

**\_MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY DECEMBER 7<sup>TH</sup>, 2020 AT 6:00 P.M.**

**Board Members Present:**

Scott Briere/ Chair; Phil Marquette; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator  
David Barlow / Treasurer  
Martha Sylvester / Planning Commission  
Kate Fletcher / Assessing Clerk  
Deb Tanguay / Town Clerk

**Guests:**

Rory Merrit

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*This meeting was offered to the public via Zoom video conference.*

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- 1. Chair Scott Briere called the meeting to order at 6:01 p.m.**
- 2. Allow for public comment**
  - No public comment noted.
- 3. Discussion with Town Clerk on upcoming annual Town meeting in order to adhere to public gathering restrictions**
  - Clerk Deb Tanguay discussed the options for facilitating Town Meeting with the current public gathering restrictions including the option to vote by Australian ballot and hosting informational meetings by Zoom video conference.
  - Town Clerk Deb Tanguay will be compiling the 2020 Town Report and requested all officers submit their information by December 31<sup>st</sup>, 2020.
  - With concerns on deadlines for printing and election requirements; Deb agreed to research and continue the discussion at the following meeting.
- 4. Consider candidates for the position of Town Administrator**
  - David Gallup made the motion to offer the position of Town Administrator to Caden Gillespie. Seconded by Phil Marquette and unanimously approved by the Board.
  - David Gallup made the motion to authorize Scott Briere to negotiate the terms of the position with Mr. Gillespie on behalf of the Board. Seconded by Phil Marquette.
- 5. Discussion on property acquisition**
  - Phil Marquette made the motion to authorize David Gallup to work with the Town Attorney on potential property acquisitions. Seconded by Scott Briere.
- 6. Community Center Kitchen Renovations**
  - After reviewing the quote received from VCI for kitchen cabinets and countertops; David Gallup made the motion to approve the proposed design for cabinets and countertops from VCI at a total not to exceed \$17,500 to be expended from the Buildings & Maintenance Reserve Fund account. Seconded by Phil Marquette and unanimously approved by the Board.

**7. Treasurers report of financials for preceding month**

- Town Treasurer David Barlow reviewed the financial reports for October 2020 and November 2020 with the Board.
- No action taken by the Board.

**8. Consider candidates for full time Road Crew member**

- David Gallup made the recommendation to hire Jon Buchanan as a full time Road Crew member.
- Phil Marquette made the motion to hire Jon Buchanan as a full time road crew member and allow Road Commissioner David Gallup to work within the approved Road Fund budget to negotiate a compensation package. Seconded by Scott Briere.

**9. Other Business**

- No other business presented.

**10. Sign orders**

- The Board unanimously agreed to hold the 2021 payment to the Newport Fire Department until an approved contract was executed as had been requested.
- All other Board warrants approved as presented by the Select Board Bookkeeper.

**11. Meeting adjourned at 7:27 p.m.**