

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JANUARY 6TH, 2020 AT 4:30 P.M.

Board Members Present:

Mike Marcotte / Chair; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Phil Marquette / Planning Commission & EMD

Guests:

Melissa Gallup; Martha Sylvester; Rory Merritt; Brittany Marquette; Jason Griffith; Lorraine Hulett

Press:

Chris Roy / Newport Daily Express

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

2. Approve the minutes of the December 16th, 2019 Meeting

** Agenda amended to include approval of December 19th, 2019 meeting minutes.*

- Scott Briere made the motion to approve the minutes of the December 16th and December 19th, 2019 meeting minutes as written. Seconded by David Gallup and unanimously approved and signed by the Board.

3. Allow for Public Comment

- Martha Sylvester noted the light on the flag pole in the Village common was not working.
- The Board unanimously authorized Town Administrator Amanda Carlson to research options and order a replacement light.

- Martha Sylvester thanked Town Administrator Amanda Carlson for her ongoing efforts working on the Economic Development Plan over the last year.
- Resident Jason Griffith stated that he will be running for the Coventry Select Board at the 2020 Town Meeting and Election of Officers.
- Jason stated his motivation to become part of the Board was not for personal reasons but for a desire to become active in the community feeling he could bring a younger and unbiased opinion to the table.
- Jason stated that if elected he would like to work closely with the School Board to build a better relationship and communication between the two entities.

4. Economic Development Plan Draft Review – Peter Fairweather / Fairweather Consulting

- Consultant Peter Fairweather presented the Board with a draft plan for review.
- Peter stated that the plan was focused strongly on community development as the driving force to encourage and enhance economic development. Creating a place where people want to and enjoy living will encourage and support business opportunities.
- Peter stated the importance of his recommendation to hire a full time Community Development Coordinator to create a momentum of activity. The position would not only include recreation opportunities, but also work with the residents individually and in small groups to connect them with local services and opportunities.
- The position would be funded by the Town however; would require the Coordinator to generate revenue and pursue grant opportunities to sustain the position.
- David Gallup asked Peter Fairweather to provide a five-year financial projection of the Community Development Coordinators office budget to understand the commitment.
- Peter Fairweather presented a draft village revitalization plan that would provide grant opportunities for homeowners who completed exterior upgrades consistent with historical standards.
- Peter explained that the State Village Designation program offered many incentives to commercial properties but did not have assistance for residential. A Town funded program would provide financial support for those properties.
- The Board discussed the rebate program and how it would be structured. It was noted that low income owners would benefit more from a loan program; however, legal and administrative constraints limited that option.
- The Board unanimously agreed to review the draft plan for further discussion at the January 20th, 2020 meeting and consider options to present to the voters at Town Meeting.

5. Coventry Fire District #1 Update

- Coventry Fire District Prudential Committee Chair Melissa Gallup presented the Board with the resignation received by Prudential Committee member Paul Adams effective immediately.
- Authorized by the Prudential Committee quorum at the last meeting; Chair Melissa Gallup formally requested the Select Board make an appointment to fill the vacancy until the next election.
- The Board unanimously agreed to post the position and mail notices to all Fire District Voters asking for interested parties to submit a letter of interest no later than January 13th, 2020.
- Together with the Prudential Committee, the Select Board will consider candidates at the meeting scheduled for January 13th, 2020 and interview as necessary.

- At the December 19th, 2019 meeting, the Select Board unanimously agreed to terminate the Shared Services Contract with the Coventry Fire District for bookkeeping services.
- The Board agreed to waive the 45-day termination notice requirements and agree to a shorter period based on the Fire District's needs.
- Chair Melissa Gallup stated that the Prudential Committee agreed to terminate the contract effective January 31, 2020 with Town Administrator Amanda Carlson assisting the Fire District Treasurer for the remaining time.
- The Shared Services Contract requires the Fire District to reimburse the Town \$26.44 per hour worked by the Bookkeeper; Amanda Carlson stated that she would assist the Fire District outside of her normal office hours and waive receiving any additional fees for the assistance.
- Scott Briere made the motion to waive the hourly rate of \$26.44 paid to Amanda Carlson for assistance to the Fire District as well as waive the obligation for the Fire District to reimburse any staff time effective immediately until the contract terminates on January 31, 2020. Seconded by David Gallup and unanimously approved by the Board.
- The Board unanimously agreed to a continued agreement with the Coventry Fire District at a cost of \$50 per month to cover costs of copying, office space and registered email address. The Board will review a revised agreement to consider for approval prior to the current contract termination date.

The Board unanimously agreed to amend the agenda to move agenda item #6 FY21 Budget after 8. Other Business.

7. Village Church Update

- On behalf of the Village Church, David Barlow stated that there was a meeting of the members scheduled for Wednesday January 8th, 2020 at 6pm to further discuss the property.
- The Board will be provided with an update after that meeting.

8. Other Business

- Treasurer David Barlow presented the Board with the report of financials for December 2019.
- The Board reviewed the calendar year end investment totals and discussed the reserve accounts and changes made over the past year.
- No action taken by the Board.

- The Board reviewed a notice from the State of Vermont Department of Taxes reporting an increase in Coventry's CLA (Common Level of Appraisal) to 109% from 102%.
- This considerable jump could result in an increase in the education tax rate.
- Assessing Clerk Kate Fletcher stated that the Town Assessor Bill Krajeski was looking into the changes and considering options for appealing.
- No action taken by the Board and will review further when more information is received.

- Scott Briere made the motion to authorize Chair Mike Marcotte to sign the 2020 Newport Ambulance Contract on behalf of the Board. Seconded by David Gallup.

6. FY21 Budget Review

- The Board reviewed the draft budget requests from officials.
- The Board will review and provide comment prior to the next meeting for discussion.
- No decisions made by the Board.

9. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18889

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-26	PAYROLL - PE 12/23	12/23/2019	\$3,147.91
ACH	P12-23	ACCOUNTS PAYABLE - FED & ST TAX - PE 12/23	12/23/2019	\$1,372.25
18890	P20-26	PAYROLL - PE 12/23	12/23/2019	\$725.29
ACH	P20-27	PAYROLL - PE 12/30	12/30/2019	\$2,973.50
ACH	P12-30	ACCOUNTS PAYABLE - FED & ST TAX - PE 12/30	12/30/2019	\$1,027.81
18891	P20-27	PAYROLL - PE 12/30	12/30/2019	\$725.29
18892-18914	20-22	ACCOUNTS PAYABLE - GEN	1/6/2020	\$17,266.03
ACH	CC-07	ACCOUNTS PAYABLE - CC	1/6/2020	\$2,115.87
ACH	P20-28	PAYROLL - PE 01/06/20	1/6/2020	\$3,366.85
ACH	P01-06	ACCOUNTS PAYABLE - FED & ST TAX - PE 01/06	1/6/2020	\$1,496.93
18915	P20-28	PAYROLL - PE 01/06/20	1/6/2020	\$727.13
		TOTAL ORDERS		<u>\$34,944.86</u>

FLOOD MITIGATION RESTRICTED FUNDS TRANSFERS

CHECK #	ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK	THE FARMYARD STORE (resubmit previously submitted request)	12/16/2019	\$ 1,006.60
	TOTAL ORDERS		<u>\$ 1,006.60</u>

Meeting Adjourned at 6:20 p.m.

The next Select Board meeting will be held on Monday January 13TH, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator