

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY DECEMBER 17th, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Adam Messier / Town Treasurer

Jeanne Desrochers / Cemetery Commission

David Barlow / Assistant Clerk

Guests:

Andrew Jensen / Vermont State Police

Press:

Elizabeth Trail / The Barton Chronicle

- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**
- 2. Approve the minutes of the December 3rd, 2018 Meeting.**
 - Brad Maxwell made the motion to approve the minutes of the December 3rd, 2018 meeting as written. Seconded by Scott Briere.
 - The Board unanimously approved and signed the minutes of the December 3rd, 2018 meeting as written.
- 3. Allow for Public Comment**
 - No public comment noted.
- 4. Follow up on Lister Lyell Reed**
 - Chairman Mike Marcotte referred to the discussion at the December 3rd, 2018 meeting with Lister Lyell Reed, stating that the information presented was very different then the discussion held at the October 15th, 2018 Board meeting.

- The Town Attorney was since consulted about the conflicting messages made, and stated that without evidence of any wrongdoing there was no further action recommended and the Board should move forward.
- In response to a comment made by Lyell Reed at the previous meeting that he felt this was a “witch hunt” by the Select Board; Mike Marcotte wanted it clarified that the Select Board did not go looking for anything, they only reacted to the questions that were brought to them and directly to the Town Attorney by Lyell himself.
- Brad Maxwell stated that although the matter is not being pursued any further, the Board should be aware of the original statements made to ensure the appraisal processes are clear going forward.

5. Vermont State Police – Walter Smith

- Sergeant Andrew Jensen was present in place of Walter Smith who was unable to attend.
- Sergeant Jensen provided the Board with an overview of the Vermont State Police’s activity in Coventry over the past year relating to the 219 calls for service. Historical comparisons can be provided on request.
- In response to a question regarding opioid problems in the area, Sargent Jensen stated that the Vermont State Police have identified individuals in Coventry contributing to the problem; however, funding for undercover manpower has been reduced making enforcement more difficult.
- Chairman Mike Marcotte thanked Sargent Jensen and the Vermont State Police department for their work in the community and for attending the Board meeting with the local overview of the year.

6. IRS Notice and Penalty for 2012 Filing Discrepancy by Former Town Treasurer

- The Town received notice from the IRS in November stating that there was a filing discrepancy from the 2012 year end wage reporting. The W2 forms issued to employees did not match the quarterly payments made resulting in a fine of \$8,082.91; adding an additional \$1,064.80 in interest to date, for a total due of \$9,147.71.
- Town Administrator Amanda Carlson stated that the current Town Treasurer spoke with someone at the Internal Revenue Service and they stated that this fine was originally issued to the Town in 2015. Since that time additional notices were sent and when a response was not received it was sent to the collections department.
- Notices sent to the office would have been received by the former Town Treasurer, Cynthia Diaz, who did not contact the IRS for information, or inform the Select Board of the issue.
- Mike Marcotte stated that this was again an example of the former Treasurer’s practices that are still impacting the Town.
- Town files from previous years were left in unorganized and unlabeled boxes in a storage room. After an extensive search by Town Administrator Amanda Carlson, the 2012 year end filings

were located and sent to the IRS along with a request to waive the penalty based on the Town's situation.

- The IRS agreed that they will review the information and consider the request to waive the fees; however, this process could take several months. The Town will be notified when a decision has been made.

7. RFP for Economic Development Plan

- Town Administrator Amanda Carlson stated that a draft RFP was not ready to review.
- Item tabled until the next meeting.

8. 2019-20 Budget Preliminary Discussion

- Copies of the draft preliminary budget for fiscal year 2020 were provided by the Town Administrator, Amanda Carlson.
- The Board will review and individually provide comments to Amanda over the next couple of weeks. The full Board will discuss in more detail at the next meeting scheduled for January 7, 2019.

9. Treasurers Report of Financials for Preceding Month

- Town Treasurer Adam Messier was not yet present at the meeting. The Board proceeded to review the written report provided by the Treasurer.
- Brad Maxwell noted a calculation error on the summary sheet to be amended.
- After discussion on the responsibilities of the newly appointed Bookkeeper, Scott Briere made the motion to grant Deb Tanguay read only access to the Community National Bank accounts online. Seconded by Brad Maxwell and unanimously approved by the Board.
- The Board agreed to table further discussion on the financial report until the Town Treasurer arrived to the meeting.

10. Other Business

- The flag pole in the Village Common, and the flag flying in the cemetery need a light if the flag is going to continue to be left up overnight.
- David Barlow did some research into options for a solar light; however, did not find a viable solution.
- As main street is scheduled for watermain construction in the spring, Mike Marcotte stated that it might be an opportunity to have power lines installed to the Village Common.
- The Board agreed to pursue quotes for the installation of power to both locations.

- Town Treasurer Adam Messier arrived to the meeting.

- The Board unanimously agreed to return to agenda item #9 and continue discussions on the Treasurer’s Report.
- The Board discussed the Treasurer’s report of financials for November 2018 and addressed the new accounts listed and the investment account balances.
- No action taken by the Board.

- Treasurer Adam Messier presented the Board with a letter of resignation effective January 31, 2019.
- Adam stated that his decision was based on personal time commitments. He will stay into the new year to ensure year end tax reporting is completed.
- The Board thanked Adam Messier for his service to the Town.
- A notice of upcoming vacancy will be posted and the Board will consider applications at the next meeting. The Board will make an appointment to the office that will serve until elections are held at Town Meeting in March 2019.

- *Brad Maxwell departed the meeting at 5:30 p.m. prior to signing orders.*

11. Sign Orders

General Fund Account:

AP #1922	General AP – 12/17/18	\$ 26,112.96
PR #19-24	Payroll for week ending 12/08/18	\$ 2,825.20
PR #19-24a	Payroll addition for week ending 12/08/18	\$ 761.18
PR # 19-25	Payroll for week ending 12/15/18	\$ 3,363.69
Signed by the Board for the Treasurer to draw checks totaling		\$ 33,063.03

Road & Bridge Restricted Fund Savings Account:

12/17/18	Ruggles Engineering	\$ 900.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 900.00

12. Meeting adjourned at 5:40 p.m.

The next Select Board meeting will be held on Monday January 7th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator