

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**

**Monday December 5<sup>th</sup>, 2016 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

**Town Officials Present:**

David Gallup/ Road Commissioner; Amanda Carlson/Select Board Clerk

**Guests:**

Sarah Damsell; Jeff Graham; David Barlow; Lyell Reed; Deb Tanguay; Jeanne Desrochers; Leo Piette

**Press:**

Elizabeth Trail / Barton Chronicle

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- 1. Mike Marcotte called the meeting to order at 5:00 p.m.**
- 2. Approve the minutes of the November 28, 2016 meeting**
  - Brad Maxwell made the motion to approve the minutes of the November 28<sup>th</sup>, 2016 meeting as written. Seconded by Scott Morley.
  - Minutes of the November 28<sup>th</sup>, 2016 meeting approved unanimously and signed by the Board.
- 3. Allow for public comment**
  - No public comment.
- 4. Sarah Damsell from USDA regarding Better Roads Grant**
  - Sarah Damsell from the Orleans County Natural Resources District, reviewed with the Board the Grant that was awarded to the Town of Coventry through the Better Roads Program.
  - The grant was awarded to conduct a road erosion inventory to prepare for compliance of the Act 64 Municipal General Permit.

- The USDA and OCNRCD presented a contract for services to enlist Sarah to conduct the survey and assess the road erosion issues, damages and potential hazards.
- Sarah Damsell provided the Board with an area map where she had already identified 57 applicable roads that would need to be inspected for water quality issues. She will be working on the project in conjunction with David Gallup, Road Commissioner.
- The Town was awarded a Better Roads Grant through the Vermont Department of Transportation. The grant will cover 80% of the expense. The total contract with the Orleans County Natural Resources District is \$8,000. \$4000 to be paid upon execution of the contract. The Town will be responsible for a \$1,200 in kind match, and \$800 cash match.
- Sarah expects to begin field work in the spring, weather permitting. Completion date is expected in the fall of 2017.
- The Town will be responsible for all costs until the work is completed. Once completed, the Town will request reimbursement under the Better Roads Grant for the \$8,000 contract price. Under the grant requirements, all work must be completed no later than December of 2017.
- Brad Maxwell made the motion for the Board to sign and accept the contact with Sarah Damsell to begin the road erosion inventory. Scott Morley seconded.
- Mike Marcotte signed the contract on behalf of the Board.

**Scott Morley made the motion to amend agenda and address item #10: *Graham update* to allow Mr. Graham to depart meeting if needed. Seconded by Brad Maxwell.**

#### **10. *Graham Update***

- Jeff Graham provided the Board with a draft of the financial audit for year ending June 30, 2016. The draft is not completed with all information but will be updated for review in the next few days.
- Jeff Graham reviewed the report with the Board and noted that the year-end adjusted totals are stated in the Grouping report section for the Board to use for budgeting purposes.
- The second document provided to the Board was a draft of the forensic report which included Jeff Graham's findings and recommendations.
- Tax payer confirmations are still arriving to his office so it was noted that this report might also be adjusted as new information is obtained. Jeff clarified that only numbers will change within the document and not the overall findings and statements.
- Both documents are considered in draft form until the Board has reviewed, after which it will be considered final.
- The Board agreed unanimously to allow Jeff Graham to forward all reports to the Board's Attorney, Paul Gillies, for review before it will be considered final. The Board agreed unanimously to allow Scott Morley to continue communications with Attorney Paul Gillies and discuss the audit reports with him.
- Under the direction of the Attorney, the Board will determine if they have enough information to file a claim with the VLCT-PACIF insurance.

- The Attorney will also be consulted to determine sensitive information within the forensic report before it can be made available as a public record.
- Jeff Graham will be sending a separate communication letter to the Board with recommendations and will be following up. He noted that some have already been implemented within the office.
- There are still approximately 50 confirmations that have not yet been returned from tax payers. The Board will need to follow up on these and then decide how they are going to proceed. If there is no confirmation of payment, the Board may decide to consider these tax bills unpaid and issue delinquent tax notices with applicable penalties for each. Additionally, some payments were confirmed to be paid late, but the tax payer was not charged the penalty. It will be up to the Board to decide if the penalty is now considered delinquent amount owing.
- The Board agreed unanimously that these situations will need to be examined, discussed and possibly addressed on an individual basis.
- Jeff Graham expressed his concern for the missing 2012 grand list. The document was missing not only from the NEMRC software system, but the hard copy required by law to be kept permanently in the vault, is not there either. Mike Marcotte received an electronic copy from Doug Lay at the State of Vermont Property Valuation department and has sent to Jeff Graham for inspection.
- The Board stated that they are working towards ensuring all responsibilities of the Board are taken by the Select Board office and they are making the Treasurer accountable for her statutory duties. Duties moved out of the Treasurer's office will be a long-standing arrangement. The Board will work towards producing job descriptions for Town Officials to clarify the responsibilities of each office.

##### **5. Lyell Reed Re: listers assistant**

- Lyell Reed had no reports for the Board on the hiring of a new assistant.
- Lyell indicated that the Listers lap top was still in the possession of the Town Treasurer. Scott Morley requested that Lyell obtain the lap top and bring to the Board's office as soon as possible. NEMRC will be able to review the information and assist the Listers office with the software if needed.
- Mike Marcotte expressed the ongoing concern for the Town Treasurer to not be involved in the Listers work based on all the ongoing problems discussed in the audit findings. Mike informed Lyell that Amber from NEMRC is currently working out of the Coventry office weekly and if he would like some help, she is available to assist the Listers until a data input clerk can be found and trained.
- The Board asked Lyell to contact Larry Broe and request a copy of the resignation letter he previously supplied to the Town Clerk/Treasurers Office. The Board was never given a copy of the resignation and cannot appoint a successor until they receive.

- Lyell Reed stated that although he does not have a replacement for a data input clerk, he will respect the Board's position and suspend the role until a suitable replacement can be found and trained.

#### **6. Community center rental policy**

- The Board requested adjustments to the bereavement section of the policy.
- The amended policy will be reviewed at the next meeting for adoption.

#### **7. SWIP reporting**

- The Agency of Natural Resources informed the Town that their annual Solid Waste Implementation Plan yearly reporting had not been completed. This was due June 30, 2016.
- The Board granted unanimous authority for Amanda Carlson to contact Sherry Bradley and Joe Gay from Casella Waste Management, to obtain information on the Town's outreach progress for the year.
- Amanda Carlson will collect all the data needed and under the Board's direction she will submit the yearly reporting as soon as possible.

#### **8. Delinquent tax report requested from Delinquent Tax Collector**

- The Delinquent Tax Collector provided the Board with the Delinquent tax report as requested. The report only showed 2016 delinquent taxes due. The treasurer was not present to comment on previous years due.
- A total of \$72,140.02 is reported for delinquent taxes owing for the 2016 tax year.

**\*\* 7:30 p.m. Bradley Maxwell departed the meeting.**

#### **9. Request Treasurer's report to include detailed list of Town revenue for preceding calendar week**

- Report was provided to the Board by the Treasurer. Total income for 11/28 through 12/02 was \$1,424.01. Checks \$1,418.88; Cash \$5.13. Deposit slips provided to the Board for all income for the week.
- Jeff Graham reported that he inspected the petty cash drawer the previous week kept in the Treasurer's office; however, there was no detail list included to verify the balance.

#### **10. Graham update**

**\*\*\*Item previously discussed**

#### **11. NEMRC update**

- Scott Morley reported that he met with Ernie Saunders and Amber Baker of NEMRC Software the preceding Friday. At that time, the NEMRC software modules were removed from the Treasurer's computer. The files remain on the Select Boards computer and Amber Baker will be continuing to come to the Office weekly to update the financial records.
- Ernie Saunders and Scott Morley spoke with the Treasurer, Cynthia Diaz, to offer assistance and ask how she plans to proceed to keep the financial records under her statutory obligations. Scott Morley stated that she declined to engage in the conversation and was not responsive to her long-term plans.
- The Board will work with NEMRC and the Board Clerk to clarify the delegation of duties and interactions between the Treasurer's office and the Select Board office to enable smooth transactions of business.
- Under the Board's unanimous authority to have Scott Morley continue conversations with Ernie Saunders; Scott will speak with Ernie regarding the support that NEMRC will be able to provide to the Treasurer's office.

## **12. Signing authority on bank accounts**

- Current signing authority on checks has been granted to Cynthia Diaz and Mike Marcotte. All checks require two signatures. If one person is unavailable, or unwilling to sign, then there needs to be another option to ensure payment obligations are met.
- Scott Morley made the motion to add Bradley Maxwell as a signatory contingent on advice from Attorney Paul Gillies and his recommendations on best practices in this situation. Mike Marcotte seconded the motion.
- Scott Morley to consult Attorney Paul Gillies for counsel. Brad Maxwell to approve and sign bank documents at the next meeting.

## **13. Other business**

- The Board was given copies of five of the eleven financial policies recommended by the VLCT. Policies to be reviewed by the Board are: *Cash Receipts, Petty Cash & Returned Check Policy; Accounting, Auditing, and Financial Reporting Policy; Fraud Prevention Policy; Purchasing Policy; Investment Policy.*
- The Board was asked to review the policies to prepare for discussion and possible adoption at the next meeting.
- Access to the Community Center building was questioned. The Board agreed that they are unaware at this point who has keys to the community center and that a registered key system was safer for the Town.
- Scott Morley will make a list of Town officials who should possess keys to the building. The Board will review the list to determine how many keys should be initially produced.
- The Board will review and discuss the changing of locks at the next meeting.

- Amanda Carlson stated that the Town Web site coventryvt.org requires a program update to allow users to Google search and find the web site. The current service is \$9.99 per month with a year paid in advance. The upgrade would change the service fee to \$14.99 per month.
- Mike Marcotte made the motion to allow Amanda Carlson to upgrade the service for the Town and charge the service package difference. Seconded by Scott Morley.

Accounts Payable	11/14/16 – Postage	\$94.00
Accounts Payable	12/05/16	\$157.00
Payroll	Week Ending – 12/03/16	\$1,948.24
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$2,199.24</b>

**Meeting adjourned at 8:35 p.m.**

**The next meeting is scheduled for Monday December 12<sup>th</sup>, 2016 at 5:00 p.m.**

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**Michael Marcotte / Chairman**

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**Bradley Maxwell**

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**Scott Morley**

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**Amanda Carlson / Select Board Clerk**