

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**Monday October 8<sup>th</sup>, 2018 at 4:30 p.m.**

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**Board Members Present:**

Mike Marcotte / Chairman; Brad Maxwell; Scott Briere

**Town Officials Present:**

Amanda Carlson / Town Administrator

Deb Tanguay / Town Clerk

Martha Sylvester / Recreation Committee Chairwoman

David Barlow / Trustee of Cemetery Funds

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- 1. Chairman Mike Marcotte called the meeting to order at 4:30 p.m.**
  
  - 2. Review Warning for Special Town Meeting on November 14<sup>th</sup>, 2018 to Approve for Posting**
    - The Board reviewed the proposed Warning for a Special Town Meeting to be held on Wednesday November 14<sup>th</sup>, 2018 at 6:00 p.m.
    - The Special Town Meeting will include the following item for Voter consideration;
      - *Shall the legal voters of the Town of Coventry vote to authorize the Select Board to expend up to \$30,000 in excess of the current fiscal year budget for the purpose of contracting a qualified professional consultant to complete a comprehensive Economic Development Plan for the Town?*
  
    - Mike Marcotte stated that he Secretary of State's Office, Elections Division has reviewed the proposed Warning; and approved the draft as meeting the statutory requirements.
    - Brad Maxwell made the motion to approve the Warning for Special Town Meeting for November 14<sup>th</sup>, 2018 at 6:00 p.m. as presented. Seconded by Scott Briere and unanimously approved and signed by the Board.
    - Town Clerk, Deb Tanguay, signed and approved the Warning for posting.

**3. Other Business**

- Scott Briere questioned the delegation of duties within the office; and the additional time the Town Administrator, Amanda Carlson has been putting in to complete tasks not originally associated with her position.
- The Board discussed the responsibilities of the offices and how tasks were presently disbursed amongst the employees and Elected Officials.
- The Board unanimously agreed to continue discussions at the next meeting to include other officials to better understand the obligations and time associated.

**4. Sign Orders**

**General Fund Account:**

AP # S9-18	State Withholding Tax for September 2018	\$ 430.18
AP # F9-19	Federal Withholding Tax for September 2018	\$ 3,782.36
PR #P1915	Payroll for Week Ending 10/06/18	\$ 3,061.39
AP #19-11	10/08/2018 Accounts Payable	\$ 1,132.72
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 8,406.65</b>

**5. Meeting adjourned at 5:25 p.m.**

**The next Select Board meeting will be held on Monday October 15<sup>th</sup> at 4:30 p.m.**

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**Michael Marcotte / Chairman**

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**Bradley Maxwell**

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**Scott Briere**

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**Amanda Carlson / Town Administrator**