

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY NOVEMBER 4TH, 2019 AT 4:45 P.M.

Board Members Present:

Mike Marcotte / Chair; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Phil Marquette / Planning Commission & 911 Coordinator

David Barlow / Treasurer

Guests:

Martha Sylvester / Coventry Fire District Clerk

Jamie Stenger; Amanda Jensen; Kathleen Ahearn / Coventry Village School Board Directors

1. **Chair Mike Marcotte called the meeting to order at 5:12 p.m.**
2. **Approve the minutes of the October 21st, 2019 meeting**
 - Scott Briere made the motion to approve the minutes of the October 21st, 2019 meeting as written. Seconded by David Gallup and unanimously approved and signed by the Board.
3. **Coventry Village School Board**
 - School Board Director Jamie Stenger questioned the Board on discussions brought to the School Board to discontinue the plowing and mowing services the Town provides to the Coventry Village School.
 - School Board Director Amanda Jensen stated that the School serves the greater public good and the Town Highway Department provides an exceptional service keeping the School maintained.
 - Jamie Stenger provided the Board with a cost comparison chart on what other schools pay for plowing and mowing services to outside contractors. Jamie stated that this is an

increased school budget expense and is also concerned that outside contractors would not maintain the property as well as the Town does.

- Road Commissioner David Gallup stated that there is considerable time associated with the school maintenance and seasonal help has become increasingly difficult in recent years.
- David stated he felt that this was a long-term consideration for the Town as all of the extra duties are going to require a three-man road crew when most towns the same size only have two.
- Mike Marcotte stated that the School is a separate entity and by State guidelines governs itself as its own municipality; by the Town providing the free services it is subsidizing another municipality which is not statutorily acceptable.
- Jamie Stenger proposed that the School provide funds to the Town to continue the services at a lesser amount than an outside contractor.
- David Gallup stated that this did not address the time and manpower limitations.
- Amanda Jensen stated her concern on increasing the School budget when it is often being challenged by the voters.
- Amanda Jensen and Jamie Stenger stated that the summer lawn mowing was not a concern and the School Board is willing to assume responsibility of that service in the new fiscal year; the concern was the plowing service.
- The Board unanimously agreed that they are committed to providing plowing and mowing services for the remainder of the current fiscal year ending June 30, 2020.
- The Board stated that the School Board should look at budgeting a plowing service expense for fiscal year 2021, agreeing that the School Board and Select Board will continue discussions as to whether this amount will be furnished to the Town or directed to an outside contractor.

4. Coventry Congregational Church – Update

- David Barlow spoke on behalf of the Coventry Congregational Church stating that he has been working with Dr Alan Feltmarch on the necessary steps toward determining the future of the building.
- David stated the remaining Church members were required to hold a vote to close the Church and decide on ownership options.
- David stated that the goal was to have the process completed by the end of November.
- David stated that depending on the outcome of the members meeting then discussions can begin on transferring the building to the Town.
- The Board unanimously agreed that they will pursue the conversation once the Church members had met all of their requirements.

5. Allow for Public Comment

- No public comment noted.

6. Other Business

- Kate Fletcher provided the following written statement requesting it be noted for the record; however, was not requesting a response or any action to be taken by the Board;
 - *As newly elected Treasurer of the Coventry Fire District #1, I have major concerns about the financial stability/solvency of the district. The audit by Graham & Graham, slated for completion by October 31, 2019, has requested an additional extension of 60 days, as the result of lacking documents. As Treasurer, I have only been given partial financial records from Jeff Graham, not the Prudential Committee. The Treasurer is required by Statute to have access to these records.*
- Road Commissioner David Gallup provided an update on the flooding damage that occurred after the October 31st – November 1st, 2019 storms.
- David stated there was considerable damage to a culvert on Hancock Hill Road; and road washouts on Webster Road, River Road, Glenn Road and for the first time on Pine Hill Road.
- David stated that as usual the Village suffered the worst of the damage with the Black Rivers rising water levels flooding Lady Bird Park and temporarily closing the Route 14 and Route 5 intersection.
- The Board noted that the Hi-Acres Bridge was inaccessible during the storm causing emergency services to perform a rescue by water.
- David stated that the Road Crew was cleaning up the damage and documenting all affected areas with photographs for anticipated Federal relief funding.

7. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18754

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-18	PAYROLL - PE 10/28	10/28/2019	\$3,523.07
ACH	F10-28	ACCOUNTS PAYABLE - IRS PE 10/28	10/28/2019	\$1,154.98
ACH	S10-28	ACCOUNTS PAYABLE - VT PE 10/28	10/28/2019	\$162.95
18755-18758	20-15	ACCOUNTS PAYABLE - TS REDEMP	10/28/2019	\$31,268.27
ACH	P20-19	PAYROLL - PE 11/04	11/4/2019	\$3,743.60
ACH	F11-04	ACCOUNTS PAYABLE - IRS PE 11/04	11/4/2019	\$1,257.60
ACH	S11-04	ACCOUNTS PAYABLE - VT PE 11/04	11/4/2019	\$178.61
18759	VOID	VOIDED CHECK	10/28/2019	\$0.00
18760-18782	20-16	ACCOUNTS PAYABLE - GEN	11/4/2019	\$17,339.12
		TOTAL ORDERS		<u>\$58,628.20</u>

Meeting Adjourned at 6:01 p.m.

The next Select Board meeting will be held on Monday November 18th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator

Town of Coventry Vermont
Municipal Asset Review
November 18, 2019

In summary the Town of Coventry maintains a brokerage investment account at Fidelity Investments and Catamount Asset Management, with John Henry Hubert acting as the investment advisor. The town account was opened in July of 2018 with initial transfers from Edward Jones and Cambridge, further transfers occurred in September and October from the surrender of annuities held at The Hartford and Jackson National Life Insurance Company. The town has also made an additional contribution of \$542,109 on March 11 of 2019. The investment committee recommended that the total account be invested into the Policy Model over a period of 9 Months (using a process called dollar cost averaging) which was completed in June of 2019 at which point the account was “fully invested” in our Target Model.

Target Model/Investment Recommendation per the IPS dated May 21, 2019

Global Target- Balanced Risk Allocation

55-60%	Stocks
30-35%	Bonds
7.5-10%	Alternatives
2.5-5%	Cash

The portfolio maintains 3 distinct classes of holdings to best meet the investment needs of the portfolio and keep fees to a minimum.

#1- Balanced Mutual Fund Manager(15%) Vanguard Wellesley Income Fund

Holding to be rebalanced in January

**#2- Diversified Total Market Indexes(35%) US Total Stock Market Index
Total International Stock Index
US Total Bond Index
Total International Bond Index**

Foundation Indexes to be rebalanced a minimum of quarterly

**#3- Targeted Diversification Indexes(50%) Small Cap Indexes (US and International)
Mid Cap Indexes (US and International)
Large Cap Indexes (US and International)
Bonds (various class and maturities)
Alternatives (Real Estate & Commodities)**

Alpha seeking assets to be rebalanced at the discretion of the advisor

Summary Results as of November 15, 2019

	Current Quarter	Year to Date	1 Year	Since Inception
Beginning Value	7,769,361.77	6,628,668.00	6,733,217.07	6,788,259.28
Contributions	0	542,109	542,109	542,109
Capital Gain	152,835	638,219.38	479,056.37	417,733.39
Dividend/Income	8,473.37	121,834.73	176,448.68	182,799.19
Ending Value	7,930,671.11	7,930,671.11	7,930,671.11	7,930,671.11
Investment Return	2.1%	10.8%	9.2%	7.4%

Highlight of the past 14 Months

- Establishment of Investment Policy Committee- John Henry Hubert, Amanda Carlson, David Barlow, Scott Briere, Michael Marcotte
- Fully outlined and transparent Investment Policy Statement adopted in August of 2018 and updated in May of 2019
- Agreement of Balanced Risk Profile 60% Growth and 40% Income which is the standard for nearly all State Pensions and Large Endowments
- Agreement of 2 policy meetings per year at the Town Office and 4 Quarterly Performance Updates
- Average Investment Manager Fee has been reduced to .211%- this is a total annual savings of over \$100,000 annually to the town
- Our Dollar Cost Averaging decision last October saved us money in November and December of 2018 but cost us money in the first 6 months of 2019.

The Coventry Cemetery Account has grown from \$112,955 to \$134,550- this is invested in a single Growth Mutual Fund- Vanguard Wellington Fund- there are no fees and costs associated with the management of this account.