

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday June 18th, 2018 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

Town Officials Present:

Amanda Carlson / Town Administrator

Adam Messier / Treasurer

Martha Sylvester / Recreation Committee Chairman

David Barlow / Assistant Clerk

Moe Jacobs / Planning Commission Chairman

Skip Gosselin / Planning Commission

Guests:

Orleans County Sherriff Kirk Martin

Dale Perron / Coventry Town Foundation

Keeno Chilafoux

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- 1. Chairman Mike Marcotte was not present at the start of the meeting.**
Vice Chair Brad Maxwell called the meeting to order at 4:30 p.m.

 - 2. Approve the minutes of the June 4th and June 11th, 2018 meetings.**
 - Scott Briere made the motion to approve the minutes of the June 4th and June 11th, 2018 meetings as written. Seconded by Brad Maxwell.
 - Minutes of the June 4th and June 11th meetings were approved and signed by the Board quorum.

 - 3. Orleans County Sherriff's Department**
 - Orleans County Sherriff Kirk Martin presented the Board with the annual contract for services.
 - Sherriff Martin stated that the contract was the same as previous years; however, the hourly rate had been increased by 3% to a total of \$48.44 per hour. This translates into approximately 3.5 hours of patrol per week.
 - Brad Maxwell made the motion to approve the contract as presented. Seconded by Scott Briere and approved by the Board quorum.

- Sherriff Martin was questioned about patrols for the ATV trails and the complaints of reckless driving. He stated that the ATV club had contracted with the Sherriff's department separately to patrol the trails on weekends for the season.

4. Keeno Chilafoux

- Item tabled until full Board present.

5. Town Foundation Update

- Town Foundation President Dale Perron stated that the annual Foundation meeting was being held the following evening at the Eastside Restaurant. The annual dinner honors scholarship recipients and other program participants.
- Dale reported that there has been an increase in funding through NEKCA the past year as well as an increase in scholarship and grant participation.
- Amanda Carlson requested a summary sheet from the Town Foundation with information on how the process of grants is done, deadlines and contact persons for each program. This will assist the office when residents request information on the programs.
- Recreation Committee Chairman Martha Sylvester asked if the Foundation would purchase gift cards to be raffled off on Coventry Day. Dale stated he would check with the Town Foundation Board.

6. Planning Commission / Town Plan

- Planning Commission Chairman Moe Jacobs reported that the final draft was completed and with the Select Boards approval, they would like to proceed with the adoption process.
- The Board stated that they are happy with the current draft and support the Planning Commission starting the process to adopt.
- The first hearing needs to be posted for 30 days and will be held on July 18th, 2018 at 6 p.m. The Plan will also be sent to all adjacent towns in accordance with the Statutory requirements.

****Mike Marcotte arrived at the meeting at 4:55 p.m.***

7. Listers Office Report

- No Listers present for discussion.

8. Community Center Coordinator Update

- Community Center Coordinator Amanda Carlson reported that year to date rentals total \$2,275.00. The fiscal year budgeted amount is \$1,470.00.
- The majority of rentals occur in October and November with an average of two per month all other times during the year.

9. Investment Advisor Recommended Steps

- The Board reviewed the action summary list provided by the Investment Advisor John Henry Hubert at Catamount Asset Management, LLC.
- Under the Boards unanimous authority for Scott Briere to meet with the Investment Advisor; a meeting was held the previous week which included Scott Briere, Amanda Carlson and David Barlow.
- The meeting discussions were summarized and the Board provided with the supporting documentation.
- John Henry Hubert has recommended an account be set up with Fidelity Investments and all current investment funds be surrendered and moved into the one account. Once the funds are in the one holding place the Board will discuss and develop an investment policy prior to any funds being re-invested.
- The Board discussed the surrender fees for one of the investments and unanimously agreed that the data showed that with current management fees being charged, the Town would benefit long term from removing the funds immediately.
- Mike Marcotte made the motion to approve the Account Application for Fidelity Investments with Mike Marcotte as the authorized party on the account, and Treasurer Adam Messier as the Controlling Officer. Seconded by Brad Maxwell and unanimously approved by the Board.
- The Board reviewed a Resolution guiding John Henry Hubert and Catamount Asset Management on the rules of procedure for all accounts.
- Brad Maxwell made the Motion to approve the Resolution for Catamount Asset Management and John Henry Hubert. Seconded by Scott Briere and unanimously approved and signed by the Board.
- Brad Maxwell made the motion to authorize any two Board members to sign paperwork necessary to surrender all investment funds currently held with Hunt Financial Services and Edward Jones investments. Seconded by Scott Briere and unanimously approved by the Board.

10. Town Treasurers Report of Financials for Preceding Month

- The Board reviewed the Treasurers report of Financials for May 2018.
- The Board reviewed the year-to-date budget status report.
- No action taken by the Board.

4. Keeno Chilafoux

- Keeno Chilafoux stated that he was not happy with the way the bidding process went for the new tractor purchase.
- Keeno stated that he understood the Kabota tractor had already been purchased however, he wanted to state his opinion for the record. He stated his quote was \$17,000 less then the price the Town spent and his Kioti brand carries the same quality and long-term value.

- Brad Maxwell stated that after examining the options he was satisfied with the choice and felt it was the best for the Town for long term value.
- Mike stated that in future bidding processes the vendors will be asked to attend the meeting to review the quotes with the Board and answer any questions.
- Keeno Chilafox thanked the Board for their time. The Board thanked Keeno for coming and speaking with them about his concerns and that he will be considered for all future equipment bids.

11. Other Business

- The Board signed approval for the Road Commissioner David Gallup to participate in the Grant-In-Aid Program through the Regional Planning Commission.
- The Town participated in the program last year to cover some costs of roadside ditching. This year David will look into some tree planting for erosion control and/or the purchase of a small hydroseeder.
- The Board unanimously approved the contract with Pace and Hawley LLC to conduct the 2017-2018 Fiscal Year audit.
- The Town Administrator and Town Treasurer will be working with the firm over the coming weeks and will update the Board on the progress.
- The Board unanimously approved a memo informing all employees and elected officials that time sheets will be required to be submitted weekly as of July 1, 2018. Monthly submittals will no longer be accepted.
- Treasurer Adam Messier stated that he will be implementing direct deposit for payroll in the coming weeks.

12. Sign Orders

General Fund Account:

Payroll	For week ending 6/9/18	\$ 748.74
Payroll	For week ending 6/16/18	\$ 2,959.24
AP	06/18/18	\$ 6,908.60
AP	06/18/18	\$ 14,397.27
Signed by the Board for the Treasurer to draw checks totaling		\$ 25,013.85

Road and Bridge Restricted Fund Savings Account:

06/18/18	HI-Acres Bridge Completion	\$ 22,290.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 22,290.00

Buildings and Maintenance Restricted Fund Savings Account:

06/18/18	LED Lights for Town Buildings	\$ 4,347.00
Signed by the Board for the Treasurer to draw checks totaling		\$ 4,347.00

13. Meeting adjourned at 6:05 p.m.

The next Select Board meeting will be held on Monday July 2nd, 2018 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator