

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

**Monday January 23, 2017 at 5:00 p.m.**

---

**Board Members Present:**

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

**Town Officials Present:**

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

**Guests:**

Frank Carbonneau; Skip Gosselin; Maurice Jacobs; David Barlow; Amanda Jensen

**Press:**

Dan Schwartz / VT Digger

---

1. **Mike Marcotte called the meeting to order at 5:00 p.m.**
  
2. **Approve the minutes of the January 16<sup>th</sup>, 2017 meeting**
  - Bradley Maxwell made the motion to approve the minutes of the January 16<sup>th</sup>, 2017 meeting.
  - Seconded by Scott Morley. The Board signed and approved the minutes as written.
  
3. **Allow for public comment**
  - No public comment.
  
4. **Frank Carbonneau from Coventry Village School**
  - The Board reviewed the school section of the 2017 Annual Town & School Meeting Warning with Frank Carbonneau.
  - Frank explained to the Board the reasons for keeping the school elections at Town meeting to keep the Town involved and allow for a higher number of voter involvement.
  - Frank would like the School portion of Town meeting to allow for time to explain the choices involved in the proposed Act 46 facing the School District. The Board agreed unanimously to amend the Warning accordingly.

- The Board requested Amanda Carlson make changes and the final warning be ready to be signed at the next Board meeting on Monday January 30, 2017. The School Directors and the Town Clerk will be notified to attend the meeting.

#### **5. 2017 Town Meeting Warning Review**

- The Board reviewed the 2017 Annual Town & School Meeting Warning.
- All articles included were unanimously approved as written.
- Amanda Carlson reported that after confirming with Auditor Jeff Graham, the previously discussed article on remaining School Bond Funds was not required. There were no funds to be voted on.
- The Warning will be signed and approved at the next Board meeting by the Select Board, School Board and the Town Clerk.

#### **6. Town Report Discussion**

- The Board reviewed reports submitted by the Town Clerk, Treasurer and Delinquent Tax Collector for the Town Report.
- The Board asked Amanda Carlson to contact the Town Clerk and request changes to the report of officers and the calendar of events.
- The Board received drawings from the 3<sup>rd</sup> and 4<sup>th</sup> grade classes at the Coventry Village School. Mike Marcotte recused himself from voting on the winning artwork as his granddaughter was part of the fourth grade class.
- Scott Morley and Brad Maxwell agreed that the winning drawing to be displayed on the cover of the Town Report will be 4<sup>th</sup> grade's Phoebe Hope Delabruere.

#### **7. 2017/2018 Budget Discussion. *Executive session anticipated.***

- Scott Morley made the motion to enter into executive session to discuss the proposed 2017/18 budget in relation to personnel and wage matters. Seconded by Brad Maxwell.
- The executive session included; Mike Marcotte; Brad Maxwell; Scott Morley; Amanda Carlson.
- The Board entered executive session at 5:42 p.m.
- The Board exited executive session at 6:04 p.m.
- Scott Morley made the motion to offer Amanda Carlson full time employment with the start date of February 27, 2017. Seconded by Brad Maxwell. Amanda Carlson accepted the position.
- The Board announced that the budget is still being worked on and will not be discussed in the public meeting at this time. Budget discussions will be held at the next Board meeting on January 30, 2017.

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

- The Board reviewed the delinquent tax report provided by the Delinquent Tax Collector.
- The Board noted that all prior years were listed as requested. It was also noted that the report date was included as requested.
- The Board granted unanimous authority for Mike Marcotte to request from the Delinquent Tax Collector that the report be sorted by year, and grand totals be provided.
- It was noted that total amounts for prior years were not consistent with the delinquent tax report provided for printing in the Town Report.
- The Board granted Scott Morley unanimous authority to contact Paul Gillies for advice on how to proceed with the Town Report.

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

- The Board reviewed the income report provided by the Treasurer for January 16 through January 20, 2017.
- The Board noted that there was a deposit slip from the bank provided as requested, however, it was only a deposit slip for the cash and nothing was provided for all the checks listed.
- It was also noted that the cash deposit slip total did not match the total amount received listed on the report.

**10. Other Business**

- Amanda Carlson reported correspondence from Joe Gay from Casella Waste Systems. Joe stated that after attending a meeting with the Agency of Natural Resources, it was clarified that the ANR did not intend to force solid waste entities to join districts. The language in the new proposed rules will be amended for clarity.
- The Board discussed the rules and regulations for Coventry residents claiming 25% reimbursement on gym memberships. Invoices are being received from the facility directly, and sometimes the individual.
- The Board stated that all membership reimbursements will be made directly to the resident and not the health facility. A statement of this policy will be placed in the Town Report.
- The Board reviewed the Quarterly Loss / Claim Statement from the VLCT – PACIF insurance.
- No action or comment from the Board.

- The Board discussed the yearend tax statements for employees. Mike Marcotte will request that the Treasurer provide copies of all W2's, 1099's and other yearend statements and Federal tax reports, to the Select Board office.
- Amanda Carlson provided the Board with an update on Amber Baker from NEMRC and the progress made.
- Scott Morley will follow up with Ernie Saunders to obtain the current billing costs associated with NEMRC's services.

**11. Sign Orders**

Accounts Payable	01/23/17	\$15,477.74
Payroll	For week ending 01/21/17	\$2,528.36
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$18,006.10</b>

**12. Meeting adjourned at 6:40 p.m.**

**The next meeting is scheduled for Monday January 30<sup>th</sup>, 2017 at 5:00 p.m.**

\_\_\_\_\_  
**Michael Marcotte / Chairman**

\_\_\_\_\_  
**Bradley Maxwell**

\_\_\_\_\_  
**Scott Morley**

\_\_\_\_\_  
**Amanda Carlson / Select Board Clerk**