

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY FEBRUARY 18<sup>th</sup>, 2019 at 4:30 p.m.**

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**Board Members Present:**

Mike Marcotte / Chairman; Scott Briere

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Gallup / Road Commissioner

Deb Tanguay / Town Clerk

David Barlow / Treasurer

Jeanne Desrochers / Cemetery Commission Member

Phil Marquette / Planning Commission Member

Lyell Reed / Lister

Martha Sylvester / Recreation Committee Chair

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- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**
  
  - 2. Approve the minutes of the February 4<sup>th</sup>, 2019 meeting.**
    - Scott Briere made the motion to approve the minutes of the February 4<sup>th</sup>, 2019 meeting as written. Seconded by Mike Marcotte.
  
  - 3. Allow for Public Comment**
    - No public comment noted.
  
    - Scott Briere made the motion to amend the agenda and speak with Town Clerk Deb Tanguay regarding quotes received for a new photocopier. Seconded by Mike Marcotte.
    - Town Clerk Deb Tanguay provided the Board quorum with a summary sheet of the four quotes she received from; *Symquest; Cannon Solutions; All Service; and Office Systems of VT.*
    - Deb stated her recommendation was the Toshiba 3018a quoted by Office Systems of VT at a total of \$4,433.00. This was the lowest price of the four quoted, but also had a

comparable service package, and positive references from other entities in regards to service and response time.

- The cost of a new photocopier was included in the current fiscal year budget and no additional expense beyond the budgeted amount requested. The Board quorum approved the purchase of the Toshiba 3018a Photocopier from Office Systems of VT for \$4,433.00; as well as the purchase of a desktop color printer at a cost of \$446.37.
- Deb Tanguay discussed the optional wide format printers that would allow for scanning of survey maps. This capability would provide an electronic backup of the historic maps, as well as allow researchers to copy the larger format when needed.
- Office Systems of VT quoted the wide format scanner/copier at \$5,655.
- The Board quorum asked Deb Tanguay to look into local businesses that provide the wide format scanning and printing service and compare the cost for further discussion.

#### **4. Review Proposals for Economic Development Plan**

- The Board reviewed two proposals received in response to the Request for Proposals for a Community Strategic Economic Development Plan.
  - *Yellow Wood Associates/Community Roots – proposed cost \$29,985*
  - *Fairweather Consulting – proposed cost \$30,000*
- Town Administrator Amanda Carlson stated that she had met with Peter Fairweather of Fairweather Consulting and requested that she meet with Yellow Wood Associates/Community Roots.
- The Board quorum agreed for Amanda to meet with the Consultants, as well, asked her to check references for each.
- The Board will continue discussions at the next meeting.
- Prior to proceeding with the additional cost of the comprehensive study of the Village Church; Amanda stated that she had reached out to a representative of the United Christian Church to confirm the authority over the structure.
- The Board reviewed a copy of the email response stating that, as the Church had not had a formal closing ceremony, it was unclear who would have rights to transfer ownership or authorize any projects.
- The Board agreed that further discussion was needed with Dr Alan Feltmarch prior to contracting for the assessment of the Church.

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

- Item tabled in anticipation of resident Dan Gauvin attending for discussion.

**6. Treasurers Report of Financials for Preceding Month.**

- The Board reviewed the report of financials for January 2019 with the newly appointed Treasurer, David Barlow.
- David noted some formatting changes to the previous Treasurer's reports and recommended a broader timeline be used for the investment portfolio to provide a more accurate reflection. The Board agreed that the changes would be helpful going forward.
- The Board quorum discussed the NEMRC software concerns with the Treasurer. David Barlow stated that he would need to understand the system better prior to making recommendations to change the accounting to more recognized software like Quickbooks.
- Chairman Mike Marcotte and Treasurer David Barlow signed the Management Representation letter for Pace & Hawley LLC for the fiscal year 2018 audit. The letter was previously approved by the Board, however needed to be updated with the completion of the audit as well as the change of Treasurer.

**7. Other Business**

- Lyell Reed submitted his resignation as a Town Lister effective immediately. Lyell's resignation letter expressed his concerns in the Listers Office, and Lyell asked that his letter be considered a public record.
- The Board reviewed a contract amendment provided by George E. Sansoucy PE, LLC in relation to the reappraisal they are conducting on the power generating facilities in Town.
- The amendment will postpone the assessment of the Casella Landfill as it was brought to their attention that the Host Community Agreement stipulates this process can only be completed at the time of a full town wide reappraisal. The town-wide reappraisal is scheduled for 2021.
- Scott Briere made the motion to approve the contract amendment with George E. Sansoucy PE, LLC as presented. Seconded by Mike Marcotte and signed by the Board quorum.
- Scott Briere made the motion to approve a \$500 donation to Newport City's Wednesday's on the Waterfront from the Recreation Committee budget. Seconded by Mike Marcotte.
- Mike Marcotte made the motion to approve the tax mapping contract with CAI Technologies for tax year April 1, 2019 through March 30, 2020 at a cost of \$1,385.00. Seconded by Scott Briere and signed by the Board quorum.

- With the changes to the Vermont Notary Laws effective July 1, 2019; the Town's insurance provider, VLCT/PACIF, will no longer be providing liability insurance on Officials for notary services under the policy. Insurance can be purchased at an estimated cost of \$120 per year, per person.
- The Board agreed that having Notary services in the office was valuable to the residents and the Town.
- The Board quorum agreed to the cost of the additional Notary insurance to be purchased for the Town Clerk and the Town Administrator.
- The Board will review and establish the policies before the July deadline.

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

- Resident Dan Gauvin arrived at the meeting for discussion on the naming of the road accessing the airport buildings and hangars.
- 911 Coordinator David Barlow explained the need for a road name and for assigning numbers to the buildings and hangars on the property. The State 911 Board contacted David stating that this process was necessary to ensure emergency services can locate buildings when needed.
- Dan Gauvin expressed his concern of changing the street address of the main airport building and the complications it may cause.
- David Barlow explained that there was no way to avoid the change of address and he would work with Dan to ensure there is sufficient transition time.
- The Board quorum agreed and approved of naming the road: *Aviation Boulevard*.
- Mike Marcotte asked David Barlow to contact Jennifer Davis at Vermont Agency of Transportation to confirm the name and process prior to proceeding.

## 8. Sign Orders

### ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18254

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
18255-18261	P1933	PAYROLL - PE 02/11	2/11/2019	\$3,533.05
ACH	F02-11	ACCOUNTS PAYABLE - IRS PE 02/11	2/11/2019	\$1,092.70
ACH	S02-11	ACCOUNTS PAYABLE - VT PE 02/11	2/11/2019	\$122.17
18262-18279	19-26	ACCOUNTS PAYABLE - GEN	2/18/2019	\$11,564.08
ACH	CC-14	ACCOUNTS PAYABLE - CC	2/18/2019	\$2,115.56
18280-18286	P1934	PAYROLL - PE 02/18	2/18/2019	\$3,160.62
ACH	F02-18	ACCOUNTS PAYABLE - IRS PE 02/18	2/18/2019	\$967.01
ACH	S02-18	ACCOUNTS PAYABLE - VT PE 02/18	2/18/2019	\$106.17
Approved by the Board for the Treasurer to sign checks totalling				<b><u>\$20,545.80</u></b>
<b>BLDG &amp; MAINT RESTRICTED FUND SAVINGS ACCOUNT</b>				
CHECK #		ORDERS	CHECK DATE	FY19 AMOUNT
BANK CK		ACCOUNTS PAYABLE - DCO	2/18/2019	\$ 780.00
Approved by the Board for the Treasurer to sign checks totalling				<b><u>\$ 780.00</u></b>
<b>ROAD &amp; BRIDGE RESTRICTED FUND SAVINGS ACCOUNT</b>				
CHECK #		ORDERS	CHECK DATE	FY19 AMOUNT
BANK CK		ACCOUNTS PAYABLE - RES	2/18/2019	\$ 4,650.00
Approved by the Board for the Treasurer to sign checks totalling				<b><u>\$4,650.00</u></b>

**Meeting adjourned at 5:50 p.m.**

**The next Select Board meeting will be held on Tuesday March 5<sup>th</sup>, 2019 at 2:30 p.m.**

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**Michael Marcotte / Chairman**

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**Bradley Maxwell**

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**Scott Briere**

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**Amanda Carlson / Town Administrator**