

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday August 7th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Adam Messier/Treasurer

Deb Tanguay/Town Clerk

Kate Fletcher/Delinquent Tax Collector

Skip Gosselin/Planning Commission

Moe Jacobs/Planning Commission

Jeanne Desrochers/Cemetery Association

Gary Petit/Lister

Guests:

Jeff Graham; Sheila Morley

Press:

Chris Roy/Newport Daily Express

1. Mike Marcotte called the meeting to order at 5:01 p.m.

2. Approve the minutes of the July 31st, 2017 meeting

- Brad Maxwell made the motion to approve the minutes of the July 31, 2017 meeting as written. Seconded by Scott Morley.
- The Board unanimously approved and signed the minutes of the July 31, 2017 meeting as written.

3. Allow for public comment

- No public comment.

4. Discussion of Grand List with Office of the Listers

- No Listers were present at the meeting.

- The Board unanimously agreed to table to item and address later if Listers arrive at the meeting.
- Scott Morley made the request to move agenda item #11 up and address the report of the Delinquent Tax Collector.
- The Board unanimously agreed to move the agenda item and speak with the Delinquent Tax Collector Kate Fletcher.
- The Board reviewed the Delinquent Tax Collectors report for July 2017 showing a total collected of \$10,619.51.
- Brad Maxwell made the motion to approve the report as written. Seconded by Scott Morley. Mike Marcotte signed the report on behalf of the Board.
- Kate reported that in the last four months she has collected over \$40,000 in delinquent taxes owed to the Town.
- After a second round of letters being sent out, there has been some successful responses; however, Kate stated that with the Boards support she would like to plan for a tax sale in the beginning of 2018.
- The Board agreed unanimously to support the scheduling of a tax sale for February 2018. A date will be considered and discussed at the next Board meeting.

5. Civil law suit / Financial Audit

*****Anticipated executive session in accordance with 1 V.S.A 313.***

- Scott Morley made the motion to enter into executive session to discuss the civil law suit and financial audit. In accordance with 1 V.S.A 313 premature general public knowledge would clearly place the state, municipality, other public body, or person involved at a substantial disadvantage.
- Seconded by Brad Maxwell.
- Mike Marcotte called the meeting into executive session to include Auditor Jeff Graham and Town Administrator, Amanda Carlson at 5:11 p.m.
- The Board exited executive session at 6:14 p.m.
- No decisions made by the Board.
- Town Lister Gary Petit was present after the Board exited executive session. The Board agreed unanimously to address agenda item #4 Discussion of the Grand List.
- Mike Marcotte stated that he had spoken to Doug Farnham at Property Valuation and Review for the State of Vermont. The State will be performing a review of the last few years of the grand list to assess changes made and make a recommendation if a Town wide reappraisal is necessary.
- The State can also perform a random sampling of assessments on up to 10 properties to determine if valuations are accurate.
- The Board and Gary Petit discussed the possibility of a Town wide reappraisal.

- Gary stated that there are some things that need to be caught up on in the Listers Office but they were making progress and that the Listers were aware of everything that needed to be done.
- No decision made by the Board. The Board will discuss with the Listers at a future meeting and after the State has done their evaluation of the grand list.

6. Update on Leased Land Rights

- Under the Boards unanimous authority for Scott Morley to communicate with Attorney Paul Gillies, Scott conveyed that Paul stated that the release of the leased land was not being done in accordance with statute; however, the Town was committed to proceed as is and should honor the agreement. In the future, any release of glebe lands should be reevaluated to ensure it was being done by statute.
- Scott Morley made the motion to accept and sign the Quit Claim deed releasing the leased lands from the Town of Coventry to New England Waste Services on the former Leslie Joseph property. Seconded by Brad Maxwell.
- The Board unanimously approved and signed the Quit Claim Deed which was notarized by Amanda Carlson.

7. Credit Card Policy

- The Board reviewed the Credit Card Policy and noted a few grammatical errors for adjustment.
- Scott Morley made the motion to approve and adopt the Credit Card Policy with the noted adjustments. Seconded by Brad Maxwell.
- The Board unanimously approved and signed the Credit Card Policy.
- The Policy was also signed and adopted by the Town Treasurer, Adam Messier and the Town Administrator, Amanda Carlson.
- The Board instructed the Town Administrator to contact Community National Bank to request a Town credit card with a limit not to exceed \$2,500.00.

8. Upstairs Meeting Room

- The Listers office upstairs is now completed and furniture is ready for delivery.
- Mike Marcotte stated that an alarm system will be added to the Listers Office later in the week.
- Scott Morley recommended that the former library be addressed next to turn it into the meeting room for the Planning Commission, Town Foundation and Fire District.
- The Board instructed the Town Administrator to place an advertisement for bids for renovations to the upstairs meeting room with the specifications to match the Listers Office.

9. Payroll Process for non-meeting weeks

- Scott Morley made the motion to give the Select Board Chairman the authority to approve and sign payroll warrants on non-meeting weeks. The rest of the Board will review and sign at the following meeting. Seconded by Brad Maxwell.

10. Check Signatories

- Item tabled. The Board granted Scott Morley unanimous authority to discuss with the Auditor, Jeff Graham for advice to be reviewed that the next meeting.

11. Delinquent Tax Collectors Report and Income Report review

- Item discussed under Agenda item #4 under.

12. Review Town Office revenue report for the preceding calendar week

- The Board reviewed the income report presented by the Town Treasurer.
- Total income reported for week ending 7/30/17 - \$5,204.05; *\$5,177.05 Check; \$27.00 Cash*
- Total income reported for week ending 8/6/17 - \$377,428.60; *\$377,407.60; \$21.00 Cash*
- Brad Maxwell made the motion to approve the income report for the week ending July 30, 2017 and the week ending August 6, 2017 as presented. Seconded by Scott Morley.
- The Board unanimously approved and signed the reports as presented.
- The Board unanimously agreed that income reports will now be provided by the Treasurer to the Board on a monthly basis on the third Monday of each month.

13. Other Business

- Amanda Carlson reported that the gym floors are being removed and replaced this month and the Board should consider the condition of the Community Center tables and chairs so they do not damage the new floors.
- The Board instructed Amanda Carlson to research the cost of new tables and chairs to be reviewed at the next meeting.
- The Board previously decided not to continue with the ownership and rental of table tents and chairs. Mike Marcotte will contact the parents club to see if they would like to take the tables and chairs that are stored in the trailer at the garage.

- Amanda Carlson stated that the Road Commissioner, David Gallup, was going to be doing bowmaggging on the Airport Road this coming Friday. This involves grinding up the current pavement and preparing the surface for repaving.
- The Board expressed concern over doing this during the Route 5 road closure.
- Brad Maxwell will speak with David Gallup about ensuring Waste USA and MBI are contacted about the plans.

- As of August 5, 2017 the 60 day period to contest the amended Dog Ordinance ended.
- No contestations were received. The Ordinance is now enforceable and the Animal Control Officer, Renee Falconer will be notified.

- The Board granted authority for the Town Administrator’s Office to be closed in conjunction with the Town Clerks Office this coming Friday August 11, 2017 for cleaning and organizing.

14. Sign Orders

General Fund Account:

Accounts Payable	08/07/2017	\$4,294.08
Payroll	For Week ending 08/05/2017	\$4,096.70
Signed by the Board for the Treasurer to draw checks totaling		8,390.78

Road and Bridge Restricted Fund Savings Account:

08/07/2017	Ruggles Engineering – Hi-Acres Bridge	\$750.00
Signed by the Board for the Treasurer to draw checks totaling		\$750.00

Buildings and Maintenance Restricted Fund Savings Account:

08/07/2017	Catamount Environmental – Floor Removal in Listers Office	\$2,000.00
Signed by the Board for the Treasurer to draw checks totaling		\$2,000.00

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

The next Select Board meeting will be held on Monday August 21st, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator