

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY APRIL 22nd, 2019 AT 4:30 P.M.

Board Members Present:

Mike Marcotte / Chair; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher / Delinquent Tax Collector

Martha Sylvester / Recreation Committee Chair

Jeanne Desrochers / Cemetery Commission

Phil Marquette / E911 Coordinator & EMD

Guests:

Kirk Martin / Orleans County Sheriff

Scott Jenness & Rudy Percy / Borderline Ridge Riders ATV Association

Ernie Punt

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- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**
 - 2. Approve the minutes of the March 18th, 2019 meeting.**
 - Scott Briere made the motion to approve the minutes of the March 18th, 2019 meeting as written. Seconded by David Gallup; minutes unanimously approved and signed by the Board.
 - 3. Allow for Public Comment**
 - No public comment noted.
 - 4. Resident Ernie Punt regarding ATV travel on Town Roads**
 - Ernie Punt stated that the Select Board has denied ATV's to use Cook Road where he lives; however there continues to be ATV travel past his house.
 - Ernie noted that as Cook Road is a Class 4 road unmaintained by the Town, the residents are responsible for the road condition and they do not want to incur the cost of repairs caused by ATV use.

- Ernie Punt made a formal request that the Select Board deny ATV travel on all Town roads.
- Borderline Ridge Riders ATV Club President, Scott Jenness, stated that signs have been put up in previous years and if they disappear the club should be notified.
- Scott Jenness stated that if Cook Road was legally opened to ATV travel then the Club would assist in the cost of repairs and maintenance. Cook Road is not advertised by the club as open but it is a tough situation to manage when neighboring Towns open all roads to ATV travel for the season.
- As Cook Road is a through road from Irasburg and open to ATV's; David Gallup stated a "Not A Thru Road" sign be put at the Coventry Town line.
- Orleans County Sherriff Kirk Martin stated that the Sheriff's Office will continue patrolling this year and agreed to make the area a priority. Anything residents can do to identify ATV drivers not obeying regulations assists them in correcting the problems.

5. Orleans County Sheriff's Department

- Orleans County Sherriff Kirk Martin provided the Board with the annual contract for services to begin July 1, 2019. Patrol will be scheduled for an average of 3.5 hours per week at an hourly rate of \$49.50 which is an increase of 3% over the current year.
- David Gallup questioned patrol on Rte. 5 and Rte. 14 and stated he did not feel the Town should incur the cost to monitor State roads.
- Sherriff Martin stated that any activity in the Town limits was billed as such regardless of the Road; and that there is a need for patrol on the thruways as it is often associated with trafficking.
- Scott Briere made the motion to accept the contract with the Orleans Country Sheriffs Office for July 1, 2019 through June 30, 2020 as presented. Seconded by David Gallup and unanimously approved by the Board.

6. Discussion with Members of the Coventry Town Foundation

- No members of the Coventry Town Foundation present for discussion.
- The Board discussed the Town Foundation funding which is included in the Landfill Host agreement and paid directly from Casella as a percentage of the tipping fees.
- Mike Marcotte questioned if the previous Attorney advised the Board correctly when the agreement was executed. With questions concerning the Statutes around obligating future voters, and Foundation funds supplementing school programs, Mike stated it was something that needed to be investigated further to ensure the situation was appropriate or if changes needed to be made.
- Mike Marcotte made the motion to allow Town Administrator Amanda Carlson to work with the Town Attorney on questions surrounding the Landfill Host Agreement and funding to the Town Foundation. Seconded by Scott Briere and unanimously approved by the Board.

7. Review Proposals for Appraisal Services

- Two proposals for Appraisal Services received from: New England Municipal Consultants and Spencer Potter.
- Yearly proposed costs were around \$22,000 on both proposals and included variables to the cost such as time, mileage and additional requested meetings.
- Both proposals came with sufficient credentials and experience with other communities.
- The Board noted that NEMC is the firm contracted for the Town wide reappraisal scheduled to start in 2020. This provided an advantage for the Assessor to prepare for the reappraisal and ensure a smoother process.
- Scott Briere made the motion to accept the proposal from New England Municipal Consultants for assessing services for \$22,440 for fiscal year 2020. Seconded by David Gallup and unanimously approved by the Board.
- A formal contract will be requested and reviewed at the next meeting.

8. Review Assessing Clerk Job Description

- The Board reviewed the draft job description for the Assessing Clerk and noted changes to be made. A revised draft will be reviewed at the next meeting.
- Assessing Clerk Kate Fletcher requested her pay structure be revised with the newly appointed role and responsibilities in the office.
- Kate requested the position be salaried and based on \$20 per hour for a 24-hour work week. The 24-hour week provides eligibility for enrollment in the Vermont Municipal Retirement that includes a 5.62% Town portion. Kate stated she felt the extra time was needed in the office as well as the flexibility to work on a salaried work week to ensure all tasks were addressed.
- The Board discussed the 2020 approved budget and proposed wage increase that would slightly exceed the total.
- David Gallup stated that he wanted to stay within the approved budget and did not support knowingly exceeding it.
- Mike Marcotte stated that he respected the budget however, felt there was a benefit to the extra hours as the newly created role was now better understood.
- Scott Briere made the motion to approve the Assessing Clerks salary at \$480 per week based on 24 hours a week to include enrollment in the Town's VMERS plan effective April 22, 2019. Seconded by David Gallup and unanimously approved by the Board.
- Kate Fletcher requested costs for accommodations in Rutland, VT for the night of May 14, 2019 in order to attend a training the following day. Kate stated that she will be applying for funds from a State grant program for potential reimbursement. The cost for accommodations in Rutland was unanimously approved by the Board.

- The Board unanimously agreed on the cost to set up a new email address assessorsoffice@coventryvt.org. This will replace the current Listers email address.

9. Review Contractor Proposals for Culvert Installation on Pine Hill Road and Glen Road.

- Proposals to install concrete box culverts on Pine Hill Road and Glen Road were received as follows:

Mathews Excavating	\$78,847.50
Kirk Fenoff & Son Excavating	\$102,850.00
Alliance Consulting & Excavation	\$104,000.00
RG Gosselin Inc	\$138,000.00
J.P. Sicard Inc	\$142,726.00
CCS Construction Inc	\$353,000.00
Winterset Inc	\$377,111.00

- Amanda Carlson stated that she reviewed the proposals with Engineer Tim Ruggles prior to the meeting. He stated he saw no concern or reason not to award to the lowest bidder Mathews Excavating. Tim worked with Mathews Excavating on previous projects including the Hi-Acres Bridge in Coventry last year and recommends them as a reliable contractor.
- David Gallup in his role as Road Commissioner overseeing the project, stated that he was also confident in Mathews Excavating’s capabilities.
- David Gallup recused himself from the process of awarding the contract.
- Mike Marcotte made the motion to approve the proposal submitted by Mathews Excavating for \$78,847.50 to install the Pine Hill Road and Glenn Road concrete box culverts with an estimated completion of August 2019. Seconded by Scott Briere and approved by the Board quorum.

10. 2019 Local Emergency Management Plan

- Emergency Management Director Phil Marquette summarized the onsite workshop held by Vermont Emergency Management at the Community Center to review and answer questions regarding the newly formatted LEMP.
- Phil presented the Town of Coventry draft LEMP which was incomplete and requiring information related to the School.
- Amanda Carlson stated that she is working on an attachment which would clarify spending authority in the case of an emergency situation.

- The Board will review the updated draft at the next meeting.
- Phil provided the Board with a draft letter to the Newport City Police Department requesting the Town of Coventry be permitted to utilize the VT Alert System. This system issues regional text messages to subscribers with notifications of emergencies including road closures and accidents in the area. The letter grants permission for the Select Board Chair, Road Commissioner, EMD and Town Administrator to contact Newport City Police to issue an alert when necessary.
- Scott Briere made the motion to authorize Chair Mike Marcotte to sign the request to utilize the VT Emergency Alert system on behalf of the Board. Seconded by David Gallup.

11. Hazard Mitigation Plan

- Scott Briere made the motion to approve the Town of Coventry Hazard Mitigation Plan completed by Paul Luciano with the assistance of the NVDA. Seconded by David Gallup and unanimously approved by the Board.
- The Board agreed to update the plan as changes occur to ensure information is accurately reflected.

12. 911 Coordinator regarding Airport Road

- 911 Coordinator David Barlow was not in attendance and provided his request in writing for the Board to approve the following; *Rename the current "Aviation Lane" to "Wildlife Trail"; Name the road leading into the Northeast Kingdom International Airport "Aviation Lane"; proceed to assign numbered addresses to the hangars on the newly designated "Aviation Lane" within the Airport.*
- Amanda Carlson stated that David Barlow had reviewed the information with State E911 Coordinator Tyler Hermanson who approved the proposed changes.
- Scott Briere made the motion to approve the changes of renaming Aviation Lane and reassigning the name to the road at the airport as requested by David Barlow. Seconded by David Gallup and unanimously approved and signed by the Board.

13. Senate Natural Resources Committee Landfill Tour Review

- Mike Marcotte stated that the Senate Natural Resources Committee had scheduled a tour of the landfill on April 11, 2019. With Mike's history in Town he was asked to join the Committee on the tour of the landfill and Washington Electric Power generating facility.
- Mike stated that the tour was scheduled as an informal education trip and was not anticipated to generate media attention.
- Informal meetings were held at the Community Center after the tour which included discussions with advocacy group DUMP's creator Henry Coe, and Canadian opposition from MRC.
- No new information was presented.

- Mike noted that the Senate Natural Resources Committee was not intending to take any action as a result of the visit.

14. Consider Request to Waive Notice Period from Washington Electric.

- Amanda Carlson stated that the anticipated documents had not yet been received. Washington Electric is preparing to relocate some power lines in order to accommodate runway expansion plans at the airport. Grant funding is being used by VTrans to complete the project. With delays in obtaining land owner right-of-way's, the project is on a short timeline. A notice to the Public Utilities Commission needs to be submitted by WEC which typically has a 21-day notice period. Attorneys at Washington Electric will be asking the Town and the local and Regional Planning Commissions to waive the notice period to accommodate tight funding deadlines. All interested parties would still have the right to comment even with waiver approval.
- The land and roadways are not Town property; however, David Gallup expressed concern that Town rights-of-way would be affected and would like to see maps of affected areas.
- Scott Briere made a motion as follows; when the project details are received, they will be reviewed by Road Commissioner David Gallup; if he deems no impact to the Town infrastructure he will provide to Chair Mike Marcotte to sign and approve on behalf of the Board; if Mike is concerned about the information included then a special meeting of the Board will be called for discussion. Motion seconded by David Gallup and unanimously approved by the Board.

15. Review Legal Correspondence from Town Attorney with Anticipation Action

a. Possible executive session in accordance with 1 V.S.A § 313 (1) (f)

- The Select Board unanimously agreed in the finding that premature public knowledge of the item for discussion would be detrimental.
- Mike Marcotte made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (f) to include the Select Board and the Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
- The Board entered into executive session at 6:28 p.m.
- The Board exited executive session at 6:35 p.m.
- Scott Briere made the motion to approve the Washington Electric Cooperative Confidentiality Agreement protecting any information received in relation to the reappraisal of the facility. Seconded by David Gallup and unanimously approved by the Board. Select Board Chair Mike Marcotte signed the legal agreement on behalf of the Board.

16. Budget Status Report

- The report showed the General Fund was on budget entering the fourth quarter of fiscal year 2019. The Highway fund budget was exceeded and the Board discussed the unanticipated expenses such as the flood mitigation project and a long and extreme winter requiring additional plowing assistance.
- No action taken by the Board.

17. Other Business

- Recreation Committee Chair Martha Sylvester submitted her letter of resignation to the Board stating she was pursuing other projects she felt should be respectfully separated from a Town Official.
- Scott Briere thanked Martha for all of her hard work on the Recreation Committee and the Board wished her luck.
- The Cemetery groundskeeper Rodney Stone works on salary paid monthly from May until September. As the season crosses fiscal years, Amanda Carlson asked the Board how to apply the pay raise approved for the 2020 fiscal year; and if the increase was expected to be applied for calendar year.
- The Board agreed that this needed to be discussed with the Cemetery Commission during the next budget process to clarify the expectations. For the Current year, the Board asked Amanda to contact the Cemetery Commission and adjust according to their direction.
- NEK Python Wrestling requested use of the gymnasium to hold a summer camp on Tuesday and Thursday evenings for the month of June.
- The Board unanimously agreed to allow the complimentary use of the facility from June 4th through July 2, 2019 with the current agreement for cleaning to continue.
- The Board noted that they did not want complimentary use of the Community Center to be taken advantage of for profitable events. The Board agreed to request more detailed financial information with applications for continued use submitted in the fall.
- The Board received a request from the Vermont Department of Health for a recommendation of Town Health Officer.
- The Board unanimously agreed to recommend the current Health Officer Pedro Grondin to continue in the position.

18. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18357

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P1939	PAYROLL - PE 03/25/19	3/25/2019	\$3,569.86
ACH	F03-25	ACCOUNTS PAYABLE - IRS PE 03/25	3/25/2019	\$1,104.01
ACH	S03-25	ACCOUNTS PAYABLE - VT PE 03/25	3/25/2019	\$123.71
18358-18363	19-35	ACCOUNTS PAYABLE - GEN	4/1/2019	\$3,329.54
ACH	P1940	PAYROLL - PE 04/01/19	4/1/2019	\$2,989.16
ACH	F04-01	ACCOUNTS PAYABLE - IRS PE 04/01	4/1/2019	\$931.33
ACH	S04-01	ACCOUNTS PAYABLE - VT PE 04/01	4/1/2019	\$104.39
ACH	P1941	PAYROLL - PE 04/08/19	4/8/2019	\$2,993.70
ACH	F04-08	ACCOUNTS PAYABLE - IRS PE 04/08	4/8/2019	\$933.00
ACH	S04-08	ACCOUNTS PAYABLE - VT PE 04/08	4/8/2019	\$104.59
ACH	P1942	PAYROLL - PE 04/15/19	4/15/2019	\$3,414.63
ACH	F04-15	ACCOUNTS PAYABLE - IRS PE 04/15	4/15/2019	\$1,046.75
ACH	S04-15	ACCOUNTS PAYABLE - VT PE 04/15	4/15/2019	\$114.67
ACH	P1943	PAYROLL - PE 04/22/19	4/22/2019	\$3,213.15
ACH	F04-22	ACCOUNTS PAYABLE - IRS PE 04/22	4/22/2019	\$980.03
ACH	S04-22	ACCOUNTS PAYABLE - VT PE 04/22	4/22/2019	\$108.28
18365-18400	19-35	ACCOUNTS PAYABLE - GEN	4/22/2019	\$27,427.22
		TOTAL ORDERS		<u>\$52,488.02</u>
BLDG & MAINT RESTRICTED FUND SAVINGS ACCOUNT				
CHECK #		ORDERS	CHECK DATE	FY19 AMOUNT
BANK CK		ACCOUNTS PAYABLE ~ VCI	4/22/2019	\$ 525.31
BANK CK		ACCOUNTS PAYABLE ~ CNB	4/22/2019	\$ 332.93
		TOTAL ORDERS		<u>\$ 858.24</u>
ROAD & BRIDGE RESTRICTED FUND FUND SAVINGS ACCOUNT				
CHECK #		ORDERS	CHECK DATE	FY19 AMOUNT
BANK CK		ACCOUNTS PAYABLE ~ RUGGLES	4/22/2019	\$ 675.00
		TOTAL ORDERS		<u>\$675.00</u>

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

The next Select Board meeting will be held Monday May 6th, 2019.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator