

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY NOVEMBER 2<sup>ND</sup>, 2020 AT 4:30 P.M.**

**Board Members Present:**

Scott Briere/ Chair; Phil Marquette

**Town Officials Present:**

Amanda Carlson / Town Administrator  
David Barlow / Treasurer  
Stephanie Rondeau / Administrative Assistant  
Martha Sylvester / Planning Commission  
Kate Fletcher / Assessing Clerk

**Guests:**

Kathleen Ahearn / School Board Director  
Charlie pronto / Newport Ambulance Service  
Leo Piette / Town Foundation  
Christopher Whiting

**Press:**

Justin Tromblay / VT Digger

*This meeting was offered to the public via Zoom video conference.*

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- 1. Chair Scott Briere called the meeting to order at 4:30 p.m.**
- 2. Allow for public comment**
  - No public comment noted.
- 3. Approve the unofficial minutes of the October 26th, 2020 meeting**
  - Phil Marquette made a motion to approve the minutes of the October 26<sup>th</sup>, 2020 meeting as written. Seconded by Scott Briere and approved by the Board quorum.
- 4. Coventry Village School – 8th Grade Little Library Project**
  - Phil Marquette received a request from the Coventry Village School 8th grade class requesting to put a free library in the Village.

- Free library's allow students to take books, or donate books to an enclosed stand accessible to the public.
- The Board quorum agreed that this was a benefit to the Community.
- Phil will speak with the class to discuss options on where to place within the village.

#### **5. Coventry Village School – Edmund Douglas Price Funds**

- The Board reviewed a written agreement to the Coventry Village School outlining the process of receiving monies from the Edmunds Douglas Price Fund which was donated to support the library and literacy programs.
- School Board Director Kathleen Ahearn stated that this agreement will set a precedent for future Boards to understand the process in which these funds should be treated.
- The School will be required to come to the Town each year in January to discuss overall available funds for the coming fiscal year; the school will then be able to purchase qualifying items to be reimbursed by the Town.
- Phil Marquette made motion to approve the agreement as written. Seconded by Scott Briere and signed by the Board quorum.

#### **6. Newport Ambulance Service**

- Newport Ambulance Service Director Charlie Pronto reviewed the approved NAS budget for the ensuing year.
- With an increase in equipment needed for the safety of the medics during the pandemic, the NAS Board was still able to budget within a 3% increase over last year.
- Last year the Town of Coventry paid \$30.56 per capita; in 2021 this will increase to \$31.50 for a total of \$34,209 versus \$33,188 in 2020.
- Charlie stated that the Newport Ambulance Service was currently operating at a deficit but anticipated Federal COVID relief should assist with closing that gap.
- The Board thanked Charlie Pronto and his team for all they have done for the Community.
- The Newport Ambulance Service will provide the Town with a formal contract before the year's end.

#### **7. Review yearly contract with Orleans Fire Department**

- The Board reviewed the proposed contract with Orleans Fire Department for 2021.
- The Board quorum approved the draft proposed contract as written.

- The Board will receive a formal copy for approval when the 2021 financial request is included.

#### **8. Internet Connectivity and Mobile Hot Spots**

- Phil Marquette stated that the State program to develop mobile hot spots was targeting areas that do not yet have any close by. Since the Coventry Village School is designated a mobile hot spot he did not pursue any applications for the Village so that other Towns without any could take precedence.
- Phil stated that he will watch the program for subsequent rounds and will bring to the Board for consideration in the future.

#### **9. Town Policies and Procedures Overview**

- The Board quorum will review all of the existing policies in place for the Town and work on suggested updates for discussion; as well as considering any new policies that have not yet been considered.
- The Board quorum agreed that once any revisions were done to the policies that they should be readopted at the same time so all had the same annual review schedule going forward.
- Martha Sylvester questioned the Personnel Policy and the rules for conduct of employees and elected officials.
- Amanda Carlson explained that Personnel Policies only covered employees and Elected officials were not subject to the same rules.

#### **10. Town Administrators Office**

- Town Administrator Amanda Carlson stated that she has taken another position and effective the following day will not be working for the Town remotely on a full time basis.
- Amanda agreed to continue part time to assist with hiring her replacement.
- The Board quorum reviewed a draft ad for the position which will be posted in the newspapers and with the Vermont League of Cities and Towns.

#### **11. Other Business**

- The Town Clerk received a \$5000 grant from the Vermont Secretary of State's Office to purchase election supplies. No matching funds from the Town are required.

- The Board quorum provided Leo Piette with the voter approved appropriations check to the Coventry Town Foundation along with a letter explaining the Boards intentions with previous requests for financial information from the non-profit entity.
- The Board quorum agreed to temporarily hold Select Board meetings at 5:30pm to accommodate the current Town Administrator's new schedule.

**12. Sign orders**

- The Board quorum approved the Treasurer to sign checks totaling: \$

**Meeting adjourned at 5:57 p.m.**

**The next Select Board meeting will be held on Monday November 16<sup>th</sup>, 2020 at 5:30 p.m.**

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**Scott Briere / Chairman**

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**David Gallup**

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**Phil Marquette**

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**Amanda Carlson / Town Administrator**