

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

**Monday January 30, 2017 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte / Chairman; Scott Morley

**Town Officials Present:**

David Gallup/ Road Commissioner; Amanda Carlson/Select Board Clerk

**School Board Directors Present:**

Frank Carbonneau; Amanda Jensen; Viola Poirier

**Guests:**

Israel Sanville; Deb Tanguay; Jeanne Desrochers; Maurice Jacobs; Skip Gosselin; David Barlow

**Press:**

Elizabeth Trail/Barton Chronicle; Chris Roy/Newport Daily Express

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

Mike Marcotte asked for a moment of silence in honor of Coventry's former Town Clerk Peggy Rackleff who passed away on January 29<sup>th</sup>, 2017.

**2. Approve the minutes of the January 23<sup>rd</sup>, 2017 meeting**

- Michael Marcotte made the motion to approve the minutes of the January 23<sup>rd</sup>, 2017 meeting.
- Seconded by Scott Morley. The Board quorum signed and approved the minutes as written.

**3. Allow for public comment**

- Karen Hamil-Umbridge asked the Boards assistance in obtaining tax payment information for her property for the years of 2009 through 2013. Karen explained that she had requested these records from the Town Treasurer & Delinquent Tax Collector and was unsuccessful in obtaining.

- The Board explained that the position of Tax Collector was an independently elected office and that she would need to contact the official to obtain any records. The Board suggested to Karen that she submit her request in writing to the elected official.
- The request for records will be made in writing and if no response is received within ten days then Karen Hamil-Umbridge will follow up with the Board on how best to proceed.

#### **4. 2017/2018 Budget Discussion.**

- Scott Morley and Amanda Carlson prepared the draft budget for review. Scott explained some of the individual line items, noting the changes from previous years. After in depth investigation into spending, many items were budgeted higher or lower than the previous year due to the discovery that expenses had been posted to incorrect account numbers.
- It was also noted that the revenue stream had been overinflated in previous years and a more accurate expectation had been budgeted for the next fiscal year.
- Mike Marcotte and Scott Morley agreed unanimously that the money voted for appropriation to the six special funds in the 2015/2016 fiscal year in the amount of \$830,350.00 can now be moved accordingly. A warning will be prepared and signed at the next meeting to approve the fund transfer.
- It was agreed that the \$579,210.04 appropriated for the 2016/2017 Fiscal year will be transferred at a later date to ensure monies are available for daily expenses.
- No amount has been determined in the 2017/2018 fiscal year budget for appropriation to the seven special funds. This will be determined after the next financial audit to ensure complete accuracy as the NEMRC accounting system and the Community National Bank accounts have not been reconciled in quite some time.
- Scott Morley made the motion for the Select Board to accept the 2017-2018 fiscal year budget as follows: *General Fund & Highway Fund Expenses: \$645,254.84; Anticipated revenue \$945,577.00 with a difference of \$300,302.16 projected to be brought for voter approval to be allocated to investment funds at a later date.*
- Motion Seconded by Mike Marcotte. General Fund and Highway Fund budgeted expenses approved to request from the voters at \$645,254.84 for the 2017/18 fiscal year.
- Jeanne Desrochers reported that the Town Foundation has experienced problems with checks from Waste USA not being deposited by the Town Treasurer in a timely manner. The Town Foundation would like to have checks sent directly to its own Treasurer. The Board suggested this could be arranged by the Foundation with a phone call to Waste USA.

#### **5. Sign 2017 Town & School District Meeting Warning.**

- Amanda Carlson spoke with J.P Isabelle from the Vermont Secretary of State's Office and confirmed that the Warning can be signed and approved with a Board quorum and does not need to be signed in the presence of the Town Clerk.
- The Select Board and School Board quorum present, all agreed unanimously to approve the warning as written.

- The 2017 Annual Town & School District meeting was signed and approved by the following: *Mike Marcotte, Scott Morley, Frank Carbonneau, Amanda Jensen, Viola Poirier.*
- Remaining Board members will be given up to Friday February 3<sup>rd</sup> 2017, to sign the warning at the Town Clerk's Office. The Town Clerk will post the warning as required.

#### **6. Town Report Review.**

- The Select Board and School Board members present were given a copy of the draft Town Report for review.
- Once the report is completed and submitted to the printers, the proof copy will be sent directly to the Board Chairman, Mike Marcotte for final approval.
- The Select Board agreed to pay for a pizza party for both the 3<sup>rd</sup> and 4<sup>th</sup> grade classes who participated in the Town Report drawing contest.

#### **7. Delinquent tax report requested from Delinquent Tax Collector. Report to include outstanding delinquent taxes due for all prior fiscal years.**

- The Board reviewed the report provided by the Delinquent Tax Collector.
- The Board noted that the totals were not organized by year as requested. The Delinquent Tax Collector was not present to comment.
- Mike Marcotte will request that reports be provided electronically.
- Scott Morley noted that the math was not correct on some of the line items. Totals were not updated properly and therefore balances reported are incorrect.

#### **8. Request Treasurer's report to include detailed list of Town revenue for preceding calendar week including all source documents.**

- The Board reviewed the report provided by the Town Treasurer.
- For January 21 to 27<sup>th</sup>, 2017 the total income received was stated as follows: *Total Checks - \$298,844.08; Cash - \$10.00; ACH Transfers - \$20,559.30. Total Income: \$319,413.38.*
- The Board noted that there were still no source documents provided, no bank deposit slips, or account for cash on hand.
- The Town Treasurer was not present to comment.

#### **9. Other Business**

- Scott Morley reviewed the Solid Waste Implementation Grant application. The Town is required to fill out a financial risk assessment questionnaire to evaluate internal control measures and accounting practices.
- After reading the assessment, it was unanimously evident to the Board that the Town would not be in compliance with the requirements. The Town will not proceed with the Grant application this year and will consider for next year once internal processes have been amended to acceptable standards.

- Mike Marcotte reported that Byran Moulton has been receiving yearly permission slips to use his ATV on Coventry Station Road from March until December. The permission was granted through the Town Clerk’s Office; however, it should have been approved by the Board on a yearly basis.
- Mike Marcotte made the motion to approve Byran Moulton to use his ATV on Coventry Station Road from March until December for 2017 and allow Amanda Carlson to provide the permission slip on behalf of the Board.
- Motion seconded by Scott Morley.
- The Board inspected the upstairs storage closet after Mike Marcotte obtained a key earlier that day.
- No discernible records were noted on first inspection. Mike Marcotte asked Amanda Carlson to organize the records so the Board can gain a better understanding of the contents and the records available to them.

**10. Sign Orders**

Accounts Payable	01/30/17	\$ 6,298.15
Payroll	For week ending 01/28/17	\$ 1,848.45
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 8,146.60</b>

**11. Meeting adjourned at 7:15 p.m.**

**The next meeting is scheduled for Monday February 6, 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 / Select Board Clerk**