

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday February 20th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Select Board Clerk

Guests:

Jayne Chase; Israel Sanville; Maurice Jacobs; David Barlow; Jeanne Desrochers

1. **Mike Marcotte called the meeting to order at 5:00 p.m.**
2. **Approve the minutes of the February 13th, 2017 meeting**
 - Scott Morley made the motion to approve the minutes of the February 13th, 2017 meeting.
 - Seconded by Brad Maxwell. The Board signed and approved the minutes as written.
3. **Allow for public comment**
 - No public comment.
4. **Proposed Traffic Plan**
 - Road Commissioner David Gallup was not present to discuss.
 - The Board agreed unanimously to table the discussion on the proposed traffic plan until David was present.
5. **Cleaning Contract**
 - The Board reviewed the Contract for cleaning services by Complete Home Repair/Stephanie Nicoletti.
 - Changes were noted from the previous contract to now include a monthly cleaning of the upstairs library space and once yearly steam cleaning of the carpets.
 - The cost for cleaning services was increased from \$125 weekly to \$135 weekly.

- Brad Maxwell made the motion to approve the contract for a one year time period; seconded by Scott Morley.
- The contract was approved unanimously and signed by the Board.

6. Payroll

- The Board discussed the statutory obligation of payroll and if the writing of checks could be handled by the Select Board Office at the same time the warrants are issued. Checks would then be presented to the Treasurer to sign.
- The Board was unclear on the statutory authority of this process.
- The Board granted unanimous authority for Scott Morley to continue discussions with Attorney Paul Gillies for further clarification.
- The Board also granted unanimous authority for Mike Marcotte to consult Legislative Counsel for information.

- The Board agreed unanimously that all yearend tax reporting will now be under the authority of the Select Board Office.
- The Board granted unanimous authority for Amanda Carlson to contact the associated offices for more information and reporting requirements.

- The Board granted unanimous authority for Mike Marcotte to contact the Town's Health insurance provider, Blue Cross, to have Cynthia Diaz removed as the plan administrator and allow Amanda Carlson administrative privileges on the account under the Board's direction.

7. Delinquent tax report requested from Delinquent Tax Collector. Report to include outstanding delinquent taxes due for all prior fiscal years.

- The Board reviewed the Delinquent Tax Report presented by the Delinquent Tax Collector.
- The Board noted inconsistencies.
- The Delinquent Tax Collector was not present to comment.
- The Board also noted that most recent years showed payments while older years showed no payments.
- Resident Jayne Chase, asked the Board if there was an established policy for delinquent tax collection. The Board was not aware that any such policy existed.
- Scott Morley noted that the Delinquent Tax Report did not pass the Auditors test and that it would cost the Town a lot more money to recreate these records if the Board did not receive better cooperation going forward.

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

- The Board reviewed the Income Statement provided by the Treasurer.
- Total revenue reported for the week of February 12 to 18, 2017: \$2,397.37 *Cash*; \$376.68 *Checks*; \$2,020.69.
- The Board noted that bank deposit slips had been provided including a separate \$5.00 cash deposit that was reported at the February 13th, 2017 meeting, but did not include the source document at that time.
- The Board noted copies of checks showing dates that were prior to the previous Board Meeting. It was noted that the Judges Orders in the Civil Law Suit prohibited holding of any checks.
- The Treasurer was not present to comment.
- The Board agreed unanimously that Amanda Carlson would need access to copies of bank statements to reconcile accounts.
- The Board granted Scott Morley unanimous authority to contact Community National Bank to arrange access to statements for the Town Administrator.

9. Planning Commission meeting space

- Maurice Jacobs spoke on behalf of the Planning Commission. He stated that the Planning Commission will be conducting public meetings in the future and requested use of a more appropriate meeting space. They have been meeting in the Town Clerks Office and would like to use the upstairs library space.
- The Board noted that the space was not handicapped accessible and if that was a requirement then the gymnasium could be an alternative.
- The meetings will not be held for a few more months and the Board instructed the Planning Commission to follow up with Amanda Carlson for scheduling and reserving the space.

10. Other Business

- The Board reviewed the minutes of the Saturday February 18, 2017 Informational Meeting.
- Brad Maxwell made the motion to approve the minutes as written. Seconded by Scott Morley.
- Brad Maxwell and Scott Morley signed the minutes.
- Mike Marcotte was not in attendance at the February 18th meeting and recused himself from comment or approval.

- Residents questioned the Board on the ability to remove the Town Clerk / Treasurer from the Office and why there was no mechanism of discipline for someone who was not performing their duties.

- The Board responded that no provisions are available in the statutes for such action. The Clerk and Treasurer are independent offices and no disciplinary action can be taken against them by another elected official.
- Residents stated the need for voters to be aware of the situation, and all the issues before elections take place.
- The Board reviewed a quote for floor mats for the hallway of the Community Center from Unifirst. Cost was quoted at \$10.50 each biweekly for an exchange service.
- The Board agreed unanimously that this was an unnecessary long term cost and that rugs should be purchased.
- The Board granted Amanda Carlson authority to purchase rugs for the Community Center hallway.
- The Board noted an email from a resident stating that there were sections from the Town Report that were difficult to read as print was unclear.
- The Board stated that this was due to the format that some documents were received in and they would take the feedback into consideration and correct next year.
- Maurice Jacobs complimented the report saying it was well done.
- Amanda Carlson requested the Board allow her to enroll as a member of the VMCTA for a yearly cost of \$20. This would allow her to belong to a listserv discussion network which provides information from other Town Offices.
- The Board agreed unanimously for Amanda Carlson to prepare the application and include on the next warrant for payment.
- The Board discussed the open access of the kitchen that has been allowed. The Town has been paying for supplies used and feels the privilege is being abused by some groups.
- The Board agreed unanimously to create a standard of locking the kitchen and only allowing access to those groups that have reserved the space for a function.
- The standards and practices will be discussed further once Amanda Carlson is employed full time and is present in the building to monitor the use.

11. Sign Orders

- The Board received a note from the Treasurer questioning Accounts Payable #15 which included a reimbursement check to Scott Morley for postage in the amount of \$910.84.
- The Treasurer stated that the Board previously made the recommendation that no expenses shall be paid as reimbursements, and only payments directly to vendors would be allowed.

- The Board agreed unanimously that allowing reimbursement checks was up to their discretion and that in this situation it was required.
- Scott Morley paid for postage to mail out all Town Reports, as well as postcards to notify residents of upcoming informational meetings.

Accounts Payable	AP#15 – 02/20/17	\$ 19,270.63
Payroll	PR#7 – for week ending 02/18/17	\$2,780.02
Signed by the Board for the Treasurer to draw checks totaling		\$22,050.65

12. Meeting adjourned at 6:37 p.m.

The next meeting is scheduled for Monday February 27, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Select Board Clerk