

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY MAY 6<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

Deb Tanguay / Town Clerk

Kate Fletcher / Assessing Clerk

Jeanne Desrochers / Cemetery Commission

**Guests:**

Brian Monaghan / Town Attorney

Austin Sansoucy / Appraiser

Richard Lussier

Tammy Dodge-Jacobs

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1. **Chair Mike Marcotte called the meeting to order at 4:30 p.m.**
  2. **Approve the minutes of the April 22<sup>nd</sup>, 2019 meeting.**
    - Scott Briere made a motion to approve the minutes of the April 22<sup>nd</sup>, 2019 meeting as written. Seconded by David Gallup and unanimously signed and approved by the Board.
  3. **Allow for Public Comment**
    - No public comment noted.
  4. **Treasurers Report of Financials for Preceding Month**
    - Treasurer David Barlow reviewed the report of financials for March 2019 with the Board.
    - David stated that he is working through some balancing and software issues with NEMRC to accurately balance April 2019 and will have reports to the Board as soon as available.

- With concerns on the efficiency of the NEMRC accounting software, the Board discussed how feasible it would be to switch to the QuickBooks system. Treasurer David Barlow will do some research on cost and how other Towns have made this conversion.
- Town Administrator Amanda Carlson stated that Investment Advisor John Henry Hubert has requested a work session with the Investment Committee prior to attending a meeting with the full Board.
- The Board unanimously agreed for the Investment Committee to meet and unanimously granted authority for the following officials to continue as Investment Committee members; *Select Board member Scott Briere, Town Treasurer David Barlow; and Town Administrator Amanda Carlson.*

#### **5. Personnel Policy**

- Mike Marcotte stated that the policy was created in 2014 and although meeting minutes reflect the Board did review the policy at that time, there is no signed copy in the office.
- Mike stated he was part of the process in 2014 and confirms the policy was adopted and that the copy on hand is the existing Personal Policy for all Town employees.
- Mike Marcotte made the motion to readopt the existing Personnel Policy with the intention to revise and update as needed. Seconded by Scott Briere.
- The Board unanimously approved and signed adoption of the Personnel Policy.

#### **6. Job Descriptions**

- Mike Marcotte stated that since there are newly created positions for employees of the Board that job descriptions and the process of supervision needed to be established.
- Mike stated that employees should be directed to the Town Administrator as the acting supervisor in the office on behalf of the Select Board. Supervision includes implementing and enforcing policies with oral and written disciplinary action; any further action, including termination continues to be under the sole authority of the Select Board.
- The Board unanimously agreed that the Town Administrator will proceed with creating job descriptions including delegations of authority for the Board's review.

#### **7. Town Clerk Report**

- Town Clerk Deb Tanguay reviewed the current year dog licensing and discussed ideas for implementing higher penalties for unregistered dogs.
- Deb provided the Board with an update on the land records and upcoming meetings of the Board of Civil Authority.
- The Board unanimously approved Deb Tanguay to proceed with registration of the one week Town Clerks Training in July through NEMCI.

## **8. Select Board Bookkeeper Report**

- Select Board Bookkeeper Deb Tanguay reported no concerns with the Town bookkeeping.
- In March 2019 the Coventry Fire District contracted with the Town for bookkeeping services. Deb reported that all was going well with the transition and that there has been a lot of effort to ensure information was updated and accurate. This has required some adjustment and 'cleaning up; however, Deb reported no concerns with the information submitted with the operations account.
- Deb explained that the grant funding for the construction project was a separate account and that information was yet to be fully populated in the computer system. This is anticipated to be completed soon.
- The Board reviewed the checks and balances in place that also involve the Prudential Committee who retains the final authority on all action. Deb stated the intent for the Town Treasurer to be involved in the reconciliation process to increase the delegation of duties within the Town.
- Prudential Committee Chair, Jeanne Desrochers stated that the Fire District was very happy with the new system and felt all was going in the right direction.
- Town Administrator Amanda Carlson stated that the Auditor cautioned against the Town continuing to utilize the lap top computer owned by the Fire District as there were liability concerns. It was advised that as a Town contracted service that it should be moved to a Town computer. After discussion and questions on the recommendation, the Board asked Amanda Carlson to investigate further with VLCT and the Auditor prior to making any changes.

## **9. Animal Control Officers Report**

- Animal Control Officer Renee Falconer submitted a written report of activity in Town for the current calendar year.
- No action taken by the Board.

## **10. Lady Bird Park Update**

- Town Administrator Amanda Carlson reviewed her recent conversations with State of Vermont Officials in regards to Lady Bird Park. The State intends to turn over rights of the park to the Town; however, prior to doing so they need to correct some boundary line disputes with the abutting property.
- The survey map provided showed the Board the current legal boundary line that cuts through Desrochers parking lot and back half of the garage. Mr. Desrochers and the State have been in communications to settle the matter agreeing on a new property line to be established along the park fence. This agreement has not been executed as they are still negotiating a price that both parties are satisfied with.

- 11. New England Municipal Consultants Contract Review for Proposed Assessing Services**
- The Board unanimously agreed to table for further discussion with the Town Attorney.
- 12. Pace & Hawley Audit Engagement for FY19**
- Scott Briere made the motion to approve the Audit Engagement Letter from Pace & Hawley LLC for fiscal year 2019 authorizing the Select Board Chair to sign approval; seconded by David Gallup and unanimously approved by the Board.
- 13. Richard Lussier & Tammy Dodge – Community Center Memorial Plaque**
- Richard Lussier explained the project he started with Judy Poirier and Jackie Gallup last year researching and documenting the history of the Community Center and Rural Edge Housing which was formerly the Village School.
  - Not wanting to lose this historical data, Richard explained the goal was to have the Community Center history on a bronze plaque outside of the buildings for future generations to see.
  - Tammy Dodge-Jacobs from Majestic Trophy presented the Board with some options for the plaque and estimated prices.
  - The Board unanimously agreed to review the proposed information for the plaque and once the final copy would be submitted to Tammy for a detailed quote.
  - The history of the Rural Edge Building is being completed and Richard would like to see framed posts by each building so the public can have access to this information. Richard will work on the details of how this could be completed for the Board to review.
  - Richard also expressed that he would like to see community pictures displayed inside of the Community Center. These could be current and historic pictures and write ups from various groups in the community to honor the residents and highlight the Towns achievements. The pictures could be updated over the years.
  - Richard Lussier thanked the Board for their support in this important project.
- 14. Austin Sansoucy for Discussion on Reappraisal of Power Generating Facilities**  
***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 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, Town Attorney, Appraiser Austin Sansoucy, Assessing Clerk and the Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
  - The Board entered into executive session at 5:50 p.m.
  - The Board exited executive session at 7:00 p.m.
  - No decisions made by the Board.

**15. Attorney Brian Monaghan – General Legal Council**

***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 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, Town Attorney and Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
- The Board entered into executive session at 7:06 p.m.
- The Board exited executive session at 8:40 p.m.
- Scott Briere made the motion to proceed with recommended legal changes to the Coventry Town Foundation Funding pending the Town Attorney’s review of proposed changes. Seconded by David Gallup and unanimously approved by the Board.

**11. New England Municipal Consultants Contract Review for Proposed Assessing Services**

- The Board noted a discrepancy with the contract cost versus the proposal and asked the Amanda Carlson to request an adjusted contract.
- The Board unanimously agreed to allow NEMCI to begin work in the office the following morning as scheduled pending the contract adjustment.
- Scott Briere made the motion to approve the contract with New England Municipal Consultants pending costs adjustments and allow Chair Mike Marcotte to sign on behalf of the Board once adjusted; seconded by David Gallup and unanimously approved by the Board.

**16. Other Business**

- The Board unanimously agree to move the next meeting to Tuesday May 21, 2019 at 4:30 p.m. with the intent to attend the Town Foundation meeting scheduled at 5:30 p.m. as an agenda item to discuss the information received from the Town Attorney concerning adjustments to Town Foundation funding.
- The Board granted unanimous authority to Town Administrator Amanda Carlson to request the Board be added to the Town Foundation Agenda, as well as proceed with providing the Town Foundation with the information prior to the meeting once approved by the Town Attorney.

17. Sign Orders

**ACCOUNTS PAYABLE ~ GENERAL FUND**

Prior Warrant ending check #: 18400

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P1944	PAYROLL - PE 04/29/19	4/29/2019	\$3,147.37
ACH	F04-29	ACCOUNTS PAYABLE - IRS PE 04/29	4/29/2019	\$977.84
ACH	S04-29	ACCOUNTS PAYABLE - VT PE 04/29	4/29/2019	\$108.14
ACH	P1945	PAYROLL - PE 05/06/19	5/6/2019	\$3,138.55
ACH	F05-06	ACCOUNTS PAYABLE - IRS PE 05/06	5/6/2019	\$1,315.30
ACH	S05-06	ACCOUNTS PAYABLE - VT PE 05/06	5/6/2019	\$147.28
18401	P1945	PAYROLL - PE 05/06/19 - Check issued	5/6/2019	\$1,186.95
18402-18413	VOID	VOIDED CHECKS	5/6/2019	\$0.00
18414-18438	19-36	ACCOUNTS PAYABLE - GEN	5/6/2019	\$20,297.01
ACH	19-37	ACCOUNTS PAYABLE - CC	5/6/2019	\$674.43
		<b>TOTAL ORDERS</b>		<b><u>\$30,992.87</u></b>
<b>BLDG &amp; MAINT RESTRICTED FUNDS TRANSFERS</b>				
CHECK #		ORDERS	CHECK DATE	FY19 AMOUNT
BANK CK		ACCOUNTS PAYABLE ~ JB	5/6/2019	\$ 17,519.00
		<b>TOTAL ORDERS</b>		<b><u>\$ 17,519.00</u></b>
<b>ROAD &amp; BRIDGE RESTRICTED FUNDS TRANSFERS</b>				
CHECK #		ORDERS	CHECK DATE	FY19 AMOUNT
BANK CK		ACCOUNTS PAYABLE ~ RUGGLES	5/6/2019	\$ 750.00
		<b>TOTAL ORDERS</b>		<b><u>\$750.00</u></b>

18. Meeting adjourned at 9:25 p.m.

The next Select Board meeting will be held Tuesday May 21<sup>st</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