

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY OCTOBER 21st, 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 / Assessing Clerk & Delinquent Tax Collector

David Barlow / Treasurer

Phil Marquette / 911 Coordinator & Planning Commission Member

Guests:

Martha Sylvester / Coventry Fire District Clerk

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

- 2. Approve the minutes of the October 7th, 2019 meeting**
 - Scott Briere made the motion to approve the minutes of the October 7th, 2019 meeting as written. Seconded by David Gallup and unanimously approved and signed by the Board.

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

- 4. Discussion on 2020 Census and Municipal Participation Requirements**
 - Mike Marcotte noted that there were no requirements for municipalities; however, it was very important that all residents participate in the process.
 - Mike stated that the local Legislators had met with Gloria Bruce and some members of the public the previous week at the Town Office to review the upcoming process for the 2020 census.
 - Mike stressed the importance of the census which can determine grant eligibility for the Town.
 - Mike stated that this is the first census in history to be available online; should residents not complete online or by mail, then census representatives will be sent to those houses.

- It will be important to ensure the public is well informed that their information is secure and will not be used for any purpose other than the Federal Government statistics.
- The Board unanimously agreed that the information on the 2020 Census will be posted on the Town Website, the Town Report and at the Town Offices.

5. 2019 Tax Sale – Discussion with Delinquent Tax Collector Kate Fletcher

- Delinquent Tax Collector Kate Fletcher stated that the Tax Sale scheduled for Thursday October 24th, 2019 was currently down to two properties and it was anticipated that it would be only one by then.
- As discussed at the previous meeting; the Board reviewed two un-landed mobile home properties currently delinquent on their taxes.
- The Board reviewed the property values and amounts owing and discussed taking the owners to small claims court or waiting and including the properties in the next tax sale.
- The Board unanimously agreed that the costs associated with filing a court claim would not be justified and agreed to include both properties in the next scheduled tax sale.
- Scott Briere made the motion to approve the Resolution Relating to Collection of Delinquent Taxes for the October 24th, 2019 tax sale and appoint Amanda Carlson as the bidder representing the Town and Select Board; Seconded by David Gallup. The resolution was unanimously approved and signed by the Board.

6. Town Highway Road Naming – Discussion with 911 Coordinator Phil Marquette

- 911 Coordinator Phil Marquette stated that he will be sending notices to landowners asking for suggestions on a road name. As the road in question connects with the Town of Irasburg, Phil will also be contacting their office through the process.

7. Coventry Fire District – Public Records Storage Discussion with CFD Clerk Martha Sylvester

- Newly elected Coventry Fire District Clerk Martha Sylvester stated her goal in the new role was to ensure transparency in records which will require securing a location to house the documents.
- Martha presented the Board with a proposal for shared office space requesting the following; a file cabinet to be housed in the upstairs Board room of the Community Center, access to the building to set regular hours for the public to inspect records, Fire District information be posted on the Town website, as well as ability to make limited photocopies.
- Scott Briere questioned Martha’s success so far in acquiring the records; which Martha explained would be addressed at the Fire District meeting the following evening.
- David Gallup made the motion to approve the Proposal for Shared Office Space from the Coventry Fire District Clerk Martha Sylvester as presented, seconded by Scott Briere and unanimously approved and signed by the Board.

8. Cemetery Commission Update

- Trustee of Cemetery Funds David Barlow stated that the Cemetery Commissioners held a meeting the previous week to continue working on refining the rules and regulations of the Commission.
- David stated that the Association has been legally dissolved turning all property over to the Town under control of the Cemetery Commission.
- No action taken by the Board.

9. Report of Financials for Preceding months from Treasurer David Barlow

- Treasurer David Barlow presented the Board with the report of financials for August and September 2019 stating that there was nothing significant to note.
- No action taken by the Board.
- David Gallup made the motion to approve the proposal for non-audit services to be performed by auditors Pace & Hawley at an estimated cost of \$750 to \$1,125 and have the Chair sign on behalf of the Board. Seconded by Scott Briere and signed by Chair Mike Marcotte.
- The additional work in excess of the audit relates to changes in the Town investments and is a very unique situation that requires additional work for the Auditor to ensure the financials are accurate.

10. Review Quarterly Budget Status Report - Town Administrator Amanda Carlson

- Amanda Carlson reviewed the first quarter budget report for fiscal year 2020 with the Board.
- The Board questioned several line items and asked Amanda to research further on amounts that could possibly need to be applied to the previous fiscal year.
- Amanda noted that the budget was overall in line with where it should be with the general fund at 27%; and the Highway Department at 23% of the budget. The general fund was noted higher than the expected 25% due to a yearly emergency services payment.
- No action taken by the Board.

11. Update on Economic Development Plan from Town Administrator Amanda Carlson with Discussion on Proposed Public Meetings

- Amanda Carlson reviewed the group meetings held the previous week with Economic Development Consultant Perter Fairweather and members of the Town stating that the discussions were very helpful.
- The next step of the process is to host public meetings to hear feedback on the ideas presented.
- The Board unanimously agreed to proceed with scheduling two public meetings on Thursday November 7th and Wednesday November 13th, 2019 in the evenings.
- The Board unanimously agreed to the cost of postcards to all residents to ensure they are informed as well as the cost of a meal for each event.

- Amanda Carlson will contact the Coventry parents Club as well as the Middle School Fundraising Committee and see if either group would be interested in organizing a meal for each evening.
- Amanda stated that the Economic Development Plan ideas to be presented will still be in condensed draft format. Once feedback is received from the public the full plan will be developed for presentation at the 2020 Town Meeting.

12. . Discussion on Town Attorney’s Pending Projects from Town Administrator Amanda Carlson.

Anticipated 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 items 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 Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
- The Board entered into executive session at 5:42 p.m.
- The Board exited executive session at 6:58 p.m.
- No decisions made by the Board.

13. Other Business

- The Board reviewed a proposal from Martha Sylvester to host a tree lighting and cookie exchange at the Community Center on December 14, 2019. The event would request a maximum of \$300 for expenses taken from the recreation budget.
- The Board unanimously agreed to the cost of the event and asked Amanda Carlson to reach out to other people who had expressed interest in assisting with the organization of such an event.
- The Board asked Amanda Carlson to contact the Fire Warden to confirm a system of written burn permits to ensure the Town Office had a record.

14. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18707

| CHECK # | WARRANT | ORDERS | CHECK DATE | AMOUNT |
|-------------|---------|---------------------------------|------------|---------------------------|
| ACH | P20-16 | PAYROLL - PE 10/14 | 10/14/2019 | \$5,513.30 |
| ACH | F10-14 | ACCOUNTS PAYABLE - IRS PE 10/14 | 10/14/2019 | \$1,887.87 |
| ACH | S10-14 | ACCOUNTS PAYABLE - VT PE 10/14 | 10/14/2019 | \$219.26 |
| 18708-18709 | P20-16 | PAYROLL - PE 10/14 CHECK | 10/14/2019 | \$1,207.48 |
| 18710-18716 | 20-10 | ACCOUNTS PAYABLE - STIPS | 10/21/2019 | \$1,800.00 |
| 18717-18735 | 20-11 | ACCOUNTS PAYABLE - APPROPS | 10/21/2019 | \$15,425.00 |
| ACH | P20-17 | PAYROLL - PE 10/21 | 10/21/2019 | \$3,591.20 |
| ACH | F10-21 | ACCOUNTS PAYABLE - IRS PE 10/21 | 10/21/2019 | \$1,214.72 |
| ACH | S10-21 | ACCOUNTS PAYABLE - VT PE 10/21 | 10/21/2019 | \$174.55 |
| 18737-18754 | 20-13 | ACCOUNTS PAYABLE - GEN | 10/21/2019 | \$23,654.43 |
| ACH | CC-05 | ACCOUNTS PAYABLE - CC | 10/31/2019 | \$497.08 |
| 18681 | 20-14 | ACCOUNTS PAYABLE - GEN | 10/7/2019 | \$20.55 |
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| | | TOTAL ORDERS | | <u>\$55,205.44</u> |

Meeting Adjourned at 7:40 p.m.

The next Select Board meeting will be held on Monday October 28th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator