

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY NOVEMBER 5TH, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Kate Fletcher / Lister & Delinquent Tax Collector

David Barlow / Trustee of Cemetery Funds

David Gallup / Road Commissioner

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- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**

 - 2. Approve the minutes of the October 15th, 2018 Meeting.**
 - Brad Maxwell made the motion to approve the minutes of the October 15th, 2018 meeting as written. Seconded by Scott Briere.
 - The Board unanimously approved and signed the minutes of the October 15th, 2018 meeting as written.

 - 3. Allow for Public Comment**
 - No public comment noted.

 - 4. Review Resolution and Account Verification Forms for Tax Sale Escrow Accounts**
 - Brad Maxwell made the motion to approve the *Resolution Regarding Opening Escrow Accounts for Properties Sold at Tax Sale* provided by Attorney Brian Monaghan. Seconded by Scott Briere.
 - The Resolution was unanimously approved and signed by the Board.
 - Chairman Mike Marcotte and Brad Maxwell signed the Community National Bank Account Agreements as authorized signatories on the four escrow accounts created for tax sale funds.

5. Tax Collectors Warrant to Delinquent Tax Collector

- The Board reviewed the Warrant issued from the Treasurer to the Delinquent Tax Collector on November 2, 2018 for the collection of all unpaid 2018 property taxes in the amount of \$118,727.44.
- Brad Maxwell made the motion to accept the Warrant for Collection of 2018 Delinquent Taxes. Seconded by Scott Briere and unanimously approved by the Board.
- Delinquent Tax Collector Kate Fletcher, stated she worked with Treasurer Adam Messier to accurately close the tax year and generate the reports immediately which was a huge success over previous years.
- The Board thanked Kate and Adam for their efforts and work on behalf of the Town.

6. Discussion on Select Board Bookkeeper and Financial Duties Delegation

- The Board discussed the delegation of financial duties in the office and reviewed the list of tasks with the Town Administrator.
- Bookkeeper position is estimated at approximately 10 hours per week with the focus on accounts payable. Work is to be performed at the municipal office and times will be flexible.
- The Board agreed unanimously to post the position of Select Board Bookkeeper in the local newspapers with a deadline for applications on Friday November 16th, 2018.
- The Board will review applications at the next Select Board Meeting on November 19th, 2018.

7. Investigation Follow-up Authorization

- Under the Boards previous authority for Scott Morley to continue communications with the Federal Bureau of Investigations on behalf of the Town; the Board unanimously agreed that Mr. Morley should continue in this capacity.
- The Board will ask Scott Morley to continue to check in the with authorities and provide a status update on investigations pertaining to the Town's former Clerk and Treasurer.

8. Other Business

- After reviewing the Planning Commission's attendance list for the past year, the Board was asked to consider the distribution of stipends when some members were not participating.
- After discussion, the Board agreed that the when there were more then 3 unexcused absences from meetings, then that member would be paid per meeting attended in a calendar year.
- The Board unanimously agreed that four of the Planning Commission members would be receiving the \$300 budgeted stipend, and the fifth would be prorated per meeting attended after the scheduled meeting in December.

- The Board received the draft contract for reappraisal services from New England Municipal Consultants, Inc.
- The draft contract will be sent to Attorney Brian Monaghan for review, and will be discussed at the next meeting.
- Mike Marcotte stated that the three Elected Listers were being paid the same hourly rate; however, the work load and responsibility was falling on one to complete.
- Brad Maxwell made the motion to raise the hourly rate for Lister Kate Fletcher to \$17.50 per hour effective immediately. Seconded by Scott Briere and unanimously approved by the Board.

9. Sign Orders

General Fund Account:

PR #P1917	Payroll for week ending 10/20/2018	\$ 2,654.06
PR #P1918	Payroll for week ending 10/27/2018	\$3,359.99
PR #P1919	Payroll for week ending 11/03/2018	\$ 3,054.66
AP #CC102	ACH Payment 10/29/2018	\$ 817.81
AP #19-15	Accounts Payable 10/29/2018	\$ 22,546.52
AP #19-16	Accounts Payable 11/05/2018	\$ 19,382.64
Signed by the Board for the Treasurer to draw checks totaling		\$ 51,815.68

10. Meeting adjourned at 5:15 p.m.

The next Select Board meeting will be held on Monday November 19th at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator