

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY JANUARY 14<sup>TH</sup>, 2019 at 4:30 p.m.**

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**Board Members Present:**

Mike Marcotte / Chairman; Brad Maxwell

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Assistant Clerk

David Gallup / Road Commissioner

**Press:**

Elizabeth Trail / The Barton Chronicle

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**1. Chairman Mike Marcotte called the meeting to order at 4:36 p.m.**

**2. Approve the minutes of the January 7<sup>th</sup>, 2019 Meeting.**

- Amanda Carlson noted a correction made to the January 7, 2019 minutes in agenda item #6 Town Clerks Update. The rabies vaccination clinic is scheduled for Saturday March 30, 2019. *(Originally stated March 31)*
- Brad Maxwell made the motion to approve the minutes of the January 7<sup>th</sup>, 2019 meeting with the noted correction made. Seconded by Mike Marcotte.
- The Board quorum approved and signed the minutes of the January 7<sup>th</sup>, 2019 meeting.

**3. Allow for Public Comment**

- No public comment noted.

**4. Review Auditors request to approve corrections required to complete the 2018 fiscal year end audit report.**

- Under the Board's unanimous authority for Select Board Member Scott Briere, and Town Administrator Amanda Carlson, to meet with the Auditor Nathan Hawley to discuss the draft audit for year ending June 30, 2018; Amanda reported that the meeting took place on Friday January 11, 2019.

- Amanda reviewed the list of Auditor's proposed adjustments and recommendations discussed at the January 11 meeting.
- Brad Maxwell made the motion to approve a highway fund balance sheet adjustment for fiscal year ending June 20, 2018; to correct interfund transfers from previous years. Seconded by Mike Marcotte and approved by the Board quorum.
- Brad Maxwell made the motion to approve all general and highway fund adjustments to fiscal year ending June 30, 2018 as recommended by Auditor Nathan Hawley. Seconded by Mike Marcotte and approved by the Board quorum.
- Auditor Nathan Hawley stated that the new office procedures provided the adequate checks and balances; however, recommended the additional step of having a monthly review of accounts performed by the Town Administrator who does not have authority to issue payments or reconcile accounts. This additional review is to ensure irregular activity is quickly recognized.
- Brad Maxwell made the motion to approve the amended financial office procedures list as recommended. Seconded by Mike Marcotte and approved by the Board quorum.

#### 5. Other Business

- Road Commissioner David Gallup stated that Engineer Tim Ruggles had completed the design plans for the concrete box culvert replacements for Pine Hill Road and Glen Road.
- The Board discussed options for implementing the project.
- No action taken by the board.

#### 6. Sign Orders

##### ***General Fund Account:***

CHECK #	WARRANT #	WARRANT	CHECK DATE	AMOUNT
18183 - 18189	P1929	Payroll for week ending 01/12/19	01/14/19	\$ 2,786.25
ACH	S0114	State withholding tax for week ending 01/12/19	01/14/19	\$ 91.92
ACH	F0114	Federal withholding tax for week ending 01/12/19	01/14/19	\$ 850.92
<b>Signed by the Board for the Treasurer to draw checks totaling</b>				<b>\$ 3,729.09</b>

**7. Meeting adjourned at 5:55 p.m.**

**The next Select Board meeting will be held on Monday January 21<sup>ST</sup>, 2019 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**