

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

**Monday May 8<sup>th</sup>, 2017 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman Bradley Maxwell; Scott Morley

**Town Officials Present:**

Amanda Carlson/Town Administrator

Kate Fletcher/Delinquent Tax Collector

David Gallup/Road Commissioner

Gary Petit/Lister

Maurice Jacobs/Planning Commission; Skip Gosselin/Planning Commission

Israel Sanville/Planning Commission

**Guests:**

Rene Falconer; Joshua Griffes; Martha Sylvester; Dan Introcaso; Scott Jennes; E Punt

**Press:**

Elizabeth Trail/Barton Chronicle; Chris Roy/Newport Daily Express

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

**2. Approve the minutes of the May 1<sup>st</sup>, 2017 meeting**

- Scott Morley made the motion to approve the minutes of the May 1<sup>st</sup>, 2017 meeting.
- Seconded by Brad Maxwell. The Board signed and approved the minutes as written.

**3. Allow for public comment**

- No public comment.

**4. Renee Falconer regarding Pound Keeper position**

- Renee Falconer spoke with the Board at the previous meeting about the Pound Keeper position for the Town. As requested, she sent the Board a written proposal for services. Renee requested an annual amount of \$1,200.00 for services of Pound Keeper which includes all mileage and

expenses. She indicated that she would be available to the Town 24 hours a day, 7 days a week for any dog related incident needing her services.

- Renee explained that in other Towns, she found the annual salary easier than trying to track time and mileage for calls.
- The Board emphasized that the contract with Oasis should always be used when apprehending a stray dog. Renee agreed that taking dogs to her home is a last resort and emergency circumstance only.
- Scott Morley made the motion to hire Renee Falconer as the Town's Pound Keeper as an employee of the Town with an annual salary of \$1,200.00 to be paid monthly. Seconded by Brad Maxwell.
- The Board agreed unanimously to hire Renee Falconer as the Pound Keeper effective immediately.

#### **5. Scott Jennes from Borderline Ridge Riders ATV Association**

- The Board reviewed the permission form presented by Scott Jennes on behalf of the Borderline Ridge Riders ATV Association.
- The Board discussed the sections of road that were requested at the last meeting and the connections they make for riders to the neighboring towns.
- The Board indicated that they wanted it very clear on the form, web site and to riders that permission was only granted for sections of certain roads and not for roads in their entirety.
- Scott Morley made the motion to allow ATV travel on previously granted roads and make the addition of; *Airport road from the Irasburg town line to the intersection of Webster Road; all of Webster Road; the entire length of River Road; and the portion of Coventry Station Road from the Brownington town line to the intersection of River Road.* With permission being granted for a period of one year only.
- Motion seconded by Brad Maxwell. The Board unanimously approved the ATV access as requested. The Board Chairman, Mike Marcotte, signed the permission form for the Borderline Ridgeriders ATV Association.

#### **6. Python Wrestling Group**

- Members of the Python Wrestling Group were not present at the meeting.
- Scott Morley stated that the Board previously agreed that the group was not to store their equipment in the Community Center in the off season. Wrestling ended last month and therefore equipment needed to be removed for the summer.
- The Board asked Amanda Carlson to contact the Python Wrestling group to have equipment removed from the building.
- Further discussion tabled in case members of the group arrived at the meeting later.

## **7. Discussion with Planning Commission Chairman, Maurice Jacobs.**

**Anticipated executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the appointment or employment or evaluation of a public officer or employee.**

- Maurice Jacobs requested the Board enter executive session to discuss possible resignations and reasons from the Planning Commission.
- Mike Marcotte reviewed the statutes for entering executive session and stated he did not see that there was cause for executive session under the circumstances.
- Maurice Jacobs stated that in relation to past conversations had in the Board meeting, he wished to discuss the current circumstances in the office, and the concerns of the Planning Commission's ability to perform its function in the Town. He did not feel this was a conversation to be had in public.
- The Board agreed unanimously not to enter executive session and that the reasons did not follow the statutory reasoning for doing so.
- Mike Marcotte stated that the conversations can be difficult, however, the Board must be transparent in these discussions and urged the Planning Commission to discuss its concerns with the Board in the public forum.
- Maurice stated that it was not his intention to create a problem. The denial of access to the building started the problem which stemmed from an overall feeling about how the Planning Commission is treated by the Select Board. The Planning Commission has important work to do on the Town Plan and they have had to put projects on hold while other business is being addressed. They do not feel this is fair and feel their needs are not being met within the facilities.
- Mike Marcotte agreed that a copier/scanner can be in a neutral area in the upstairs offices so it can be accessed by the Planning Commission during meetings.
- The Planning Commission confirmed that they do in fact have keys to enter the building and access the upstairs space to hold meetings.
- Maurice Jacobs stated that the Select Board had agreed to allow the Planning Commission to hire an Administrative Assistant for notes and minutes. The list of previous applicants to the Board Clerk position was promised and not provided.
- Mike Marcotte requested that the Planning Commission provide the Select Board with a budget estimate of required time and pay for an assistant. Once approved then an ad can be placed in the paper for applicants to the position.
- The Planning Commission feels there is a lack of trust between the elected officials. The Select Board stated that there are security issues with computer systems to be considered.
- The Select Board asked the Planning Commission Chairman to provide a written list of needs that the Commission has so they can be addressed and budget considered.

## **8. Review Delinquent Tax Collector's Policy and introduction letter**

- The Board reviewed the letter and policy presented by the Delinquent Tax Collector, Kate Fletcher.

- Scott Morley made the motion to approve the introduction letter and Policy on the Collection of Delinquent Taxes, as written. Seconded by Brad Maxwell.
- The Board signed and adopted the policy for Collection of Delinquent Taxes.
- Delinquent Tax Collector, Kate Fletcher, presented the Board with the report of payments received for the week ending April 21, 2017. Kate explained she was waiting for the Treasurer to sign confirming the funds had been deposited. She was unsuccessful in getting the confirmation from the Treasurer. The Town Administrator confirmed the funds were deposited to the bank account and signed the report. The Board unanimously approved the report. Mike Marcotte signed approval on behalf of the Board.
- Kate explained that progress is being made in determining delinquent tax totals. She will have a preliminary report in the next week or two for Board approval. Once that is reviewed then statements can be sent along with the introduction letter and policy.
- Kate Fletcher asked the Boards approval to pursue Municipay which is system allowing the Town to collect delinquent taxes by credit card. This is a no-fee service to the Town but charges the card holder a service fee. Kate feels this would be a huge benefit to the Town and to the tax payers.
- The Board agreed unanimously to allow Kate to pursue the service for discussion at the next meeting.
- The Board granted Scott Morley unanimous authority to speak with Attorney Paul Gillies regarding the Boards authority to add the credit card system for income purposes.

#### **9. Town Attorney Appointment**

- Brad Maxwell made the motion to appoint Paul Gillies as the new Town Attorney. Seconded by Scott Morley. The Board agreed unanimously to appoint Paul Gillies from Tarrant, Gillies & Richardson as the Town Attorney going forward.
- Scott Morley reminded the Board that Paul Gillies agreed to act as Town Attorney as an interim position and the Board would need to consider alternate candidates as a long-term solution in the coming months. Paul Gillies will contact former Town Attorney Bill Davies to acquire any and all Town documents in his custody.
- The Board agreed that a policy should be considered on Attorney Communications. Typically, all Attorney communications are done through the Select Board and with Board approval.
- The Board was questioned on the conflict of interest in regard to Mr. Gillies representing the Board in a law suit against the Treasurer. The Board replied that if the Treasurer had legal questions that were a conflict of interest for Mr. Gillies, then other Attorney's working in his office could be of assistance.

#### **10. Route 5 summer maintenance closure**

- Mike Marcotte stated that he received a call from European Auto with concerns about the summer road closure affecting their business. Mike assured them that the Town will work with

business owners to ensure signs are posted indicating local business are open and how to access them.

- Residents at the meeting voiced concerns over potential damages to the roads on the detour routes from the heavy truck traffic.
- The Board stated that the maintenance is necessary and the Town will have to work with the State to make repairs to any roads that were damaged along the detour route.

#### **11. Upstairs Office Setup**

- The Board reviewed a quote from Tech Patrol for items needed to house the internet equipment upstairs. Total cost of \$395.80. This is in addition to the estimated cost of time at \$450.00.
- The Board unanimously approved the purchase and work will be scheduled as soon as possible.
- The Board reviewed a quote from Paul Cutting Construction for renovations to the upstairs Listers Office. Total cost of work estimated at \$7,540.00.
- After reviewing the purchasing policy, the Board agreed unanimously to obtain quotes from other local contractors.
- The Board granted unanimous authority for Scott Morley to meet with any interested contractors to answer questions and explain the work needed.
- Potential candidates will be considered based on the time frame they are able to complete the work. The Board agreed that this is a project that needs to be addressed quickly.
- The Board asked the Town Administrator to create a draft ad for bid proposals for painting the outside of the Community Center in accordance with the Town's Purchasing Policy. The draft ad will be reviewed at the next meeting.

#### **12. Gym Floor**

- The Board asked the Town Administrator to create a draft ad for bid proposals for installation of a new gymnasium floor in accordance with the Towns Purchasing Policy. The draft ad will be reviewed at the next meeting.
- The Board agreed unanimously to schedule the work to the gymnasium flooring for July 2017.
- The Board unanimously approved the removal of the upstairs tile by Catamount Environmental. Work will be scheduled as soon as possible based on the quoted price of \$2,000.00 to remove the tile and the wood containing the asbestos glue.

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

- The Board reviewed the report provided by the Town Treasurer showing a total income of \$250,928.30 deposited in checks; and \$9.00 cash deposited.
- The Board noted that source documents were not provided and no backup documentation was included.
- The Treasurer was not present at the meeting to comment.

**14. Review summary of delinquent tax payments received for the preceding calendar week.**

- No delinquent tax payments received or reported.

**15. Review Town Administrator's revenue report for the preceding calendar week.**

- The Board reviewed the revenue report provided by the Town Administrator showing total checks received in the amount of \$196.90.
- The Board signed and approved the report. Checks and source documents will be provided to the Treasurer for deposit.

**16. Other Business**

- The Board reviewed the approved grant application for the Airport Road Paving Project.
- Total anticipated project cost quoted at \$160,616.80 with 80% grant funding reimbursement from the State of \$128,493.44.
- Work will be scheduled with Pike Industries to coordinate around the summer ledge removal project.
  
- Solid Waste Implementation Plan Committee meeting will be scheduled for June 1, 2017 at 5:00 p.m.
- Joe Gay from Casella will be invited to speak with the Committee about the year 2 SWIP reporting requirements.
  
- The Board reviewed a copy of an email provided from Cynthia Diaz regarding a potential third Household Hazardous Waste day. The Board agreed unanimously that they have budgeted and schedule two events in 2017 according to the State mandate; and they agreed to not pursue a third event until required.
  
- The Board reviewed a letter from the States Attorney's Office provided by the Town Clerk.
- The letter was dated April 4, 2017 notifying the Board of a court date on April 18<sup>th</sup>, 2017 in reference to the State vs. Michael Collins and the damage caused to the baseball diamond.
- The Board was not required to attend but noted that notices should be received in a timely manner.
- The Town Clerk was not present to comment.
  
- The Board reviewed the first quarter investment statements provided by the Town Treasurer.
- Under the Boards unanimous authority for Scott Morley to meet with Hunt Financial; Scott reported on the meeting with Louise Evens that included the Town Treasurer, Cynthia Diaz.
- Scott stated that the investments were reviewed and discussed. Louise Evans from Hunt Financial would be preparing a one page summary sheet for the Board in the coming week.

- The Board noted that the warrant signed on February 6, 2017 for funds to be transferred into the savings accounts as voted on in 2015, has still not been completed by the Treasurer. These funds are due to be invested into the Town accounts.
- The Treasurer was not present to comment.
- The Board is scheduled in Civil Court on Tuesday May 23, 2017 at 9:15 a.m.
- The Board reviewed notices and applications regarding the New England Waste Services Landfill Expansion project from the Town Clerk.
- The Town Administrator reported that the Landfill representative has requested attendance at an upcoming meeting to discuss the project and permits.
- Mike Marcotte stated that he received an email from the Treasurer stating that the new policy for weekly paychecks will be requiring all employees to come to the Treasurer’s office and sign that they have received; alternatively, they will be mailed to the employee’s house. The Treasurer stated that she needs to ensure all employees receive their checks.
- The Board received a letter from the Treasurer with attached invoices stating that these invoices had been sent to the Town Administrator but had not been included on the warrant for payment.
- The Board reviewed the statement and once copies of invoices are received and verified then payment will be made.

**17. Sign Orders**

EFTPS	ACH Transfer – Federal Tax Payment	\$ 3,402.31
Accounts Payable	05/08/2017	\$ 26,209.06
Payroll	For week ending 05/06/2017	\$ 3,993.28
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 33,604.65</b>

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

**The next Select Board meeting will be held on Monday May 15<sup>th</sup>, 2017 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 / Town Administrator**