

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday May 1st, 2017 at 5:00 p.m.

Board Members Present:

Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Kate Fletcher/Delinquent Tax Collector

Gary Petit/Lister

Maurice Jacobs/Planning Commission; Skip Gosselin/Planning Commission

Guests:

Rene Falconer; Ernest Punt Jr; Martha Sylvester; Tim Lanar; Dan Introcaso; Viola Poirier; Scott Jenness; Marie-Josée Jenness; Jeanne Desrochers; Leo Piette; James Cobb

Press:

Chris Roy/Newport Daily Express

1. Brad Maxwell called the meeting to order at 5:00 p.m.

2. Approve the minutes of the April 24th, 2017 meeting

- Scott Morley made the motion to approve the minutes of the April 17th, 2017 meeting.
- Seconded by Brad Maxwell. The Board signed and approved the minutes as written.

3. Allow for public comment

- No public comment.

4. Rene Falconer regarding Pound Keeper position

- Rene Falconer was recommended by the former Pound Keeper Robert Geisler for the position. Rene currently holds the position for Derby, Derby Line and Beebe Plain. She explained she has experience in writing penalty tickets through the Judicial Bureau if that is something the Town will require.
- The Town's Rene currently work for pay her on a yearly salary for her services.

- Rene stated that she does have the ability to hold dogs at her residence if needed during times that Oasis is not open.
- The Board explained that the current Dog Ordinance was being reviewed by the Attorney and the Board is considering revising.
- The Board asked Rene Falconer to write up a proposal for salary and services for the Board to review at the next meeting. Rene also agreed to review the current Dog Ordinance and offer any suggestions to the Town.

5. Gary Poginy from Borderline Ridge Riders ATV Association

- Gary Poginy was unable to attend the meeting and Borderline Ridge Riders ATV Association President, Scott Jennes, spoke on behalf of the Club.
- Under unanimous authority from the Board for Scott Morley to meet with Gary Poginy the previous week, a map was prepared showing the roads that are requested to be opened up to ATV travel. (*see attached road map*)
- Resident, Ernest Punt Jr, has a house on the 0.70 mile of Class 4 unmaintained stretch of TH #44. He voiced his concern about opening this section to ATV travel as he currently pays for the gravel and maintenance of this portion of road. He requested that if the Board allow this to be included, that the Town assist with the maintenance costs.
- Scott Morley stated that he did not want to commit the Town to paying maintenance costs at this time, so they would leave that portion of the road off of the planned route. Removing this section would not prohibit the Association from making the connections to other Towns.
- The Board agreed to allow ATV Travel on the requested roads for a trial period of one year.
- Scott Jennes will write up the permission form for the Board to review and sign at the next meeting.

6. Review Delinquent Tax Collector's Policy and introduction letter

- The Board reviewed the Policy for Collection of Delinquent Taxes presented by the Delinquent Tax Collector, Kate Fletcher.
- Kate noted the addition under Payment Terms stating that when multiple years are owed then partial payments would be applied to the oldest year first. This is to streamline the process and avoid confusion if a property were to be sent to tax sale.
- Kate reported that she is working on each account to verify totals owed. Some accounts are ready to send out and some will take some time to verify; however, she would like to start sending out notices on the ones she has verified right away so that money can be collected.
- Scott Morley replied that he thinks the Board needs to see the baseline amount first, and verify it with the Auditor and Attorney, before anything is sent to the taxpayers.
- The Delinquent Tax Collector agreed to have reports prepared for the next meeting for the Board to review.
- The Board agreed to review and approve the policy at the next meeting when all members are present.

7. Town Attorney Appointment

- The Board quorum agreed unanimously to table the item until the next meeting when all Board members were present.

8. Upstairs Office Setup

- Scott Morley reported that Catamount Environmental inspected the upstairs Listers Office and confirmed that the tiles do contain asbestos. The difference between the upstairs and the gymnasium is that the asbestos containing glue can be removed from the concrete in the gym; however, upstairs the glue will have absorbed into the wood flooring.
- The options for the Town are to leave the tile as is and install flooring overtop, remove the tile and leave the wood underneath, or remove the tile and all wood underneath to ensure all traces of asbestos are removed.
- The quote to remove the flooring in the gymnasium from Catamount Environmental was \$6,800.00. To remove the upstairs tile at the same time would be an additional \$1,000.00; to remove the tile and wood would be an additional \$2,000.00.
- Brad Maxwell stated that since the Town is aware of the asbestos that something should be done now to remove it so future generations are not faced with the problem.
- As both the gymnasium floor and the upstairs would need to be done at the same time, then timing would need to be coordinated to ensure minimal down time in the building.
- The Board asked the Town Administrator to confirm with Don's Carpet One Flooring to verify expected delivery and install times on the new gymnasium floor. Once that is determined then the Board will set a schedule for removal and install of both spaces.
- The gymnasium floor was quoted at a total of \$19,995.00. A sample of the floor will be requested for the next meeting so the Board is clear on what is being installed.
- For the upstairs replacement, the Listers will be asked what their preference is before a materials quote is reviewed.
- The Board reviewed the quote provided from VCI for a desk and conference table for the Listers Office.
- Scott Morley made the motion to approve the purchase of the desk and conference table from VCI for a total of \$1,913.42. Seconded by Brad Maxwell.
- The Town Administrator was asked to call Gates Electric to schedule the installation of internet to the upstairs office as well as having additional outlets installed, as previously approved by the Board.

9. Gym Floor

- Information on installation times will be requested and reviewed as discussed in Agenda Item #8.

10. Dog Ordinance Review

- The Board agreed unanimously to table the item until feedback is received from the Town Attorney.

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

- The Board noted that the summary page provided on the income report was a bank summary ending in 03/02/17.
- The Treasurer provided a handwritten note stating that \$20 cash had been deposited; however, no deposit slip was provided. No list of checks deposited was included.
- The Town Administrator stated that no checks had shown on the bank statement as being deposited since 4/20/17.
- The Board noted that the report given had no back up information or source documents and was incomplete.
- The Treasurer was not present to offer comment.

- Resident, Leo Piette, presented the Board with a letter stating his concerns over the current insurance coverage the Town has in place on the Town Treasurer.
- The Board explained that the Town Treasurer is currently covered under the insurance policy held with the Vermont League of Cities and Towns. The Claim made to the VLCT is for prior years and does not include the current fiscal year which can be claimed in the future if money is found to be missing.
- The Board explained that it will be up to the VLCT to increase, or remove, the bond on the current Treasurer. The VLCT is currently reviewing the claim that has been submitted. If/when it is accepted, they will determine if they require a higher bond amount for the Treasurer who would then be responsible for obtaining her own insurance coverage in order to continue in her elected position.
- Leo Piette asked the Board for a written response to his letter confirming that the Town currently holds insurance coverage on the Town Treasurer.
- The Board asked the Town Administrator to contact the VLCT to inquire.

12. Review summary of delinquent tax payments received for prior week

- Delinquent Tax Collector, Kate Fletcher, reported that no payments had been made in the prior week and provided the Board with the monthly report of taxes collected for April.
- Kate stated that she had requested several times for verification that the one check given to the Treasurer had been deposited and was told that this was not her concern. The Treasurer stated that once payments were given to her, it was her job and responsibility to deposit and not anyone else's concern on when or how it was done.
- As of this afternoon, the Town Administrator verified that, the delinquent tax payment check provided to the Treasurer on April 24th, 2017 had not been deposited into the bank account.

- Th Board stated that Judge in the Civil court case has requested information and will be reviewing in the next few weeks. This information will be included and provided to the judge.
- The Treasurer was not present to offer comment.

13. Other Business

- Kate Fletcher reported that some bands had been asked to perform at Coventry day and were unavailable. Chris Doncaster agreed to perform for the whole event from 5:00 p.m. to 9:00 p.m. with a half hour break from 6:30-7:00 p.m. Total cost for of \$700.00. The Board agreed unanimously to allow Kate Fletcher to book the entertainment for the event.
- The Board reviewed the report of Community Center rental income received by the Town Administrator the week of April 23 through 29th, 2017. Total income received \$45.00.
- The Board signed the income report to be given to the Town Treasurer for deposit.
- The Board reviewed a letter notifying Hunt Financial Services to change the Trustee of Cemetery Funds from Cynthia Diaz to David Barlow as elected at the 2017 Annual Town Meeting.
- The letter also confirmed the three Cemetery Association Board members as Gerry St Sauveur, Jeanne Desrochers and Lester Carbonneau.
- The letter will be sent to Hunt Financial Services and a meeting scheduled to discuss the Cemetery Association investment accounts with the Cemetery Board members.
- Scott Morley and Brad Maxwell signed and approved the letter. All other Cemetery and Select Board members have made arrangements to sign in the Town Administrator's Office during the week.
- The 911 Coordinator, Amanda Carlson, notified the Board that the State has requested three new street names that are needed.
- The Board agreed unanimously that letters will be sent to all of the residents on each road asking for their input on what they would like their road name to be. The Board will review and make a decision once responses are received.
- Amanda Carlson reported that in conversations with the State 911 Board, there are some addressing issues in the Town, and mismeasurements in assignment of house numbers. These will be reviewed and corrected in order of priority with the State 911 representative.
- Resident, James Cobb, question the Board on the method for picking contractors for renovation work to the Community Center. The same contractor(s) are continually called and other Town Residents are not given a chance at the projects.
- Scott Morley stated that he agreed and offered no excuses on the Boards behalf. Scott stated that in fairness, others should be given the opportunity to quote the work required.

- James Cobb stated that project specifications should be determined by the Board and then public notice advertised requesting quotes. It should also be established if the Town is following Municipal building codes and has all the required State permits in place before work begins.
- The Board agreed and will consider this before agreeing to any work being completed. The Board will also ensure it is adhering to the recently adopted Purchasing Policy which indicates at which price levels quotes and sealed bids are required.

14. Sign Orders

Payroll	For week ending April 29 th , 2017	\$ 2,886.72
Accounts Payable	AP 05/01/17	\$ 2,754.97
Signed by the Board for the Treasurer to draw checks totaling		\$ 5,641.69

15. Meeting adjourned at 7:35 p.m.

The next Select Board meeting will be held on Monday May 8th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator