

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

**Monday February 13<sup>th</sup>, 2017 at 5:00 p.m.**

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**Board Members Present:**

Michael Marcotte / Chairman; Bradley Maxwell; Scott Morley

**Town Officials Present:**

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

**Guests:**

Maurice Jacobs; Skip Gosselin; David Barlow; Martha Sylvester

**Press:**

Elizabeth Trail / Barton Chronicle

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1. **Mike Marcotte called the meeting to order at 5:00 p.m.**
2. **Approve the minutes of the February 6<sup>th</sup>, 2017 meeting**
  - Scott Morley made the motion to approve the minutes of the February 6<sup>th</sup>, 2017 meeting.
  - Seconded by Brad Maxwell. The Board signed and approved the minutes as written.
3. **Allow for public comment**
  - No public comment.
4. **Select Board Informational Meeting**
  - Scott Morley stated that he has received multiple requests from community members wanting an opportunity to have an open dialog meeting with the Select Board to discuss the recent financial audits and address any questions and concerns.
  - Residents in attendance confirmed and agreed this would be a welcome opportunity for the community.
  - The Board felt it was a legitimate request and a good idea to implement before Town Meeting day.
  - The Board agreed unanimously to send out a post card with meeting dates to all registered voters.

- The Board agreed unanimously to allow Amanda Carlson and Scott Morley to design a post card to print and mail the following day. The card will state the Boards intentions for an open discussion meeting on the following dates and times to be held at the Coventry Community Center:
  - *Saturday February 18<sup>th</sup>, 2017 @ 8:00 a.m.*
  - *Wednesday February 22<sup>nd</sup>, 2017 @ 6:30 p.m.*
  - *Saturday March 4<sup>th</sup>, 2017 @ 3:00 p.m.*
- The Board instructed Amanda Carlson to post the announcement in the newspapers and post on notice boards in order to comply with the open meeting laws.
- Mike Marcotte stated he received a response from the Town Clerk that she was unable to print mailing labels for the Town Reports as requested as the software was removed from her system. The Town Clerk was not present to comment.
- Mike Marcotte will contact the Secretary of State's office on Tuesday morning to inquire about printing these from the online Vermont Election Management System that was implemented last year and required to be used by all Towns.
- Once labels are received they can be used to mail the post cards as well as the Town Reports which were scheduled for delivery the following day.

## **5. SWIP Plan and State Reporting**

- The Agency of Natural Resources sent notification through Amanda Carlson regarding the year end Solid Waste Implementation Plan reporting that was completed by the Town in January.
- This reporting was due in July 2016. The Board stated that this project was previously under the control of the Town Clerk. It was removed from the Clerk's office to the Select Board's supervision after it was brought to their attention that the reporting had not been completed on time.
- It was noted that the Solid Waste reporting is not a statutory obligation of the elected offices of Clerk and Treasurer and can be assigned by the Select Boards authority.
- The ANR response letter outlined numerous items that needed to be addressed within 30 days of notification.
- The Board agreed unanimously to allow Amanda Carlson to collaborate with Casella Waste Management, and members of the Coventry Solid Waste Committee to follow up.

## **6. Town Administrator Planning**

- Scott Morley presented the Board with a list of tasks and projects proposed for the Town Administrator that included expected deadlines.
- Scott asked the Board to review and consider assigning Board members to each task as a contact person when questions arise.
- The Board will review the list and discuss details at a future meeting when the Town Administrator is working in the office full time.

## **7. Cleaning Contract**

- Contract was not ready for review or approval.
- The Board requested that the contract include a monthly cleaning of the upstairs space.
- The Board granted Amanda Carlson unanimous authority to speak with the Community Center cleaner, Stephanie Nicoletti, regarding the contract and discuss changes for Board review.

## **8. Payroll**

- Under unanimous authority from the Board for Scott Morley to consult with Attorney Paul Gillies; Scott reported he had inquired about the statutory responsibility of processing payroll for the Town.
- Scott stated that he had received a response from Attorney Gillies, however, the language was unclear. Scott will follow up for clarification and the Board will address at the following meeting.

## **9. 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 stated that inconsistencies were evident as they have been on previous reports. The Delinquent Tax Collector was not present to comment.
- Martha Sylvester stated to the Board that she was present on behalf of her parents and was assisting them in clarifying previous tax payments they had made. She stated the reports and receipts she received were unclear and was unsuccessful with obtaining an explanation on amounts owing.
- Martha stated the family had received a letter from Auditor Jeff Graham to confirm tax payments made for previous years.
- The Board instructed Martha Sylvester that she needed to find all receipts and discuss with the elected Delinquent Tax Collector.

## **10. 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 Town Treasurer.
- The report stated the following income received from February 6<sup>th</sup> to February 10<sup>th</sup>, 2017: *Total - \$146; \$141.00 checks; \$5.00 cash.*
- The Board noted that a deposit slip was provided to confirm the checks had been submitted to the Community National Bank, however, there was not account for the location of the cash and if it had been deposited to the bank.
- The Town Treasurer was not present to comment.

**11. Updates on Civil Court Case. Executive session anticipated pursuant to 1 V.S.A. § 313(a)(1) to discuss legal proceedings**

- Scott Morley made the motion to enter executive session on the findings that premature public knowledge of the topics to be discussed would put the Town at a disadvantage.
- Motion moved by Mike Marcotte and Seconded by Brad Maxwell.
- The Board agreed unanimously to enter executive session at 5:47 p.m. with the following people present: *Mike Marcotte, Brad Maxwell, Scott Morley, and Amanda Carlson.*
- The Board exited executive session at 6:08 p.m.
- The Board had no decisions to report.

**12. Other Business**

- The Board granted Amanda Carlson unanimous authority to reserve the bouncy house for Coventry Day.
- The Board agreed unanimously that preparations for Coventry Day will be done by Amanda Carlson and the Select Board Office.
- The Board agreed unanimously to approve a request from Community Center Coordinator, Richard Lussier, to rent the upstairs room at the Community Center at a rate one half of the gymnasium rate.
- Anyone wishing to use the space will be informed of the access limitations for disabled.
- The Board granted Amanda Carlson authority to create a rental agreement for the upstairs library space based on the prices suggested and provide copies to Richard Lussier.
- The Board granted Amanda Carlson unanimous authority to obtain quotes for; *painting the outside of the Community Center; painting the Main Street Church; and replacing the fire escape stairs on the outside of the Community Center.*
- Quotes will be reviewed and discussed by the Board when received.
- The Board reviewed financial investment statements provided by the Town Treasurer.
- The Board granted unanimous authority for Amanda Carlson to contact; *Community National Bank; Edward Jones Financial Advisor Jim Jarvis; and Louise Evans from Hunts Financial* to request electronic statements be copied to the Select Board Office whenever they are sent to the Town Treasurer.
- The Board received a thank you card from the Rackleff family for providing food for the memorial service held at the Community Center.

- Elizabeth Trail from the Barton Chronicle asked the Board about the pending civil lawsuit and if there were any updates on court dates or if decisions will be made before Town meeting.
- The Board replied that they had no updates or information at this time.

**13. Sign Orders**

Accounts Payable #12	02/13/2017	\$ 8,437.03
Accounts Payable #14	02/13/2017	\$ 831.90
Payroll	For week ending 02/11/2017	\$ 1,629.41
ACH Transfer	Federal Tax Payment	\$ 3,662.08
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 14,560.42</b>

**14. Meeting adjourned at 7:00 p.m.**

**The next meeting is scheduled for Monday February 20, 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**