

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

**Monday September 11<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:**

Amanda Carlson/Town Administrator

Deb Tanguay/Town Clerk

Adam Messier/Treasurer

Carol Simmons/Planning Commission Administrative Assistant

Lyell Reed; Anita Gariepy & Gary Petit /Listers

David Barlow/Assistant Clerk

Jeanne Desrochers/Cemetery Association

**Guests:**

Jeff Graham; Martha Sylvester; Dan Introcaso

**Press:**

Chris Roy/Newport Daily Express

Elizabeth Trail/Barton Chronicle

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**1. Mike Marcotte called the meeting to order at 5:02 p.m.**

**2. Approve the minutes of the August 21<sup>ST</sup> and August 30th, 2017 meetings**

- Brad Maxwell made the motion to approve the minutes of the August 21<sup>st</sup> and August 30<sup>th</sup>, 2017 meetings as written. Seconded by Mike Marcotte.
- The Board quorum signed and approved the minutes as written.

**3. Allow for public comment**

- Resident Martha Sylvester asked the Board about the lighting of the flag in the common.
- Brad Maxwell stated that the Road Commissioner is researching solar light options and it will be installed as soon as possible.

#### **4. Graham & Graham Compilation Report Contract**

- Jeff Graham presented the Board with a Compilation Report Contract dated August 4<sup>th</sup>, 2017 for consideration. He stated that the original Financial Audit could not be pursued and the scope of the work would need to be changed to a compilation report.
- Financial Audits require an assessment of independence. Auditors must be independent from the town in fact and appearance with no conflicts of interest.
- On August 4<sup>th</sup>, 2017 Jeff Graham was instructed by the US Attorney's Office that he will be an expert witness in a criminal case involving the Town of Coventry and the former Town Treasurer. This change caused Jeff Graham and the Auditors at Graham & Graham to re-evaluate the ability to be independent in a financial audit.
- The Compilation Report will still examine all year-end financial statements and procedures; however, will not include outside confirmations, statistical samplings and testing of internal controls. It is a different level of service.
- Jeff Graham stated that if he thought this avenue was not in the best interest of the Town then he would recuse himself from the process; however, with the ongoing Agreed Upon Procedures Contract in place providing the Board with forensic detail he felt secure that this was the best for the Town moving forward.
- Brad Maxwell made the motion to accept the August 4, 2017 Compilation Report Contract to be completed for the fiscal year 2016/17 from Graham & Graham to be completed by Jeff Graham for a cost of \$6000.00. Seconded by Mike Marcotte.
- The Board quorum signed and approved the contract as presented.

#### **5. Hi Acres Bridge Contractor Bids Review**

- Three bids were received for the work to prepare and erect the HI-Acres bridge.
  - *Matthews Excavating; \$218,380 with an anticipated start date of September 25<sup>th</sup>, 2017.*
  - *Winterset; \$351,033 with an anticipated start date of September 21<sup>st</sup>, 2017*
  - *Austin Construction; \$245,250 with an anticipated start date of September 19<sup>th</sup>, 2017*
- Town Administrator, Amanda Carlson, stated that she had reviewed the bids with Engineer Tim Ruggles. Tim stated that only contractors capable of doing the specified work were invited to bid; therefore, he was confident in all companies that submitted bids. All expected start and completion dates were relatively in line with each other, therefore he saw no reason not to accept the lowest bidder.
- Brad Maxwell made the motion to accept the bid received from Matthews Excavating for \$218,380 for the preparation and installation of the Hi-Acres bridge. Seconded by Mike Marcotte.
- Chairman, Mike Marcotte signed acceptance of the bid submission on behalf of the Board.

#### **6. Recreation Committee**

- Mike Marcotte stated that he feels this would be a valuable service to the Town however, he was not prepared to make a decision without the full Board present.
- Item tabled.

#### **7. Python Wrestling Group**

- Item tabled.

## **8. Tables and Chairs**

- Item tabled.

## **9. Office furniture**

- The Board reviewed a quote from VCI for furniture for the Clerks Office, chairs for the Listers Office, literature racks for the Community Center and a podium for Town Meeting.
- The Board reviewed and discussed all items with the Town Clerk and Town Administrator.
- Brad Maxwell made the motion to approve the quote as presented for all items at a total of \$5,553. Seconded by Mike Marcotte.

*Scott Morley arrived at the meeting.*

## **10. Planning Commission budget**

- The Board reviewed the budget presented by Planning Commission Administrative Assistant, Carol Simmons.
- The Planning Commission presented a proposed budget of \$6,385 for the 2017/18 fiscal year. This budget includes the costs to prepare and distribute the new Town Plan due in January 2018.
- On the previous Town Plan the NVDA was contracted to assist and the Board questioned the absence of this cost. Carol Simmons replied that she had communicated with the NVDA who agreed to provide consult services that would be covered under the yearly appropriation membership fees, but they were too busy at this time to provide a contracted plan writer.
- Carol assured the Board that the Planning Commission is working on writing the Town Plan themselves. Sections will be written and sent to Carol for editing and formatting.
- The Board unanimously agreed that the estimated salary for the Administrative Assistant was too low for the anticipated amount of work involved with the Town Plan. The Board agreed unanimously to increase the Planning Commission overall budget to \$7,685 to account for the extra time needed.
- Scott Morley thanked Carol Simmons for her work on the budget and her assistance to the Planning Commission.

## **11. Emergency Shelter Supplies**

- Amanda Carlson reported that the storage building at the School had been cleaned up so there could be access to the Town's upper level of the structure. It was believed that the upstairs housed emergency shelter supplies; however, upon inspection the space was empty.
- Amanda Carlson has contacted the NVDA for information on what supplies are recommended to have on hand, and she had done some initial research on the price of cots and blankets.
- The Board agreed this needed to be addressed and would like to consult with the Red Cross on how best to be equipped; however, with recent natural disasters consuming the Red Cross' time, the Town will wait to consult with them.

## **12. Health Club Reimbursements**

- The Board discussed various ideas for implementing a policy for health club reimbursements, including a system of new residents registering with the Town to verify they are eligible.
- The Board asked Amanda Carlson to construct a draft policy to be reviewed and discussed further.

## **13. Dry Hydrant Inventory & Maintenance**

- Mike Marcotte stated that the Newport Fire Department will be testing the dry hydrants the following day and providing a report to the Board on any maintenance or problems that need to be addressed.
- The Board agreed that this should be a yearly event to ensure all dry hydrants are functioning properly in case of an emergency.

## **14. Discussion with Town Listers**

- Scott Morley stated that there was conflicting information between the tax mapping, grand list and State 911 addressing systems. With the 2012 Grand List missing from the computer software, Scott expressed a lack of confidence in the systems and data for anything deriving from that date.
- Lister, Lyell Reed stated that he had spoken with local attorneys and provided statements that Attorneys were satisfied with the records of the office.
- Jeff Graham stated that the concern was over the missing 2012 Grand List from the system and why there was not a greater concern over this at the time. Tax sale information was also missing and without these records he cannot be confident that the proceeding years were reflected accurately.
- Lyell Reed stated that once the grand list was lodged with the State then it was out of his hands.
- Scott Morley stated that he wanted to work together with the Listers and assist however was needed to clarify all of the uncertainties in the system.
- Town Administrator, Amanda Carlson, explained that after receiving some discrepancy reports from the State 911 Board, she had done some comparisons against the State maps with the Listers cards and tax maps. This research produced some questions on the information that the Board of Listers agreed to look in to.
- Scott Morley stated that the system needed to be examined more thoroughly so the Town can determine if a reappraisal was needed.
- The Board granted Scott Morley unanimous authority to meet with the Listers to discuss the issues and concerns further.
- Jeff Graham will be providing the Town with a report stating the recommended goals to correcting the property information consistencies to ensure confidence in the systems.
- Mike Marcotte stated that all of the pieces are compiled from many offices that need to work together, the Clerk records and indexes, the Listers maintain the grand list and maps, the 911

Coordinator maintains State addressing and the Board oversees the overall picture and the resulting income. He emphasized that all offices needed to work together towards the common goal.

#### **15. Report from Town Administrator on Waste USA/River Trip**

- Amanda Carlson reported that she attended the Waste USA canoe trip on the Black River on August 25<sup>th</sup>, 2017. Municipalities and Solid Waste Districts were invited and the following were in attendance along with Amanda; Joe Gay & Kim Crosby from New England Waste Managements; Craig Heindel/Senior Hydrologist, WHEM; Jeff Parsons/Ecologist Arrowwood Environmental; Laura Dolgin/City Manager Newport, VT.
- The purpose of the trip was to determine if there were any noticeable environmental impacts from the landfill along the river.
- Report provided by Craig Heindel stated the following:
- *SUMMARY: No signs of landfill impacts were seen in the river, its banks, or side tributaries and channels. Very little trash was observed or collected in the river and its banks, and none of it appeared to be from the landfill. There was no wind-blown trash from the landfill. We did not notice any landfill odors. We had many wildlife sightings, and the river and the surrounding wetlands looked very healthy.*

#### **16. Other Business**

- The Board received a letter of apology from Michael Collins for the damage to the baseball diamond.
- The Board reviewed a quote from Greg Crease for painting the bottom half of the gymnasium for \$420 plus an estimated cost of \$120 for paint.
- Scott Morley made the motion to approve the quote as presented for the painting of the bottom half of the gymnasium. Seconded by Brad Maxwell.
- Amanda Carlson reported that the Agency of Natural Resources had visited the office the previous week. When the Town received the Solid Waste Implementation Plan Grant to assist with the cost of the Household Hazardous Waste Days, it was deemed as high-risk.
- Maria Davies from the ANR reviewed the policies and procedures of the office to determine if best practices were being followed going forward.
- Amanda reported that the Maria was happy with the procedures in the office and was satisfied that steps were taken to ensure the safe handling of funds within the office.

**17. Sign Orders**

*General Fund Account:*

Payroll	For Week Ending 09/02/2017	\$2,793.12
Payroll	For Week Ending 09/09/2017	\$3,697.73
Accounts Payable	09/11/2017	\$26,688.43
Accounts Payable	IRS Payment for August 2017	\$4,132.74
Accounts Payable	09/11/2017 Petty Cash Reimbursement	\$150.00
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$37,462.02</b>

*Buildings & Maintenance Restricted Fund Savings Account:*

09/11/2017	Painting & Flooring	\$17,666.25
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$17,666.25</b>

*Road & Bridge Restricted Fund Savings Account:*

09/11/2017	Paving & Engineering	\$20,171.40
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$20,171.40</b>

**18. Meeting adjourned at 7:24 p.m.**

The next Select Board meeting will be held on Monday September 18<sup>th</sup>, 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 / Town Administrator