

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday May 22nd, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Maurice Jacobs/Planning Commission; Skip Gosselin/Planning Commission

Gary Petit/Lister

Guests:

Chris Lamonica; Martha Sylvester; Adam Messier; Viola Poirier; Frank Carbonneau; Richard Roberts; Jeanne Desrochers; Matthew Baughman; Josh Briere

Press:

Elizabeth Trail/ Baton Chronicle

1. Mike Marcotte called the meeting to order at 5:02 p.m.

2. Approve the minutes of the May 15th, 2017 meeting

- Scott Morley made the motion to approve the minutes of the May 15th, 2017 meeting.
- Seconded by Brad Maxwell. The Board signed and approved the minutes as written.

3. Allow for public comment

- Viola Poirier asked the Board about the dog ordinance and follow up on changes. The Board stated that it will be reviewed by the Lawyer and it will be discussed in the next couple of weeks.
- Martha Sylvester thanked the Board for the use of the Community Center on the weekend to hold a fundraising event.

4. Proposed Aegis Renewable Energy Project

- Chris Lamonica spoke with the Board at the last meeting about the opportunity for the Town to save ten percent on all electric bills through a solar project being built in St. George, Vermont.

- Chris reviewed one month's electric bills for the Towns four meters and provided the Board with a summary sheet of usage and savings. A more detailed report can be provided once Aegis Renewables receives a full years' worth of electric bills.
- Based on the overview of Town usage, Chris estimates a savings for the Town of about \$300 per year.
- The Town would receive a fixed rate for 25 years so savings could increase if rates do.
- There is no capitol expense to the Town. However, the rate is only fixed for the pre-purchased amount of energy. If the Town's consumption increases then the current rate will be charged on the difference.
- Coventry Village School Board Members and Principal were present and expressed an interest in the project. The school's usage is estimated about six times greater than the Towns.
- School Board Chairman, Frank Carbonneau, will provide Chris Lamonica a copy of the school's electric bills for the past twelve months so that a quote can be provided to them.
- Chris will send the Board a sample contract for review.

5. Python Wrestling Group

- Richard Roberts spoke on behalf of the Python Wrestling Group thanking the Board for the use of the gymnasium this past year.
- Richard asked about use for the next season starting in November 2017.
- The Board agreed that in accordance with the Community Center Policy, the group would be charged \$20 per use and could be paid on a monthly basis.
- The group will need to fill out the agreement by the end of this summer and return to the Town Administrator.
- The Board asked for the equipment to be removed from the storage area for the off season as previously agreed upon. The equipment will be removed within the next week and the key returned.

6. Planning Commission

- The Board reviewed a letter from the Planning Commission presented by Maurice Jacobs. The letter detailed some cost estimates and requests for equipment needed.
- The Board granted the Town Administrator authority to obtain quotes on a lap top computer for the Planning Commission.
- The Board approved the purchase of a clock for the upstairs space.
- The Town Administrator reported that an ad was placed in the three local papers for an Administrative Assistant to the Planning Commission as agreed upon at the last meetnig. Resumes will be accepted until June 2nd, 2017.
- The Board will address the furniture needs when the space can be examined as a whole and renovations can be addressed. The Board agreed to look at this once the Listers Office was completed.

- Skip Gosselin provided the Board with some information on a solar energy project he has been researching the past eight months through Solar Tech.
- Skip stated that the project would not personally benefit himself in any way and the research was done entirely on behalf of the Town as a Planning Commission member.
- The proposed project would require capital expense to the town to construct as well as the purchase of approximately 6 to 10 acres of land to house the solar panels.
- The Board commented on the pros and cons of building their own energy project, versus the option to opt into the Aegis Renewable Energy project. The main factor being the cost to the Town versus the overall savings.
- The Board stated that a lot more research and information would be needed on this potential project before it could be discussed further.

7. Upstairs Office Setup

- Catamount Environmental has completed the removal of the floor tile in the new Listers Office.
- Potential contractors were contacted for quotes on the other renovations, however; no further quotes were received.
- Scott Morley made the motion to accept the quote provided from Paul Cutting for renovations and improvements to the upstairs Listers office at a total anticipated price of \$7,540.00. Seconded by Brad Maxwell.
- Lister, Gary Petit, provided the Board with some flooring samples for the Listers Office. Don's Carpet One in Newport will be asked to come to the office to provide a quote on the purchase and installation of laminate flooring.
- The Board authorized Amanda Carlson to purchase a cordless phone for her office that could be used upstairs by the Listers. This allows the Listers to have access to a phone line without the additional monthly cost of a separate line.

8. Investment Resolution

- The Board reviewed the draft resolution for Hunt Financial Services. The Board granted the Town Administrator authority to send the draft to Attorney Paul Gillies for review.
- The Board asked the Town Administrator to contact Edward Jones Investments for a copy of the resolution on file with them, and then to proceed with a draft update for Board review.

9. Attorney Communications

- Scott Morley stated that as the Town has switched to a new Attorney, the Board should be examining how Attorney communications are handled within the Town and should formalize the system and clarify to all Town Officials.
- The Vermont League of Cities and Towns was consulted on the proper protocol for Town Attorney Communications and stated that since the Board pays for legal counsel then all communications should be brought through the Board.

- A draft letter was reviewed by the Board that notifies officials of the communications policy. The Board asked the Town Administrator to send the letter to Attorney Paul Gillies for review.

10. Request Treasurer's report to include detailed list of Town revenue for the preceding calendar week including all source documents

- The Board reviewed the income report provided by the Treasurer. Total income for previous week reported at \$1,982.00; *\$1,962.00 Checks; \$20.00 Cash*
- The Board noted that the report was incomplete and inconsistent. No source documents or deposit verifications were provided.
- The Treasurer was not present to comment.
- The Board reviewed a letter from the Treasurer stating that two invoices on the warrant prepared by the Town Administrator, were not paid on statement as they should have been. The Board agreed unanimously to void the two checks and wait to pay on statement.
- The Treasurer also notified the Board that one of the checks was a reimbursement check and the Board previously made the motion not to issue reimbursement checks. She felt this check should also be voided.
- The Board agreed unanimously that they have the right to accept and pay reimbursement checks at their discretion, however; prior approval should always be obtained. Employees and Town Officials will be notified of the policy. The check issued this week will be approved by the Board.

11. Review summary of delinquent tax payments received for the preceding calendar week.

- The Board reviewed the report presented by the Delinquent Tax Collector.
- The report shows total payments received in the amount of \$1,400.00.
- The Town Administrator verified by Bank Statement that the monies had been deposited into the general fund by the Treasurer for this week and last week.
- The Board signed and approved the reports presented by the Delinquent Tax Collector.

12. Review Town Administrator's revenue report for the preceding calendar week.

- No income reported from the Town Administrator for prior week.

13. Other Business

- Josh Briere asked the Board to consider opening up Pine Hill Road to ATV travel. Al's Snowmobile Parts & Service is located on that road and would benefit from customers being able to access the shop by ATV.
- The Board told Josh he would need to contact the Borderline Ridgeriders ATV Association to make the request. The Board agreed unanimously that they will not be granting individual permission on roads and any requests will need to go through the local organization.
- Scott Morley reported that Kelly Kindestin from the VLCT had reached out wanting to discuss the finalizing of the claim.

- The Board granted Scott Morley unanimous authority to continue to speak with Kelly Kindestin, and include Attorney Paul Gillies in the conversation as he will be meeting with Scott the following day for the civil court appearance.
- Mike Marcotte stated that he received a call from the Town Clerk/Treasurer, Cynthia Diaz, that morning. She was very upset that someone had been in her office over the weekend.
- Cynthia called the Orleans County Sheriff's Department to report unauthorized invasion of her office.
- Mike Marcotte did tell the Clerk/Treasurer that the computer company was in her office on Friday to begin moving the modem and other connection equipment upstairs as previously decided by the Board. At no time did anyone touch the Clerk's computer or files.
- The Town Clerk/Treasurer was not present to comment.
- Mike Marcotte signed a notice to Hunt Financial Services removing himself from the Cemetery Association Investment accounts.
- The Board reviewed a draft of the Delinquent Tax Collector's Agreement.
- The Delinquent Tax Collector was not present to discuss.
- The Board suggested several changes which will be given to the Delinquent Tax Collector and the amended policy reviewed at the next meeting.
- The Board reviewed the contract for Watershed Consulting Associates, LLC.
- Watershed Consulting will conduct testing on the Route 14 gravel pit to ensure the Town is up to date with the five-year requirement for the Multi Sector General Permit Compliance.
- The company previously completed the same scope of work for the Town in 2012.
- Scott Morley made the motion to accept the contract at an estimated cost of \$2,055.00. Seconded by Brad Maxwell. The agreement was signed by Mike Marcotte on behalf of the Board.
- The Board received a notice from the Coventry Fire District informing them of the Annual meeting on Tuesday June 13, 2017 at 6:30 pm at the Coventry Community Center.
- The Board reviewed the ad for bids for the replacement of the gymnasium floor. The ad was unanimously approved by the Board and will be posted.
- The Board agreed unanimously not to hold a meeting on Monday May 29th, 2017 due to the Memorial Day Holiday weekend. The next Select Board meeting will be held on Monday June 5th, 2017 at 5:00 p.m.

14. Sign Orders

Accounts Payable	05-22-2017	\$ 2,191.66
Payroll	For week ending 05-20-2017	\$ 2,802.42
Signed by the Board for the Treasurer to draw checks totaling		\$ 4,994.08

15. Meeting adjourned at 7:35 p.m.

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

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator