

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday February 6th, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

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

Guests:

Israel Sanville; Martha Sylvester; Jeanne Desrochers; Moe Jacobs; Skip Gosselin

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

2. Approve the minutes of the January 30th, 2017 meeting

- Scott Morley made the motion to approve the minutes of the January 30th, 2017 meeting.
- Seconded by Mike Marcotte. The Board signed and approved the minutes as written.

3. Allow for public comment

- No public comment.

4. SWIP Grant Discussion

- The Agency of Natural Resources contacted Amanda Carlson asking the Town to reconsider applying for the Solid Waste Implementation Grant to cover the costs of the mandatory Household Hazardous Waste Days.
- The ANR was notified that the Board was not applying due to the fact that the Town would not pass the risk assessment portion of the application.
- Maria Davies from the ANR explained that if the Town was awarded the grant then they would be placed on a high risk list which would entail additional reporting and follow up for fund reimbursement.
- Brad Maxwell made the motion to approve the Solid Waste Implementation Grant application for submittal to the Agency of Natural Resources. Seconded by Scott Morley.
- Mike Marcotte signed the grant application on behalf of the Town.

5. Delinquent tax report requested from Delinquent Tax Collector. Report to include outstanding delinquent taxes due for all prior fiscal years.

- The Board reviewed the delinquent tax report provided by the Delinquent Tax Collector for the week of January 30th through February 3rd, 2017.
- The Board noted inconsistencies in the report from the previous week including collected totals that were not included on the income report.
- The Delinquent Tax Collector was not present to comment.

6. 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 provided by the Treasurer for the week of January 30th through February 3rd, 2017.
- Total income listed as received: \$744.01; \$167.01 Cash & \$577.00 checks.
- The Board noted that source documents were not provided and that there were some inconsistencies in the report.
- The Treasurer was not present to comment or offer explanation to questions.

7. VPM Program

- Scott Morley summarized the Vermont Certified Public Managers Program offered through the State of Vermont Human Resources Division. State and Municipal employees are eligible to apply for the program.
- Application deadline is February 27th, 2017. The program begins in April 2017.
- The two year program has a total cost of \$1,975.00 with incremental payments.
- Scott is an alumni of the program and felt it would be a benefit for the Town to have Amanda Carlson apply to attend.
- Scott Morley made the motion to allow Amanda Carlson to apply for the VCPM Program. Seconded by Brad Maxwell.

8. Other Business

- Scott Morley requested the Board amend Amanda Carlson's title from Select Board Clerk based on the additional duties and full time position she will be filling.
- Based on the VLCT Handbook for Vermont Town Officers *Chapter:30 Town Administrator*, Scott stated he felt this was the most appropriate title.
- Scott Morley made the motion to amend Amanda Carlson's title to Town Administrator. Seconded by Brad Maxwell.

- The Board and Road Commissioner, David Gallup, reviewed the 2017 Certificate of Highway Mileage provided by the Vermont Department of Transportation.
 - David noted the changes that were made to Class 4 Highways the previous year and confirmed they were reflected on the new report.
 - The Board unanimously approved and signed the Certificate of Highway Mileage as presented.
 - The original copy will be given to the Town Clerk to sign and return to VTrans when completed.
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- The Board was presented with the 2017 Liquor License for Royer's Minimart.
 - Scott Morley made the motion to approve the license as submitted. Seconded by Brad Maxwell.
 - The license was signed and approved by the Board. The original copy will be given to the Town Clerk for submission to the State.
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- The Board received copies of all 2016 year end employee federal tax forms that were issued by the Treasurer. The Board will retain copies for their records and to reconcile year end payroll financials in their office.
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- The Board discussed the statutory responsibilities of payroll within the office.
 - The Board noted that they have made the previous unanimous decision to remove all duties not statutorily the responsibility of the Town Clerk and Treasurer from that office and assign it to the responsibility of the Select Board Office.
 - The Board will review the obligations on payroll and yearend tax reporting and discuss at the next meeting.
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- Mike Marcotte noted that the Town Treasurer and Delinquent Tax Collector had left printed documents for the Board in the office, as was required by a court order issued the previous week.
 - The Board had not yet reviewed the documents and could not comment on the contents or if it satisfied their request.

9. Sign Orders

Accounts Payable #10	2/6/17	\$ 25,693.08
Payroll # 6	For week ending 2/4/17	\$ 2,620.40
ACH Transfer	2015/16 Appropriations to Savings Accounts	\$ 830,350.00
Signed by the Board for the Treasurer to draw checks totaling		\$858,663.48

10. Meeting adjourned at 5:56 p.m.

The next meeting is scheduled for Monday February 13, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Select Board Clerk