

**MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY**

Monday October 2nd, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Adam Messier/Treasurer

David Barlow/Assistant Clerk

Martha Sylvester/Recreation Committee Director

Skip Gosselin/Planning Commission

Carol Simmons/Planning Commission Administrative Assistant

Moe Jacobs/Planning Commission

Jeanne Desrochers/Cemetery Association

Guests:

Brain Monahan; Dan Introcaso;

Press:

Chris Roy/Newport Daily Express

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

2. Approve the minutes of the September 18th, 2017 meeting

- Brad Maxwell made the motion to approve the minutes of the September 18th, 2017 as written. Seconded by Scott Morley.
- The Board unanimously approved and signed the minutes of the September 18th, 2017 meeting as written.

3. Allow for public comment

- No public comment.

4. Attorney Brian Monaghan

- Attorney Brian Monaghan not present at the meeting. The Board agreed unanimously to table agenda item #4 until his arrival.

5. Discussion with Planning Commission

- Planning Commission Chairman, Moe Jacobs, gave the Board an update on the progress of the Town Plan.
- The Plan will use the basic template from the previous Town Plan, but is expected to include more graphics, extended sections and updated information. All committee members are working on sections which will be sent to the Administrative Assistant, Carol Simmons, for formatting.
- The Planning Commission will be having an information open house on Monday October 9th at 6:00 p.m. inviting all Town residents to share their opinions and ideas relating to the Town Plan.
- Moe Jacobs shared a message from Jim Cobb stating his resignation from the Planning Committee.
- The Board will wait for the formal resignation letter before considering candidates to serve until Town Meeting day.

6. Recreation Committee Director Update

- Recreation Committee Director, Martha Sylvester, reviewed some of the activities she has been planning for the Recreation Center over the coming months; clothing swap, open house with elected officials running for office, open recreation time and Halloween events. Once formalized, these events will be posted on the website.
- Beginning Wednesday October 4th, 2017, the gymnasium will be open for recreation time from 6 p.m. to 9 p.m.
- The Board granted unanimous authority to Scott Morley to sit with Martha Sylvester to work on estimated budgets for the Recreation Department for these events.

Attorney Brian Monahan arrived at the meeting.

The Board agreed unanimously to address agenda item #4.

4. Attorney Brian Monaghan

- Attorney Brian Monaghan reviewed his fifteen years of legal experience with the Board. His firm, Monaghan, Safar, Ducham, PLLC in Burlington, VT currently has seven Attorney's that service clients throughout the State.
- Brian offered a rate of \$165 per hour which would be held for two years.

- The Board asked Attorney Monaghan various questions about his practice and procedures working with municipalities.
- Current matters handled by Attorney Paul Gillies will remain with him until completion. The Town is considering a new Attorney for new and routine municipal business.
- Brian will prepare an Engagement Agreement for the Board to consider to retain the services of Monaghan Safer and Ducham, PLLC as the outside corporate counsel for the Town. Draft agreement to be reviewed at the next meeting.

7. Discussion with Town Listers

- No Town Listers in attendance. Gary Petit sent a message to the Board apologizing for his absence for medical reasons.
- Scott Morley stated that he has not yet confirmed when Ed Clodfelter from NEMRC will be working with the Town; however, he hopes the Board of Listers will be present when he does.
- Listers Assistant, David Barlow, reviewed some information with the Board on the current tax mapping system and numbering.

8. Discussion with Trustee of Cemetery Funds

- Trustee of Cemetery Funds, David Barlow, explained some of his extensive research into the legalities of a Cemetery Association versus a Cemetery Commission. He believes, that although the group has been labeled an Association in Coventry, it falls under the category of Commission.
- The Cemetery Board has discussed and would like to continue as a Commission under the umbrella of the Town.
- After discussing the differences, the Select Board determined that the Town Attorney needed to be consulted for clarification on how the Cemetery Board should legally proceed with its title and its obligations to the Town.

9. Building IT

- David Barlow stated the need for reliable internet in the Town Office. With recent connectivity issues, David had researched options and suggested the Board considered some upgrades that would make the connection stronger and the public Wi-Fi more secure.
- Brad Maxwell made the motion to approve the cost of computer hardware and software as recommended for an approximate cost of \$1000 plus the cost of installation to be done by Tech Patrol. Seconded by Scott Morley and unanimously approved by the Board.

10. Second Floor Renovations Bid Review

- The Board reviewed the three quotes for the upstairs renovations.
 - *B&D Builders - \$20,084.00 – included the cost and installation of the flooring.*
 - *Paul Cutting Construction - \$26,512.00 did not include the cost of flooring.*
 - *Graves Builders - \$31,055.00 did not include the cost of flooring.*

- *Dons Wayside – Quote for laminate flooring and installation - \$3,940*
- Brad Maxwell made the motion to accept the quote from B&D Builders for the renovations to the upstairs of the community center at an estimated cost of \$20,084.00. Seconded by Scott Morley.

11. Community Center Chimney

- Two quotes were received to clean the Community Center Chimney and replace the liner with a stainless-steel insert.
 - *Greg Wood Masonry - \$1,960.00*
 - *Curtis Masonry - \$2,230.00*
- Brad Maxwell made the motion to accept the quote from Greg Wood Masonry for chimney cleaning and a new liner at a cost of \$1,960.00. Seconded by Scott Morley.

12. Newport Fire Department Dry Hydrant Report and Donation Request

- The Board reviewed the Dry Hydrant Testing and Results Report provided by the Newport City Fire Department Chief, Jamie LeClair.
- All dry hydrants were in working order. Two were flushed out but were unable to pull any water through because of the low levels at the site.
- The dry hydrant on Private Pond has the wrong size connection. Jamie LeClair suggested buying an adapter to ensure the hydrant can be used by the Department in an emergency.
- Scott Morley made the motion to approve the purchase of a 6” adapter to be installed on the Private Pond dry hydrant. Seconded by Brad Maxwell.

13. Hurricane Relief Donation

- The Board unanimously agreed at the last meeting to match the Coventry Village School’s Donation to the Hurricane relief. The School confirmed that the total raised by the students was \$576.36.
- The donation will be sent by the Town to Lemm Elementary in Klein Texas.

14. Tables and Chairs agreement to School

- The Board reviewed two draft agreements for the tables and chairs to be gifted to the Parents Club.
- The Board agreed unanimously to have the agreements reviewed by the Town Attorney.

15. 2018 VLCT Annual Meeting and Policy Review

- The Board reviewed the VLCT Policy to be reviewed at the Annual Meeting this Wednesday October 4th, 2017. Town Administrator Amanda Carlson will attend and act as the voting delegate on behalf of the Board.

16. Other Business

- The Board discussed the church in the village common and options for preservation.
- The Board granted Scott Morley unanimous authority to review with the Town Foundation and members of the church to discuss some options.

- Mike Marcotte stated that he had received the invoices from the Newport City Fire Department for the months of August and September. Invoices included three separate calls to Washington Electric for false alarms on the fire alarm totaling approximately \$2,100.
- The Town Administrator was instructed to investigate the changes and whether the Town could invoice Washington Electric.

- Mike Marcotte reported on behalf of the Solid Waste Committee Chairman, Sherry Bradley.
- Sherry reported that the year two reporting to the State was complete and submitted. The Town is now waiting for approval from the State to determine if all obligations have been met.
- Solid Waste Committee will be looking for additional volunteers to assist with the education and outreach events being planned.

- Watershed Consulting Associates, LLC presented the Town with the annual MSGP inspection report for the gravel pit and stated that there were no issues to be addressed and the Town's gravel pit complied with State regulations

- The Board approved Amanda Carlson to attend the VTCMA Conference on November 8th and 9th, 2017.

- Adam Messier stated on behalf of the Delinquent Tax Collector that there was a property that was sold while it still had delinquent taxes owing. The Delinquent Tax Collector is looking for information on who is now responsible for any amounts owing.
- The Board agreed unanimously that this needed to be reviewed with the Town Attorney.

17. Sign Orders

General Fund Account:

Payroll	For week ending 09/23/17	\$ 2,582.57
Payroll	For week ending 09/30/17	\$ 2,744.93
Accounts Payable	IRS & State Payroll Taxes	\$ 5,378.01
Accounts Payable	09/18/2017	\$ 11,264.65
Accounts Payable	Cemetery Association	\$ 3,325.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 25,295.16

Road & Bridge Restricted Fund Savings Account:

Accounts Payable	Airport Road Paving Project	\$ 146,123.12
Signed by the Board for the Treasurer to draw checks totaling		\$ 146,123.12

18. Meeting adjourned at 7:45 p.m.

The next Select Board meeting will be held on Monday October 16th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator