

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY AUGUST 5<sup>TH</sup>, 2019 AT 4:30 P.M.**

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**Board Members Present:**

Mike Marcotte/Chair; Scott Briere; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Phil Marquette / Planning Commission & 911 Coordinator

**Guests:**

Martha Sylvester; Travis Casey

Norm Patenaude/Pike Industries

**Present for Offsite Visit to Coventry Fire District Treatment Facility:**

Jeanne Desrochers / Fire District Prudential Committee Chair

Pedro Grondin / Fire District Water Operator

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1. **Chair Mike Marcotte called the meeting to order at 4:30 p.m.**
  
  2. **Approve the minutes of the July 15th, 2019 meeting**
    - Scott Briere made the motion to approve the minutes of the July 15<sup>th</sup>, 2019 meeting as written. Seconded by David Gallup and unanimously approved and signed by the Board.
  
  3. **Allow for Public Comment**
    - In relation to agenda item #4, Kate Fletcher requested it be noted that there is still no legal right-of-way to the Coventry Fire District well head.
  
    - David Gallup noted his appreciation to all of the property owners in the Village who have recently been working on exterior improvements stating it is making a big impact on the aesthetics of the village.

**4. Coventry Fire District – Tour of New Water Treatment Facility on Heermanville Road.**

*(The Select Board will be moving off-site for this portion of the meeting)*

- The Board left the Town Office at 4:31 pm and moved to the Coventry Fire District Water Treatment Facility on Heermanville Road.
- *Attending the offsite portion of the meeting was: Chair Mike Marcotte, Scott Briere, David Gallup, Amanda Carlson, Jeanne Desrochers, Pedro Grondin, Phil Marquette and David Barlow.*
- Jeanne Desrochers gave the Select Board a tour of the facility with explanations on the location, capacity, filtration system and monitoring.
- Pedro Grondin explain some technical and monitoring aspects of the system and the digital monitoring that will notify the Fire District should there be any problems.
- The Board thanked the Fire District representatives for the tour and congratulated them on the successful completion of the project.
- The Board returned to the Town Office at 5:07 p.m.

**5. Discussion on Recreation Department and Events**

- David Gallup stated that after the last meeting he approached Travis Casey, who works at the Coventry Village School about coordinating a recreation event.
- Travis presented the Board with the idea of a fall block party on Main Street utilizing the newly renovated park as the site to host music and entertainment.
- After discussing various options that would appeal to all ages, the Board unanimously agreed to support a community event to take place in early October.
- Travis Casey was asked to attend the next Board meeting on Monday August 19<sup>th</sup>, 2019 for further discussion on options and budget requirements.
  
- Amanda Carlson stated that the Coventry Parent’s Club approached her about utilizing the Community Center to host their fundraising events including the goal to have bingo scheduled as a regular event.
- The Board unanimously agreed to allow the Parent’s Club to store limited equipment in the back room of the gym, as well as committing to one day per month that will be reserved for their use. Any additional days will be subject to availability.

**6. Review 2019 Grand List**

- The Board reviewed the 411 summary report for the 2019 Grand List as lodged by the Assessor Bill Krajewski of New England Municipal Consultants.
- Assessing Clerk Kate Fletcher noted the increased value from the previous year due to the reappraisal of the power generating facilities which are being appealed to the Board of Civil Authority at a meeting on August 14, 2019.

- David Gallup made the motion to approve the 2019 Certificate of No Appeal or Suit Pending in relation to the 2019 Grand List as presented by the Assessors Office. Seconded by Scott Briere and unanimously approved and signed by the Board.
- Kate Fletcher stated that she had been working with CAI Technologies on the 2019 tax mapping updates which are almost completed.
- Kate requested the Board hear from CAI Technologies at the next meeting for an explanation on the online mapping system and how it could benefit the Town; unanimously agreed by the Board.
- David Gallup made a request to move to agenda item #11 and speak with Norm Patenaude from Pike Industries.
- Chair Mike Marcotte noted there were no objections to the change in agenda.

#### **11. Potential Paving Projects and Quotes.**

- The Board reviewed a quote from Pike Industries to pave Coventry Station Road from the top of the hill to the rail road track; and paving Covered Bridge Road.
- Road Commissioner David Gallup stated that Coventry Station road is the one major collector in Town connecting to the paved Airport Road.
- David discussed the winter safety issues that would be resolved in paving Coventry Station Road for passage, and the Road Crew time to ensure all routes were maintained. He noted that in an ice storm it would make a significant difference for the Road Department.
- David noted that the paving would start at the top of the hill coming off Route 5 to address some drainage issues on the hill section which could be addressed this year with a plan to re-pave that portion next year.
- Mike Marcotte stated his concern for increased speeding on Coventry Station Road. The Board agreed that this would need to be monitored by increased Sheriffs Department patrols and possible electronic radar signage.
- Norm Patenaude stated that the major intersections along Coventry Station Road would have a thicker base and/or an alternate asphalt mix to mitigate damage from larger trucks and farm vehicles turning.
- The Board discussed the advantages and disadvantages of paving; as well as the cost differences to maintain a gravel road versus a paved road. The Board unanimously agreed that the benefits of paving Coventry Station Road for the Town and the residents was significant enough to support the project.
- Scott Briere made a motion to approve the quote from Pike Industries for \$308,125 to pave Coventry Station Road and Covered Bridge Road to be completed no later than October 15<sup>th</sup>, of 2019; or subject to weather; no later than June 1, 2020; and authorize

the Road Commissioner to sign the agreement with Pike Industries when amended to include the date restrictions. Seconded by Mike Marcotte and unanimously approved by the Board.

- The cost of the paving project will be a Road and Bridge Restricted Fund Savings Account expense.

**7. Review Report from George Sansoucy on the Reappraisal of the Power Generating Facilities.**

- David Gallup made the motion to accept the reports from George Sansoucy on the reappraisal of the power generating facilities as presented. Seconded by Scott Briere and unanimously approved by the Board.

**8. Delinquent Tax Collector Update**

- Delinquent Tax Collector Kate Fletcher reviewed the report of delinquent taxes with the Board stating she would like to hold a tax sale in October of 2019.
- Scott Briere made the motion to grant authority for Kate Fletcher to speak with Attorney Brian Monaghan's office to begin the steps necessary for a tax sale in October 2019. Seconded by David Gallup and unanimously approved by the Board.
- Chair Mike Marcotte stated that Kate Fletcher has been receiving requests for information from the FBI in relation to investigation on the former Treasurer and Delinquent Tax Collector. The time associated with cooperating with the authorities is not part of the Delinquent Tax Collector's duties and Mike stated that Kate should be compensated for her time. Mike noted that the requested work was very important for the Town and should be supported.
- Scott Briere made the motion to compensate Kate Fletcher for her time working in the capacity of the Delinquent Tax Collector to address requests made by the FBI at a maximum of 30 hours by December 31, 2019. Seconded by David Gallup and unanimously approved by the Board.
- The Board noted that work in excess of the approved thirty hours, or after the December 31, 2019 date, would need prior approval from the Board.

**9. Consider Locations to Apply for Installation of New Dry Hydrants**

- Chair Mike Marcotte stated that Newport City Fire Chief Jamie LeClair reported that the Fire Department had completed their yearly testing of the Town's dry hydrants. It was noted that the dry-hydrant in Briere's pond was not functioning correctly.
- David Gallup stated that he had been to inspect and it appeared that the pipe had shifted.

- The Board unanimously agreed to allow David Gallup to look into fixing the existing hydrant pipe line prior to the Board considering installation of new dry hydrants in that area.
- The Board discussed the possibility of a dry hydrant at Lady Bird Park in the Village. It was noted that this was previously explored and believed that the water levels would not support it functioning properly.
- David Gallup stated that he did not feel that the Town should spend funds on installing dry hydrants in the Village when the Coventry Fire District has functioning hydrants connected to the water system. He stated that if they Fire District chose to charge the Town for hydrant use then the Town should consider charging the Fire district for emergency services.
- The Board noted that the current policy is that the Town does not pay the cost of water used by the Fire Department from the Fire District; instead the Fire District charges the Fire Department directly and the cost is included in the three year rolling average paid by the Town for emergency services.

**10. Road Reclassification**

- Road Commissioner David Gallup presented a list of towns roads to be considered for reclassification: TH25; TH2; TH3; TH41 and TH56.
- These roads are currently maintained by the Town however; David stated the Town should not be incurring the cost as there is only one house on each making it essentially a driveway.
- The process of reclassification involves thirty days' notice, a public hearing and potential site visit by the Select Board should the change be contested.
- Scott Briere made the motion to authorize Town Administrator Amanda Carlson to work with the Road Commissioner David Gallup on the process of reclassifying TH25, TH2, TH3 and TH41 from Class 3 roads to private roads; and TH56 from a Class 3 to a Class 4 Road. Seconded by Mike Marcotte and unanimously approved by the Board.
- David stated that research needed to be done on Natural Hill Road which was agreed to be deeded to the Town years ago but documentation can not be located.
- The Board unanimously granted authority for Amanda Carlson to ask the Town Attorney's office to research Natural Hill Road and the process of documenting its deeded rights to the Town.

**11. Potential Paving Projects and Quotes**

- Agenda amended and item discussed earlier in meeting.

**12. Lady Bird Park**

- David Gallup stated that the park property lines have been formalized with VTrans and the process of turning the property rights over to the Town is expected to be completed within the next month.
- The Board reviewed a quote from Vermont Electric Coop to install three electrical outlets on the hydro poles in the park for \$1,817.00.
- David noted that this was a beginning step and as uses for the park are established these lines could be extended for lamps or to accommodate entertainment options.
- Scott Briere made the motion to approve the installation of power outlets in the park by VEC up to a maximum cost of \$2,500 to be expensed from the Buildings & Maintenance Fund. Seconded by Mike Marcotte and unanimously approved by the Board.
  
- David Gallup stated that he has been working with VTrans on the dangers of the current park-and-ride at Lady Bird Park on the corner of Route 5 and Route 14.
- The receding curb cut is used by large trucks which creates a dangerous blind spot for turning vehicles.
- The Board asked Amanda Carlson to follow up with VTrans on the transfer of authority of the park-and-ride in conjunction with Lady Bird Park prior to starting the steps of compiling an appeal to restructure the curbs and access to the lot.

**13. Update on Church Building and Economic Development Plan**

- Town Administrator Amanda Carlson provided the Board with an update on the Economic Development Plan and process underway with Consultant Peter Fairweather. No conclusions have been made and Peter is continuing to meet with residents and business owners to gain community feedback.
- The Board unanimously agreed to authorize Assessor Bill Krajieski; Select Board Member Scott Briere and Town Administrator Amanda Carlson to work with Dr Alan Feltmarch and Attorney John Monette to determine a value on the Church Building that would be noted in a proposed transfer of ownership.

**14. Other Business**

- Scott Briere stated that plans should be considered for long term costs and options for paving additional roads in Town.
  
- Scott Briere made the motion to approve a letter of support to Washington Electric Cooperative for the relocation of the power lines out of the flight path at the Northeast Kingdom International Airport.
- Seconded by David Gallup and unanimously approved and signed by the Board.

- The Board unanimously agreed to amend the Health Club reimbursement policy to clarify that reimbursements will only be given at the end of the membership term and not at the beginning of the membership term; and receipts more than 13 months old at the date of submission to the Town Office will not be accepted.
- The policy will be amended for the Board to review at the next meeting.
- David Gallup made the motion to approve the Financial Management Questionnaire prepared by the Town Treasurer David Barlow as required to be submitted to the Vermont State Treasurer; and authorize Chair Mike Marcotte to sign on behalf of the Board. Seconded by Scott Briere and unanimously approved by the Board.

**15. Sign Orders**

<b>ACCOUNTS PAYABLE ~ GENERAL FUND</b>				
Prior Warrant ending check #: 18557				
CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-04	PAYROLL - PE 07/22	7/22/2019	\$3,234.39
ACH	F07-22	ACCOUNTS PAYABLE - IRS PE 07/22	7/22/2019	\$1,051.81
ACH	S07-22	ACCOUNTS PAYABLE - VT PE 07/22	7/22/2019	\$150.39
ACH	P20-05	PAYROLL - PE 07/29	7/29/2019	\$2,659.31
ACH	F07-29	ACCOUNTS PAYABLE - IRS PE 07/29	7/29/2019	\$847.19
ACH	S07-29	ACCOUNTS PAYABLE - VT PE 07/29	7/29/2019	\$125.44
18558	P20-06	PAYROLL - PE 08/05 - CHECK	8/5/2019	\$353.28
18559-18587	20-02	ACCOUNTS PAYABLE - GEN	8/5/2019	\$16,600.32
18588	20-03	ACCOUNTS PAYABLE - GEN	8/5/2019	\$55.00
ACH	P20-06	PAYROLL - PE 08/05	8/5/2019	\$3,758.60
ACH	F08-05	ACCOUNTS PAYABLE - IRS PE 08/05	8/5/2019	\$1,259.64
ACH	S08-05	ACCOUNTS PAYABLE - VT PE 08/05	8/5/2019	\$173.08
ACH	CC-01	ACCOUNTS PAYABLE - CC	7/12/2019	\$2,389.17
<b>TOTAL ORDERS</b>				<b><u>\$32,657.62</u></b>
<b>ROAD &amp; BRIDGE RESTRICTED FUNDS TRANSFERS</b>				
CHECK #		ORDERS	CHECK DATE	FY20 AMOUNT
<b>BANK CHECK</b>		<b>ACCOUNTS PAYABLE - RUGGLES</b>	<b>8/5/2019</b>	<b>\$1,800.00</b>
<b>TOTAL ORDERS</b>				<b><u>\$1,800.00</u></b>

**Meeting Adjourned at 8:04 p.m.**

**The next Select Board meeting will be held on Monday August 19<sup>TH</sup>, 2019 at 4:30 p.m.**

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**Michael Marcotte / Chairman**

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**Scott Briere**

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**David Gallup**

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**Amanda Carlson / Town Administrator**