

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY MARCH 18TH, 2019 AT 4:30 P.M.

Board Members Present:

Mike Marcotte / Chair; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher / Delinquent Tax Collector

Martha Sylvester / Recreation Committee

Josh Griffes / Fence Viewer & SWIP Committee

Jeanne Desrochers / Cemetery Commission

Phil Marquette / E911 Coordinator & EMD

Sherry Bradley / SWIP Committee

Guests:

Connor Fletcher

- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**
- 2. Approve the minutes of the March 5th, 2019 meeting.**
 - Scott Briere made the motion to approve the minutes of the March 5th, 2019 meeting as written. Seconded by David Gallup and unanimously approved by the Board.
- 3. Allow for Public Comment**
 - No public comment noted.
- 4. Treasurers Report of Financials for Preceding Month**
 - Treasurer not present; item tabled.
- 5. SWIP Committee**
 - SWIP Committee members not yet present; item tabled.

6. Board Reorganized – Continued Discussions from March 5th, 2019 Meeting.

- Scott Briere made the motion to grant authority to the Select Board Members as well as the Town Administrator to contact the Town Attorney directly when needed. Seconded by David Gallup and unanimously approved by the Board.
- On the Boards request to discuss the stipend policy with Auditor Nathan Hawley; Town Administrator Amanda Carlson reviewed his response.
- Referencing the Code of Federal Regulations 29 CFR Section 553.106 (a) and (e) ; if the stipend amount is not tied to productivity it is considered a thank-you for volunteering their time and not a form of employee compensation. Under this criterion, stipends for elected officials could be paid from accounts payable and not payroll with reportable wage taxes.
- After discussion on the possible tax implications for Officials on higher amounts; the Board unanimously agreed that stipends up to \$600 would be paid from accounts payable and viewed as gratitude for volunteer time; stipends over \$600 will be paid through payroll and subject to State and Federal withholding taxes.
- The Board reviewed a listing of all elected and appointed officials indicating the specific amounts of each salary, hourly wage or stipends as included in the voter approved FY2020 budget.
- The Board unanimously approved and signed the wage report which will be furnished to the Town Auditor for record.

7. Applications for Assessing Clerk Position

a. Possible executive session in accordance with 1 V.S.A § 313 (a)

- Four applicants submitted interest in the position of Assessing Clerk:
Kate Fletcher from Coventry; Christian Carey from Barton; Grace Mason from Barton; and Jacklyn Spence from Derby.
- After reviewing the resumes, Chair Mike Marcotte stated his appreciation to all applicants and that all were qualified candidates.
- Mike noted that only one of the applicants had experience in a Lister or Assessors Office and who had also attended regional and State trainings in relation to the office duties: Kate Fletcher.
- Mike stated that the experience was an asset to the Town and he did not feel interviewing other candidates was necessary.
- David Gallup made the motion to appoint Kate Fletcher as Assessing Clerk effective April 23, 2019. Seconded by Scott Briere and unanimously approved by the Board.

- Kate Fletcher will continue working in the Listers Office under her authority as an Elected Official until April 22, 2019 in accordance with 17 V.S.A. § 2651c (b) (c).
- The Board agreed unanimously to discuss a job description for the Assessing Clerk at the next meeting on April 22, 2019 to ensure the duties were coordinated with the proposals from Assessing firms.

5. SWIP Committee

- *Solid Waste Implementation Plan Committee members present: Sherry Bradley, Chair; Josh Griffes; Kate Fletcher.*
- Sherry Bradley reviewed the committee meeting held with Joe Gay and Kim Crosby from Casella on Town Meeting Day.
- Sherry stated that Casella will be assisting the Town with the yearly reporting as well as providing funding for recycling education and outreach in the community.
- Chair Mike Marcotte reminded the members that the Vermont Open Meeting Law applied to the SWIP Committee and therefore needed to ensure they were complying with rules on holding and reporting meetings, as well as ensure all members have an opportunity to vote on decisions especially when it came to utilizing budgeted funds for projects.
- Sherry replied that she was unaware that any Committee members felt discluded and will ensure any information is shared going forward.
- The Board unanimously agreed to re-appoint all members of the SWIP Committee for the ensuing year; Sherry Bradley/Chair; Kate Fletcher; Josh Griffes; Margaret Maxwell; Jessica Maxwell.

8. RFP for Assessing Services

- The Board reviewed the Request for Proposals for Appraisal Services prepared by the Town Administrator.
- The Board unanimously approved the RFP for Proposals for Appraisal Services as written with a deadline of April 19th, 2019.

9. Community Center Bathroom Renovation Quotes

- Only one quote received from JB Carpentry to renovate the Community Center bathrooms upgrading the facilities to meet ADA accessibility; at a total cost of \$16,791.
- Town Administrator, Amanda Carlson stated that the plans were subject to approval by the Fire Marshall. Amanda requested a contingency on the approved cost to allow for any adjustments made by the Fire Marshall.
- Scott Briere made the motion to approve the quote by JB Carpentry for the renovations to the Community Center bathrooms for a cost not to exceed \$20,000 to be paid from the

Buildings & Maintenance Restricted Funds Savings Account. Seconded by David Gallup and unanimously approved by the Board.

10. Contract with Fairweather Consulting for Economic Development Plan

- Town Administrator Amanda Carlson noted two changes made by the Town Attorney, Brian Monaghan. Changes did not alter the contract, only offered clarification on pricing and liability.
- Scott Briere made the motion to approve the contract from Fairweather Consulting as amended by the Town Attorney; and authorize the Select Board Chair to sign on behalf of the Board. Seconded by David Gallup and approved by the Board.

11. Coventry Fire District Town Highway Permit Application.

- David Gallup recused himself from voting as a Select Board member on agenda item #11 based on his role as the Road Commissioner.
- As the Road Commissioner, David Gallup stated the permit application met the requirements and he recommend acceptance of the Main Street project permit.
- Mike Marcotte made the motion to approve the Town Highway Access and Work Permit submitted by the Coventry Fire District for the Main Street watermain upgrade project. Seconded by Scott Briere and approved by the Board quorum.

12. Liquor License Applications

- Three Liquor License applications submitted to the Town Clerk from:
Royer's Minimart; Martha's Diner; Little John's Grocery.
- Scott Briere made the motion to approve all three liquor license applications as submitted. Seconded by David Gallup.
- The Board unanimously approved and signed all three applications for the Town Clerk to process.

13. Community Center Coordinator Update

- Community Center Coordinator Amanda Carlson reviewed the year to date revenue which she stated is lower then last year; and although some of the seasonal programs have changed it is still likely the revenue will be on budget.
- Amanda updated the Board on the painting of the back room and will be researching prices on new chairs as many have broken over the years.
- The Town will be hosting its first Red Cross Blood drive on July 26, 2016 from 12:00 p.m. to 5:30 p.m. Amanda stated she will be sending out information to recruit volunteers and donors. The goal for a successful blood drive is 25 donors with the need for approximately 25-30 volunteers throughout the day.

14. Newport Hospital 100th Anniversary Magazine Advertisement

- After discussing the publication and its relation to the Town; the Board unanimously agreed to decline submitting an advertisement to the Newport Daily Express to be included in the Hospital Anniversary magazine.

15. Glen Road & Pine Hill Road Concrete Box Culvert Projects

- Town Administrator Amanda Carlson stated that quotes for the concrete box culverts had been received and reviewed by the Engineer Tim Ruggles.
- Based on price, delivery schedules and jobsite assistance; Tim Ruggles recommended the Board accept the quote from Camp Precast Concrete.
- Upon order confirmation, Ruggles Engineering will be issuing a request for quotes to approved contractors. The quotes will be due to the Town Administrator on Monday April 22, 2019 when they will be reviewed by Engineer Tim Ruggles as well as the Select Board.
- The Town was awarded \$60,000 toward the Glen Road culvert replacement in 2018, with an additional \$16,000 awarded for the Engineer costs for both projects. Amanda Carlson stated that the Vermont Better Road Grant application for the Pine Hill Road project was not yet awarded but could potentially award another \$60,000 towards the project.
- Mike Marcotte made the motion to approve the Town to proceed with the replacement of both culverts in the 2019 construction season; and to approve the quote for the two concrete box culverts from Camp Precast Concrete at a total cost of \$127,225.20. Seconded by Scott Briere and approved by the Board.

16. Other Business

- Phil Marquette requested a donation to the Newport Fire Fighters fundraiser held in April.
- Mike Marcotte made the motion to donate two \$50 VISA gift cards to the fundraiser from the Town of Coventry. Seconded by Scott Briere and unanimously approved by the Board.
- Martha Sylvester reported her efforts to coordinate Green Up Day activities in conjunction with the Coventry Village School.
- Martha requested \$500 for the purchase of T-Shirts, refreshments, and safety supplies.
- Scott Briere made the motion to approve up to \$500 to support Green Up Day activities with \$250 applied to the Recreation budget and \$250 applied to the SWIP Committee budget. Seconded by David Gallup and unanimously approved by the Board.
- The Board unanimously approved \$150 for the yearly membership fee to the Vermont Council on Rural Development.

- Town Administrator Amanda Carlson stated that the Fire Warden, Pedro Grondin was applying for grants to install two dry hydrants in Coventry on Lane Road and Heermanville Road. The Town will be asked for a commitment to keep the sites accessible throughout the year.
- The Board voiced questions and concerns on the locations and will request that Pedro Grondin follow up with the Road Commissioner, David Gallup for further discussion.

4. Treasurers Report of Financials for Preceding Month.

- Town Treasurer David Barlow was not in attendance and the Board proceeded with an informal review of the report that was furnished by email.
- The Board did not note any questions and agreed to follow up with the Treasurer at the next meeting.

17. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18286

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
18287-18293	P1935	PAYROLL - PE 02/25	2/25/2019	\$3,194.01
ACH	F02-25	ACCOUNTS PAYABLE - IRS PE 02/25	2/28/2019	\$982.51
ACH	S02-25	ACCOUNTS PAYABLE - VT PE 02/25	2/28/2019	\$108.99
18294-18301	P1936	PAYROLL - PE 03/04	3/4/2019	\$3,291.37
ACH	F03-04	ACCOUNTS PAYABLE - IRS PE 03/04	3/4/2019	\$988.84
ACH	S03-04	ACCOUNTS PAYABLE - VT PE 03/04	3/4/2019	\$107.63
18302-18303	19-27	ACCOUNTS PAYABLE - GEN	3/6/2019	\$2,138.90
18304-18310	P1937	PAYROLL - PE 03/11	3/11/2019	\$3,120.15
ACH	F03-11	ACCOUNTS PAYABLE - IRS PE 03/11	3/11/2019	\$953.52
ACH	S03-11	ACCOUNTS PAYABLE - VT PE 03/11	3/11/2019	\$104.44
18311-18317	P1938	PAYROLL - PE 03/18	3/18/2019	\$3,219.70
ACH	F03-18	ACCOUNTS PAYABLE - IRS PE 03/18	3/18/2019	\$982.85
ACH	S03-18	ACCOUNTS PAYABLE - IRS PE 03/18	3/18/2019	\$108.58
ACH	CC-15	ACCOUNTS PAYABLE - CC	3/18/2019	\$1,386.61
18318-18320	VOID	VOIDED CHECKS	3/18/2019	\$0.00
18321-18353	19-28	ACCOUNTS PAYABLE - GEN	3/18/2019	\$28,985.40
18354	19-29	ACCOUNTS PAYABLE - GEN	3/18/2019	\$85.00
18355	19-30	ACCOUNTS PAYABLE - GEN	3/18/2019	\$85.00
18356	19-31	ACCOUNTS PAYABLE - GEN	3/18/2019	\$85.00
18357	19-32	ACCOUNTS PAYABLE - GEN	3/18/2019	\$171.20
Approved for the Treasurer to draw checks totalling				<u>\$50,099.70</u>

Meeting adjourned at 6:20 p.m.

The next Select Board meeting will be held Monday April 22nd, 2019.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator