

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday June 19th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

David Barlow/Town Clerk & Treasurer

Skip Gosselin/Planning Commission; Moe Jacobs/Planning Commission

Kate Fletcher/Delinquent Tax Collector

Guests:

Rich Nichol; Martha Sylvester; Joshua Griffes; Dan Introcaso; Deb Tanguay; Adam Messier; Jeanne Desrochers; Phil Brooks; Art Jacobs

Press:

Chris Roy/Newport Daily Express; Elizabeth Trail/Barton Chronicle

1. **Mike Marcotte called the meeting to order at 5:00 p.m.**

2. **Approve the minutes of the June 9th and June 12th, 2017 Meetings**

- The Town Administrator noted one change made from the unofficial minutes of the June 12th, 2017 meeting to bullet point #4 stating that documents would be sent to the Court. This statement was an error and was omitted from the copy presented to the Board for approval.
- Brad Maxwell made the motion to approve the minutes of the June 9th and June 12th, 2017 meetings as presented. Seconded by Scott Morley.
- The Board unanimously approved and signed the minutes as presented.

3. **Allow for public comment**

- Skip Gosselin inquired about the process for contesting the change to the dog ordinance.
- Mike Marcotte stated that this could be done by submitting a petition to call a vote of the Town. Details could be obtained from the Town Clerk's Office.

4. Sheriff's Department Contract

- Representative from the Sheriff's Department was not present at the meeting.
- The Board agreed unanimously to table the item until a representative arrived.

5. Renewable energy presentation

- Rich Nichol from Solartech spoke to the Board about the potential of purchasing and owning a solar array.
- Based on Rich's preliminary review of the Towns consumption, the cost is estimated at \$150,000.00 and would pay for itself in about 12 years' time.
- Cost would vary depending on the price to acquire a site and the difference between ground mount or a roof mounted system.
- Based on estimated usage for the school district, the Town and School could construct a combined project at an estimated cost of \$430,000.00 with a similar 12-year payback period.
- This size project would require about 1 to 2 acres of land for ground mount, or a 9,000-square foot roof.
- Solar array construction and ownership has many tax credit benefits for private companies; however, for tax exempt municipalities there are none.
- The Board agreed to discuss the potential with the School Board and will contact Rich Nichol with additional questions.

Sheriff's Department Contract

Phil Brooks arrive from the Sheriff's Office. The Board unanimously agreed to proceed with agenda item #4: Sheriff's Department Contract.

- The Board review the contract presented by the Orleans County Sheriff's Department for the 2017/18 fiscal year. The contract provided the same services and was level funded by the Town at \$9,000.00 for the year.
- The Board unanimously approved and signed the contract as presented.
- Mike Marcotte requested speed patrol enforcement on Coventry Station Road prior to and during the Route 5 Road closure in July. This road will be part of the unofficial detour route and there are already complaints of speed.
- Phil Brooks agreed to a two-hour daily speed enforcement with additional signage being placed in the 35mph speed zone.

6. Review quotes for exterior painting of Community Center

- Item tabled. No updates at this time.

7. Review bids for gymnasium floor replacement

- Only one bid was received from Don's Carpet One in Newport, VT.

- Scott Morley made the motion to accept the bid from Don's Carpet One for a total materials and installation cost of \$19,955.00, as well as the cost of Catamount Environmental to remove the asbestos containing tiles at an approximated cost of \$7,000. Seconded by Brad Maxwell.
- The Board unanimously agreed and instructed the Town Administrator to make the arrangements for the removal and installation of the new gym floor.

8. Cash & Credit Card Policies

- Town Clerk and Treasurer, David Barlow, asked the Board for some additional time to review the policies before acceptance.
- The Board granted unanimous authority for Scott Morley to meet with David later in the week to review the policies.
- Mike Marcotte stated that he welcomes the Treasurer input and would like to work together on policy adoption; however, stressed the importance of having these adopted before the fiscal year end for audit compliance.
- All financial policies will be considered for adoption at the next meeting on Monday June 26th, 2017.

9. Door Locks for Community Center

- Mike Marcotte stated that the lock on the vault had been serviced and a new dial is on order to be installed. The locksmith reported to Mike that it appeared that the numbers on the vault dial had been sanded off.
- Mike stated that new keys were needed for the front door and a registered key system was important to consider.
- The Board granted Scott Morley unanimous authority to meet with the locksmith later in the week to have a quote on re-keying the building.

10. Post Office Box

- The Town Administrator reported that under the Board's instruction the locks had been changed on PO Box 104 for mail to the Town Clerk's Office. This was done after keys had not been returned by the former Town Clerk and Treasurer, Cynthia Diaz.

11. 2016/17 Audit

- The Board reviewed the Audit Engagement Letter provided by Graham and Graham for the annual audit for fiscal year 2016-2017 for a total of \$16,000.00.
- Under unanimous authority for Scott Morley to meet with Auditor Jeff Graham, Scott reported on his meeting from the previous week. Scott Stated that Jeff feels confident that knowing the Town's history and systems that an audit can be completed in a timely manner for the cost indicated.
- The contract states a maximum of \$16,000.00 which means the cost could be less, but cannot be more. Audit report is stated as being completed no later than October 31, 2017.

- Scott Morley stated that this cost is for the annual audit only and any litigation support required for previous work is an extra expense.
- Mike Marcotte expressed his concern with the lack of source documents retained by the former Town Clerk and Treasurer, Cynthia Diaz and how that would affect the audit report.
- Scott Morley stated that Jeff Graham is aware of the Town's situation and will work with the Town knowing the changes it has implemented in the right direction.
- Scott Morley made the motion to accept the Audit Engagement letter provided by Graham and Graham for fiscal year ending June 30, 2017 with a cost not to exceed \$16,000.00 with a completion date of October 31, 2017. Seconded by Brad Maxwell.
- The Board unanimously approved the contract which was signed by the Select Board Chairman and the Town Administrator.

12. New Road name

- The four residents sharing a driveway access point off of Coventry Heights Road were contacted for suggestions for a new private road name.
- One suggestion was received to call it "Chickenfoot Lane" as it resembles a chicken foot.
- The Board instructed the Town Administrator to inform the other residents that this was the only suggestion and that if no other replies were received by the next meeting on June 26th, 2017 then the Board may approve the renaming as suggested.

13. Delinquent Tax Collectors Report and Income Report review

- The Board reviewed the report presented for week ending June 16, 2017 for a total amount collected and deposited of \$ 2,730.47.
- The Board unanimously approved the report as presented.
- Delinquent Tax Collector, Kate Fletcher, expressed her frustration at not having the backup paperwork from the tax sale held in July 2016. She has had one property owner redeem a parcel but there are still questions on amounts owing back to the tax sale buyer and interest amounts due.
- There was money held in escrow by Bill Davies that was given back to the former Town Treasurer, Cynthia Diaz, that has still not been handed over to the Town. The explanation on this money is required to properly complete the tax sale transactions.
- Mike Marcotte stated that a letter had been sent to former Town Attorney Bill Davies last week requesting all documents pertaining to the Town be returned as soon as possible. A response had not yet been received. This request included the need for copies of checks recently issued to former Treasurer Cynthia Diaz.
- Mike Marcotte stated that the Orleans County Sheriff's Department confirmed with him that Cynthia Diaz was served on Thursday June 15th with the letter requesting Town property be returned within the week.

- The Board granted Scott Morley unanimous authority to continue discussions with Attorney Paul Gillies for information on how the Board should proceed should the items not be returned by the former Clerk and Treasurer, Cynthia Diaz, in the time allowed.

14. Review Town Treasurer revenue report for the preceding calendar week

15. Review Town Administrator’s revenue report for the preceding calendar week

- The Town Treasurer and the Town Administrator provided the Board with a combined income report for the previous week. The report shows a total income of \$437.00 *Cash- \$80.00 and Checks \$357.00.*
- The Board agreed unanimously to accept the combined report as presented. The report was signed and approved by the Board and the Town Treasurer.
- The Town Treasurer provided the Board with an account of the petty cash drawer.
- The Board granted Scott Morley unanimous authority to discuss the petty cash, within the scope of the discussion on financial policies, with David Barlow later in the week.
- Recommendations will be made to the Board on how to handle petty cash in the future.
- The Board accepted the petty cash report as presented.

16. Restricted Fund Transfers

- The Board reviewed the warrant they previously signed on February 6, 2017 to transfer funds from the general fund into the restricted fund savings accounts as voted on for the 2015-2016 fiscal year. Total amount of warrant and transfers as voted \$830,350.00.
- The warrant was not executed by the former Town Treasurer Cynthia Diaz.
- The Board stated that this transfer could now be completed as formerly instructed. The warrant was reviewed and re-approved for transfer.
- The Board reviewed a warrant for amounts to be transferred to the restricted fund saving accounts from the general fund as voted on for the 2016-2017 budget in the amount of \$579,210.04.
- The Board agreed unanimously that the funds were available and all voted obligations should be carried out.
- The Board unanimously agreed to the transfer of voted amounts for the 2015/16 fiscal year and the 2016/17 fiscal year to be transferred from the general fund into the restricted fund savings accounts as follows:

	2015/16 Year End Audited	2016/17 Budget
Solid Waste Fund	2,500.00	2,500.00
Grader Fund	15,000.00	15,000.00
Reappraisal Reserve Fund	10,000.00	10,000.00
Roads & Bridges Reserve	393,925.00	268,355.02
Bldg & Mainten Reserve	393,925.00	268,355.02
Gravel Pit Reserve	15,000.00	15,000.00
Total TRANSFERS-TO OTHER FUNDS	830,350.00	579,210.04

- The Board signed and approved both transactions and instructed the Town Treasurer to contact the bank to assist with the facilitation of the transfers.

17. Lease Payoffs

- Scott Morley stated that one of the recommendations in last years completed audit report from Jeff Graham was to eliminate the Towns debt and pay off the interest-bearing leases held for Town equipment. Now that the money was being transferred to the restricted funds as voted on, the Board should complete the buy-out as recommended.
- The total amount owing to KS State Bank in the amount of \$197,785.54 and to CAT Financial in the amount of \$84,280.80. These totals stated are good through July 1, 2017.
- The payments will be made by wire transfer from the Road and Bridge Restricted fund account as recommended by Auditor Jeff Graham.
- Scott Morley made the motion for the Town Administrator to create a warrant for payment of the Town leases to KS State Bank in the amount of \$197,785.54 and to CAT Financial in the amount of \$84,280.80. Warrant to be signed next week when the transfer to restricted funds has been completed. Motion seconded by Brad Maxwell.
- The Board agreed unanimously to proceed with the lease payoffs as recommended in the 2015-16 annual audit.

18. Other Business

- The Board was questioned on their decision to appoint a new Town Clerk and Treasurer versus calling for an election and allowing the Town to vote. Residents are concerned about the appointment of officials and allowing the Board to make all of the decisions.
- The Board stated that with the current situation they feel that appointment is in the best interest of the Town so credentials and experience can be examined. The appointment is only until Town meeting in March where it will be then turned over to the voters to decide.
- The Board was presented with new signature cards for all nine of the Towns Bank accounts.
- As per the Board's previous unanimous decision to remove Cynthia Diaz as a signatory on the Town Bank Accounts and add the newly appointed Treasurer, David Barlow, the signature cards were signed by Mike Marcotte, Brad Maxwell and David Barlow.
- Resident Art Jacobs complained to the Board that the Road Commissioner, David Gallup was seen using the Town tractor on his personal property over the weekend.
- The Town uses David Gallup's land to set off the fireworks on Coventry Day and the Board unanimously approved the use of the Tractor to prepare the land for the fireworks display.
- After discussion on the process for the 25% payment of Coventry residents Health club memberships, the Board agreed unanimously that going forward all payments will be paid to

the resident directly. Health clubs will no longer be allowed to bill the Town as it creates confusion on what has been processed.

- Health clubs will be notified and residents made aware that they will need to supply the Town with proof of payment before a reimbursement is made.
- The Board unanimously approved and signed the Business Account Authorization and Agreement Form provided by Edward Jones Investments. The authorization did not change any authority on the accounts, it was provided to update the Select Board’s information.
- The Board granted Scott Morley unanimous authority to meet with Louise Evens from Hunt Financial Services this coming Thursday along with the Town Treasurer and Town Administrator.
- The meeting will be to obtain some clarification on the current standing of accounts.

19. Sign Orders

Accounts Payable	06-19-17	\$ 4,072.79
Accounts Payable	<i>Replacement Check from 05/09/17</i>	\$ 121.65
Payroll	For week ending 06-17-17	\$ 2,095.51
Signed by the Board for the Treasurer to draw checks totaling		\$ 6,289.95

*** Check number #16314 on 05/09/2017 written to Coventry Village School was cancelled. Check re-issued to Hoagies Pizza for payment of a pizza party for the Town report drawing contest. School requested the check be cancelled and re-issued.*

- Order signed for transfer of funds to restricted savings accounts in the amount of \$579,210.04. See agenda item #16.

20. Meeting adjourned at 7:15 p.m.

The next Select Board meeting will be held on Monday June 26th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator