

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday March 13th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Select Board Clerk; David Gallup/Road Commissioner

Guests:

Dan Introcaso; Moe Jacobs; Skip Gosselin; Kate Fletcher; David Barlow; Adam Messier;
Joshua Griffes

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

- 2. Approve the minutes of the March 7th, 2017 meeting**
 - Brad Maxwell made the motion to approve the minutes of the March 7th, 2017 Meeting. Seconded by Mike Marcotte.
 - The Board signed and approved the minutes of the March 7th, 2017 Select Board Meeting as written.

- 3. Allow for public comment**
 - Dan Introcaso stated his thoughts and opinions on last week's Town Meeting.
 - The Board was asked about the temporary Hi-Acres Bridge. The Board stated that this was a project they were working on and had no updates at this time.

- 4. Board Reorganized**
 - Brad Maxwell made the motion to elect Mike Marcotte as Board Chairman. Seconded by Scott Morley.
 - Mike Marcotte will continue as Select Board Chairman for the ensuing year.

5. Board to appoint Town Officers as required

The Board agreed unanimously to appoint the following officers as follows:

<i>Road Commissioner</i>	<i>David Gallup</i>
<i>Town Administrator</i>	<i>Amanda Carlson</i>
<i>Town Service Officer</i>	<i>Richard Lussier</i>
<i>Civil Defense Chairman</i>	<i>Pedro Grondin</i>
<i>Tree Warden</i>	<i>Skip Gosselin</i>
<i>Fence Viewers</i>	<i>Skip Gosselin</i>
	<i>Israel Sanville</i>
	<i>Stuart Maxwell</i>
<i>Fire Warden</i>	<i>Pedro Grondin</i>
<i>Deputy Fire Warden</i>	<i>Phil Marquette</i>
<i>Pound Keeper</i>	<i>Robert Geisler</i>
<i>Assistant Pound Keeper</i>	<i>Bonnie Geisler</i>
<i>Health Officer</i>	<i>Pedro Grondin</i>
<i>Zoning Administrator</i>	<i>David Barlow</i>

- Mike Marcotte stated that he had received a message from the Pound Keepers, Robert and Bonnie Geisler, that in the coming months they will no longer be available to hold the appointed position.
- The Board agreed unanimously to post the position and find a replacement as soon as possible.

6. Delinquent Tax Collector Job Description

- The Board reviewed the job description and policy for Delinquent Tax Collector prepared by the Town Administrator.
- The Board agreed unanimously to post the position in the local newspapers and on the website. Resumes will be accepted until March 20th, 2017 at 5:00 p.m. The Board will then conduct interviews.
- Terms of employment and compensation will be discussed and decided by the Board when candidates are interviewed.
- The Board granted Mike Marcotte unanimous authority to contact the former Delinquent Tax Collector, Cynthia Diaz, and request all documentation for delinquent tax collection be given to the Select Board no later than March 17th, 2017.
- The Board agreed unanimously that until a Delinquent Tax Collector can be appointed, payments will be accepted in the Select Board Office by the Town Administrator. Payments

will only be accepted by check or money order, no cash will be accepted in the Select Board Office.

- Any money that is paid for delinquent taxes will be reported to the Board on a weekly basis and then handed to the Treasurer's Office for deposit.

7. Follow up on Auditors letters to taxpayers

- Mike Marcotte stated his concern over the letters that were issued by Auditor Jeff Graham's office and not returned by taxpayers.
- Scott Morley requested that this item be tabled as he had information to report under other business that pertained to the matter.
- The Board agreed unanimously to table any further discussion.

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

- The Board reviewed the income report presented for the preceding two weeks. Last week's report was not reviewed due to Town Meeting and tabled agenda items.
- The Board noted that no summary report was provided by the Treasurer. Inconsistencies in the supporting documentation were noted.

9. Other Business

- The Board unanimously signed and approved a letter to the State 911 Board confirming Amanda Carlson as Coventry's 911 Coordinator.
- Amanda Carlson reported that she met with the Listers Lyell Reed and Gary Petit earlier that day.
- The Listers year end for updating the grand list is March 31, 2017. No information has been entered into the NEMRC system for the past three months. If the information is not updated it can affect personal property taxes and tax billing for the Town.
- Both Gary and Lyell had stated they did not have the time in the next couple of weeks to update the system and it would have to be done by the Select Board Office.
- Lyell Reed will request that the Town Clerk and Treasurer produce all property transfers, homestead declarations, current use updates and any other documents affecting the Grand List as soon as possible.
- Kate Fletcher formerly worked as a Town Lister and agreed to assist the Select Board with the information. The Board expressed their gratitude to Kate for offering to help, and will discuss compensation with her before work commences.
- The Listers requested that moving forward that they be provided with a lap top that had the required software. The Town currently owns a lap top for Lister use, and the Board granted Amanda Carlson authority to contact NEMRC's Ernie Saunders and make arrangements for mobile access to the grand list module.

- The Listers also requested funding for training on the software as all inputting has previously been conducted by the Town Clerk. The Board agreed unanimously to arrange for NEMRC to provide support and training for the Office of the Listers.
- The Listers will be attending the next Board meeting on Monday March 20th, 2017 to review the information with the Select Board.
- The Board reviewed information and pricing on the bouncy house rental for Coventry Day from Kingdom Bounce N' Slide.
- The Board agreed unanimously to reserve the same units as previous years. The company will provide 4 units for \$600 for the July 8th, 2017 event.
- The Board unanimously approved Amanda Carlson to purchase an outside locked mailbox for the Select Board Office as well as window coverings.
- Amanda Carlson presented the Board with a grant opportunity for safety equipment issued by the VLCT – PACIF Insurance Company. This is a 50% match grant opportunity.
- David Gallup provided a quote to Amanda for dump locks for road crew safety. David requested the Board also consider security cameras for the Route 14 garage.
- The Board asked David to obtain quotes for a security system to be reviewed before the grant application is submitted.
- Amanda Carlson presented the Board with a possible grant opportunity for ADA Compliance for the Community Center.
- The Board asked Amanda to contact VLCT – PACIF Insurance inspectors to conduct an onsite evaluation as to what functions of the center need to be addressed to bring it to ADA Compliance.
- Once an inspection is completed, quotes for work can be obtained and the grant can be pursued under the Board's direction.
- Scott Morley reported that he met with Gary Poginy representing the Borderline Ridgeriders ATV Association.
- The association was looking for information to pursue permission for ATV use on designated roads and trails. Many surrounding Towns allow ATV use on Town Roads and Gary Poginy was researching possible connection trails in Coventry that will allow riders to get from one Town to another.
- Scott stated that the ultimate goal of the Association would be for the Town to allow use on all roads, and with surrounding Towns allowing, it would be advisable to discuss with him further.
- Gary Poginy and the Borderline Ridgeriders ATV Association will be asked to attend an upcoming Select Board Meeting to discuss further.

- Under the Board unanimous authority for Scott Morley to complete work on the insurance claim to VLCT, Scott reported that the claim is almost complete and ready for submission. He has been working with Auditor Jeff Graham who is completing an explanation of the facts and figures to accompany his chart for submission to the VLCT Insurance for missing monies.
- Jeff Graham has requested attendance at the next meeting to review with the Board. Once the Board approves, the claim can be submitted from the Town.
- Scott referred back to agenda item #7 and the letters to tax payers. Under the Boards authority, Scott Morley will consult with Jeff Graham to determine if the follow up will be necessary after the claim is completed.

10. Sign Orders

Accounts Payable	#17 – 03/07/2017	\$13,689.56
Accounts Payable	#18 – 03/13/2017	\$21,419.41
Accounts Payable	EFTPS – IRS Monthly ACH Payment	\$3,472.45
Payroll	For week ending 03/11/2017	\$2,136.09
Signed by the Board for the Treasurer to draw checks totaling		\$40,717.51

11. Meeting adjourned at 6:50 p.m.

- **The next Select Board meeting is scheduled for Tuesday March 20th, 2017 at 5:00 p.m.**

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Select Board Clerk