

**MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY**

Monday October 16th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell

Town Officials Present:

Amanda Carlson/Town Administrator

Adam Messier/Treasurer

Deb Tanguay/Town Clerk

David Barlow/Assistant Clerk

Skip Gosselin/Planning Commission

Carol Simmons/Planning Commission Administrative Assistant

Moe Jacobs/Planning Commission

Gary Petit/Lister

Sherry Bradley; Margaret Maxwell; Richard Lussier / Solid Waste Implementation Plan Committee

Guests:

Dan Introcaso

Press:

Chris Roy/Newport Daily Express; Elizabeth Trail/The Barton Chronicle; Ann Galloway/VT Digger

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

2. Approve the minutes of the October 2nd, 2017 meeting

- Brad Maxwell made the motion to approve the minutes of the October 2nd, 2017 meeting as written. Seconded by Mike Marcotte. The Board quorum signed and approved the minutes as written.

3. Allow for public comment

- After being questioned by residents on the upstairs renovations, the Board provided an update and timelines. Demolition is scheduled to be started in the next few weeks.

4. Discussion with Planning Commission

- Moe Jacobs reported on behalf of the Planning Commission that the public meeting held the previous Monday on the new Town Plan, had positive results.
- Approximately 20 people attended including Joe Gay from Casella Waste Management and Matthew Baughman, Principal for the Coventry Village School.
- Moe reported that there was a lot of participation and reviewed some of the constructive discussion that was had at the meeting.
- Moe Jacobs stated a resignation letter had been received from Jim Cobb from the Planning Commission, however, he did not have it to present to the Board at the meeting.
- Through Amanda Carlson, Israel Sanville had asked that it be stated on his behalf; that he would like the Board to postpone considerations for appointment until he has had an opportunity to discuss the resignation with the rest of the Planning Commission.
- No action taken by the Board.

5. Fire Department Invoices

- Amanda Carlson spoke with Washington Electric regarding the three recent calls to the Newport Fire Department which resulted in invoices to the Town of \$2,100.
- Washington Electric explained that it was caused by faulty sensors and since then they have had the system replaced.
- Amanda reported that other Towns have a policy that after the second call for monitor failures or false alarms, then on the third call for the same offence the owner would be charged all associated fees.
- Mike Marcotte asked Amanda to obtain samples of other Towns policies for the Board to consider adopting a similar one and avoid unnecessary costs to the Town.

6. Town Report

- The Board discussed changing the Town Report from 8.5" x 5.5" to a full size book of 8.5" x 11".
- No decision made to change, the Board will discuss further when additional quotes for printing are received.
- The Board agreed unanimously to ask the Coventry Village School for drawings of the Town again this year for inclusion in the report.

7. Town Attorney Contract Review

- Brad Maxwell made the motion to approve the Agreement of Legal Representation as presented by Attorney Brian Monaghan of Monaghan, Safar, Ducham LLC.

- Seconded by Mike Marcotte.
- Chairman Mike Marcotte signed the agreement on behalf of the Board.

8. Solid Waste Implementation Plan Committee

- Solid Waste Committee not in attendance. The Board agreed to table item until their arrival.

9. Discussion with Town Listers

- Item tabled until all Board members present.

10. Town Administrators Review of Grant Funding & Undeposited Funds

- The Board reviewed the six pending grants for the Town with anticipated funds to be received at \$262,893.
- In 2007 the Town of Coventry received a grant for Dry Hydrants for \$1,700. Amanda Carlson stated that she found the uncashed reimbursement check in an envelope that had never been opened.
- Amanda spoke with the Vermont Rural Fire Protection Task Force who is investigating if these funds were reissued at a later date, or if they were forfeited and rolled back into the State funded program.
- Since there is no way of the Town receiving these funds now, the \$1,700 has been forfeited.

11. Investments

- Under the Boards authority, Amanda Carlson has contacted the Vermont State Treasurer Beth Pearce to discuss the suitability of the Town's current investments. No date has been scheduled for a meeting yet.
- The Board reviewed forms from Hunt Financial that were left incomplete from the last meeting attended by Louise Evans.
- The Board agreed to table this item until all Board members present.

12. Treasurers Monthly Report of Finances

- The Board reviewed the report presented by the Town Treasurer, Adam Messier for September 2017.
- The Board noted that the Jackson Investment showed a loss and asked Adam to contact Hunt Financial for explanation.
- The Board discussed the segregation of duties in the office and reviewed the various steps for accepting payments in the office.
- Adam stated that the system for accepting credit cards was now in place and links were available on the website.

13. Other Business

- The Board reviewed the quote for carpet cleaning of the Town Office's and hallway of the Community Center.
- The Board quorum unanimously agreed to hire Mr. Clean at a cost of \$369.60.

- The Board reviewed and discussed a quote from Canon for a new photocopier for \$5,508.02.
- The current copier is approximately 8 years old and although functioning sufficiently at the moment, will need upgrading in the near future.
- The Board agreed to consider that cost into the next fiscal year's budget.

8. Solid Waste Implementation Plan Committee

- Sherry Bradley spoke on behalf of the SWIP Committee asking the Board about available funds for education projects within the Community.
- \$7,000 was budgeted in the general fund for the current fiscal year, however, all of these funds will be used to pay for the three-mandatory household hazardous waste days. There is currently \$5,880.52 in the Solid Waste restricted fund savings account for educational projects.
- The Committee and the Board discussed various ideas for projects within the community.
- The Board asked the Solid Waste Committee to propose a budget for the current fiscal year to be taken from the savings account for the projects that will meet with the State mandated standards and keep the Town in compliance with the Solid Waste Implementation Plan requirements.
- Once projects are defined and costs estimates established, the request will be submitted through the Town Administrator.
- The Committee will also need to propose a budget for the 2018 / 2019 fiscal year for voter consideration at Town Meeting.
- Sherry Bradley stated that more volunteers are still needed for the Committee to assist the Town with education and community projects.
- Mike Marcotte stated that the Solid Waste Committee has completed all of the mandated yearly reporting and the Town is in compliance with the Agency of Natural Resources. The Board thanked the Committee for all of their hard work.

9. Discussion with Town Listers

- Listers Assistant David Barlow stated that the Listers had met earlier that day with State District Advisor Doug Lay to discuss a petition made by Washington Electric for consideration of adjustment to the tax bill.
- The Board quorum agreed to send the information to the Town Attorney for guidance.

14. Sign Orders

General Fund Account:

Payroll	For week ending 10/07/2017	\$ 2,623.00
Payroll	For week ending 10/14/2017	\$ 3,100.07
Accounts Payable	10/16/2017	\$58,623.43
Accounts Payable	10/16/2017 – 2017 Voted Appropriations	\$ 16,275.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 80,621.50

Road & Bridge Restricted Fund Savings Account:

Accounts Payable	Hi-Acres Bridge – Ruggles Engineering	\$ 1,200.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 1,200.00

Buildings and Maintenance Restricted Fund Savings Account:

Accounts Payable	Community Center Renovations – Cutting	\$ 677.34
Signed by the Board for the Treasurer to draw checks totaling		\$ 677.34

15. Meeting adjourned at 6:51 p.m.

The next Select Board meeting will be held on Monday November 6th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator