

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**Tuesday March 6<sup>th</sup>, 2018 at 2:00 p.m.**

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**Board Members Present:**

Michael Marcotte/Chairman; Brad Maxwell; Scott Briere

**Town Officials Present:**

Amanda Carlson/Town Administrator

Deb Tanguay/Town Clerk

David Barlow/Assistant Clerk

Anita Gariepy/Lister

Kate Fletcher/Lister & Delinquent Tax Collector

Phil Marquette/Planning Commission

Sherry Bradley/SWIP Committee

**Guests:**

Joshua Griffes

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**1. Mike Marcotte called the meeting to order at 2:16 p.m.**

**2. Approve the minutes of the February 19<sup>TH</sup>, 2018 meeting**

- Mike Marcotte made the motion to approve the minutes of the February 19<sup>th</sup>, 2018.  
Seconded by Scott Briere.
- The Board unanimously approved and signed the minutes of the February 19<sup>th</sup>, 2018 meeting as written.

**3. Allow for public comment**

- The public welcomed Scott Briere to the Select Board.

#### 4. Board Reorganized

The Following Officers were Appointed by the Board.  
All appointments were made by unanimous decision.

	<b>2017 Appointments</b>	<b>2018 Appointments</b>
<b>Select Board Chairman</b>	<i>Mike Marcotte</i>	Mike Marcotte
<b>Vice Chairman</b>		Brad Maxwell
<b>Animal Control Officer</b>	<i>Renee Falconer</i>	Renee Falconer
<b>Civil Defense Chairman</b>	<i>Pedro Grondin</i>	Pedro Grondin
<b>Delinquent Tax Collector</b>	<i>Kate Fletcher</i>	Kate Fletcher
<b>Fence Viewers</b>	<i>Marshall Bowman</i>	Josh Griffes
	<i>Israel Sanville</i>	Israel Sanville
	<i>Stuart Maxwell</i>	Stuart Maxwell
<b>Recreation Committee Director</b>	<i>Martha Sylvester</i>	<b>Position Tabled</b>
<b>Road Commissioner</b>	<i>David Gallup</i>	David Gallup
<b>Solid Waste Committee</b>	<i>Sherry Bradley</i>	Sherry Bradley
	<i>Margaret Maxwell</i>	Margaret Maxwell
	<i>Kate Fletcher</i>	Kate Fletcher
	<i>Jessica Maxwell</i>	Jessica Maxwell
		Josh Griffes
<b>Town Administrator</b>	<i>Amanda Carlson</i>	Amanda Carlson
<b>Town Service Officer</b>	<i>Richard Lussier</i>	Amanda Carlson
<b>Tree Warden</b>	<i>Marshall Bowman</i>	David Barlow
<b>Zoning Administrator</b>	<i>David Barlow</i>	David Barlow
<b>Newspaper</b>	<i>Orleans County Record &amp; Barton Chronicle</i>	Orleans County Record & Barton Chronicle
<b>Attorney</b>	<i>Brian Monaghan</i>	Brian Monaghan
<b>Emergency Management Director</b>	<i>Scott Morley</i>	Scott Morley
<b>Second EMD</b>		Phil Marquette
<b>911 Coordinator</b>	<i>Amanda Carlson</i>	Amanda Carlson

#### 5. Solid Waste Implementation Plan Committee Update

- Sherry Bradley spoke on behalf of the Solid Waste Implementation Plan Committee. She stated that there will be Committee Meetings held every other month.
- The Committee is working with the school on a project to be displayed on Coventry Day; as well they are looking into getting State assistance with training for local businesses on composting.

- Sherry will be working on the 2017 report due to the State that is required by July, 2018 that will ensure the Town meets all regulations for Solid Waste compliance.
- The Solid Waste Implementation Plan Committee will attend the June 4<sup>th</sup>, 2018 Select Board Meeting to provide a quarterly progress update.

#### **6. Town Clerk Informational Update**

- Town Clerk Deb Tanguay reported that the records preservation project was scheduled to begin shortly; as well she has been working on updating the survey map system.
- Dog licenses are due by March 31, 2018 after which the Animal Control Officer will be conducting a dog census and issuing notices. The Rabies Clinic is scheduled for March 17<sup>th</sup>, 2018.
- The State Vital Records Department will be hosting a training at the Coventry Community Center for Town Clerks in the area on March 22, 2018 at 5:30 p.m.
- Deb stated that her Assistant Clerk David Barlow will be continuing in his role; however, he will not be holding regular office hours and will only be coming in as needed.
- Deb asked the Board to pass along any suggestions for next year's Town Meeting Day. Mike Marcotte stated that he was very pleased with the set up for the Town Meeting and thanked Deb for all of her work on behalf of the Board.
- The Town Clerk will attend the June 4<sup>th</sup>, 2018 Select Board Meeting to provide a quarterly update and discuss any needs of the office.

#### **7. Municipal Building Lock System**

- The Board discussed changing the locks at the Town Garages to coordinate with the lock system at the Community Center. Mike stated that for safety and accessibility during an emergency that it would be advisable to have key systems match.
- Brad Maxwell made the motion to change all of the locks on the Main Street Garage, Route 14 Garage and Buildings, and any trailers utilizing padlocks, to the Schlage key system currently used at the Community Center and Town Offices. Seconded by Scott Briere and unanimously approved by the Board.

#### **8. Memo to Employees Regarding Reimbursements for Purchases**

- Mike Marcotte stated that Select Board had made a policy last year not to issue reimbursements for purchases unless prior authorization was received. He stated that this policy should be issued in writing to all employees and Town Officials yearly.
- The Board reviewed a draft memo to employees.
- Brad Maxwell made the motion to approve the memo stating that the Board would not issue reimbursements for purchases with the exception of travel expenses, or if prior authorization was given. Seconded by Scott Briere and unanimously approved by the Board.

## 9. Other Business

- The Board was notified that a verbal agreement was made with Road Commissioner David Gallup and landowner Keeno Chillafoux that; in exchange for allowing the Town to leave the piles of ice pulled from the river on Mr. Chillafoux's land; Town Highway Department would reimburse Mr. Chillafoux the cost of all hay lost from the area being used.
- Amanda Carlson will set up Town email addresses for Select Board Members Brad Maxwell and Scott Briere.
- Brad Maxwell made the motion to continue to allow Select Board Chairman Mike Marcotte to approve payroll warrants on non-meeting weeks. Seconded by Scott Briere.
- Warrants will continue to be reviewed and approved by the full Board at the following meeting.
- Scott Briere made the motion for Mike Marcotte and Brad Maxwell to remain as signatories on all Town bank accounts. Seconded by Brad Maxwell and unanimously approved by the Board.
- David Barlow requested that he be retained as a Listers Assistant to help with the transition of the newly elected Lister and provide necessary training. With scheduled appointments the following day and State software downloads, he expressed his concern over having some crossover to ensure the office did not fall behind.
- Mike Marcotte made the motion to allow David Barlow to remain working with the Office of the Listers as a paid Assistant until the next Select Board Meeting on March 19<sup>th</sup>, 2018. Seconded by Brad Maxwell.
- The Board unanimously agreed to discuss with the Listers at the next meeting.

**10. Sign Orders**

**General Fund Account:**

Payroll	For week ending 02/24/18	\$3,031.70
Payroll	For week ending 03/03/18	\$3,843.44
AP	State Withholding Tax – 2/13/18	\$498.21
AP	Federal Withholding Tax 2/13/18	\$4,932.29
AP	VMERS January 2018	\$2,595.80
AP	03/05/18	\$16,366.90
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$31,268.34</b>

**Buildings & Maintenance Reserve Fund Account:**

03/06/18	Community Center Renovations	\$1,862.85
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$1,862.85</b>

**11. Meeting adjourned at 3:02 p.m.**

The next Select Board meeting will be held on Monday March 19<sup>th</sup>, 2018 at 5:00 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