

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday May 15th, 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

Guests:

Chris Lamonía; Joshua Griffes; Martha Sylvester; Viola Poirier

Press:

Chris Roy/Newport Daily Express; Robin Smith/Caledonia Record

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

2. Approve the minutes of the May 8th, 2017 meeting

- Scott Morley made the motion to approve the minutes of the May 8th, 2017 meeting.
- Seconded by Brad Maxwell. The Board signed and approved the minutes as written.

3. Allow for public comment

- Martha Sylvester had questions for Mike Marcotte as a State Legislator and his position on the ethics bill. Mike will contact Martha by email to answer all her questions.

4. Chris Lamonía from Aegis Renewable Energy

- Chris Lamonía reviewed Aegis Renewable Energy's current project to build an array of approximately 500 solar panels in St. George, Vermont. The project will be installed on the top of a commercial storage unit, limiting the environmental impact. Anticipated completion is approximately 45 days.
- Participating in the project would be a no cost, savings opportunity for the Town.
- The Town would receive a 10% reduction in the current electricity bills through energy credits.
- The agreement would be non-binding and assignable if the Town wanted to cancel at any time.

- The projects total available energy for credits would far exceed what the Town currently uses. Viola Poirier will speak with the Coventry School Board to inquire if the school would be interested in participating in the savings. Neighboring Towns could also be contacted.
- Skip Gosselin questioned if the Town would benefit more from funding their own project. Chris replied that the initial startup cost would be huge to the Town, whereas this is funded by Aegis Renewables and there is no cost to the Town.
- Chris Lamonica was asked to attend next week's Select Board Meeting on May 22nd, 2017 to discuss further.

5. Planning Commission

- The Board reviewed a letter from the Planning Commission listing items they felt were required for the Commission to proceed with their duties to the Town.
- Scott Morley stated that there might have been some miscommunication at the last meeting because he was expecting the Planning Commission to provide a proposed budget for review. The letter provided listed items, but had no specifics or anticipated costs.
- Skip Gosselin stated that most urgent request and requirement is to hire an Administrative Assistant for minutes and agendas.
- The Board unanimously approved the Planning Commission to place an ad in the newspaper and to accept resumes for the position based on three to five hours a month. Salary will be negotiated with candidates.
- The Select Board requested the Planning Commission provide a more detailed list of office set up costs as well as an anticipated yearly office budget for review at next week's meeting.

6. Investments

- Under the Boards unanimous authority for Scott Morley to meet with Hunt Financial Services; Scott met with Louise Evans and the Town Treasurer Cynthia Diaz, on Friday May 5th, 2017.
- Scott presented the Board with a copy of the investment resolution on file with Hunt Financial Services.
- The Resolution is from 2012 and contains outdated and invalid information.
- The Board agreed unanimously that the resolution needed to be changed to reflect the current situation and parties involved.
- The Board agreed unanimously to allow Scott Morley and the Town Administrator to work on a draft of the resolution. The draft will then be sent to the Town Attorney for review.

7. SWIP Committee Meeting

- The SWIP Committee will be meeting at the Community Center on Thursday June 1, 2017 at 5:00 p.m.
- The Board agreed unanimously that the entire Select Board does not need to be represented on the SWIP committee.

- Mike Marcotte made the motion to appoint Brad Maxwell as the Board representative to the SWIP Committee. Seconded by Scott Morley.
- Brad Maxwell will be the Select Board representative to the SWIP Committee, however he is unable to attend the June 1st, 2017 meeting. Mike Marcotte will attend the June 1st meeting on behalf of Brad Maxwell.
- Scott Morley stated that the SWIP Committee needs to take an active participation and responsibility on behalf of the Town. The Select Board and the Town Administrator will be available to assist but will not be taking on the duties of the Committee.

8. Upstairs Office Setup

- Catamount Environmental is scheduled to remove the flooring in the new Listers Office later in the week.
- Amanda Carlson reported that she spoke with the Fire Marshall, Tim Angel, earlier that day. Tim stated that based on the work being done, the Town would not be required to obtain a permit from the Fire Marshalls Office for renovations to the Listers Office.
- Contractors Jim Cobb and Jason Poginy were contacted and asked if they wanted to quote the renovations to the upstairs office. Jim Cobb thanked the Board for the opportunity but unfortunately, his current schedule wouldn't allow him time to complete the work. Jason Poginy is expected to contact the office and will be providing a quote for Board review.

9. Gym Floor

- The Board reviewed a draft article to be placed in the paper requesting bids to replace the gymnasium floor. The Board requested more specific information be included and asked the Town Administrator to revise.
- The Board reviewed an ad to request quotes to have the exterior of the Community Center building painted. The Board requested some additional information be added and then posted in the newspapers. Quotes will be accepted until June 9th, 2017.
- The Board discussed having the painting completed by the Road Crew department. The Board agreed unanimously that with possible health and safety precautions needed for surface preparation that it would be better to have the work completed by a professional painter with experience.

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 report provided by the Treasurer. Total Income: \$459.90, *Checks \$423.90; Cash \$26.00, ACH \$10.00*
- The Board noted that there continue to be inaccuracies and inconsistencies in the reporting. The report format is not acceptable and does not provide detail and explanation for transactions. No record of deposits made were provided this week.

- The Board noted that the report did include a summary sheet, however; some names on the summary sheet did not match the receipts and checks.
- Residents questioned the reports and information provided by the Treasurer. The Board stated that if this continued then the annual audit would be very difficult and would cost the town more than necessary.
- The Treasurer was not present to comment.

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

- The Delinquent Tax Collector provided a report listing a total of one payment received in the amount of \$25.
- The Board will sign and approve the report once it is confirmed that the money has been deposited by the Treasurer.

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

- The Board reviewed the Town Administrator's income report listing a total of \$105.00 received in checks.
- The Board signed the report to be given to the Treasurer for deposit.

13. Other Business

- The Board unanimously approved and signed a letter to Bill Davies thanking him for his services as Town Attorney; and letting him know that effective immediately the Town has enlisted the services of another Attorney.
- The Board reviewed a contract from Watershed Consulting Agencies, LLC for gravel pit testing and permitting.
- The Board asked the Town Administrator to obtain further information on the process and obligations of the Town before they would approve the contract.
- Mike Marcotte stating he will be meeting with VTrans representatives and the Newport City Manager on Tuesday May 16th, 2017 at 10:00 am in the Town Administrators Office. The meeting is to discuss the upcoming Route 5 road closure for ledge removal.
- Public meetings on the road closure are anticipated to be scheduled within the next month. Work is expected to start early July.
- Viola Poirier inquired about the Dog Ordinance. The Board asked Viola to give them a couple of weeks during the transition to a new Town Attorney. Once the transition is complete, the attorney will be reviewing the Dog Ordinance for clarification and possible changes.

- Mike Marcotte stated the Treasurer has implemented a new policy for payroll checks. Employees are now required to sign that they have received their check. Mike stated that he thought this was a good security measure taken.
- Mike questioned whether this process should be implemented between offices to ensure checks are not misplaced. He suggested that after the Board signs the warrant and checks then the Treasurer should pick up all Accounts payable and payroll checks from the Select Board Office and sign that they are all received and included as originally written. Mike was concerned that passing them between external mailboxes was not the best practice for internal controls.
- No decision made by the Board at this time.

14. Sign Orders

Accounts Payable	05/15/2017	\$473.21
Payroll	For week ending 05/13/17	\$2,804.52
Signed by the Board for the Treasurer to draw checks totaling		\$3,277.73

15. Meeting adjourned at 7:22 p.m.

The next Select Board meeting will be held on Monday May 22nd, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator