

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**

**Tuesday July 18<sup>th</sup>, 2017 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

**Town Officials Present:**

Amanda Carlson/Town Administrator  
David Barlow/Town Clerk & Treasurer  
Carol Simmons / Planning Commission Assistant  
Skip Gosselin/Planning Commission  
Kate Fletcher/Delinquent Tax Collector

**Guests:**

Adam Messier; Sheila Morley; Joshua Griffes; Deb Tanguay; Martha Sylvester  
Tim Eustance; Brian Beaudoin; Joh Gay

**Press:**

Elizabeth Trail/Barton Chronicle

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- 1. Mike Marcotte called the meeting to order at 5:05 p.m.**
- 2. Approve the minutes of the July 7<sup>th</sup> and the July 10<sup>th</sup>, 2017 meetings**
  - Brad Maxwell made the motion to approve the minutes of the July 7<sup>th</sup> and July 10<sup>th</sup>, 2017 meetings as written. Seconded by Scott Morley.
  - The Board signed and approved the minutes as written.
- 3. Allow for public comment**
  - No public comment.
- 4. Waste USA regarding the Coventry landfill expansion project**
  - John Gay from Waste USA presented the plans for the Coventry Landfill expansion.
  - The phase six expansion expands the current foot print of 70 acres by an additional 53 acres towards the airport.

- Waste USA is currently in year two of the five year permitting process.
- On September 15<sup>th</sup>, 2017 the Coventry Landfill is hosting an open house for information and on site tour of the expansion.
- On September 19<sup>th</sup>, 2017 there will be a permit overview meeting at the Coventry Landfill to discuss the permit process.
- The Select Board and residents were invited to attend both events.
- John reviewed phase five of the landfill plans which entailed a clean-up of the unlined landfill, known as the “Nadeau dump”, at the other end of the site. This project; however, will not start until the phase six expansion is underway.
- John reviewed the extensive permitting process addressing air quality issues and the current contracts in place with Washington Electric to utilize the naturally produced gasses generated at the landfill.
- Samples of the liner material were handed around and a diagram illustrating the layers of lining and protection were displayed and explained.
- Only trash from Vermont residents and business is accepted at the Coventry Landfill. Any special exceptions from out of State projects need to be approved by the State of Vermont on an individual basis.
- Each 4.9 acres of landfill has an estimated two million yards of solid waste capacity. The 53 acre expansion is estimated to take 22 years to utilize based on the current disposal rates; however, the Vermont solid waste regulations are prohibiting more materials being allowed in the landfill so disposal rates may diminish creating a longer lifespan for the project.
- John Gay urged residents to contact himself, or the landfill office, should they have any questions or concerns about the project.

## **5. Appointment of Town Clerk and Treasurer**

- The Board signed the Certificate of Appointment for Deb Tanguay as Town Clerk. Deb signed the oath of office.
- The Board signed the Certificate of Appointment for Adam Messier as Town Treasurer. Adam signed the oath of office.
- Deb Tanguay stated her intention to appoint David Barlow and Amanda Carlson as Assistant Clerks.
- Adam Messier did not appoint an assistant at this time.
- Scott Morley stated that the Town has to review the current budget to determine an appropriate amount to allot for an Assistant Treasurer. This is a new budget item that needs to be discussed.
- Deb Tanguay will begin as Town Clerk on Monday July 24<sup>th</sup>, 2017. Office hours will be Monday and Wednesday 8: a.m. to 1:30 p.m. and Friday 8: a.m. to 1:00 p.m.
- Adam Messier will begin as Town Treasurer on Tuesday July 25<sup>th</sup>, 2017 with office hours of Mondays and Friday 8:00 a.m. to 12:00 p.m.

- The Board granted Scott Morley unanimous authority to work with Deb Tanguay, Adam Messier and Amanda Carlson to discuss office procedures, and assignment of duties not determined by Statute, for Board review.

## **6. Python Wrestling Group**

- Representatives from Python Wrestling Group requested the use of the gymnasium for two nights per week in December, and increasing to three nights per week from January through April.
- Scott Morley stated that he is not prepared to vote on the issue at this time. After a recent insurance audit, the Board needed to review the policies and procedures for facility use.
- The Board agreed unanimously that insurance regulations and requirements needed to be discussed before any commitments are made.
- The Python Wrestling Group will be contacted when the Board is ready to discuss again.

## **7. Local Emergency Operations Plan adoption**

- The Board reviewed the Local Emergency Operations Plan with changes noted from last years adopted plan.
- Scott Morley made the motion to approve the Local Emergency Operations plan with all of the noted changes. Seconded by Brad Maxwell and unanimously approved by the Board.
- The Northeastern Vermont Development Agency (NVDA) will furnish the Town with the final copy which will then be posted on the Town website for public view.

## **8. Aegis Renewables proposed contract / Solar energy project**

- Under the Boards unanimous authority for Scott Morley to further research the proposed solar energy projects; Scott stated that he met with Orleans Town Manager John Morley the previous week to assist with review of the proposed projects.
- After discussion with John, Scott stated his recommendation not to proceed with the SolarTech project to build a Town owned solar array. This project would come at a great cost and responsibility on the Town and he felt the benefits did not outweigh the risks.
- The Board unanimously agreed not to proceed with the SolarTech proposed project.
- Scott stated that he did not feel the Aegis Renewables net metering project was enough of a benefit to the Town to proceed. With a small savings to the Town, these types of projects drove the cost of electricity up for local residents. He did not feel this was a benefit to the whole of the community.
- Mike Marcotte stated that savings would grow in future years and the net metering project was going to proceed with or without the Town; therefore, he felt the Town should take advantage of the benefits while offered to them.
- Brad Maxwell was unsure of the project benefits and unsure if they should commit the Town for such a low savings.

- The Board agreed unanimously to allow Attorney Paul Gillies to review the contract for insight on the legalities and if there were additional risks associated prior to deciding.
- The Coventry Village School Board and Coventry Fire District indicated they are waiting for the Town's decision. Both organizations will be notified that the Town will wait for legal advice before proceeding.

*Delinquent Tax Collector, Kate Fletcher, requested the Board amend the agenda to move to item #13. The Board agreed unanimously to move the agenda item and speak with Kate.*

### **13. Delinquent Tax Collectors Report and Income Report review**

- The Board reviewed the weekly income report from the Delinquent Tax Collector showing a total received of \$4,089.51.
- Brad Maxwell made the motion to approve the report as presented. Seconded by Scott Morley. Mike Marcotte signed the report on behalf of the Board.
- Kate reported that the one year redemption period for the 2016 tax sale concluded on Friday July 14<sup>th</sup>, 2017. All properties were redeemed by the owners except for one. The information on the one not redeemed was sent to Attorney Paul Gillies to complete the deed and property transfer.
- Kate stated that there have been many issues with the tax sale. For properties redeemed the purchaser would now need to be reimbursed and totals owing were unclear from the original sale.
- Some of the funds that are owed as reimbursements were turned over from former Town Attorney Bill Davies to the former Treasurer Cynthia Diaz. The funds have not been returned to the Town. The Town will need to cover this cost until the monies are returned.
- Bill Davies office staff had been helpful with recent requests for documents pertaining to the tax sale; however, further clarification was needed.
- The Board granted Scott Morley unanimous authority to work with the Delinquent Tax Collector and continue communications with Bill Davies office staff to obtain the information needed.
- Kate Fletcher stated that approximately twenty letters had been sent out on delinquent taxes as she has completed the necessary adjustments for accurate totals owing.
- The Board agreed that in August they would discuss moving to a monthly report instead of a weekly report from the Delinquent Tax Collector as things are moving in the right direction.

### **9. Hi-Acres Bridge**

- The Board reviewed the two quotes presented for the Hi-Acres bridge replacement.
- Designs were presented for a steel bridge with a paved decking. The style presented was the Cambridge series. The 80' long by 18' wide bridge will be higher, longer and wider than the previous bridge allowing for more water flow and prevention of flooding.
- Engineer Tim Ruggles reviewed both quotes prior to the meeting and confirm the products presented were equal.

- Quote received from Contech Engineered Solutions; \$182,155.00 and U.S. Bridge; \$174,870.00.
- Tim Ruggles stated that there were bolt fixtures included in the US Bridge quote that were not included from Contech; and the delivery times were more favorable with U.S. Bridge. US Bride also offered a better warranty.
- An approximate three-month delivery is expected for the completed product. Once an order is confirmed, Tim Ruggles will begin the process of meeting with contractors for estimates on the ground and river bed preparations.
- Tim stated that if the action was made now, then the installation could be done this year before the fall deadlines for river bed work set by the Agency of Natural Resources.
- The Town Administrator, Amanda Carlson, reported that she has been working with Vermont Department of Transportation to apply for an increase of grant funds to assist with the cost of the new bridge.
- Brad Maxwell made the motion to approve the purchase of the new Hi-Acres bridge from U.S. Bridge at a total cost of \$174,870.00. Seconded by Scott Morley and unanimously approved by the Board.
- The Board granted the Town Administrator, Amanda Carlson, unanimous authority to contact U.S. Bridge and proceed with the purchase and ordering.

#### **10. Investment Advisor**

- Scott Morley recommended that the Board consider hiring a professional Investment Advisor.
- Scott feels it would be in the best interest of the Town to have a third party professional offer advice on the Towns investments who does not have any vested interest and who is not benefiting from the money.
- An investment advisor would come at a cost to the Town, however, the financial benefits of their service should outweigh the costs.
- David Barlow advised the Board to be cautious of how this professional is hired. An investment advisor has a fiduciary responsibility to the Town, where a financial advisor does not.
- Mike Marcotte questioned what other Towns do and suggested reaching out to the State Treasurer, Beth Pearce for advice.
- The Board granted Scott Morley unanimous authority to research investment advisors for the Board to review.

#### **11. Town Attorney RFP**

- Scott Morley stated that Town Attorney Paul Gillies will be seeing the Board through any ongoing litigation issues; however, the agreement with Paul was set on a temporary basis and the Town should start considering a long-term agreement for a Town Attorney for routine business.
- Scott stated that Pula Gillies can assist with the search and guide the Town on how best to find the right candidate.

- The Board granted Scott Morley unanimous authority to work with Attorney Paul Gillies on the process and report back to the Board.

## **12. Civil law suit**

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

- Mike Marcotte made the motion to enter in executive session pursuant to 1 VSA 313 stating that premature general public knowledge would clearly place the Town at a substantial disadvantage.
- Seconded by Brad well and unanimously agreed by the Board to enter into executive session.
- Executive session included the Select Board and the Town Administrator, Amanda Carlson, and started at 7:10 p.m.
- The Board exited executive session at 7:30 p.m.
- No action taken by the Board.

## **13. Delinquent Tax Collectors Report and Income Report review**

- *Agenda item moved by unanimous consent by the Board. See previous discussion after agenda item #8.*

## **14. Review Town Office revenue report for the preceding calendar week**

- The Board reviewed the income report presented by the Town Administrator.
- Total income received for the week of July 9 to 15, 2017; \$3,329.01 – *Cash \$23.50; Checks \$4,305.51*
- Scott Morley made the motion to approve the report as presented. Seconded by Brad Maxwell. The Board unanimously approved and signed the report.
- Scott Morley stated that the process and presentation of income reports will need to be reviewed when the new Town Clerk and Treasurer start.

## **15. Other Business**

- The Board reviewed the second quarter investment statements provided by Edward Jones, Cambridge, Jackson and Hartford.
- No comment or action taken by the Board.
- Scott Morley stated that he had arranged to have the exterior paint of the Community Center tested for lead on Thursday July 20<sup>th</sup>, 2017.
- Once the results are received, the Board can then review the quotes for painting.
- The Board instructed the Town Administrator to request new bank signatures cards for all Town accounts which will remove David Barlow and add Adam Messier as the Town Treasurer.

- The Board agreed unanimously to continue weekly meetings until the first Monday in August.; after which the Board will hold meetings on the first and third Monday of each month at 5:00 p.m.

## 16. Sign Orders

*Accounts payable checks dated 06-30-17 for fiscal year end payments.*

### *General Fund Expenses:*

Accounts Payable	06-30-17 Tax Sale Reimbursement	\$9,847.27
Accounts Payable	07-11-17 VMERS	\$1,280.85
Accounts Payable	07-18-17 State Withholding ACH Transfer	\$1,396.99
Accounts Payable	7-11-17 Federal Wage Tax ACH Transfer	\$4,693.43
Accounts Payable	06-30-17	\$29,815.75
Payroll	For week ending 07-15-17	\$3,477.10
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$50,511.39</b>

### *Road and Bridge Restricted Fund Savings Accounts:*

Accounts Payable	Engineering Services for Hi-Acres Bridge	\$675.00
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$675.00</b>

### *Inter-fund Transfers:*

Account Transfer	Transfer from Buildings & Maintenance Fund to the General Fund.	\$6,563.75
<b>Signed by the Board for the Treasurer to make a transfer totaling</b>		<b>\$6,563.75</b>

*The Board approved a warrant on July 10, 2017 for a total of \$6,563.75. The two checks were made for deposits to the gymnasium flooring and the new key lock system. These deposits were approved by the Board to be taken from the Buildings and Maintenance Fund. The warrant instructed the Treasurer to take from the general fund.*

*A corrective warrant was signed, and a warrant instructing the treasurer to transfer funds from the buildings and maintenance fund back into the general fund was issued.*

**17. Meeting adjourned at 7:50 p.m.**

**The next Select Board meeting will be held on Monday July 24<sup>th</sup>, 2017 at 5:00 p.m.**

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**Michael Marcotte / Chairman**

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**Bradley Maxwell**

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**Scott Morley**

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**Amanda Carlson / Town Administrator**