

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**Monday April 16<sup>th</sup>, 2018 at 4:30 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman; Brad Maxwell; Scott Briere

**Town Officials Present:**

Amanda Carlson / Town Administrator  
Kate Fletcher / Lister & Delinquent Tax Collector  
Martha Sylvester / Recreation Committee Chairman  
Joshua Griffes / Fence Viewer

**Guests:**

Jim Jarvis; Karen Hamlin; Leo Piette

**Press:**

Jane Peters / Barton Chronicle

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- 1. Mike Marcotte called the meeting to order at 4:30 p.m.**
  
- 2. Approve the minutes of the April 9<sup>th</sup>, 2018 meeting**
  - Brad Maxwell made the motion to approve the minutes of the April 9<sup>th</sup>, 2018 meeting. Seconded by Scott Briere.
  - Minutes of the April 9<sup>th</sup>, 2018 meeting approved and signed as written.
  
- 3. Allow for public comment**
  - On behalf of the Board, Mike Marcotte, thanked Kate Fletcher for assisting with the special meeting the previous week while the Town Administrator was on vacation.
  - Mike also thanked, on behalf of the board, Town Administrator Amanda Carlson for taking time away from her vacation to assist Kate and the board.
  
- 4. Borderline Ridgeriders ATV Association**
  - Item tabled. No members of the ATV Association present.

## 5. Edward Jones Investments

- Edward Jones Investment Advisor Jim Jarvis provided the Board with a portfolio analysis and review of current account. Jim Jarvis reviewed the history of the account and projected growth.
- The Town made an initial investment of \$150,000 in 1999 and estimated value is currently \$432,246.
- Updated authorization forms were requested and will be completed by the Board.
- Discussion was informational and no action was taken by the Board.

## 6. Karen Hamelin-Britch discussion with board and Delinquent Tax Collector

- Scott Briere recused himself from his Select Board seat for this agenda item due to a conflict of interest.
- Karen Hamlin questioned the Board and the Delinquent Tax Collector on tax bills for the property she formerly owned that was sold in 2012.
- Delinquent Tax Collector, Kate Fletcher provided Karen with printed copies of files previously requested.
- The Board, Kate Fletcher and Karen Hamlin continued discussions on the 2012 tax sale and the process.
- Karen was informed that there were questions that could not be answered at the moment and that investigations continued.
- Karen thanked the Board for taking the time to discuss and answer questions.
- No action taken by the Board.

## 7. Review of Request for Proposals for Town Wide Reappraisal

- Lister Kate Fletcher reported that the Request for Proposals was not ready for review.
- Kate stated she was waiting for information from the PVR District Supervisor, Doug Lay, and anticipated the draft would be ready for the next meeting.

## 8. Planning Commission Update

- Item tabled. No Planning Commission members present.

## 9. Investment Advisor

- The Board reviewed the Investment Advisor proposals received.
- ~~Only firms recommended by the State of Vermont Department of Financial Regulation were contacted. Approximately 12 firms were contacted and four proposals were received.~~
- **The State of Vermont Department of Financial Regulation provided the Town with a list of qualified investment firms. Approximately 12 of the firms were contacted and four proposals were received.**
- Assistant Clerk and Trustee of Cemetery Funds, David Barlow was asked to assist Amanda Carlson in the review; and both made the same recommendation to the Board.

- John-Henry Hubert from Catamount Asset Management, LLC will be asked to attend the next meeting to interview with the Select Board.

#### **10. Financial Policies**

- The Board reviewed the eleven financial policies recommended by the Vermont League of Cities and Towns.
- The policies had been reviewed by the Treasurer; however, Treasurer Adam Messier was not present to offer comment.
- The Board agreed that there were four policies that should be adopted immediately, where the remainder could wait for further review.
- Brad Maxwell made the motion to adopt the following financial polies; *Accounting, Auditing and Financial Reporting Policy; Cash Receipts Policy, Petty Cash and Returned Check Policy; Credit Card Policy; and, Fraud Prevention Policy*. Seconded by Scott Briere and unanimously approved by the Board.
- The Select Board and the Town Administrator signed the four policies for adoption.

#### **11. RFP for Auditor**

- The Board reviewed a draft Request for Proposals for auditing services for the 2017-18 Fiscal year. Corrections were noted and discussed.
- With the noted corrections, the Board unanimously approved the RFP For Auditing Services for FY 17-18 for posting.

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

- The Board reviewed the Treasurer's report of financials for March 2018.
- The Board unanimously agreed that going forward they will dedicate some time during the meeting to conduct a detailed review of the budget status report on a quarterly basis.
- As the Town Treasurer was not present to participate, the Board agreed to review the third quarter report with him at the May 21, 2018 meeting.

#### **13. Liquor License Renewal Amendment**

- The Board reviewed an amended 2018 Liquor License application for Marth's Diner, LLC. The new application was filed due to clerical changes.
- Brad Maxwell made the motion to approve the Liquor License for Martha's Diner LLC as presented. Seconded by Scott Briere and unanimously signed and approved by the Board.

#### **14. Other Business**

- The Board unanimously agreed to publishing an advertisement in the Newport Daily Express Centennial Celebration Magazine being issued in June.

- The Board asked Amanda Carlson to discuss with the Coventry Village School for ideas on how to wish the neighboring City a Happy Birthday.
- The Board unanimously agreed that all regular scheduled meetings will be moved to 4:30 p.m. on the first and third Monday of each month until further notice.
- Martha Sylvester presented the Board with a quote from Kingdom Bounce n' Slide for Coventry Day. The \$2000 quote would include the tents, tables, chairs and bounce houses.
- The Board unanimously approved the quote for Coventry Day.
- Under the unanimous authority given by the Board for Brad Maxwell to research tractors with the Road Commissioner; Brad Maxwell reviewed the options with the rest of the Board.
- The Board considered the price, trade in value and equipment options offered.
- Brad Maxwell stated his concern that the lesser known brand would cost more in the long run with repairs and lower trade in value.
- Scott Briere agreed that although some brands were higher priced, they carried a longer history on the market with a high trade in value.
- The Board agreed that the Road Commissioner needed to be comfortable with the equipment and what it offered.
- Mike Marcotte made the motion to grant Brad Maxwell the authority to make the determination and execute the trade-in and purchase of a new tractor for the Road Department. Seconded by Scott Briere.
- At the April 9, 2018 meeting the Board unanimously approved the purchase of light fixtures for the Community Center and Garages using the Efficiency Vermont Rebates.
- The Board asked Amanda Carlson to post a request for bids for the installation of the lights.
- The Board granted Amanda Carlson authority to research cost on an elevator/lift for the Community Center to ensure the upstairs was ADA accessible. Once quotes are received then grants can be researched to assist with the cost.

**15. Sign Orders**

**General Fund Account:**

Payroll	For Week Ending 4/14/18	\$ 3,118.67
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 3,118.67</b>

**16. Meeting adjourned at 6:35 p.m.**

The next Select Board meeting will be held on Monday May 7<sup>th</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