

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY JUNE 3<sup>RD</sup>, 2019 AT 4:30 P.M.**

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**Board Members Present:**

Mike Marcotte/Chair; Scott Briere; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Phil Marquette / Emergency Management Director & Planning Commission Member

Jeanne Desrochers / Cemetery Commission

Moe Jacobs / Planning Commission

Skip Gosselin / Planning Commission

Brian Monaghan / Town Attorney

**Guests:**

Scott Morley; Sheila Morley; Jeff Graham; Dawn Walls-Thumma; Irene Dagesse

**Coventry Town Foundation Board Members:**

Dale Perron/Chair; Leo Piette; Don Whipple

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- 1. Chair Mike Marcotte called the meeting to order at 4:30 p.m.**
- 2. Approve the minutes of the May 21<sup>st</sup>, 2019 meeting**
  - Scott Briere made the motion to approve the minutes of the May 21<sup>st</sup>, 2019 meeting as written. Seconded by David Gallup and approved by the Board quorum.
- 3. Allow for Public Comment**
  - No public comment noted.
- 4. Planning Commission**
  - Planning Commission members present; Chair Moe Jacobs, Skip Gosselin and Phil Marquette.

- Chair Moe Jacobs stated that the two newly elected members, Josh Griffes and Mike Lucas were unable to attend but reported that meetings have been going well with the new members.
- Moe stated that the Planning Commission did not have projects scheduled for the summer but were taking time to review and update sections of the Town Plan.
- Skip Gosselin provided the Board with a copy of a solar net metering agreement from the Town of Charleston as an example of existing solar agreements between a Town and School.
- Mike Marcotte stated that he would like to have a representative from Vermont Electric Coop in to discuss projects in the area and if there were opportunities to buy in to another solar project rather than building our own.
- Moe Jacobs stated the need for a feasibility study to understand the best options for the Town to proceed.

#### **5. 911 Coordinator**

- 911 Coordinator Phil Marquette stated he had recently started the position and is proceeding with training with the State to better understand the requirements.
- A new street address has been requested for Drowns Mill Road; Phil Marquette will work with Road Commission David Gallup to determine the driveway access point and ensure the resident completes a Town Highway Access Permit.

#### **6. Emergency Management Director**

- Emergency Management Director Phil Marquette reported that the Local Emergency Operations Plan has been submitted and accepted by the State.
- Phil intends to work this summer on emergency shelter supplies and preparations.
- Phil Marquette requested mileage reimbursement costs for two upcoming emergency management courses offered by the State on June 12, 2019 in Waterbury and July 16<sup>th</sup>, 2019 in Waterbury. The Board unanimously approved the mileage expense for the training.

#### **7. Cemetery Commission**

- Trustee of Cemetery Funds David Barlow reviewed the Cemetery investment fund which has been transferred to Fidelity under the management of the Town's Investment Advisor John Henry Hubert of Catamount Asset Management.
- The Cemetery Commission will be holding a meeting to close the former Cemetery Association's checking account and move the funds directly into the investment account.
- Cemetery Commission member Jeanne Desrochers stated that operational policies and procedures are being created for the Board and Attorney to review.

## **8. Assessor's Office Update**

- Assessing Clerk Kate Fletcher was not in attendance.
- The Board received the confirmation from the State of Vermont Department of Taxes granting a 30 day extension to submit the 2019 grand list.
- The 2019 Grand List will be submitted on or before August 15<sup>th</sup>, 2019.

*The Board agreed to table agenda items #9 #10 and #11 until the arrival of the Town Attorney Brian Monaghan scheduled to arrive at 6:00 p.m.*

## **12. Other Business**

- The Town was awarded the FY2020 Better Roads Category D Grant for \$60,000 for the concrete box culvert replacement on Pine Hill Road TH#20.
- The project will start in August 2019 scheduled to be done at the same time as the Glen Road TH #19 culvert replacement that was also awarded a \$60,000 Better Road Grant for FY2019.
- Road Commissioner David Gallup stated that he is working with the ANR and VTrans on the next phase of the Black River dredging project. VTrans District 9 office in Derby has already stated that they will not be assisting in the Engineering costs as they did last year and David is looking into other options for funding assistance.
- Coventry Fire District Prudential Committee Chair Jeanne Desrochers provided the Board with an update on the Main Street watermain replacement project and the new treatment facility stating that the project is going well and anticipated to be completed at the end of July.
- Jeanne stated that district members have voiced the need for public access to the Fire District records. Prudential Committee Member Melissa Gallup is currently working with Town Clerk Deb Tanguy on the policies and procedures to move these records into the Town Office vault storage.
- Jeanne stated that the petition received to dissolve the Fire District was not statutorily valid and therefore no action was taken. However, the Prudential Committee will discuss this request further in the coming months when the treatment project is completed and consider the best options moving forward.



## 9. Coventry Town Foundation

- In response to the funding changes discussed at the previous meeting; the Town Foundation submitted a request to the Select Board to hold a special Town meeting to ask the voters to appropriate \$160,000 for the ensuing year.
- Town Foundation President Dale Peron discussed and questioned the changes in funding and stated he felt the Foundation should have been involved in the decision before it was executed.
- On question of the amount, Dale explained that the \$160,000 was for the FY2020 budget which includes the chartered agreement to invest 30% of all funds received for future use. A detailed budget was not provided for review.
- Town Attorney Brian Monaghan cited 17 V.S.A § 2664 which states that any appropriated monies must be approved by the voters annually. He explained that although the voters approved the percentage seventeen years ago, the current voters needed to be given the opportunity to vote on specific amounts each year.
- Scott Morley stated his caution to the Board to appropriate the funding without examining the functions of the Town Foundation and if they are complying with the original bylaws agreed by the voters.
- Scott stated that the Foundation has not had a formal audit and this was a necessary step to proceed considering the significant funds appropriated and invested by the entity.
- Scott Morley stated concerns on IRS filings and compliance; non-profit rules and regulations; bonding and insurance for Board members; inclusiveness of the community and considerations when appropriating funds; transparency in records and membership; perceived inappropriate actions and decisions; attitude of Board members; possible conflicts in school funding; conflicts of interest for Board members; and established policies and procedures guiding the entity that was established to enrich the community and support the residents.
- Scott stated his disappointment that the financials were not provided for the annual Town report and feels that requesting an appropriation from the voters will allow for more discussion and transparency in the Town Foundations business practices.
- Dale Peron stated that he felt Scott Morley was making unfounded accusations. Dale agreed that polices needed to be establish and insurance addressed; however, based on the quantity of transactions the Foundation Board did not feel an audit was necessary and had agreed to a financial review.
- Dale stated that all school programs funded are enrichment programs and the funds are not supplementing the basic educational expenses and therefore in compliance with statute.

- Chair Mike Marcotte questioned why the Town Foundation was not using the almost one million dollars in savings to fund the ensuing year rather than ask for a special meeting which is a cost to the Town to arrange.
- Don Whipple explained the purpose of the savings for long term sustainability of the group when landfill funds are no longer received. In order to keep investments sustainable, Don stated that the average is to use 4% of the total which at this point would be substantially lower than the current budget.
- Don stated that if the special appropriation request was not granted, then the Town Foundation Board would need to consider if they would use savings to fulfill the budgeted amount, or if they would use the recommended 4% from savings and reduce spending for the year.
- Dale Peron stated that the Town Foundation Annual Meeting is scheduled for Tuesday June 18<sup>th</sup>, 2019 at 6:00 p.m. at the Coventry Village School. This will be an informational meeting for members in replacement of the usual annual dinners at a restaurant in Newport.
- Mike Marcotte stated his appreciation to the Town Foundation Board members and the good work that they do. He ensured them there was no blame being issued, he understood the volunteer position came with a lot of responsibility; however, all systems need to be examined and updated over time.
- Chair Mike Marcotte stated that based on the unanswered questions, with the issues brought forth on spending, with no detailed budgets provided, and with no intention of a formal audit, that he would not be willing to support the request for a Special Town Meeting and request to the voters to approve the \$160,000. He stated that whether the Board called a Special Meeting or if a petition was produced, he would personally not support the appropriation until he saw some resolution and changes.
- Scott Briere and David Gallup both agreed that the Town Foundation Board was a great asset to the Town and wanted to support its continuation for the benefit of the residents.
- Chair Mike Marcotte asked for a motion to approve the Coventry Town Foundations request for a special Town Meeting to ask the voters to appropriate a sum of \$160,000 for the ensuing year.
- Absence of motion made. Request not approved by the Board.
- Scott Morley stated he will be requesting the Town Foundations financial statements and tax filings for all seventeen years of operation to better understand the growth and expenses. He also recommended the Town Foundation develop a business plan going forward.

## **10. Attorney Brian Monaghan – General Legal Council**

### *Possible executive session in accordance with 1 V.S.A § 313 (1) (f)*

- The Select Board unanimously agreed in the finding that premature public knowledge of the items for discussion would be detrimental.
- Mike Marcotte made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (f) to include the Select Board, Town Attorney and Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
- The Board entered into executive session at 7:05 p.m.
- The Board exited executive session at 8:14 p.m.
- Mike Marcotte made the motion to authorize Attorney Brian Monaghan to contact Attorney John Monette to understand the ownership and transfer process for the Village Church. Seconded by Scott Briere and unanimously approved by the Board.
- Mike Marcotte made the motion to grant authority for Scott Briere and Amanda Carlson to work with Attorney Brian Monaghan on the preliminary steps and drafts of a new Community Host Agreement with Waste USA. Seconded by David Gallup and approved by the Board quorum.
- Scott Briere made the motion to authorize Attorney Brian Monaghan to work on the Rural Edge housing Community Block Development Grant loan and overdue debt owed to the Town. Seconded by David Gallup and unanimously approved by the Board.

## **11. Waste USA Host Town Agreement Amendment**

- Mike Marcotte made the motion to approve the Waste USA Host Town Agreement Amendment effective July 1, 2019. Seconded by Scott Briere and unanimously approved and signed by the Board.

## **12. Other Business**

- *Addressed after agenda #8.*

## **13. Sign Orders**

- *Completed earlier in the meeting.*

**14. Meeting adjourned at 8:25 p.m.**

**The next Select Board meeting will be held on Monday June 17<sup>th</sup>, 2019 at 4:30 p.m.**

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**Michael Marcotte / Chairman**

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**Scott Briere**

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**David Gallup**

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**Amanda Carlson / Town Administrator**