

**MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY**

Tuesday November 21st, 2017 at 5:00 p.m.

Board Members Present:

Michael Marcotte/Chairman; Bradley Maxwell; Scott Morley

Town Officials Present:

Amanda Carlson/Town Administrator

Martha Sylvester/Recreation Committee Director

Carol Simmons/Planning Commission Administrative Assistant

Guests:

Sheila Morley

Press:

Chris Roy/Newport Daily Express

1. Mike Marcotte called the meeting to order at 5:03 p.m.

2. Approve the minutes of the November 6th, 2017 meeting

- Brad Maxwell made the motion to approve the minutes of the November 6th, 2017 meeting as written. Seconded by Scott Morley.
- The Board unanimously approved and signed the minutes of the November 6th, 2017 meeting as written.

3. Allow for public comment

- No public comment.

4. Discussion with Listers Office

- No Listers present. Item tabled.

5. Recreation Committee Director Report

- Recreation Committee Director Martha Sylvester, presented the Board with a proposed 2018 – 2019 fiscal year Recreation budget for consideration.
- The Board discussed the various items requested and agreed to consider all proposals during the general fund budget discussions.
- Martha stated she plans to have a voter informational meeting on January 21st, 2018 for the public to meet with local officials before Town Meeting elections. Some State Officials have been invited as well.
- The Board asked Martha to start logging data on participation of events and open recreation for future budgeting.
- Martha requested bottled water for the Community Center to have available during open recreation times as the tap water was not drinkable.
- The Board agreed unanimously to purchase bottled water as well as invite the Fire District to the next meeting for an update on the current situation of the Village water supply.

6. Tables and Chairs for Parents Club

- The Board reviewed the Bill of Sale to for the tables and chairs to the Coventry School Parents Club.
- The agreement was reviewed and edited by the Town's Attorney Brian Monaghan.
- The Board will ask Road Commissioner David Gallup to verify total quantities. Once this is completed then the bill of sale will be amended to reflect accurate counts.
- Scott Morley made the motion to allow the Town Administrator Amanda Carlson to sign the Bill of Sale on behalf of the Town. Second by Brad Maxwell.
- Once the Bill of Sale has been executed then the insurance company will be notified to remove all items from the Town's policy coverage.

7. Newport Ambulance Budget

- Mike Marcotte stated that he and Amanda Carlson met with Newport City and Newport Center Officials for a meeting with the Newport Ambulance Service.
- Mike reported that this meeting was informational only to discuss a proposed budget increase for 2018. Another meeting is scheduled for next week to continue the discussions.
- The Board discussed the budget increases the Town has experienced over the last ten years and the concern over rising costs.
- The Board will discuss at the next meeting and during budget discussions when more information is received from the Newport Ambulance Service.

8. Investments

- Mike Marcotte reported that he, and Town Administrator Amanda Carlson, met with Vermont State Treasurer Beth Pearce at her office the preceding Friday.
- Mike reported that the meeting was very productive and helpful for the Town.
- Ms. Pearce was very supportive of the Town seeking an investment Advisor to assist with the RFP process. She will work on assisting with a list of qualifications and credentials the Town should be looking for in an Advisor; as well as providing sample templates for RFP's.
- Mike stated that after reviewing the Town's Investment Policy and Investment Statements, the State Treasurer felt the Town's current investments were in line with the policy.
- Scott Morley stated that he felt the Town was on the right track, but that it was very important to begin the process of implementing an investment Advisor before Town Meeting in March.

9. Treasurers Financial Report for Preceding Month

- The Board reviewed the Treasurer Report for October 2017.
- Town Treasurer not present for comment.
- The Board accepted the report with no action taken.

10. Other Business

- The Board agreed unanimously to have the broken ceiling tiles in the gymnasium replaced.
- The Board of Listers will be asked to attend the next meeting on December 4th, 2017 to address the previous Errors and Omissions request.

11. Sign Orders

General Fund Account:

Payroll	For week ending 11/11/17	\$2,873.36
Payroll	For week ending 11/18/17	\$2,367.89
Accounts Payable	11/13/17 Property Tax Credit Due	\$ 191.85
Accounts Payable	11/13/17 EFTPS ACH Transfer	\$6,334.52
Accounts Payable	11/13/17	\$3,040.05
Accounts Payable	11/19/17	\$22,065.69
Accounts Payable	11/20/17 School Tax Payable	\$1,478,146.88
Accounts Payable	11/20/17	\$ 540.00
Accounts Payable	11/21/17 Property Tax Credits Due	\$ 9,907.30
Signed by the Board for the Treasurer to draw checks totaling		\$1,525,467.54

Buildings and Maintenance Restricted Fund Savings Account:

Accounts Payable	11/19/17 Paint for Community Center Renovations	\$427.98
Signed by the Board for the Treasurer to draw checks totaling		\$427.98

12. Meeting adjourned at 6:25 p.m.

The next Select Board meeting will be held on Monday December 4th, 2017 at 5:00 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Morley

Amanda Carlson / Town Administrator