

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
THURSDAY SEPTEMBER 17TH, 2020 AT 3:00 P.M.

Board Members Present:

Scott Briere/ Chair; Phil Marquette; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

David Barlow / Town Treasurer

Kate Fletcher / Assessing Clerk

Martha Sylvester / Planning Commission Member

Guests:

Sue Harkey; Joi Merritt

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

- 1. Chair Scott Briere called the meeting to order at 3:00 p.m.**

- 2. Allow for public comment**
 - Kate Fletcher and Martha Sylvester both expressed their appreciation for Amanda Carlson's work as the Town Administrator over the last four years.

- 3. Discussion on Town Administrators Office**
 - Phil Marquette made a motion to enter into executive session in accordance with 1 VSA § 313 (3) for discussions on employee and personnel matters; to include the Select Board and the Town Administrator. Seconded by David Gallup and unanimously approved by the Board.
 - The Board entered into executive session at 3:04 p.m.
 - The Board exited executive session at 3:41 p.m.
 - Phil Marquette made a motion for Town Administrator Amanda Carlson to continue in her role working remotely attending to the essential tasks of the Board; with compensation being switched from salary to hourly. Seconded by David Gallup and unanimously approved by the Board.

- Phil Marquette made a motion to hire Stephanie Rondeau as an Administrative Assistant to the Town Administrator and the Select Board attending to on-site tasks up to five hours a week as needed. Seconded by David Gallup and unanimously approved by the Board.
- On request of the Select Board, David Barlow agreed to be the on-site contact for the renovations of the Community Center kitchen and second floor lift.

4. Other Business

- Phil Marquette made a motion to approve the purchase of an outdoor community notice board, and a bookcase for the upstairs board room from VCI at a total cost of \$2,855.74. Seconded by Scott Briere and unanimously approved by the Board.

5. Meeting Adjourned at 3:58 p.m.

The next Select Board meeting will be held on Monday September 21st , 2020 at 4:30 p.m.

Scott Briere / Chairman

David Gallup

Phil Marquette

Amanda Carlson / Town Administrator