

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Tuesday September 4th, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Deb Tanguay / Town Clerk

Adam Messier / Treasurer

Kate Fletcher; Anita Gariepy / Listers

David Barlow / Assistant Clerk

David Gallup / Road Commissioner

Phil Marquette / Planning Commission

Jeanne Desrochers / Cemetery Association Director

Guests:

Chief Jamie LeClair / Newport City Fire Department

Richie Roberts / Python Wrestling

Jim Cobb

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- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**

 - 2. Approve the minutes of the August 20TH, 2018 Meeting.**
 - Brad Maxwell made the motion to approve the minutes of the August 20th, 2018 meeting as written. Seconded by Scott Briere.
 - The Board unanimously approved and signed the minutes of the August 20th, 2018 meeting as written.

 - 3. Allow for Public Comment**
 - No public comment noted.

4. Newport Fire Department

- Chief Jamie LeClair of the Newport Fire Department gave the Board an update of services provided to the Community.
- Coventry saw an increase in calls last year with a total of 31; *up from 25 the previous year and 17 the year before*. Jamie stated that the majority of calls were for crashes and that incidents of fires had decreased.
- Yearly dry hydrant testing is scheduled for later in the month with the hopes that water levels will be increased to ensure testing can be completed.
- The Newport Fire Department now had 29 members with an increase in younger volunteers.
- Jamie reviewed some of the ongoing fundraising goals for equipment and grant funding that is being pursued.
- The Select Board thanked Chief LeClair and the Newport Fire Department for their services to the community.

Chairman Mike Marcotte made a motion to amend the agenda to speak with Lister Anita Gariepy regarding request for expenses for training opportunities.

Seconded by Brad Maxwell and unanimously approved by the Board to amend the agenda to speak with Anita.

- Lister Anita Gariepy stated that she had signed up for trainings for the next two days in Rutland Vermont and was making a last-minute request to the Board to cover lodging expenses for two nights to attend. Anita Stated that although the class the following day was for Listers with 3 or more years' experience, she has almost reached 3 years and feels it would be beneficial to attend.
- Brad Maxwell stated that the Board was unaware of the trainings and the request should have been made previously for consideration.
- Mike Marcotte stated that since Anita did not meet the minimum time serving in the position he did not support the costs of attending and felt she should wait until the class was offered next year.
- The Board unanimously agreed to deny the expense for Lister Anita Gariepy to attend the Advanced Listers Training for Wednesday September 5th, 2018.
- After reviewing the information on the training for Thursday September 6th, 2018; Scott Briere made the motion to approve the travel and wage expense for Anita Gariepy to attend. Seconded by Brad Maxwell and unanimously approved by the Board.
- The Select Board denied requests for lodging expenses for attending the trainings.

5. Python Wrestling

- Richie Roberts as representative of the Python Wrestling Group stated that the organization would like to use the Community Center for the upcoming season.
- The season would run from November through April; meeting three times a week. Exact dates and times had not been established.
- The Board unanimously agreed that they were in support of allowing the use of the gymnasium for the upcoming season; however, would need to review the applications for official approval of use.
- Richie will provide an application form and provide the certificate of insurance for the Board to review.

6. Coventry Church Committee

- Representing the Coventry Church Committee; Jim Cobb stated his intent to form a non-profit organization to take ownership of the Church in the Village Common. Non-Profit Organizations have access to grant opportunities that would help restore the historic building.
- Jim explained the urgency of the process to make needed repairs to the outside of the building before there was any further damage.
- Jim Cobb made a request to the Select Board for the Town to cover the expense of the legal fees to form the non-profit organization. This would allow the process to move more quickly so funding can be sourced.
- The request for the expense had been sent by email to the Town Administrator, Amanda Carlson, the week previous. Amanda posed the question to the Municipal Assistance Center at the Vermont League of Cities and Towns to confirm if the Select Board has the authority to expend funds for an outside entity.
- Chairman Mike Marcotte reviewed the response from the Attorney at the VLCT which was not definitive. Seeing as this was not a budgeted or voter approved expense; the Attorney advised that although the intent of the expense is for the betterment of the Town as a whole it could be contested as unauthorized by the voters. There was no legal precedent to guide the Board.
- Resident Jeanne Desrochers suggested the Town Foundation could assist with the initial funding. Jim agreed he would approach the Town Foundation with the request.
- The Board agreed to allow Jim Cobb to continue discussions on an unrelated matter.
- Jim stated that there were currently 9 children living on Howse Road that attend the Coventry Village School. Currently the school bus stops at the end of the road. Jim stated that he has land on that road and offered the Town to build a turn-around on his land for the bus to pick up the students.

- Road Commissioner David Gallup stated that there is currently a turnaround at the end of Howse Road that is plowed and maintained and that the School was welcome to use that for the bus route.
- The Board asked Amanda Carlson to follow up with the School, letting them know that they could use the turnaround at the end of Howse Road for their bus route.
- The Board will reconsider the options should the School report any problems with using the road.

7. Treasurer's Report of Financials for July 2018

- The Board reviewed the Treasurers Report of Financials for July 2018.
- The Board discussed the information with the Treasurer and accepted the report as presented.

8. Town Clerk Update

- The Board reviewed the report provided by the Town Clerk, Deb Tanguay.
- Deb reviewed the progress with the vault clean-up and restoration projects; mapping systems; dog licensing; recording revenue; and the results of the August 2018 Primary Election.
- Deb reviewed some upcoming events and scheduled trainings.
- The Board thanked Town Clerk Deb Tanguay for her work in the office and progress she is making.

9. SWIP Committee Update

- No Solid Waste Committee members present with an update on activities.
- Item tabled.

10. 911 Coordinator Update

- Recently hired by the Board to review the 911 Street addressing in Town; David Barlow reviewed the work he had started with verifying the numbering system and problems he had discovered.
- Advised by the State to begin with Spencer Hill Road and Coventry Heights Road, David presented the Board with a sample letter notifying residents and emergency services of 11 numbering changes or additions on these two roads.
- The house numbers were assigned incorrectly according to the State defined measurement guidelines which could result in emergency services not arriving at the correct location.
- David Barlow stated that he had been working with the State of Vermont e911 Office who have verified the new assigned numbers to be correctly applied.
- Letters will be sent to residents, emergency services and the Post Office notifying them of the change of address assignment that will take effect November 1, 2018.
- The Board approved the letters as presented and unanimously approved David to continue issuing notices as needed.

- David Barlow stated that the initial review revealed more concerning locations than anticipated and that an audit of the entire Town's addressing system would take considerable time to ensure it was correct.
- The Board unanimously agreed to allow Treasurer Adam Messier to present an additional item to the Board.
- As previously approved by the Board to surrender all annuity investments; Adam presented the Board with the surrender forms for the final balances held on the Town's Jackson National Life Annuity.
- Under previous authority for the Board to sign forms associated with investment surrenders; Mike Marcotte and Brad Maxwell signed their authorization to the surrender forms presented.
- The surrender request will be completed with the Fidelity Account transfer information and submitted to Jackson.

11. Sansoucy Contract for Reappraisal of Power Generating Facilities

- Brad Maxwell recused himself from further discussion on the Sansoucy Contract for a conflict of interest due to ownership in one of the five properties included in the Reappraisal of the Power Generating Facilities.
- Mike Marcotte made the motion to approved the contract with George E Sansoucy for the reappraisal of the power generating facilities in Coventry at a total of \$50,000. Seconded by Scott Briere.
- The Board quorum signed acceptance of the contract with Town Administrator Amanda Carlson signing as the witness.

12. Continued Discussion on Proposals for Town-wide Reappraisal Services.

- Kate Fletcher was the only Lister present. Lister Anita Gariepy departed the meeting after earlier discussions with the Board.
- Kate Fletcher reviewed the references she obtained on the proposed companies as previously requested by the Board. Kate stated that all companies that worked with New England Municipal Consultants and the Patriot Assessment software provided positive reviews.
- The Board discussed the advantages of contracting with the larger firm that provided more staff to complete the process versus the Vermont Appraisal Company proposal which would be a smaller team and more dependence on the Town Officials.
- David Barlow stated that the current daily tasks of the Listers was substantial and the office should be allowed to focus on those duties and not consumed by aiding in the reappraisal. David commented that many residents might prefer and be more comfortable with a 3rd party approach to the inspections.
- The Board unanimously agreed with the recommendations made by Lister Kate Fletcher and Assistant Clerk David Barlow.

- Scott Briere made the motion to approve the proposal made by New England Municipal Consultants for the town wide reappraisal. Seconded by Brad Maxwell and unanimously approved by the Board.
- Lister Kate Fletcher will notify NEMC of the Boards acceptance to proceed and request a contact for approval.
- The Board unanimously agreed to allow Kate Fletcher to discuss matters as the Delinquent Tax Collector.
- Kate stated that one delinquent tax balance had been paid, however, this was done by credit card and the payment was reversed due to an unauthorized transaction by the user.
- Kate stated that the property should now be included in the upcoming tax sale; however, the Attorney's office had already been to the Town to do the necessary land records research. If this property was to be added in, an extra visit would be required and by Statute the total legal cost could not be passed along to the property owner.
- The Board unanimously agreed that the property needed to be included in the tax sale and authorized the Delinquent Tax Collector Kate Fletcher to proceed with the necessary steps and resulting costs to have it included.

13. Tax Mapping Proposal

- The Town entered into the State Parcel Mapping Program which will covers costs for the research portion of the Towns tax mapping. All additional services are at the Towns cost.
- The State assigned CAI Technologies to work with the Town on the new tax mapping.
- The Board reviewed a proposal for mapping options from CAI Technologies for online mapping systems.
- The Board discussed the proposed services with Amanda Carlson and David Barlow who suggested the upgraded services might better be saved until issues with addressing are clarified and the reappraisal is underway.
- The Board unanimously agreed to contract with CAI Technologies for printed mapping services only this year and consider upgraded options in the future.
- Town Administrator Amanda Carlson will notify CAI Technologies and request the contract with costs options for printed maps only.

14. NEKSWMD Proposed Research Committee

- At the previous meeting the Board asked Town Administrator Amanda Carlson to request more information on how the NEKSWMD would like to proceed with a committee.
- Amanda reported that Paul Tomasi, Director of the NEKSWMD stated that he was open to how the Town would like to proceed and suggested the first meeting be with himself and the

Director of the NVDA, David Snedeker. After the initial discussions then the group could examine who else should be invited to any subsequent meetings.

- The Board unanimously agreed for the Town Administrator Amanda Carlson to meet with Paul Tomasi and David Snedeker for the initial discussion and report back to the Board for further consideration and participation.

15. Banking Proposals

- The Board reviewed a letter from Thad Richardson from Community National Bank agreeing to adjust the interest rates on the Towns accounts.
- The Town will receive an interest rate of 1.75% on aggregate balances in excess of \$500,000. If aggregate balances fall below \$500,000 interest rates will be adjusted to 1.25%. Accounts will be reviewed every six months and adjusted according to the market.
- The Board unanimously agreed to accept the proposed offer and continue banking services with Community National Bank.
- The Board authorized Amanda Carlson to continue discussions with Thad Richardson to look at additional services that might aid in the daily accounting functions of the office.

16. Other Business

- The Board reviewed an email invitation they each received from Henry Coe for an event being held on Monday September 10th, 2017 at 7pm at the Gateway Center in Newport, VT.
- The meeting will be to discuss Waste USA's application for landfill expansion with a panel of State Agencies and associated entities available to answer questions on the proposed project and its impacts in the community.
- Board members stated they would be in attendance.
- The VLCT annual meeting and Town Fair Seminar is scheduled for October 3rd and 4th, 2018 in Burlington, VT.
- The Board unanimously approved the request for registration and travel expenses to attend for Town Clerk Deb Tanguay and Town Administrator Amanda Carlson.
- In June 2018, the Board approved a \$500 expense to be paid from the Recreation Department Budget to Newport's Wednesday's on the Waterfront (WOW) events.
- Amanda Carlson reported that she was unsuccessful in receiving a response from the event coordinators after the Board decision. After following up, Amanda was informed the events were completed for this year and the Town could sponsor the event next year.
- The \$500 expense to Newport's WOW events will not be issued this year and will be reconsidered when a new request is received.

- Due to conflicting schedules and events, the Board discussed the next two scheduled Board meetings dates.
- The Board unanimously agreed to reschedule the regular meeting on September 17th, 2018. The meeting will be held on Wednesday September 26th, 2018 at 4:30 p.m. with the hearing of the Town Plan starting at 6:00 p.m. the same evening.
- The Board unanimously agreed to reschedule the meeting on Monday October 1st, 2018 to Tuesday October 2nd, 2018 at 4:30 p.m.

17. Sign Orders

General Fund Account:

AP #CC-09	ACH Payment for Credit Card Purchases 09/04/18	\$ 544.04
AP #19-08	Accounts Payable – 09/04/18	\$ 6,362.14
AP #F8-18	Federal Withholding Tax for August 2018 – 09/04/18	\$ 4,100.13
AP #S8-18	State Withholding Tax for August 2018 – 09/04/18	\$ 466.32
PR #1909	Payroll for week ending 08/25/2018	\$ 3,446.14
PR #1910	Payroll for week ending 09/01/2018	\$ 3,759.73
Signed by the Board for the Treasurer to draw checks totaling		\$ 18,678.50

18. Meeting adjourned at 7:25 p.m.

The regular schedule for the next two Select Board meetings has been changed to accommodate conflicting schedules and events.

Wednesday September 26, 2018

- Select Board Meeting starting at 4:30 p.m.
- Select Board Hearing on the Proposed Town Plan starting at 6:00 p.m.

Tuesday October 2, 2018

- Select Board Meeting at 4:30 p.m.

On Monday October 15th, the Select Board will resume the regular schedule of meetings on the first and third Monday of every month at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator