

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JULY 1st, 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

Bill & Matt Krajeski / Assessors

Jeanne Desrochers / Cemetery Commission

Press:

Robin Smith / Orleans Record

- 1. Chair Mike Marcotte called the meeting to order at 4:30 p.m.**
- 2. Approve the minutes of the June 17th, 2019 meeting**
 - David Gallup made the motion to approve the minutes of the June 17th, 2019 meeting as written; seconded by Scott Briere and unanimously approved and signed by the Board.
- 3. Allow for Public Comment**
 - No public comment noted.

The Board unanimously agreed to adjust the agenda and speak with the Town Assessors Bill & Matt Krajeski from New England Municipal Consultants. *Agenda item #7*

7. New England Municipal Consultants

- Bill Krajeski introduced himself as the new Assessor and owner of New England Municipal Consultants.
- The Board discussed the anticipated appeals from the power generating facilities after reevaluation; and how Sansoucy had used a different method to evaluate then previously seen in the State.

- With an expectation of legal disputes on this change, the Board discussed the potential cost of the process.
- Mike Marcotte stated that the State has available funding for Towns to cover legal costs of land value disputes. Coventry does not collect a municipal tax; therefore all educational property tax collected solely benefits the State. Based on this, Mike stated after conversations with the House Committee on Ways and Means in Montpelier he is confident the State will assist the Town with the anticipated expenses.
- With a requirement to ensure fair market value, the Town is statutorily obligated to make the necessary changes. Bill Krajeski stated he supported the work of Sansoucy and that their method could influence how all utilities are valued in the State.
- Bill Karjeski stated that the records in the Town office are unreliable, incorrect and outdated.
- Bill stated that the Assessing Clerk was a huge asset in making a change in the right direction; however, there was an overwhelming amount of inaccurate information on hand from previous years.
- Bill Krajeski requested to move the Town wide reappraisal ahead one year to be completed in 2020 and not 2021 as originally contracted. He stated the quicker the turnover on the process, the better the Town will be equipped to move forward with good data.
- Scott Briere made the motion to approve the change to the town wide reappraisal completion from 2021 to 2020 and authorize the Select Board Chair to sign the amendment on behalf of the Board. Seconded by David Gallup and unanimously approved by the Board.

4. Coventry Fire District Shared Services Contract

- Mike Marcotte stated that he spoke with the Select Board Bookkeeper Deb Tanguay regarding the hours required for the Fire District services after noticing hours in excess of the original agreement on the weekly time sheet. Deb explained to Mike that there was additional work needed at the moment but this should decrease as time goes on.
- To ensure costs are fair for both parties the contract was amended from the \$170 per month to: \$50 per month for office expenses plus \$26.44 per hour to reimburse the exact payroll cost of the Bookkeepers time. The hours will be billed monthly and the Fire District Prudential Committee will have control on the number of hours worked.
- Kate Fletcher questioned the access to the public records of the Fire District.
- Coventry Fire District Prudential Committee Chair, Jeanne Desrochers, stated that they were currently working on a policy and system to have the records accessible at the Town Office.

- David Gallup made the motion to approve the Shared Services Contract with the Coventry Fire District for bookkeeping services as written; seconded by Scott Briere and unanimously approved by the Board. Select Board Chair Mike Marcotte signed the agreement on behalf of the Board.

5. Community Center Cleaning Contract

- The Board discussed the cost of the weekly cleaning and if other quotes should be solicited as was done last year.
- The Board discussed the possible need for additional cleanings during the busy times and if the additional cost was justified.
- The Board agreed to keep the current services and evaluate in several months to see if the recent switching of offices makes a difference on the cleaning.
- Scott Briere made the motion to approve the contract with Complete Home Repair and Cleaning / Stephanie Nicoletti for weekly cleaning of the Town Offices and Community Center as written for a cost of \$175 per week; seconded by David Gallup and unanimously signed and approved by the Board.

6. Village Center Designation Application & Resolution

- The Board reviewed the Village Center Designation Application prepared for submittal to the Vermont Department of Housing and Community Development.
- Scott Briere made the motion to approve a Resolution stating the Board's support to apply for Village Center Designation for the Town of Coventry; seconded by David Gallup and unanimously approved and signed by the Board.

7. New England Municipal Consultants

- *Discussed previously in meeting after agenda item #3.*

8. Approval of Yearly Form PVR-4155 from Assessors Office

- Assessing Clerk Kate Fletcher presented the Board with form PVR-4155 Certificate of No Appeal or Suit Pending for year 2003 through 2018.
- Kate explained that the PVR District Advisor noted that these had not been completed yearly and strongly recommended that the Board approve for official record. This process is protection for the Town to closeout all years starting from the last full reappraisal in 2002. Going forward the form is a yearly process.
- All forms presented to the Board were already signed and approved by Assessor Bill Krajeski.
- Scott Briere made the motion to approve the form PVR-4155 Certificate - No Appeal or Suit Pending for each year from 2003 through 2018; seconded by David Gallup and unanimously approved and signed by the Board.

9. Establish Property Tax Billing Process

- The Select Board has the statutory authority to ensure property tax bills are issued and discussed setting a policy to Officials responsible for completing the task.
- Kate Fletcher stated that it seemed to be done by the Listers Office in the past; however, feels the Tax Collector, or Town Treasurer, should be the one printing tax bills.
- The Board discussed the system and process of tax bill revisions.
- The Board unanimously agreed the Town Treasurer should create and issue the printed property tax bills; the Assessors Office will be responsible for creating and issuing any revised tax bills.
- A written policy will be reviewed at the next meeting.

10. Discussion on FY2020 Payroll Policies and Procedures

- The Town Clerk submitted payroll for all Election Officials and members of the Board of Civil Authority or Board of Abatement for meetings for the past fiscal year.
- Scott Briere noted that all officials were receiving minimum wage except one who was receiving a different amount.
- The Board unanimously agreed that all officials perform the same amount of work at any of the events listed, and therefore all should receive equal pay.
- The Board unanimously agreed that a year of information is too difficult when verifying for approval, it also spans two income tax years and at minimum the time sheets should be submitted quarterly.
- Town Administrator Amanda Carlson stated that she was waiving the additional hours listed for her time at the Primary Election stating that it was done to assist and there was no expectation of pay in addition to her salary.
- Scott Briere made the motion to approve the Elections and Meetings time sheet submitted by the Town Clerk covering the 2019 fiscal year; with the amendments of the rate being the same for all Officials, and the removal of any hours allotted to Amanda Carlson.
- Assessing Clerk Kate Fletcher stated that as a salaried employee she also attends evening meetings but considers this time part of her position and under her salary compensation. She stated she did not feel that any salaried employees should be receiving the additional wages as the tasks are part of the Official's statutory duties.
- With a request to be included in the official minutes of the meeting; Kate Fletcher stated that she felt the work put in by the Town Administrator does not equate to the compensation provided to her.

11. Other Business

- The Board reviewed the new VTrans Road and Bridge Standards and agreed to address as an agenda item at the next meeting.
- Two windows at the Community Center were vandalized and currently have cracks and holes where they were shot with a pellet gun. The incident was reported to the Sheriff’s Office.
- The Board unanimously agreed to allow Amanda Carlson to have the windows fixed.

12. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18501

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P1952	PAYROLL - PE 06/24/19	6/24/2019	\$3,396.13
ACH	F06-24	ACCOUNTS PAYABLE - IRS PE 06/24	6/24/2019	\$1,098.97
ACH	S06-24	ACCOUNTS PAYABLE - VT PE 06/24	6/24/2019	\$154.92
18502	19-42	ACCOUNTS PAYABLE - GEN	6/21/2019	\$1,200.00
18503-18505	19-421	ACCOUNTS PAYABLE - GEN	6/26/2019	\$1,000.00
18506-18529	19-43	ACCOUNTS PAYABLE - GEN	7/1/2019	\$48,730.90
18530	19-44	ACCOUNTS PAYABLE - GEN	7/1/2019	\$70.00
18531	19-45	ACCOUNTS PAYABLE - GEN	7/1/2019	\$125.00
ACH	P20-01	PAYROLL - PE 07/01/19	7/1/2019	\$4,772.41
ACH	F07-01	ACCOUNTS PAYABLE - IRS PE 07/01	7/1/2019	\$1,497.28
ACH	S07-01	ACCOUNTS PAYABLE - VT PE 07/01	7/1/2019	\$201.74
		TOTAL ORDERS		<u>\$62,247.35</u>

13. Meeting Adjourned at 6:10 p.m.

The next Select Board meeting will be held on Monday July 15th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator