

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday April 2nd, 2018 at 4:30 p.m.

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

Carol Simmons/ Planning Commission

Joshua Griffes / Fence Viewer

Lyell Reed / Lister

Jeanne Desrochers / Cemetery Commission Director

Phil Marquette / Planning Commission

Pedro Grondin / Fire Warden, Health Officer and First Constable

David Barlow / Trustee of Cemetery Funds

Adam Messier / Treasurer

Guests:

Daniel Mesina; Scott Schwarm

Press:

Elizabeth Trail / Barton Chronicle

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

- 2. Approve the minutes of the March 19th, 2018 meeting**
 - Brad Maxwell made the motion to approve the minutes of the March 19th, 2018 meeting. Seconded by Scott Briere.
 - Minutes of the March 19th, 2018 meeting approved and signed as written.

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

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 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; Scott Briere and Amanda Carlson. Seconded by Scott Briere.
- Select Board entered executive session at 4:34 p.m.
- Select Board exited executive session at 4:44 p.m.
- Mike Marcotte stated that there were no decisions to be reported by the Board.

5. Property Assessment Appeal

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

- Mike Marcotte made a motion that the subject to be discussed 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; Scott Briere and Amanda Carlson. Seconded by Scott Briere.
- Select Board entered executive session at 4:45 p.m.
- Select Board exited executive session at 4:54 p.m.
- Mike Marcotte stated that there were no decisions to be reported by the Board.

6. Reappraisal RFP Process Discussion with Listers

- The Board reviewed the letter from the State of Vermont Property Valuation and Review District Supervisor Doug Lay stating his recommendation that the Town contract for a separate appraisal for energy generating facilities.
- Listers Lyell Reed and Kate Fletcher both stated the unique properties should be evaluated by someone with the special skills to do so.
- Brad Maxwell recused himself from the discussion as he has personal interest in one of the properties qualifying for the special assessor.
- Mike Marcotte made the motion to approve the issuance of two separate Request for Proposals for a Town wide Reappraisal; one for energy generating facilities and one for all other properties. Seconded by Scott Briere.
- The Office of the Listers will work on draft Request for Proposals to be reviewed by the Select Board at the next meeting.

7. Recreation Committee Chairman

- Martha Sylvester reviewed the Recreation Committee meeting that was held on Sunday March 25th, 2018. The Committee discussed upcoming holidays and ideas for events.
- Martha stated that she would like to work with the Parents Club on a monthly BINGO at the Community Center. The Board stated that they would like to see associated costs and a plan before they proceed.
- The Committee discussed hosting a community seminar on bullying. The Select Board stated that the Town could provide the space for the seminar but this would need to be organized through the school or parents club and was not appropriate to be a Town sponsored event.
- The Board asked Martha to contact Newport City Recreation for information on the summer student programs and how the Town could work in conjunction with them.
- Mike Marcotte stated that Newport City was having the 100-anniversary parade on June 30th, 2018 and would like the Recreation Committee to discuss ideas and costs of a Town float.
- Martha Sylvester presented the Board with a letter requesting she be reinstated as a paid employee of the Town at the previous salary of \$150 per week.
- The Board agreed unanimously that a job description needed to be established before the position could continue.
- The Board asked the Town Administrator Amanda Carlson to draft a job description for board review.

8. Animal Control Officer Appointment

- The Board reviewed and unanimously approved the written report from the Animal Control Officer Renee Falconer.
- Brad Maxwell made the motion to reappoint Renee Falconer as the Animal Control Officer at the continued rate of \$100 per month for services. Seconded by Scott Briere and unanimously approved by the Board.

9. Road Commissioner

- Town Administrator Amanda Carlson updated the Board on the status of the Glen Road Culvert replacement that was awarded the Better Road Grant. Engineering was going to be delayed and the project may not be started until 2019. The Board will be updated on the progress.
- Road Commissioner David Gallup requested that Select Board Member Brad Maxwell be appointed to assist with researching new Tractors for the Highway Department. The Board granted unanimous authority for Brad Maxwell to work with David Gallup.
- Brad Maxwell made the motion to approve the purchase of new wheels for the Town common cannon at a cost not to exceed \$5,000.00. Seconded by Mike Marcotte.

10. Cemetery Commission

- Trustee of Cemetery Funds David Barlow reviewed the list of recommended actions by the Attorney for the Town to make the change from Association to Commission.
- The first steps had been taken when the Town voted approval at Town Meeting to put the Cemeteries under the charge of a Commission.
- David Barlow requested the Boards permission to work with the Town Treasurer to proceed with subsequent steps to move finances through the Town Office.
- The Board discussed the policies with David Barlow and Cemetery Commissioner Jeanne Desrochers.
- The Board agreed unanimously to allow David Barlow to work with Treasurer Adam Messier to establish policies for discussion and Board review at the next meeting.

11. Fire Warden

- Fire Warden Pedro Grondin, and Deputy Fire Warden Phil Marquette reviewed the process of burn permits with the Select Board.
- Pedro explained that permits were not physically written, it was usually a verbal notification and permission which allowed him to notify State Police and Fire Departments to avoid unnecessary emergency visits.
- Approximately 26 burn permits were issued last year. Permits are only required in the dry season and not during winter months; however, calls during the winter months are appreciated so that emergency services can be notified.
- Mike Marcotte asked Amanda Carlson to post the burn permit information on the website.
- The Board thanked Pedro for his service to the Town.

12. Constable

- First Constable Pedro Grondin reviewed the calls he has attended to in the past year.
- Pedro stated that he felt the Second Constable Jesse Testut was an asset to the Town and he would be trying to shift some responsibilities to him in the coming year.

13. Health Officer

- Pedro Grondin explained his role as Health Officer and stated that most calls have to do with garbage and pollution problems.
- Pedro stated that there is a continued problem with garbage dumping on Route 14. Mike Marcotte stated that this was owned by the State and not the Town however; the Board would consider solutions to mitigate the problem.

14. Attorney Communications

- Brad Maxwell made the motion that all communications with the Town Attorney Brian Monaghan could go through any of the three Select Board members, or the Town Administrator. Seconded by Scott Briere.
- The Select Board has the authority to allow other Town Officials to communicate directly with the Attorney when necessary.

15. Other Business

- Community Farm Road resident Scott Schwarm stated that he did not want the Town involved with a mailbox dispute with his neighbor.
- Mike Marcotte stated that there was a letter written from the Town only stating what the legal rights-of-way were. Any subsequent communications with Board members were done to assist in easing tensions only; however, at this time, it was up to the residents to solve the dispute and the Town would not be involved any further.
- Phil Marquette stated there were currently Efficiency Vermont grants available for commercial lighting. He has requested a quote for the school, Town Offices and Town Garage; however, was unable to receive the cost for the meeting. Rebate deadline is April 16, 2018.
- The Board agreed unanimously that it was good opportunity for the Town to purchase energy efficient lighting.
- Phil Marquette will forward pricing to Town Administrator Amanda Carlson by the end of the week. The Board agreed unanimously to review and state if approved individually by email in order to meet the deadline.
- The Board signed the cleaning contract with Stephanie Nicoletti for services until June 30, 2018 at a weekly cost of \$175.00.
- Mike Marcotte entertained a motion to allow himself to work with former Select Board member Scott Morley; granting him authority to communicate with the F.B.I and Jeff Graham on the missing Mooney Audit report stating that Scott Morley has the most understanding and knowledge of the request and relationships with the people involved. Seconded by Brad Maxwell and unanimously approved by the Board.

16. Sign Orders

General Fund Account:

Payroll	For Week Ending 03/24/2018	\$ 3,155.04
Payroll	For Week Ending 03/31/2018	\$ 3,592.01
Payroll	For Week Ending 04/07/2018	\$ 2,312.19
AP	04/02/2018	\$ 4,734.42
AP	State Withholding for March 2018	\$ 443.88
AP	Federal Withholding for March 2018	\$ 4,024.23
Signed by the Board for the Treasurer to draw checks totaling		\$ 18,261.77

1. Meeting adjourned at 6:21 p.m.

The next Select Board meeting will be held on Monday April 16th, 2018 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator