

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**Monday March 19<sup>th</sup>, 2018 at 4:30 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman; Brad Maxwell

**Town Officials Present:**

Amanda Carlson / Town Administrator

Moe Jacobs / Planning Commission

Skip Gosselin / Planning Commission

Carol Simmons / Planning Commission

Anita Gariepy / Lister

Joshua Griffes / Fence Viewer

David Barlow / Assistant Clerk

Kate Fletcher / Delinquent Tax Collector & Lister

Lyell Reed / Lister

David Gallup / Road Commissioner

Adam Messier / Treasurer

**Guests:**

Attorney Paul Gillies; Scott Morley; Karen Hamlin

Rudy Percy & Leigh Curtis / Borderline Ridgeriders ATV Association

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

**2. Approve the minutes of the March 6<sup>th</sup>, 2018 meeting**

- Brad Maxwell made the motion to approve the minutes of the March 6<sup>th</sup>, 2018 meeting. Seconded by Mike Marcotte.
- Minutes of the March 6<sup>th</sup>, 2018 meeting approved and signed as written.

### **3. Allow for public comment**

- Martha Sylvester stated that she was not aware that her position as Recreation Committee Director would be tabled and that she is planning on presenting the Board with a proposal to continue the work she started.
- Martha Sylvester presented the Board with documents pertaining to the Coventry Fire District Bond vote scheduled for the following day; Tuesday March 20<sup>th</sup>, 2018. Martha stated that the State Election Guidelines were not being adhered to and that she planned to contest the election with a request that the Board support the decision. No action taken by the Board.

### **4. Discussion with Attorney Paul Gillies Regarding Civil Law Suit**

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

- Mike Marcotte made a motion that the subject to be discussed with Attorney Paul Gillies would put the Town at a substantial disadvantage should the public receive premature knowledge. Seconded by Brad Maxwell.
- Brad Maxwell made the motion to enter into executive session with the following people; Mike Marcotte, Brad Maxwell; Paul Gillies; Amanda Carlson and; Scott Morley. Seconded by Mike Marcotte.
- Select Board entered executive session at 4:35 p.m.
- Select Board exited executive session at 4:57 p.m.
- Mike Marcotte stated that there were no decisions to be reported by the Board.

### **5. Borderline Ridgeriders ATV Association**

- Rudy Percy and Leigh Curtis from the Borderline Ridgeriders ATV Association requested the same permission be granted for the coming year to use the following Town Roads in whole or part, for ATV Travel; *Lane Road, Maple Ridge Road; Nadeau Park Road, Airport Road, Webster Road, River Road, Coventry Station Road, Upper Handcock Hill and Town Road 23*. No changes requested from previous year.
- The Board discussed the route and map which will be posted on the Town website.
- Mike Marcotte made the motion to approve the request from the Borderline Ridgeriders ATV Association to continue to use the same Town Roads as the previous year. Seconded by Brad Maxwell.
- Mike Marcotte approved the permission form on behalf of the Town stating permission was granted until revoked.
- The ATV Association was asked to come back next year to review and discuss.
- Residents asked about enforcement for misuse of the trails and were told that the Game Warden was the proper authority to contact; however, the ATV Association could be contacted at any time.

## **6. Listers Office Update**

- Lister Kate Fletcher provided the Board with an update on the work in the Listers Office; site inspections, scheduled training seminars and tax map updates needed.
- The Board reviewed a letter from State of Vermont Property Valuation and Review District Supervisor Doug Lay. The letter suggested issuing two separate Request for Proposals for the reappraisal, isolating power generating facilities to be assessed based on property and not on generation.
- Mike Marcotte stated that the letter will be discussed with the Board of Listers, and a decision made when the full Select Board was present.
- Lyell Reed requested that David Barlow remain as the Listers Assistant.
- Mike Marcotte questioned the need for an Assistant when the Elected Listers were attending training and seminars to learn the system. Mike stated that there needed to be an end to the transition.
- After discussing with the Listers the Board agreed that David would work as the Listers Assistant for limited hours, only as needed until the end of April at the latest.

## **7. Community Center Coordinator Update**

- Community Center Coordinator Amanda Carlson stated year to date revenue for rentals was \$1,690.00. The current fiscal years budget is \$1,470.00. The Board discussed the factors that affected this and the upcoming changes.
- Amanda Carlson reported that an agreement had been made with the Python Wrestling group for the remainder of their season. The group will receive complimentary use of the facility in exchange for cleaning services to the common areas. This should prevent the need to contract for a second weekly cleaning that was quoted at a higher cost than was received from the wrestling group. This agreement is on a trial basis and will be monitored.

## **8. Cleaning Contract**

- Mike Marcotte stated that based on the new Community Center agreement with the Python Wrestling Group, there was no need to contract for a second weekly cleaning.
- The Board reviewed the original quotes for cleaning and compared the prices for the once a week service and discussed the options.
- Mike Marcotte made the motion to accept the quote from Stephanie Nicoletti for weekly cleaning of the offices and community center at a cost of \$175.00 for a contract until fiscal year end June 30, 2018 with the intention to sign a twelve-month contract at that time. Seconded by Brad Maxwell.

## **9. Library Board Trustees**

- Three Coventry residents came forward to volunteer their time on the Goodrich Memorial Library Board; Kathleen Ahearn, Tammy Dodge-Jacobs and Keith Richards.

- Volunteers will be asked to write a letter of interest to be submitted to the Library Board for consideration.

#### **10. Damaged Car**

- A resident's car was scratched by the Town plow during a recent storm. Quotes were received and reviewed by the Board.
- Mike Marcotte made the motion to send all information to the Town's insurance company to handle the repairs. This would ensure the Town was protected from further claims. Seconded by Brad Maxwell.

#### **11. Treasurers Report of Financials for Preceding Month**

- The Board reviewed the Treasurer's report of financials for February 2018 including the year to date budget status report.
- The Board questioned several line items and discussed the totals.

#### **12. Other Business**

- The Board reviewed a quote from Hanson Wagon Wheel for replacement wheels to the cannon that used to be in the Common. Total quote at \$3,500 plus shipping from Pennsylvania.
- The Board asked the Town Administrator to do a search on local options before the order was placed.
- Road Commissioner David Gallup stated that the supplier of road salt was unable to deliver any orders at the moment due to limited supplies.
- Karen Hamlin stated that she was following up from a meeting last year where she questioned the Board on a Vermont statute pertaining to delinquent taxes. She was unable to provide the statute reference number but quoted it as saying that if the warrant was not turned over in the proper manner then the collector would be responsible and not the property owners.
- Karen stated that she had made requests for information on tax bills and levies placed on her property and had never received a response or follow up.
- Delinquent Tax Collector Kate Fletcher stated that she had been working on sorting through records over the last year but she had never been contacted by Karen Hamlin for these documents. Kate stated that she would be happy to set up an appointment to review the files and assist with the request.

**13. Sign Orders**

**General Fund Account:**

Payroll	For week ending 3/10/18	\$ 3,351.53
Payroll	For week ending 3/17/18	\$ 2,903.00
AP	3/19/18	\$ 21,613.42
AP	3/19/18 Fire Escape Permit	\$ 147.70
AP	3/19/18 Prudential Payroll Withdrawal	\$ 3,115.35
AP	Federal Withholding for February 2018	\$ 4,080.93
AP	State Withholding for February 2018	\$ 440.28
AP	Transfer of Funds to Savings Accounts as Voted	\$ 753,243.99
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 788,896.20</b>

**14. Meeting adjourned at 6:22 p.m.**

**The next Select Board meeting will be held on Monday April 2<sup>nd</sup>, 2018 at 4:30 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**