

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**Monday June 4<sup>th</sup>, 2018 at 4:30 p.m.**

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**Board Members Present:**

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

**Town Officials Present:**

Amanda Carlson / Town Administrator

Adam Messier / Treasurer

Deb Tanguay / Town Clerk

Kate Fletcher / Lister & Delinquent Tax Collector

Martha Sylvester / Recreation Committee Chairman

David Barlow / Assistant Clerk

Phil Marquette / Planning Commission

Jeanne Desrochers / Cemetery Commission

**Guests:**

Paul Luciano

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- 1. Mike Marcotte called the meeting to order at 4:30 p.m.**
  
- 2. Approve the minutes of the May 21<sup>st</sup>, 2018 meeting**
  - Brad Maxwell made the motion to approve the minutes of the May 21<sup>st</sup>, 2018 meeting as written. Seconded by Scott Briere.
  - Minutes of the May 21<sup>st</sup>, 2018 meeting were signed and approved by the Board as written.
  
- 3. Allow for public comment**
  - No public comment noted.
  
- 4. Hazard Mitigation Plan – Paul Luciano**
  - Paul Luciano was contracted by the Regional Planning Commission, NVDA, to assist the Town with developing a Hazard Mitigation Plan for FEMA approval.
  - Paul explained the process to the Board and gave an overview of the final product.

- Town Administrator Amanda Carlson will work with Paul to determine a planning team which he will work with throughout the process. This will include Town Officials, Coventry Village School, Casella Waste Management and the Airport.
- Paul stated that all final statements for mitigations projects will not commit the Town. Projects are to be completed within the political and financial constraints of the Town; however, an approved Hazard Mitigation Plan enables the Town to apply for grant funding assistance.
- The plan is anticipated to be completed in August 2018. A committee meeting will be scheduled for review of the draft, until then, Paul will work with committee members individually.

#### **5. Adopt LEOP – local Emergency Operations Plan**

- The Board reviewed the Local Emergency Operations Plan submitted by the Emergency Management Director Scott Morley.
- The Board requested that it be noted that the Coventry Village School is the primary shelter and the Community Center is the secondary location.
- Brad Maxwell made the motion to approve the 2018 Local Emergency Operations plan with the noted change to the shelter designations. Seconded by Scott Briere and unanimously approved by the Board.

#### **6. Emergency Management Director Report**

- Emergency Management Director Scott Morley was unable to attend the meeting, he provided a written report to the Town Administrator.
- Scott stated that emergency supplies need to be purchased and requested to proceed with an inventory lists and costs to acquire all of the necessary items.
- Assistant Emergency Management Director, Phil Marquette, stated that he has been in contact with the Red Cross for a suggested inventory list but had not yet received the information.
- The Board granted Scott Morley, Phil Marquette and Amanda Carlson unanimous authority to proceed with obtaining the information and pricing on the recommended emergency supplies.

#### **7. Recreation Committee Chairman Report on Coventry Day**

- Recreation Committee Chairman Martha Sylvester provided the Board with an update on Coventry Day listing all of the vendors that have been confirmed and activities planned.
- The Board thanked Martha for her efforts.

#### **8. SWIP Committee Report**

- Solid Waste Committee Chairman Sherry Bradley provided a written report to the Board stating that the SWIP Committee will be meeting on Friday June 8<sup>th</sup> to discuss events and the yearly reporting.
- Sherry also stated that she was meeting with Casella on Wednesday June 6<sup>th</sup> for assistance on the yearly State reporting.

- The SWIP Committee will be asked to attend a meeting next month to provide an update on the progress and meetings held.

#### **9. Town Clerk Report**

- Town Clerk Deb Tanguay reviewed the status of the 2018 dog licensing. The Animal Control Officer Renee Falconer has started the dog census to ensure all dogs are registered in town.
- Deb will be implementing a “Dog of the Year Award” next year which will include an office plaque and prizes for the winner. Names would be drawn from owners who registered their dogs before the deadline.
- Deb provided the Board with a review of the land records and mapping system being updated.
- The Board was reminded of the August 14<sup>th</sup> Primary Election and the November 6<sup>th</sup> General Election.

#### **10. RFP Auditors – Review Proposals**

- The Board received two proposals to audit the current fiscal years financials with the option for the following two consecutive years:
  - ***Pace and Hawley LLC from Montpelier, Vermont.***  
*Year 1: \$11,225      Year 2: \$9,750      Year 3: \$9,750*
  - ***RHR Smith & Company from Buxton, Maine***  
*Year 1: \$16,000      Year 2: \$16,000      Year 3: \$16,000*
- Treasurer Adam Messier stated that he did not see any difference in the work proposals and therefore no reason not to go with the smaller Vermont based firm at the lower cost.
- The Board discussed the advantages to contracting for a three-year term and decided it would be in the best interest of the Town to commit to the three year and lowered costs.
- The Board asked Town Administrator Amanda Carlson to check some of the municipal references for Pace and Hawley LLC.
- Brad Maxwell made the motion to accept the proposal from Pace and Hawley, LLC for a three year term on the condition that references checked were favorable. Motion seconded by Scott Briere and unanimously approved by the Board.

#### **11. RFP for Power Generating Facilities**

- Select Board Member Brad Maxwell recused himself from the Power Generating Facilities Appraisal discussion due to a conflict of interest.
- Mike Marcotte and Scott Briere reviewed the Request for Proposals for Power Generating Facilities and discussed the minor editing and formatting changes made.
- Scott Briere made the motion to accept the RFP for Power Generating Facilities as written. Seconded by Mike Marcotte.

- Lister Kate Fletcher notified the Board that the 30-day extension to file the Grand List with the State had been granted. The Listers Office made the request to allow more time to process the remaining property transfers.

## **12. Investment Resolutions and Related Documents**

- The Board unanimously approved and signed a Resolution to Hunt Financial Services and Edward Jones Investments outlining the authority on the Town of Coventry accounts.
- The Board reviewed a contract provided by John Henry Hubert of Catamount Asset Management for his services as an Investment Advisor. The contract states the fee of \$150 /hour and that it can be cancelled at any time.
- Brad Maxwell made the motion to accept the contract with John Henry Hubert of Catamount Asset Management. Seconded by Scott Briere. The contract was unanimously approved and signed by the Board.
- The Board unanimously signed and approved the Account Authorization form provided by Edward Jones Investments.
- Town Administrator Amanda Carlson stated that a draft Investment policy had been provided by John Henry Hubert; however, there was a lot of work to be done to tailor it to the Towns long term goals. Amanda requested that the Board appoint a liaison to work with the Investment Advisor on the preliminary work that needed to be addressed before a formal plan can be executed.
- Under unanimous authority from the Board, Scott Briere will work with Amanda Carlson, Treasurer Adam Messier, David Barlow and John Henry Hubert on the creation of policies and procedures related to the Towns Investments.

## **13. Financial Policies**

- Brad Maxwell made the motion to approve the Balanced Budget Policy, Conflict of Interest Policy and; Sexual Harassment Policy. Seconded by Scott Briere and unanimously approved and signed by the Board.
- All employees and Town Officials will be provided with a copy of the Conflict of Interest Policy and Sexual Harassment Policy and will be required to sign acknowledgment that it was received.
- The remaining four financial policies recommended by the VLCT will be reviewed by the Investment Advisor for assistance on applicability and how it is recommended for the Town to proceed.

## **14. Other Business**

- Jeanne Desrochers stated that ATV traffic has been considerable through the Village area.
- The Board stated that the ATV Club had not been given authorization to open the village roads to ATV traffic. The Sherriff's office will be contacted for assistance.

**15. Discussion of Town Officials with Anticipated Executive Session Pursuant to 1 V.S.A §313 (3).**

- Brad Maxwell made the motion for the Board to enter into executive session for discussion of Town Officials pursuant to 1 V.S.A §313 (3); stating that premature public knowledge of the information would put the Town at a disadvantage as well as violate privacy rules. Seconded by Scott Briere.
- The Board entered executive session at 5:47 p.m. which included Town Administrator, Amanda Carlson.
- The Board exited executive session at 6:10 p.m. stating that no decisions had been made.

**16. Sign Orders**

**General Fund Account:**

Payroll	For Week Ending 05/26/18	\$ 3,638.28
Payroll	For Week Ending 06/02/18	\$ 3,799.78
Accounts Payable	06/04/18	\$ 17,195.53
Accounts Payable	State Withholding Tax – May 2018	\$ 503.05
Accounts Payable	Federal Withholding Tax – May 2018	\$ 4,468.22
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 29,604.86</b>

**15. Meeting adjourned at 6:20 p.m.**

The next regular Select Board meeting will be held on Monday June 18<sup>th</sup>, 2018 at 4:30 p.m.  
*Special meeting of the Select Board scheduled for Monday June 11, 2018 at 5:00 p.m.*

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Michael Marcotte / Chairman

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Bradley Maxwell

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Scott Briere

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Amanda Carlson / Town Administrator