

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JANUARY 21st, 2019 at 4:30 p.m.

Board Members Present:

Mike Marcotte / Chairman; Brad Maxwell; Mike Marcotte

Town Officials Present:

Amanda Carlson / Town Administrator

Adam Messier / Treasurer

David Barlow / Assistant Clerk

Kate Fletcher / Lister

David Gallup / Road Commissioner

Skip Gosselin / Planning Commission Member

Jeanne Desrochers / Cemetery Commission Member

Guests:

Billy Holbrook; Kathy Holbrook; Rudy Percy; Scott Jenness; Leigh Curtis; William Hodgeman; Sonny Willard; Larry Royer Sr.

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

2. Approve the minutes of the January 14th, 2019 Meeting.

- Brad Maxwell made the motion to approve the minutes of the January 7th, 2019 meeting as written. Seconded by Scott Briere and unanimously approved and signed by the Board.

3. Allow for Public Comment

- No public comment noted.

4. Kathy Holbrook to Discuss ATV Trail Access to Martha's Diner

- Kathy Holbrook requested the Board approve ATV travel on additional Town roads that would create trail access to Martha's Diner.
- Borderline RidgeRiders ATV Association President, Scott Jenness, stated the goal of the club was to support and increase access to the local businesses.

- The ATV Association requested access to Coventry Station Road; Glen Road to the Derby Town Line and Lane Road to the Newport City line. These roads will allow trail access through to the neighboring communities.
- Scott stated that eventually they would like to see Newport City be the first City in the State to open up to ATV travel; and access through Coventry was essential in order for them to pursue this.
- Jeanne Desrochers expressed her concern for ATV travel through the Village. Scott Jenness stated that access to Main Street was not being requested by the Club so any ATV travel along there was being done without permission.
- Scott Jenness stated that last year the Sherriff's Office was contracted for weekend patrol on the trails to ensure the rules are followed.
- The Board unanimously agreed they would support ATV access on the requested roads for the 2019 ATV riding season on a one year trial basis.
- The Borderline Ridgeriders ATV Association will prepare the written agreement and map detailing the additional road sections for the Board to review and approve at the next meeting on February 4, 2019.

5. 2019 Annual Town Meeting Warning Articles

- The Board reviewed the draft Warning and discussed the various articles.
- Town Administrator, Amanda Carlson, was asked to look into the Planning Commission Elected term lengths and how they can be staggered going forward.
- Planning Commission Member, Skip Gosselin, presented the Board with additional information on the Solar project discussed at the last meeting.
- The Town owned solar panels are estimated to cost \$350,000. With the monthly electric bill savings, it is estimated to pay itself off in just over 13 years and all subsequent years would provide free electricity.
- Estimated monthly electric costs were calculated from usage history from the Town as well as the Coventry Village School; with the school's portion being a considerable amount more than the Town.
- The Board was concerned on legalities of the Town funding a project that would cover a large expense for the School; and if this violated statutes on supplementing education expenses with Town monies.
- Skip stated that in an initial conversation with the School Directors, they would be willing to pay the Town the monthly electric expense as their contribution to the project.
- The Board was concerned with that arrangement and being considered as collecting utility fees.
- The Board asked Amanda Carlson to contact the Town Attorney to answer any legal conflicts before committing to proposing to the voters.

- The Board unanimously agreed to schedule a meeting for Monday January 28, 2019 at 4:30 p.m. to approve the final 2019 Annual Town Meeting Warning.

6. Continued Discussions on Proposed Budget for FY2020

- The Board reviewed and discussed the draft general fund and highway fund proposed budget for fiscal year 2020.
- No decisions made by the Board.
- The final budget will be approved at the January 28, 2019 meeting.

7. FY 2018 Audit Review and Consider for Approval

- The Board reviewed the amended draft Audit for fiscal year 2018 provided by Nathan Hawley of Pace & Hawley LLC.
- The Board discussed the report and the progress of the previously approved adjustments, which are expected to be completed within the week.
- Brad Maxwell made the motion to approve and accept the Audit report for fiscal year 2018 as prepared by Pace & Hawley, LLC. Seconded by Scott Briere and unanimously approved by the Board.
- Chairman Mike Marcotte and Treasurer Adman Messier signed the Management Representation letter to Pace & Hawley, LLC.
- Chairman Mike Marcotte signed the letter to the Town Attorney Brian Monaghan, requesting information be sent to Pace & Hawley, LLC. Once the response is confirmed, the final Audit Report will be provided for public distribution.

8. Treasurer's Report of Financials for Preceding Month

- Treasurer Adam Messier reviewed the report of the December 2018 financials with the Board.
- The Board discussed accounts and balances. No action taken by the Board.
- Adam noted a check issued by the Bookkeeper in the accounts payable to the Department of Labor. The Department of Labor had been notified that this employee refused an offer of work. Adam recommended that this payment be withheld or investigated further. The Board agreed they would pursue to have corrected.
- Adam Messier stated that he did not care for how the 2012 IRS situation was handled and the Town Administrator's response to his recommendation that the Board proceed with paying the fine issued.

9. Other Business

- The Board agreed to make a \$750 donation to the Orleans Essex VNA Hospice in honor of Jackie Gallup.
- Town Administrator Amanda Carlson stated that the representative from VLCT/PACIF Insurance conducted an onsite inspection of the two garages and the Community Center the previous week.
- Only three recommendations were made regarding the need for signage.
- The other recommendation was to amend the Community Center Rental Policy in regards to alcohol consumption as it is a liability for the Town.
- The Board agreed that the policy should be updated to require additional insurance for these event.
- Amanda will revise and research the process for Board review and approval.
- The Board reviewed a quote from VCI for alterations to office furniture in the amount of \$625.
- The Board unanimously approved the quote to be expensed from the Buildings & Maintenance Restricted Fund Savings Account as a capital asset purchase for the offices.

10. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND				
CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
18190	P1929A	PAYROLL - PE 01/12/19	1/12/2019	\$835.87
18191-18199	P1930	PAYROLL - PE 01/19	1/19/2019	\$3,467.40
18200-18223	19-24	ACCOUNTS PAYABLE - GEN	1/21/2019	\$15,076.02
ACH	CC-13	ACCOUNTS PAYABLE - CC	1/31/2019	\$261.41
ACH	F01-21	ACCOUNTS PAYABLE - IRS PE 01/21	1/24/2019	\$1,033.48
ACH	S01-21	ACCOUNTS PAYABLE - VT PE 01/21	1/24/2019	\$109.94
ACH	F01-22	ACCOUNTS PAYABLE - IRS PE 01/21 - DG	1/24/2019	\$257.11
ACH	S01-22	ACCOUNTS PAYABLE - VT PE 01/21 - DG	1/24/2019	\$28.84
Signed by the Board for the Treasurer to draw checks totaling				<u>\$21,070.07</u>

BUILDINGS & MAINTENANCE RESTRICTED FUND SAVINGS ACCOUNT			
	ORDERS	CHECK DATE	AMOUNT
	NEVTEC - COMMUNITY CENTER	1/21/2019	\$1,040.00
Signed by the Board for the Treasurer to draw checks totaling			<u>\$1,040.00</u>
ROAD & BRIDGE RESTRICTED FUNDS SAVINGS ACCOUNT			
	ORDERS	CHECK DATE	AMOUNT
	RUGGLES ENGINEERING - CULVERT	1/21/2019	\$1,800.00
	STREAM ALTERATION PERMIT APPLICATION	1/21/2019	\$200.00
	STREAM ALTERATION PERMIT APPLICATION	1/21/2019	\$200.00
Signed by the Board for the Treasurer to draw checks totalin			<u>\$2,200.00</u>

11. Meeting adjourned at 6:55 p.m.

The next Select Board meeting will be held on Monday January 28th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman

Bradley Maxwell

Scott Briere

Amanda Carlson / Town Administrator