
- With grant funding received from the NVDA, David reported that four hydraulically connected segments identified in the road inventory have been upgraded to meet the standards.
- Completion of these projects brings the Towns roads into 100% compliance with the States Road General Permit requirements. 2019 starts the first year of the required permit, Towns are being given twenty years to reach 100% compliance which Coventry has already achieved.
- David would like the Board to consider declassification of several roads with a combined estimated total of approximately two miles. The Board will review the detailed list when prepared and discuss the legal process required for declassification.
- The Board thanked David for his work and efforts for the Town.

7. Community Center Coordinator Update

- Amanda Carlson reported that the Community center rental requests have increased considerably for the fall season and most weekends were booked already through November.
- The Board unanimously approved to cover the \$25 cost for Community Meals coordinator and Coventry Resident Debbie Lucas, to attend the SmartServ Certification course held at the North Country Career Center in October.

- The Board unanimously agreed that the weekly Community Meals was a valuable service and wanted to insure a system was set up to allow it to continue in a way that that the Town and the guests attending the weekly event were protected. Amanda Carlson will contact VLCT to discuss insurance coverage criteria.
- Amanda Carlson stated that she had received the Python Wrestling application for the 2018-19 season, the signed agreement to complete cleaning in lieu of rental fees and a proof of insurance certificate for the organization.
- Brad Maxwell made the motion to approve the rental agreement with the Python Wrestling group for use of the Community Center on Tuesday, Thursday and Friday's from 5 pm to 9 pm beginning November 20th, 2018 until April 26th, 2019. Seconded by Scott Briere and unanimously approved by the Board.

8. Review Schedule for Investments

- The Board was notified that all Town monies transferred to the Fidelity Investment Account have now been received.
- The Board reviewed the following proposed schedule to invest the balance of the account;
 - *At the Select Board meeting on August 20th, 2018 the Board unanimously approved Investment Advisor John Henry Hubert, Catamount Asset Management to proceed with investing one third of the funds held in the Town's Fidelity account.*
 - *Based on the previous recommendations to have all funds re-invested in a twelve-month period; the Board would grant John Henry Hubert authorization to continue investing all remaining funds evenly over the next three quarterly periods: November 2018, February 2019 and May 2019.*
 - *Authority will be given to John Henry Hubert to hold funds in short term CD's for the quarter waiting period(s) to coincide with the schedule.*
 - *John Henry Hubert will balance the Town's Investment Account and make any necessary adjustments to ensure the portfolio is consistent with the Investment Policy adopted by the Select Board.*

The proposed timeline for Board approval is as follows:

November 5 th , 2018 <i>(Week of; with completion no later than November 9th, 2018)</i>	1/3 of Balance of Funds invested
November 19, 2018	Attend Board Meeting for Review and Update
February 4 th , 2019 <i>(Week of; with completion no later than February 8th, 2019)</i>	1/3 of Balance of Funds Invested
February 18 th , 2019	Attend Board Meeting for Review and Update
May 6 th , 2019 <i>(Week of; with completion no later than May 10th, 2019)</i>	Final 1/3 of Balance of Funds Invested
May 20 th , 2019	Attend Board Meeting for Review and Update

- *At the May 2019 meeting the Board will determine the frequency that the Investment Advisor will be asked to attend Board meetings.*

- Brad Maxwell made the motion to approved the proposed investment schedule as presented granting authority for Investment Advisor John Henry Hubert of Catamount Asset Management to proceed under the timelines stated.
- Seconded by Scott Briere and unanimously approved by the Board.

9. Economic Development Plan

- Chairman Mike Marcotte stated that there has been a lot of discussion recently around the Church in the Village and the need to preserve the historic structure.
- Church ownership has been presented to the Town with the pressing request to address the repairs needed to avoid further damage. Mike stated that Town Funds can not be expended on the building without voter approval.
- With many ideas on how to use the space, the Board agreed they were hesitant to propose the extreme expense to residents without understanding the long-term purpose and ongoing costs associated.
- Mike stated the benefit of pursuing and Economic Development Plan conducted by an outside consultant. This Plan could assess the Town as a whole, the Village Center and the Church building specifically looking at the best use of resources for the residents and steps to achieve each project.
- The estimated cost of having a comprehensive Economic Development Plan conducted is up to \$30,000.
- Mike explained that one of the grant opportunities offered by the State Community Development Block Grant Program provides up to \$22,000 towards an Economic Development Plan.
- If the Town first had Village Center Designation it would give priority on the Planning and other grant applications, as well as provide residents with opportunities for tax credits towards improvements within the Village.
- The Village Center Designation, and the Planning Grant both require the Town to have a regionally approved Town Plan to apply and therefor the Town was not eligible to pursue either this year before the application deadline.
- Mike Marcotte stated that with the need to make decisions on the Village and Church, waiting for the grant opportunities next year might be too late. Having an Economic Development Plan done over the winter should equip the Board with some initial data to present at Town Meeting in March and allow voters to make a more informed decision.
- To incur the expense of hiring a consultant to complete the Economic Development Plan this year, the Select Board would need to call a Special Town Meeting, with 30 days' notice, and ask the voters to approve the unbudgeted amount.
- The Board discussed the options, agreeing the missed grant opportunity was unfortunate, they preferred not to ask the voters to expend the funds; however, with the pressing need to address

issues, a consultant's assessment would guide them and ensure they were proposing the larger building expense appropriately.

- Road Commissioner David Gallup stated that an outside consultant would be able to assess the Town and structures with an unbiased and unemotional view and may offer long term solutions that have not been considered.
- The Board asked Town Administrator, Amanda Carlson to research when the next opportunity would be for the Town to apply for a Planning Grant. Based on the timeline, the Board will consider if they feel it is in the best interest of the Town to wait and apply for the funding, or if they should ask the voters to expend the funds sooner at a special meeting.
- The Board unanimously agreed to discuss at the next meeting.

10. Letter from Alan Feltmarch Regarding Church

- The Board reviewed a letter received from resident Dr. Alan Feltmarch.
- *The Coventry Congregational Church in the Village Common is under Dr. Feltmarch's responsibility to maintain and under his authority to transfer ownership.*
- The letter to the Select Board included a copy of the annual insurance bill for the building, and stated that he has been incurring this cost and he will no longer continue covering the expense.
- Dr. Feltmarch stated that the historical building should be maintained by the Town for the Community and should assume responsibility for the costs.
- The Board unanimously agreed that they are not legally authorized to pay the invoice for insurance on a building owned by an outside entity, and still owned by a religious organization.
- The Board will respond in writing to Dr. Feltmarch, explaining the legal restrictions for the Town to cover the expense, and that the Board is actively exploring the best way to pursue the situation.

5. Treasurers Report of Financials for Preceding Month.

- The Board unanimously agreed to address agenda item #5 and review the Treasures report of Financials for August 2018.
- The Board reviewed the report presented by Treasurer, Adam Messier.
- The Board and Adam discussed the investment accounts and the use designations that were assigned when originally transferred. The Board will look into how this can be clarified to the voters and if an article is needed on the Town Meeting Warning for voter approval.
- No action taken by the Board.

11. Other Business

- The Board reviewed a request from Vermont Land Trust for a \$500 donation towards a seven-mile bike and walking path being developed along Lake Memphremagog.
- As many residents would utilize this trail, Mike Marcotte suggested that the Board consider making the \$500 donation from the recreation fund in support.

- The \$500 approved towards the Wednesday's on the Waterfront event that was declined by the organization last month, could be redirected and applied to the Land Trust Request.
- Brad Maxwell made the motion to approve a \$500 recreation donation to the Vermont Land Trust towards the construction of the Lake Memphremagog path as requested. Seconded by Scott Briere and unanimously approved by the Board.
- The Board was notified that the Vermont Department of Transportation will be hosting a public meeting at the Coventry Community Center on Thursday October 25th, 2018 at 6:00 p.m. to discuss the State Aviation Systems Plan.
- The Board reviewed two contracts from CAI Technologies for tax mapping services.
- The current year services for research, set up and printing of tax maps for a total cost of \$3,200.00; and a contract for the yearly update and maintenance for the 2019 maps at a cost of \$1,385.00.
- CAI Technologies was awarded the Towns contract through the State Parcel Mapping Project which will cover some of the initial costs for set up and research. Printing costs and updates are the responsibility of the Town.
- Scott Briere made the motion to approve both contracts as presented by CAI Technologies for mapping services. Seconded by Brad Maxwell and unanimously approved and signed by the Board.
- At the September 3rd, 2018 meeting, the Board agreed to move the first meeting in October to Tuesday to accommodate schedules. This conflict is no longer applicable.
- The Board unanimously agreed the next meeting will be held on the regular scheduled day – Monday October 1st, 2018 at 4:30 p.m.
- Brad Maxwell made the motion to recess the Select Board Meeting at 5:59 p.m. to allow the Board to proceed with the scheduled 6:00 p.m. Hearing on the Draft Town Plan. Seconded by Scott Briere.
- Meeting recessed at 5:59 p.m.
- Mike Marcotte opened the meeting at 6:30 p.m.

12. Sign Orders

General Fund Account:

AP #1909	09-26-2018	\$ 41,999.62
PR #1911	Payroll for week ending 09-08-18	\$ 2,598.66
PR #1912	Payroll for week ending 09-15-18	\$ 2,805.58
PR #1913	Payroll for week ending 09-22-18	\$ 2,677.72
Signed by the Board for the Treasurer to draw checks totaling		\$ 50,081.58

Road & Bridge Restricted Fund Savings Accounts

09-25-18	Hansen Wagon Wheel	\$ 2,302.39
Signed by the Board for the Treasurer to draw checks totaling		\$ 2,302.39

13. Meeting adjourned at 6:47 p.m.

The next Select Board Meeting will be held on Monday October 1st, 2018 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator