

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
TUESDAY MARCH 5TH, 2019 AT 2:30 P.M.

Board Members Present:

Mike Marcotte / Chairman; Scott Briere; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Phil Marquette / Planning Commission Member

Jeanne Desrochers / Cemetery Commissioner

Guests:

John Henry Hubert / Catamount Asset Management

- 1. Chairman Mike Marcotte called the meeting to order at 2:30 p.m.**
- 2. Approve the minutes of the February 18th, 2019 meeting.**
 - Mike Marcotte made the motion to approve the minutes of the February 18th, 2019 meeting as written. Seconded by Scott Briere and unanimously approved and signed by the Board.
- 3. Allow for Public Comment**
 - No public comment noted.
- 4. Board Reorganized**
 - David Gallup made the motion for Mike Marcotte as Select Board Chairman; seconded by Scott Briere.
 - Mike Marcotte made the motion for Scott Briere as Select Board Vice Chairman; seconded by David Gallup.
 - The Board unanimously agreed to table further discussion and proceed to agenda item #5 to address meeting guest John Henry Hubert.

5. John Henry Hubert / Catamount Asset Management LLC – Update on Investment Portfolio

- John Henry Hubert provided the Select Board and Town Treasurer, David Barlow, with a summary sheet of current investments and totals.
- John explained the recent market trends and notable fluctuations.
- A portion of the Town’s funds is currently held in CD’s until May when the Select Board scheduled and approved John Henry Hubert to invest the remaining funds on behalf of the Town. John stated that in May the Board will need to define his role going forward and that the Investment Policy guiding him will need to be revised to reflect this. John will work on proposed revisions with Town Administrator Amanda Carlson and Treasurer David Barlow for the Board to review.
- At the 2019 Annual Town Meeting earlier the same day, the voters approved the following article of business:
 - *Shall EXCESS REVENUES received in the 2017-2018 audited fiscal year REMAINING after payment of General Fund Liabilities and Expenses totaling \$ 542,109 be TRANSFERRED to the long-term INVESTMENT ACCOUNT?*
- Scott Briere made the motion to immediately transfer the voter approved funds to the Town of Coventry Fidelity Investment Account and authorize John Henry Hubert to invest the funds in accordance with the guidelines set in the Town of Coventry Investment Statement Policy. Seconded by David Gallup and unanimously approved by the Board.

4. Board Reorganized

- *The Select Board unanimously agreed to resume discussions on agenda item #4.*
- Recreation Committee Chair was tabled for further discussion.
- SWIP Committee Members were tabled for further discussion. Existing Committee members will be asked to attend the next Select Board meeting to better understand the Committees structure and goals.

Employees of the Select Board were appointed by vote of the Select Board:

- Road Commissioner – David Gallup.
Motion made by Scott Briere and seconded by Mike Marcotte.
- Town Administrator – Amanda Carlson.
Motion made by Scott Briere and seconded by David Gallup.
- Select Board Bookkeeper – Deb Tanguay.
Motion made by Scott Briere and seconded by David Gallup.

- The Select Board made the following appointments effective immediately:

	2019 Appointments
Select Board Chairman	Mike Marcotte
Vice Chairman	Scott Briere
Animal Control Officer	Renee Falconer
Civil Defense Chairman	Pedro Grondin
Community Center Coordinator	Amanda Carlson
Fence Viewers	Josh Griffes
	Israel Sanville
	Stuart Maxwell
Recreation Committee Director	<i>Tabled</i>
Road Commissioner	David Gallup
Select Board Bookkeeper	Deb Tanguay
Solid Waste Committee	<i>Tabled</i>
	<i>Tabled</i>
	<i>Tabled</i>
	<i>Tabled</i>
	<i>Tabled</i>
Town Administrator	Amanda Carlson
Town Service Officer	Amanda Carlson
Tree Warden	John Buchanan
Zoning Administrator	David Barlow
Newspaper	Orleans County Record & Barton Chronicle
Attorney	Brian Monaghan
Emergency Management Director	Phil Marquette
Emergency Management Coordinator	Amanda Carlson
911 Coordinator	Phil Marquette
EMAIL ADDRESS USE AND COMMUNICATION	<i>Town of Coventry Emails are to be Used by Officials. Board discussed and agreed on new ones to be created.</i>
Meeting dates	First & Third Monday of each month
	<i>Exception- April 22, 2019 will be the only meeting in April to accommodate vacation schedules.</i>
Meeting times	4:30 p.m.
POSTING PLACE FOR AGENDAS	Coventry Post Office & Royers Service Station
Stipend Policy	<i>Tabled - Auditor will be consulted.</i>

6. Review 2018 Fiscal Year End Audit Completed by Pace & Hawley, LLC.

- The Board reviewed the final Audit Report for fiscal year end 2018 prepared by Auditor Nathan Hawley of Pace & Hawley, LLC.
- No discussion or comment by the Select Board or public.
- Scott Briere made the motion to accept the 2018 Fiscal Year End Audit as prepared by Pace & Hawley, LLC. Seconded by David Gallup and unanimously approved by the Board.

7. Continued Discussion on Proposals Received for Economic Development Plan

- Under the Board unanimous authority for Town Administrator, Amanda Carlson to meet with the two consulting firms that submitted proposals to develop an Economic Development Plan for the Town; Amanda reviewed her meetings and the references on each that were received.
- Amanda Carlson stated her recommendation to contract with Peter Fairweather of Fairweather Consulting. Although both firms were excellent candidates, Peter Fairweather has long term experience with Ontario County New York which is also home to landfill. Amanda stated that with issues surrounding landfills, this knowledge could greatly benefit the Town.
- The Board discussed the Church in the Village common and the question on ownership and authority.
- Mike Marcotte stated that there would be a lot of unknowns with the building that he felt could only be clarified through the economic development study process which will provide the scope and direction that will help guide the process.
- Scott Briere made the motion to accept the proposal received from Peter Fairweather of Fairweather Consulting for a Community Strategic Economic Development Plan for the Town of Coventry at a cost of \$30,000; and make the Village Church the first priority in the process. Seconded by David Gallup and unanimously approved by the Board.

8. Other Business

- Coventry Fire District Prudential Committee Chair, Jeanne Desrochers provided the Board with an update on the current construction projects as well as the main street watermain upgrades anticipated to start in early spring.
- Scott Briere made the motion to authorize Select Board Chairman Mike Marcotte to approve the weekly payroll and accounts payable on non-meetings weeks with warrants to be reviewed and signed by the full Board at the next meeting. Seconded by David Gallup.

- Mike Marcotte made the motion to authorize Vice Chairman Scott Briere to approve payroll and accounts payable on the non-meeting weeks only in the event that Mike Marcotte is not available. Seconded by David Gallup.
- Scott Briere made the motion to authorize former Select Board Member Scott Morley to continue as the liaison for communications with the FBI and Justice Department in relation to the ongoing investigation of the former Town Clerk, Treasurer and Delinquent Tax Collector Cynthia Diaz. Seconded by David Gallup and unanimously approved by the Board.

9. Sign Orders

General Fund Checking Account

PR#1935	Payroll for week ending 02-23-2019	\$ 3,194.01
PR#1936	Payroll for week ending 03-02-2019	\$ 3,291.37
Authorized for the Treasurer to draw checks totaling		\$6,485.38

Meeting adjourned at 4:21 p.m.

The next Select Board meeting will be held Monday March 18th, 2019.

Michael Marcotte / Chairman

Scott Briere

David Gallup

Amanda Carlson / Town Administrator