

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday July 2nd, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

David Gallup / Road Commissioner

Kate Fletcher / Lister

Lyell Reed / Lister

Anita Gariepy / Lister

Martha Sylvester / Recreation Committee Chairman

Skip Gosselin / Planning Commission

Moe Jacobs / Planning Commission

Guests:

Joe Gay and Jeremy Labbe / Casella Waste Management

Press:

Chris Roy / Newport Daily Express

- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**

- 2. Approve the minutes of the June 18th, 2018 Meeting.**
 - Brad Maxwell made the motion to approve the minutes of the June 18th, 2018 meeting as written. Seconded by Scott Briere.
 - Minutes of the June 18th, 2018 meeting unanimously approved and signed by the Board.

- 3. Allow for Public Comment**
 - No public comment noted.

4. Casella

- Joe Gay and Jeremy Labbe from Casella Waste Management provided the Board with an update of the current landfill projects and upgrades.
- Permit applications for the expansion project are currently under review and Joe stated he anticipates the decision to be made by early September. Currently the site is expected to be at capacity in approximately 4 years. The expansion will provide an anticipated 25 more years of capacity.
- Odor issues were discussed and Jeremy Labbe explained the various systems they have in place to mitigate the problem.
- The Landfill open house will be held on Saturday September 15th, 2018 from 10 a.m. to 2 p.m. Washington Electric will have an open house the same day so the public can receive tours and information on both facilities.
- The Board thanked Joe Gay and Jeremy Labbe for attending the meeting and providing an update to the Town.
- No action taken by the Board.

5. SWIP Committee

- The required yearly Solid Waste reporting has been submitted to the Vermont Agency of Natural Resources. No confirmation of approval has been received yet.
- No further updates from the Solid Waste Implementation Plan Committee at this time.

6. Road Commissioner

- The Road Commissioner David Gallup provided the Board with an update on the current projects, maintenance and plans.
- The Board thanked David for the update and the work he has done.
- No action taken by the Board.

7. Recreation Committee Chairman – Coventry Day Update

- Recreation Committee Chairman Martha Sylvester provided the Board with an update on the events for Coventry Day on Saturday July 7, 2018.
- The Board thanked Martha for her help in organizing the event.
- No action taken by the Board.

The Board agreed unanimously to amend the agenda and switch item #8 and item #9 by request of the Listers.

8. Listers Office Update

- The Listers provided the Board with an update of the current projects and progress in the office.
- The Listers stated that they will be ready to lodge the 2018 Grand List at the next Select Board Meeting on July 16, 2018.

9. Review Proposals for Town-Wide Reappraisal

- Lister Kate Fletcher provided the Board with a comparison chart of the four companies that submitted bids for the Town Reappraisal; *New England Municipal Resource Center (NEMRC)*; *New England Municipal Consultants, Ltd (NEMC)*; *Vermont Appraisal Company*; and *Vision Government Solutions*.
- Kate spoke to various references for each company and reviewed the feedback with the Board.
- The Listers unanimously agreed that they would not be recommending Vision Government Solutions due to complaints from neighboring Towns about their work.
- The Board questioned the different software that NEMC was proposing and discussed the pro's and con's of switching systems.
- The Board and the Listers agreed that more information was needed before a decision could be made.
- The Listers will do some research on the proposed software, contact additional references and verify some fee structures.
- Once the information is reviewed, the Board would then like to meet with a representative of the appraisal company prior to making a final decision.

10. Listers Office Compensation for New Fiscal Year

- Mike Marcotte stated that the new fiscal year had begun and the Listers Office needed to be conscious of the budget that had been set for their salary when planning work hours. During the year the demands are higher then at other times and the Listers would need to plan accordingly.
- The Listers agreed to have an annual re-organizational meeting where they will discuss the delegation of responsibilities and determine the anticipated hours to be assigned to each person.
- Mike Marcotte stated that the Town Owned computer in the Listers office was to be used for all Lister work. It was reported that ~~Anita Gariepy had been creating various Listers Office documents~~ office documents and the official minutes from the recent Listers Grievance Hearing were created on Anita Gariepy's personal laptop and not the Town computer. ~~The Town has not received the copies for permanent record which violates the public records act.~~ Mike reminded the Listers that records must be kept accessible to the public and not on personal devices.

11. Animal Control Officer

- Animal Control Officer Renee Falconer was not present at the meeting but provided the Board with a written report of the activities in Town.
- Renee has begun the dog census and is contacting owners with reminders to register their dogs. The process is going well and will continue throughout the summer.
- No action taken by the Board.

12. Cleaning Contract

- The Board reviewed the contract to clean the Community Center and offices from Stephanie Nicoletti.
- The contract is for a one-year term expiring June 30, 2019 at a cost of \$175 per week for weekly cleaning services to the building.
- Brad Maxwell made the motion to accept the contract renewal as presented from Stephanie Nicoletti. Seconded by Scott Briere.
- The contract for cleaning was unanimously approved and signed by the Board.

13. Other Business

- Under previous unanimous authority by the Board for Mike Marcotte to be the signatory on the new Fidelity investment accounts; Mike Marcotte signed an account application page that was needed to complete the opening of the account.
- Brad Maxwell made the motion to approve the fireworks permit supplied by North Star Fireworks for the Coventry Day celebration. Seconded by Scott Briere. The permit was unanimously approved and signed by the Board.
- Brad Maxwell made the motion to approve the contract with North Star Fireworks for the 2018 Coventry Day celebration and authorize the Chairman Mike Marcotte to sign the contract on behalf of the Board. Seconded by Scott Briere.
- The Board received a thank you card from Lemm Elementary in Spring Texas for the Towns donation to their school after the hurricane in August 2017.
- The Board unanimously agreed to extend the concrete walkway at the end of the new fire escape stairs to join the main walkway.
- Quotes will be requested and reviewed by the Board.
- The Treasurer Adam Messier will be changing payroll to a direct deposit system in the coming weeks. Adam will need to test the system to ensure funds are transferred properly.

- Brad Maxwell made the motion to allow Adam Messier to perform a test in the amount of \$1 to be reversed once the system is verified. Seconded by Scott Briere.
- A written authorization to commence the test was unanimously approved and signed by the Board.
- Mike Marcotte serves on the Board of Directors of the Regional Planning Commission the Northeast Vermont Development Association (NVDA). Mike stated that at the NVDA meeting on June 28th, 2018 the Town Administrator Amanda Carlson had been elected to the Board of Directors as a Member at Large; as well Amanda was elected to the NVDA's Executive Committee representing Orleans County.

14. Sign Orders

General Fund Account:

Payroll	06/23/18	\$ 4,571.72
Payroll	06/29/18	\$ 1,113.66
Payroll	06/30/18	\$ 3,496.26
AP	06/29/18	\$ 71,258.87
Signed by the Board for the Treasurer to draw checks totaling		\$ 80,440.51

Buildings and Maintenance Restricted Fund Savings Account:

07/02/18	Community Center Stairs	\$ 18,613.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 18,613.00

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

The next Select Board meeting will be held on Monday July 16th, 2018 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator