

**MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY**

Monday November 6th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Deb Tanguay/Town Clerk

David Barlow/Assistant Clerk

Skip Gosselin/Planning Commission

Moe Jacobs/Planning Commission

Gary Petit/Lister

Anita Gariepy/Lister

Martha Sylvester/Recreation Committee Director

Jeanne Desrochers/Cemetery Association Director

Kate Fletcher/Delinquent Tax Collector

State of Vermont – Department of Valuation and Review:

Doug Lay

Doug Farnham

Attorneys Present:

Ed Adrian / Monaghan Safar Ducham

Ron Shems / Diamond & Robinson

Guests:

Patricia Richards/Washington Electric Co-Op.

Press:

Chris Roy/Newport Daily Express; Robin Smith/Orleans County Record

1. Mike Marcotte called the meeting to order at 5:03 p.m.

2. Approve the minutes of the October 16TH, 2017 meeting

- Brad Maxwell made the motion to approve the minutes of the October 16th, 2017 meeting as written. Seconded by Mike Marcotte.
- The Board signed and approved the minutes of the October 16th, 2017 meeting as written.

3. Allow for public comment

- Residents commented on the newly painted gym and noted the improvements made.

4. Listers Office; Report of Errors and Omissions

- On behalf of the Board of Listers, Anita Gariepy presented the Select Board with an Errors and Omissions Certificate for consideration.
- The report indicated a change of appraisal for Washington Electric Cooperative, Inc from \$14,230,700 to \$14,070,700; a difference of \$160,000. Reason; Correction of error in generation kilowatt hours from 56,156,650 kWh to 53,156,650 kWh.
- Attorney Ron Shems spoke on behalf of Washington Electric Coop stating their appreciation for the acknowledgement of the error correction; however, they feel that there were additional errors made in the appraisal provided by the State Property and Valuation Review Department.
- Patricia Richards from Washington Electric Co-op explained her position with the company and her past experience.
- Patricia stated that this year was the first time the company has received a bill using the calculations provided. This calculation, illustrated in a chart provided to the Board, shows the rate calculated using an average generation as well as peak time generation. Patricia argued that the peak time is included in the average so it should not be duplicated.
- The Board asked to hear from State PVR representative Doug Lay who provided the valuation to the Listers.
- Doug provided an explanation of the process and that this was the baseline used for all utilities. The inclusion of the peak generation was intentional by Doug to gain all price points into the equation.
- Representatives for Washington Electric and the State PVR Department debated whether the difference was an error in calculation or whether the method of calculation is an opinion and does not qualify under the Errors and Omissions process. No evidence was provided to the Board to support the claim that the issue was fact versus opinion.
- The original petition submitted by Washington Electric requesting an adjustment to value would alter their Coventry tax bill by approximately \$64,000. Scott Morley stated that as this amount was all due to the school, if it was abated, what would this mean for the Town.
- Doug Farnham from PVR explained the process and stated that ultimately, the Town could potentially see an increase in school taxes next year to account for the difference.
- The Board stated that the issue needed to be resolved before the end of the calendar year so the school taxes can be reconciled.

- The Board asked the State PVR Department, Washington Electric Coop and the Town Listers to work together outside of the meeting to discuss the potential change and provide evidence to the claims made.
- The Board agreed unanimously to recess the agenda item and resume conversations at the next meeting on November 20th, 2017.

5. Discussion with Planning Commission

- The Board was presented with a letter of resignation from Jim Cobb from the Planning Commission stating conflicting work schedules as the reason.
- Jim Cobb was not present at the meeting for comment.
- Moe Jacobs stated that although the Planning Commission previously asked the Board to consider appointing Dan Introcaso as an interim replacement, he was currently unavailable due to family matters. The Planning Commission asked the Select Board to hold off on any appointments as the remaining members were prepared to complete the Town Plan.
- Scott Morley stated that the decision on who would be appointed had not been confirmed and was not unanimous. Other candidates needed to be considered.
- An ad will be placed in the local newspaper looking for Town Residents interested in appointment to the Planning Commission.

6. Graham & Graham Compilation Report

- Report not received. Item tabled.

7. Hunt's Financial Forms

- The Board reviewed the forms submitted by Hunt Financial Services; *Trust/Entity Information & Suitability Form and Agreement for Investment Management Services*.
- Both forms were previously discussed with Hunt Financial Representative Louise Evans, however, there was missing information that needed to be completed.
- The Board agreed unanimously to defer the completion until scheduled discussion with the Vermont State Treasurer and possible Investment Advisors.
- The Board agreed that the professional advice was needed before any further action was taken on any investments.
- No action taken by the Board.

8. Email Addresses for Town Officials and Open Meeting Law Compliance

- Mike Marcotte summarized some issues discussed at a recent informational session held by the Vermont Secretary of State on Open Meeting Law Compliance.
- Mike stated his concern that the Select Board was using private email accounts for Town business and suggested that the Board should have email accounts on the Town domain.

- The Board agreed unanimously to register email addresses under the Town domain for each of the three member Select Board at a cost of approximately \$50 per email/per year.

9. Invoices from Fire District to Fire Department

- Earlier in the year the Select Board made the decision that all costs associated with fighting fires would need to be billed through the Newport City Fire Department.
- Water costs were recently billed from the Coventry Fire District to the Newport City Fire Department for an incident in Town as was agreed upon.
- Mike Marcotte explained that the Newport Fire Department has requested that this Board decision be reversed as the additional cost will come at a loss to the department.
- The Board discussed the issue and agreed unanimously not to reverse the decision and to continue as previously stated. All costs associated with a fire should be billed directly to the Newport City Fire Department and included in the yearly contract.

10. Gifted Items to Parents Club and School

- The Town Attorney advised the Select Board that the jointly owned building on school property would need to be deeded to the school for legal transfer of ownership should the Town want to relinquish its portion.
- The Board agreed unanimously to request the Attorney, Brian Monaghan, proceed with a Quit Claim deed giving all ownership of the building to the school.
- As well, Mr. Monaghan will revise the Bill of Sale for the tents, tables and chairs to the Coventry School Parent's Club.

11. Town Clerk Regarding Vault and Storage

- Town Clerk, Deb Tanguay, stated that there was a concern over the map storage unit in the vault. After examining the records and comparing to other Clerk's Office, the current system proved to be inefficient and unreliable.
- Deb presented the Board with an alternative option that would better store the Town's permanent records.
- Scott Morley noted that he was very appreciative of the work that Deb has done in the office and is impressed with the tremendous amount of work that has gone in to organizing the vault and office. He also noted that these updates were needed to improve the accuracy of the records.
- Scott Morley made the motion to approve the purchase of the new survey plat filing system at a cost not to exceed \$5,300.00. Seconded by Brad Maxwell and unanimously approved by the Board.

12. Better Road Grant – Pine Hill Box Culvert

- Amanda Carlson stated that the Road Commissioner is preparing a grant application to replace two culverts on Pine Hill Road and Glen Road with engineered box culverts.
- This project comes with a letter of support and encouragement from Vermont Department of Transportation. Hydraulic surveys and site visits have already been conducted and approved.
- The Better Road Grant application is due November 17th, 2017 and can award the Town up to \$60,000 for the project.
- Costs estimates have been requested from Engineer Tim Ruggles, but had not been received for the Board to review.
- The Board unanimously approved Amanda Carlson to work with the Road Commissioner and submit the grant application when completed.

13. Community Center Renovations

- Amanda Carlson provided the Board with a progress report on the Community Center Building renovations.
- The Board reviewed a quote for two interior doors in the gymnasium from B&D Construction. This would include the furnace room door, which is not currently in fire code compliance; as well as the door to the back-storage room which has been badly damaged.
- Total estimated costs to repair is \$2,889.00.
- Brad Maxwell made the motion to approve the replacement of the furnace room door and gymnasium storage room door by B&D Construction at a total cost of \$2,889.00. Seconded by Scott Morley.

14. Flu Clinic

- Mike Marcotte reported that Orleans Essex VNA had contacted him about the October 28th Flu Shot Clinic at the Coventry Community Center. There was a low turnout this year.
- In past years postcards had been sent to all Town residents; however, this year that cost was not incurred. The event was posted in the local newspapers as well as the website.
- Mike stated that the later date of the event as well as the increased number of places offering flu shots could also be a factor in the low turnout.
- Mike Marcotte asked the Town Clerk, Deb Tanguay, to contact the VNA to try and schedule next year's event to ensure they receive their preferred date. Confirming the date will also allow the Town to advertise during the year when doing other mailings to ensure adequate notice is given without the added expense of postcards.

15. Town Report

- The Board discussed the sizing change of the Town report and agreed unanimously to increase the size of the report this year to 8.5" x 11" pages.

- Artwork has been requested from the Coventry Village School for the cover and inside of the report.
- The Board discussed having next year's report be available at various locations in Town to avoid the considerable cost of mailing out all of the reports. The option will be presented to the voters at Town Meeting in March.
- Amanda Carlson stated that appropriations were sent out recently and all organizations were notified that 2018 appropriation requests must be received no later than December 31, 2017 or it might not be included in the warning for voter consideration.

16. Other Business

- A resident asked why the Annual Meeting was not held at the School for space and capacity.
- The Board explained that it was always traditionally held at the Town Office but they would address at Town Meeting for feedback.
- The Board reviewed a notice of an Act 250 hearing on Wednesday November 15th, 2017 at 5:30 p.m. at the Emory Hebard State Office Building in Newport, VT regarding the Waste USA Landfill application for expansion.
- The Board discussed delinquent taxes with Kate Fletcher. The official report of taxes owed will be submitted at the next meeting.

17. Sign Orders

General Fund Account:

| | | |
|--|--------------------------|--------------------|
| Payroll | For week ending 10/23/17 | \$4,915.71 |
| Payroll | For week ending 10/28/17 | \$4,999.09 |
| Payroll | For week ending 11/04/17 | \$3,606.36 |
| Accounts Payable | 10/23/17 | \$2,086.55 |
| Accounts Payable | 11/06/17 | \$41,154.54 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$56,762.25 |

Road & Bridge Restricted Fund Savings Account:

| | | |
|--|--|---------------------|
| Accounts Payable | Hi-Acres Bridge Construction & Engineering | \$200,621.00 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$200,621.00 |

Buildings and Maintenance Restricted Fund Savings Account:

| | | |
|--|--------------------------------|-----------------|
| Accounts Payable | Gym Walls & Baseboard Painting | \$825.00 |
| Signed by the Board for the Treasurer to draw checks totaling | | \$825.00 |

1. Meeting adjourned at 8:05 p.m.

The next Select Board meeting will be held on Monday November 20th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator