

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday June 5th, 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

David Barlow/Trustee of Cemetery Funds & Public Money

Kate Fletcher/Delinquent Tax Collector

Renee Falconer/Animal Control Officer

Guests:

Martha Sylvester; Viola Poirier; Dan Introcaso; Joshua Griffes; Adam Messier

Press:

Elizabeth Trail/ Baton Chronicle; Dan Schwartz/VT Digger; Chris Roy/Newport Vermont Daily Express; Robin Smith/Orleans County Record

1. Mike Marcotte called the meeting to order at 5:01 p.m.

2. Approve the minutes of the May 22ND & May 24th, 2017 meetings

- Scott Morley made the motion to approve the minutes of the May 22nd and May 24th, 2017 meetings as written.
- Seconded by Mike Marcotte. The Board signed and approved the minutes as written.

3. Allow for public comment

- No public comment.

4. Delinquent Tax Collector's Progress Report & Review of Income Reports

- Delinquent Tax Collector Kate Fletcher, presented the Board with the weekly report of delinquent taxes collected for week ending May 26, 2017. Total collected and brought to the Treasurer for deposit: \$75.00. Mike Marcotte signed the report on behalf of the Board.
- The Board reviewed the monthly report of delinquent taxes collected for May 2017. Total amount collected: \$1,500.00. Total penalty paid and due to the Delinquent Tax Collector: \$96.47. The Board unanimously approved the report and Mike Marcotte signed on behalf of the Board.
- The Board reviewed the amended contract for collection of delinquent taxes. The Board unanimously agreed to the changes made.
- The Delinquent Tax Collector provided the Board with a list of twenty-five delinquent tax payers. Kate Fletcher stated that these totals have been accurately calculated and verified. She requested permission to initiate contact with the taxpayers.
- There are approximately 25 additional tax payers in the "medium" category of difficulty that Kate is working to determine the correct delinquent amounts owing. Additionally, there are approximately 12 tax payers that are deemed "difficult" to calculate. Kate explained that payments made on these more extreme cases are unclear, interest rates calculated incorrectly and reporting inconsistent. She is working hard to decipher the accurate receivables to provide the Board with a list for approval.
- The Board unanimously approved the initial list presented of the twenty-five tax payers. Notices and letters will be sent out to tax payers.
- Mike Marcotte questioned why the list had taxpayers owing from 2013 when there was a tax sale in July 2016 and why those properties were not included in the sale. There was no conclusion as to why certain properties were included in the sale and why some were not.
- Kate stated that she had no detailed information on the tax sale last July. The notice of sale was provided but no confirmation on which properties were redeemed; which were sold; and the total amounts were not provided. The properties owners of the parcels sold still have until July 12, 2017 to redeem their property. Information should have been provided to the new Delinquent Tax Collector by the former Town Attorney, Bill Davies, to clarify the information.
- Scott Morley stated that Attorney Davies confirmed that money he was holding for the tax sale was turned over to Cynthia Diaz on May 25th, 2017. The Board was not notified with any details of the amount turned over, or what it was applicable to. The Town Administrator confirmed that a check from Bill Davies office had not been deposited to the Town Account by the Treasurer.
- The Board granted Scott Morley Unanimous authority to speak with the new Town Attorney Paul Gillies to have him request the information and detail on behalf of the Town.

5. Dog Ordinance

- The Board reviewed a copy of the amended Dog Ordinance. Revisions made by the Town Administrator were done with the direction and approval of the Town Attorney.

- Language in the ordinance has not changed, however, the sections were defined for clarity. “Running at Large” was defined as applicable to the village limits only, whereas all other offenses are applicable to all properties in Town limits.
- Residents questioned the advantages and disadvantages of applying the leash law to the village only instead of the entire Town. Animal Control Officer Rene Falconer assisted in the discussion with her past experiences and ability to enforce the actions.
- The Board agreed that the language would be accepted as written. The Board requested an amendment to the Notice which was completed by the Town Administrator in the meeting.
- Brad Maxwell made the motion to accept and adopt the amended Dog Ordinance as presented. Seconded by Scott Morley.
- The Board unanimously approved and signed the ordinance as well as the public notice announcing the change.
- The notice will be posted in three public places as well as published in the newspaper announcing the change to the ordinance.
- The public will have sixty days to contest the change. If none are presented then the ordinance will become effective for enforcement.

6. Sheriff’s Department Contract

- The Board reviewed the contract presented by the Orleans County Sheriff’s Office for the 2017/18 fiscal year.
- No changes made to the contract from last year. The Town level funded the service in the budget at \$9,000.00.
- Mike Marcotte noted that the contract was dated April 17, 2017. The Board asked the Town Administrator to contact the Sheriff’s Department and request an updated copy with the correct date.
- They also requested a representative be invited to the next meeting to discuss speed patrolling on the detour route this summer when Route 5 is closed for ledge removal.

7. Planning Commission

- The Town Administrator reported that there is no word yet on a lap top for the Planning Commission. Quotes are being received and reviewed.
- With the Board’s permission, Skip Gosselin will be inviting the energy company proposing a solar project for Coventry to a Select Board Meeting in the coming weeks.

8. Upstairs Office Setup

- Gary Petit presented the Board with a quote from Don’s Wayside for flooring for the Listers Office. Total quote for materials and install of laminate flooring \$2119.20.
- Scott Morley made the motion to accept the quote as presented and schedule the installation. Seconded by Bard Maxwell.

- Paul Cutting will be starting renovations on the Listers Office in 3 to 5 weeks' time. Flooring install will be scheduled to be done after the renovations.
- The Board reviewed a quote for a phone system recommended by Tech Patrol. The system comes with cordless phones that can be used around the building and will allow for voicemail boxes to be set up for each department. Cost of the handset to be placed in the Town Administrators office as well as four cordless handsets is quoted at \$700.00. The Board agreed unanimously to approve the purchase.
- On behalf of the Office of the Listers, David Barlow requested a new Town email address be set up for the Listers. Having an email address under the Towns authority is more secure for passing of information from State agencies.
- The Board also noted that this should be arranged for the Planning Commission as well.
- Cost per email address is approximately \$50.00 per year.
- The Board agreed unanimously to allow the Town Administrator to set up email addresses for both the Listers Office and the Planning Commission.

9. Attorney Communications Notice

- Item tabled. No update at this time.

10. Review Edward Jones Investment Resolution for Adoption

- The Board reviewed the investment resolution to be submitted to Edward Jones Investments.
- Mike Marcotte made the motion to approve the resolution as written. Seconded by Scott Morley. The Board unanimously signed and approved the resolution.
- The resolution recently approved by the Board for Hunt Financial was signed by the Board quorum at the last meeting. This meeting was not attended by Brad Maxwell.
- Mike Marcotte made the motion to re-approve the Hunt Financial Resolution as written allowing for all Board members to sign and approve for submittal. Seconded by Scott Morley.
- The Hunt Financial resolution was unanimously approved and signed by the Board.
- The Board reviewed the May 2017 financial statements for Edward Jones Investments. No action or comment from the Board.

11. Discussion of Town Clerk/Treasurer's Bond

- Mike Marcotte stated that the Town Clerk/Treasurer, Cynthia Diaz, was served a notice on May 25th, 2017 stating that the VLCT had revoked her bond coverage and under State Statute, she had ten days to produce a bond for Board consideration.
- Ten business days will expire on Thursday June 8th, 2017. If a bond application is not presented to the Board by Friday June 9th, 2017 then the office of the Clerk and Treasurer is, by law, considered vacant.
- Mike stated that the Board needed to prepare for either outcome of the situation at the end of the week.

- The Board reviewed a proposed agenda for a meeting on Friday June 9th, 2017 at 4:00 pm. Agenda items proposed included the reviewing of a bond, or actions towards a possible vacancy in office.
- The Board agreed unanimously that a Friday meeting was important to discuss either outcome and instructed the Town Administrator to post the agenda the following day for a special meeting on Friday June 9th, 2017 at 4:00 pm. Agenda to be confirmed with the Town Attorney prior to posting.

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

- The Board reviewed the income report presented by the Town Treasurer.
- Report showed a total income of \$35,364.03; *\$35,345.33 Checks & \$18.70 Cash.*
- The Town Administrator verified that the checks had been deposited to the bank account; however, the cash had not been.
- The Board noted that the Treasurer's report remains inconsistent and incomplete. No bank deposit verification was provided and source documents were lacking.

13. Review Town Administrator's revenue report for the preceding two calendar weeks.

- The Board reviewed the statement of wire transfer for funds received from the Vermont League of Cities and Towns in the amount of \$499,000.00. Funds were transferred and deposited into the account on Friday June 2, 2017.
- Scott Morley expressed his appreciation to the VLCT for their cooperation and assistance with the transfer of funds for the approved insurance claim.
- The Board reviewed the report of income provided by the Town Administrator. Total amount received for Community Center rentals in the amount of \$105.00.
- The Board signed and approved the income report as presented. Checks will be given to the Treasurer for deposit.

14. Other Business

- On behalf of the Listers, David Barlow stated that the Listers Office had requested 30 day time extension for filing the Grand List with the State.
- Mike Marcotte stated that the Town Lister, Lyell Reed, brought the form to him last week to be signed and submitted. A copy of the letter will be given to the Town Administrator for the Select Board files.
- The Town Administrator reported that she spoke with Engineer Tim Ruggles who is working on the Hi-Acres Bridge replacement.
- Tim reported that he had met with State Officials who approved his proposed options to be presented to the Town.
- Tim is waiting on materials quotes and will then contact the Town to discuss the options.

- The Board granted Scott Morley unanimous authority to speak with Tim Ruggles to discuss the process and options to be presented.
- The Board approved the purchase of a new microwave for the community center kitchen.
- Mike Marcotte asked the Town Administrator to extend invitations to Coventry Day to the Newport City Council, City Manager, and the Newport City Fire Department and their families.

15. Sign Orders

Accounts Payable	06/05/2017	\$ 11,767.18
Payroll	For week ending 05/27/2017	\$ 2,763.63
Payroll	For week ending 06/03/2017	\$ 2,974.46
Signed by the Board for the Treasurer to draw checks totaling		\$ 17,505.27

16. Meeting adjourned at 6:55 p.m.

The next Select Board meeting will be held on Friday June 9th, 2017 at 4:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator