

Minutes
Select Board Meeting
Town of Coventry
Monday April 18, 2022

This meeting was recorded on Zoom and then posted to YouTube. The link to this recording is at www.coventryvt.org.

Board Members Present

Scott Briere, Chair
David Gallup (joined at 7:20 pm)
Phil Marquette

Town Officials Present

David Barlow, Treasurer, Zoning Administrator & Acting Secretary to
the Select Board
Praneet Menon, School Director & Planning Commission

Residents Present

Kerry Keement, resident
Martha Sylvester, resident
Len and Donna Griffes, residents

Press Present

none

1. Order

David B called the meeting to order at 6:03 pm. Persons present introduced themselves.

2. Changes or Additions to the Agenda

There were two additions to the agenda, placed under Other Business: Painting request for bids for the Meeting House (David B), and the Fall Festival (Martha S)

3. Allow for public comment

Martha S thanked the Select Board for “removing Ned from his post.”

4. Discussion of road work to be put out to bid in 2022

This item as tabled as David G was not yet present because he was attending a memorial service.

After David G arrived, the Select Board took up this topic at the very end of the meeting. David G provided an overview of the current status of his paving recommendations. He will provide an update at the next Select Board meeting.

5. Planning Commission Update

a. Appointment of Town NVDA rep from the Planning Commission
Praneet M stated that the Planning Commission recommended Pedro Grondin for the position. Phil M motioned to appoint Donald Pedro Grondin as the Town of Coventry's NVDA rep. Scott B seconded. Both members voted in favor. David B will notify NVDA.

b. "MPM" (Municipal Project Manager) for the sidewalk scoping study contract

Following a discussion between the Select Board, Praneet M and David B, the following decisions occurred:

Phil M motioned to use a municipal employee as the MPM, seconded by Scott B. Both voted in favor.

Scott B motioned to appoint David B as the MPM once the procurement method is approved by VTRANS. Phil M seconded. Both voted in favor.

6. 911 Coordinator:

a. Discuss removal of Town highway 62

b. Town highway 37 classification

Items tabled as David G was not yet present because he was attending a memorial service.

7. Property line issue at Town garage parcel (269 Main St) and 251 Main St

The adjoining parcel owner of 251 Main Street, Mr. Cobb, contends that he owns a 15 foot wide strip of land along the north side of the Town's parcel at 269 Main Street. The Town has treated this strip of land as part of the Town's parcel. Mr. Cobb provided a copy of a survey of his parcel in support of his position. David B did not have time to do the deed research needed to confirm or deny Mr. Cobb's claim prior to this Select Board meeting.

Scott B motioned to let David B talk with the Town's Real Estate Attorney in order to review the deeds and render an opinion on who owns the 15 foot wide strip of land and where the boundary line falls. Phil M seconded. Both voted in favor.

The Select Board discussed the placement of granite barriers by Mr. Cobb on what he contends is the property line (impeding access to the Town's fuel tank), and that the Road Commissioner had removed the barriers. Scott B stated he would discuss the situation with the Road Commissioner and let David B know the result by email. Scott B advised David B to handle the matter with urgency, including letting the Town's Real Estate attorney know that the Town wants to resolve this situation as quickly as possible.

8. Assessor request to change Assessing Clerk hours/days

This item was tabled following a brief discussion between David B and the Select Board. The Board stated the need to have and

understand the reasons for the change from Mr. Krajewski, the Town's Assessor.

9. Town Administrator job description

David B will continue to work on this task and provide a draft version via email to the Select Board. There was a discussion on the duties and responsibilities of the Town Administrator between the Select Board and David B.

10. Flood zone permit update/board of adjustment scheduled for 4 May

David B gave an update as the Zoning Administrator. The Planning Commission was briefed by David B at their last meeting regarding their role as Coventry's "Board of Adjustment" for hearing flood zone permits. The flood zone permit for 88 Main Street will be heard and considered by the Board of Adjustment at the next Planning Commission meeting on 4 May 2022. This event has been posted publically, including certified letters to the six abutting parcel owners and the permit applicant, publication in all three local newspapers, and the normal public posting spots. David B discussed the Act 250 issues, noting that the applicant had not yet called the Act 250 District to determine if he needed an Act 250 permit for his project, and the potential impact with the Board of Adjustment review of his permit application.

11. March Treasurer report

David B delivered this report as the Town Treasurer. He noted spending in March of \$24,000 from the Buildings and Maintenance reserve fund for the ongoing work at the Elijah Cleveland Meeting House.

12. Emergency Management Director:

- a. EMD Delegation of Authority**
- b. Local Emergency Management Plan (LEMP) - Yearly Adoption**
- c. VT Alert Authorization**

Following a lengthy review and discussion session, the following motions occurred:

- 1.) Scott B motioned to approve changes to the EMD and LEMP for 2022. Seconded by Phil M; both voted in favor.
- 2.) Phil M motioned to remove Ned Connell from and add David B to the VT Alert Authorization. Seconded by Scott B; both voted in favor.
- 3.) Scott B motioned to approve the LEMP attachment B, EMD Delegation of Authority, appointing the Emergency Management Director as Phil Marquette. David G seconded; Scott B and David G voted in favor and Phil M recused himself. (Note that this action occurred late in the meeting after David G arrived.)

13. Treasurer Policies:

With the change of the Town Treasurer from an elected position to an appointed position, the previously independent policies of the Town Treasurer were presented to the Select Board by David B for their review.

There was a brief discussion between the Board and David B. Phil M motioned to adopt the Treasurer Policies as Town Policies: Acceptable Payment Methods for other than Property Taxes; Duplicate Tax Bills; Elimination of Small Value Education Tax Credits; Payment of Negative Net Tax Due Amounts; Acceptable Payment Methods of Property Taxes. Scott B seconded; both voted in favor.

14. Minutes from April 4 Select Board Meetings

Phil M motioned to approve the minutes from the Monday, April 4, 2022 meeting. Scott B seconded; both voted in favor.

15. Other Business

○ Painting Bids Advertisement for the Meeting House

A discussion on the contents of the bid advertisement ensued, including paint quality. Scott B will make inquiries about paint quality to get language into the advertisement to insure that high quality paint is used.

○ Window Repair and Reglazing for the Meeting House

David B recommended that the windows be repaired and reglazed as a separate contracting action from the painting contract. Following a brief discussion, Scott B will make inquiries and provide information to David B, who will draft an advertisement for window repair and reglazing.

○ Fall Festival and ADA Contract

Martha Sylvester forwarded an email from ADA, a traffic-control company that provided services at the 2021 Fall Festival. She alerted the Select Board to the need for scheduling these services, as well as other supporting functions, for the 2022 Fall Festival. Kerry K spoke about the date choice, including the need to avoid the Barton Fair dates. The Select Board would like some input from the Fall Festival committee (currently formed as members from last year's festival committee).

○ Cleaning Contract Document

Following a brief discussion, the Select Board asked David B to look at the previous contract(s) on file and the RFP for the current contract bids. Scott B asked David B to reach out

to Kelley Collins for a contract, that would include referencing the RFP, cost per month, and other relevant information.

16. Warrants

The Select Board discussed the following billing and finance issues prior to reviewing the warrants:

- **Sansoucy LLC Billing for the Casella Public Records Request**
Scott B will call Brian Monaghan, the Town's attorney, to discuss the issues. David B will make sure that Brian M has copies of the Sansoucy invoices.
- **Orleans Fire Department Contract**
The Select Board needs an updated contract and invoice at the most recently negotiated price. David G and David B will contact Orleans and have them send the updated documents.
- **American Rescue Plan Act (ARPA) Funding**
There was a general discussion of the way the Town should declare the grant funding received, and to be received, from ARPA. David B will investigate and brief the Select Board at a future meeting.

Phil M motioned to approve the warrants. Seconded by Scott B; unanimous approval.

David G reported that there had been a theft of some pipe from the Town's Route 14 garage area within the last week. He has reported the theft to the State Police. An investigation is ongoing, and the State Police will provide a case number to the Town.

17. Adjourn

The meeting adjourned at 8:22 pm.

Approved 16 May 2022

Scott Briere - Chair

David Gallup

Phil Marquette