

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JANUARY 13th, 2020 AT 4:30 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 & EMD

Guests:

Melissa Gallup; Martha Sylvester; Rory Merritt; Jason Griffith;

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- 1. Chair Mike Marcotte called the meeting to order at 4:30 p.m.**
 - 2. Approve the minutes of the January 6th, 2020 Meeting**
 - Scott Briere made the motion to approve the minutes of the January 6th, 2020 meeting as written. Seconded by David Gallup and unanimously approved and signed by the Board.
 - 3. Allow for Public Comment**
 - No public comment noted.
 - 4. Review Candidates for Appointment to the Coventry Fire District Prudential Committee**
 - Fire District Prudential Committee Members not present – item tabled.
 - 5. Coventry Town Foundation – Request for Appropriations for 2020 Town Meeting Warning**
 - Coventry Town Foundation members not present – item tabled.

6. Other Business

- Scott Briere made the motion to approve a letter to the Town Attorney requesting confirmations in relation to the FY19 audit; and authorize Chair Mike Marcotte to sign on behalf of the Board. Seconded by David Gallup.
- After review of the 2020 Liquor License applications; Scott Briere made the motion to approve Liquor Licenses for 2020 to *Royer's Service Station; Martha's LLC, and Little John's Grocery & Gas.*
- Seconded by David Gallup and unanimously approved and signed by the Board.
- *At the arrival of Coventry Town Foundation President Leo Piette, the Board unanimously agreed to address agenda item #5.*

5. Coventry Town Foundation – Request for Appropriations for 2020 Town Meeting Warning

- Coventry Town Foundation President Leo Piette presented the Board with an appropriation request to be included on the 2020 Town Meeting Warning in the amounts of; \$112,000 for investments in perpetuity and; \$130,000 for fiscal year 2020 operating budget.
- Leo presented the Board with a copy of the completed Financial Review stating that there was not enough account activity to require a full audit. The financial review reported the finances in good standing.
- Leo explained that the Town Foundation had been working on their internal policies and procedures and had created a Finance Committee to research investment options more thoroughly.
- The Town Foundation has also been working with their Attorney to better understand the obligations surrounding confidentiality of personal financials required when determining if funds should be granted to individual residents. Formerly sending residents through NECKA, the Town Foundation is looking for other options for support in the screening process.
- The Board discussed the reports provided including the fiscal year 2020 budget.
- Scott Briere questioned if the Town Foundation had ever sought out external funding or possibilities for raising additional funds. Leo Piette stated that this had not been researched by the Town Foundation Board.
- Scott Briere asked Leo Piette to provide copies of the Town Foundation tax returns for review at the next meeting.
- The Board thanked Leo Piette for his efforts in revising the Town Foundation policies and procedures and commented on the extensive work that had been completed already.
- The Board will review the appropriation request and consider inclusion in the 2020 Town Meeting Warning.

- *At the arrival of the Coventry Fire District Prudential Committee Chair Melissa Gallup; the Board unanimously agreed to address agenda item #4.*

7. Review Candidates for Appointment to the Coventry Fire District Prudential Committee

- The Select Board received two letters of interest for the vacant seat on the Coventry Fire District Prudential Committee; *Rory Merritt* and *Dominique Gervais*.
- Coventry Fire District Prudential Committee Chair Melissa Gallup also stated that she had received a written resignation from Prudential Committee member Jeanne Desrochers effective immediately.
- Chair Mike Marcotte stated that only the one vacant seat could be appointed until the Fire District officially received the resignation notice at their meeting the following evening; and the Select Board then received a formal request to make the appointment.
- When asked for a recommendation, Melissa Gallup stated that she was happy with both candidates.
- After discussion, it was stated that as the current Delinquent Water Rents Collector, the office was incompatible and Dominique Gervais could not hold both positions.
- Since Dominique was not present at the meeting for discussion, the Board agreed the incompatible office conflict would need to be discussed with him prior to an appointment.
- Scott Briere made the motion to appoint Rory Merritt to the Coventry Fire District Prudential Committee. Seconded by David Gallup and unanimously approved by the Board.

8. Discussion and Review of FY21 Budget

- The Board reviewed the draft budget and discussed requested salary increases.
- David Gallup made the motion to enter into executive session in accordance with 1 V.S.A § 313 (3) for personnel discussions to include the Select Board and the Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
- The Board entered into executive session at 6:23 p.m.
- The Board exited executive session at 6:30 p.m.
- No action taken by the Board.

9. Discussion and Review of Draft 2020 Town Meeting Warning

- The Board reviewed the draft 2020 Town Meeting Warning.
- No action taken by the Board.

10. Discussion on Town Attorney's Pending Projects from Town Administrator Amanda Carlson.

Anticipated executive session in accordance with 1 V.S.A § 313 (1) (f)

- The Select Board unanimously agreed in the finding that premature public knowledge of the items for discussion would be detrimental.
- Scott Briere made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (f) to include the Select Board and the Town Administrator. Seconded by David Gallup and unanimously approved by the Board.
- The Board entered into executive session at 7:36 p.m.
- The Board exited executive session at 7:53 p.m.
- No action taken by the Board.

11. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18915

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-29	PAYROLL - PE 01/13	1/13/2020	\$3,149.45
18916	P20-29	PAYROLL - pe 01/13	1/13/2020	\$727.13
		TOTAL ORDERS		<u>\$3,876.58</u>

Meeting Adjourned at 8:01 p.m.

The next Select Board meeting will be held on Monday January 20TH, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator