

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY

Monday July 31st, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator
Adam Messier/Treasurer
Deb Tanguay/Town Clerk
Kate Fletcher/Delinquent Tax Collector
David Barlow/Assistant Town Clerk
Carol Simmons/Planning Commission Assistant

Guests:

Martha Sylvester; Dan Introcaso

Press:

Chris Roy/Newport Daily Express

- 1. Mike Marcotte called the meeting to order at 5:00 p.m.**

- 2. Approve the minutes of the July 24th, 2017 meeting**
 - Scott Morley made the motion to approve the minutes of the July 24, 2017 meeting as written. Seconded by Brad Maxwell.
 - The Board signed and unanimously approved the minutes of the July 24th, 2017 meeting as written.

- 3. Allow for public comment**
 - No public comment.

4. Aegis Renewables proposed contract / Solar energy project

- Chris Lamonica from Aegis Renewables verified that the street light account was not eligible for the net metering savings; therefore, the proposed contract presented listing three town accounts was accurate.
- The total anticipated savings based on the three eligible accounts is \$250-\$290 per year.
- Scott Morley stated his opinion that committing the Town to a twenty-year contract for the small savings was not recommended.
- The Board unanimously agreed not to pursue the Aegis Renewables new metering contract.

5. Fuel Contract

- The Town currently purchases propane and diesel from Fred's Energy. Oil Supply provides the heating fuel.
- Scott Morley stated that he has been speaking with the companies regarding competitive pricing options for the diesel fuel. The Town's two diesel tanks were supplied by Fred's energy. Oil supply offered a lower price on diesel by \$0.05 per gallon, however they would only supply one tank and the town would be responsible to pour a concrete foundation for it.
- Road Commissioner, David Gallup, had recommended staying with Fred's Energy as the price for a second tank, foundation and maintenance was not cost effective for the savings.
- The Board unanimously agreed to leave the diesel tanks as is and continue to purchase diesel and propane fuel from Fred's Energy; heating fuel will continue to be purchased from Oil Supply.
- Scott Morley made the motion to pre-buy heating oil at \$1.93 per gallon, for 3000 gallons from Oil Supply for the 2017/18 year. Seconded by Brad Maxwell.

6. Community Center Painting & Fire Escape Replacement

- Under the Board unanimous authority for Scott Morley to continue working on the Community Center Painting project; Scott stated that Fred Carter, Inc. reduced their quote to \$6,500.00 based on the negative test results for lead paint. Quote included spot priming and one coat of paint.
- As discussed last week, Greg Crease provided a quote for \$6,250.00 which included full priming and two coats of paint.
- As per the Boards authority at the previous meeting, Scott Morley notified Greg Crease he was awarded the job of painting the Community Center building for a total of \$6,250.00. The work will be completed no later then September 30, 2017.
- Scott Morley stated that under the Boards unanimous authority, he met with an architect the previous week regarding the outside fire escape stairs.
- Architect, Mark Stewart will speak directly with the Fire Marshall for discussion before making recommendations on how to proceed.

7. Community Center Rentals / Python Wrestling

- The Board agreed unanimously to table the decision until more research can be done on the Community Center rental policies and recommendations on insurance by the Vermont League of Cities and Towns.

8. Credit Card Policy

- The Board was presented with an amended policy for review.
- The Board will review this week and consider for adoption at the next meeting.

9. Civil law suit

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

- The Board agreed unanimously that executive session was not warranted at this time.
- The Town of Coventry is scheduled in the Orleans Civil Court the following day, Tuesday August 1, 2017 at 8:00 a.m. in the civil law suit against former Town Clerk and Treasurer, Cynthia Diaz.
- The Select Board will continue to be represented by Attorney Paul Gillies.

10. Delinquent Tax Collectors Report and Income Report review

- No delinquent taxes collected or reported for the week prior.

11. Review Town Office revenue report for the preceding calendar week

- No report provided to the Board. The Treasurer and the Town Administrator will clarify records and provide the Board with a two-week report at the next meeting.

12. Other Business

- Starting in August, the Board will be meeting on the first and third Monday of each month.
- August schedule for Board meetings will be Monday August 7th and Monday August 21st, 2017. The Board intends for the first meeting of each month to be focused on Town business, and the second being centered on financial reporting and overview.
- The Board granted Scott Morley unanimous authority to speak with Auditor Jeff Graham regarding the implementation of dual signatures on all checks and the recommendations for best practices going forward for the Town and the bank.
- The Board discussed the process for approving payroll with the new Select Board Meeting schedule. Process will be confirmed at the next meeting.
- Assistant Town Clerk, David Barlow, informed the Board that the new computers for the Clerks office have been ordered and will be arriving within the next week or two.

- David Barlow informed the Board that there will be at least one property assessment appeal to the Board of Civil Authority. A meeting has been tentatively scheduled for August 8th at 6:30 p.m.
- As the Trustee of Cemetery Funds, David Barlow informed the Board that after a Cemetery Association meeting, a resolution has been signed for Hunt Financial and the Passumpsic Bank account.
- David requested that the Town Treasurer be added as a signatory on the Cemetery Association Account.
- Scott Morley stated that some of the files from former Town Attorney Bill Davies Office had been received and they included information on the Cemetery Association. Scott requested that these files be examined before any changes were made to the Cemetery Accounts.
- The Board granted Scott Morley unanimous authority to review the files and discuss with David Barlow and the Cemetery Association further.
- Scott Morley made the motion to approve an updated resolution to Hunt Financial Services and Edward Jones Investments with the only adjustment being the name of the Town Treasurer to Adam Messier. Seconded by Brad Maxwell.
- Resolutions were unanimously approved and signed by the Board. The Town Administrator will mail originals to each office.
- The Board and new Town Treasurer, Adam Messier signed the Account Authorization and Agreement Form provided by Edward Jones Investments.
- The Board agreed unanimously to close the Town Offices on Friday August 4th, 2017 to allow the Clerk and Administrator an opportunity to organize the offices.

13. Sign Orders

Payroll	For week ending 07/29/17	\$3,018.11
Accounts Payable	07/31/17	\$1,801.71
Signed by the Board for the Treasurer to draw checks totaling		\$4,819.82

14. Meeting adjourned at 6:02 p.m.

The next Select Board meeting will be held on Monday August 7th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator