

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY OCTOBER 12<sup>TH</sup>, 2020 AT 4:30 P.M.**

**Board Members Present:**

Scott Briere/ Chair; Phil Marquette; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Town Treasurer

Martha Sylvester / Planning Commission Member

Stephanie Rondeau / Administrative Assistant

Kate Fletcher / Assessing Clerk

**Guests:**

Sue Harkey

*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 4:33 pm.**
  
- 2. Allow for public comment**
  - Resident Sue Harkey questioned the truck traffic on Heermanville Road. Road Commissioner David Gallup had not yet arrived at the meeting and will be asked to contact Sue to discuss.

**3. Approve the unofficial Select Board meeting minutes**

- Phil Marquette made a motion to approve the unofficial minutes of the following Select Board meetings as written; August 3rd, August 17th, September 10th, September 17th, and September 21st, 2020. Seconded by Scott Briere and unanimously approved and signed by the Board.

**4. 2019 Solid Waste Implementation Plan – Review draft and allow for public comment**

- The Board reviewed the proposed five-year Solid Waste Implementation Plan for the Town of Coventry; which outlines the community outreach and education requirements for the Town as its own Solid Waste entity.
- The Board also received an approval letter from that Agency of Natural Resources stating the plan met with all of the State requirements.
- SWIP Committee Chair Sherry Bradley was not in attendance at the meeting for discussion.
- The SWIP plan will be on the next Select Board meeting agenda to provide an opportunity for the public to comment before the Board officially considers adoption of the plan.
- Martha Sylvester stated her concerns regarding the SWIP Committee and the lack of organized meetings and activity in the community.
- Amanda Carlson stated that the Committee was down to two members; Sherry Bradley and Margaret Maxwell, and the Board should discuss appointing additional members at the next meeting.

**5. Update on pending grant funded projects and applications**

- Town Administrator Amanda Carlson reviewed the pending grant projects and applications;
  - The Town Clerk is proceeding with the State of Vermont Act 137 Digitization of Land Records Grant Award of \$13,448.50.
  - An application has been submitted for the 2020 VTrans Bicycle and Pedestrian Program requesting a scoping grant of \$30,000 for engineering plans to construct

a sidewalk through the Village Center and over to the School making the area more accessible for pedestrians.

➤ The Town was awarded \$50,000 from the Preservation Trust of Vermont to address drainage and foundations issues with the Church in the Village Center. The property is still in the process of being deeded to the Town and these funds will be used after the Town has retained ownership over the building.

- David Barlow stated that the Attorney's office was currently working on the Church building transfer and progress was being made; however, the bank required a \$150 fee to process the boundary line release recommending the Board assume this cost in order to keep the process moving.
- Phil Marquette made a motion to pay \$150 for the boundary line release to People's Bank relating to the Coventry Village Church building. Seconded by Scott Briere and unanimously approved by the Board.

#### **6. Discussion on public building health and safety restrictions**

- As Emergency Management Director, Phil Marquette stated that the Community Center will remain closed for public meetings and the doors should remain locked to the general public.
- Treasurer David Barlow stated that property tax bills included a listing of times residents can come to the outside window the week prior to taxes due in order to pay in person; otherwise tax payments were accepted by mail and drop off.
- Kate Fletcher stated her concern for the office being more accessible and friendly to accommodate the residents.
- After discussing the health and safety concerns the Board unanimously agreed that the front doors of the offices will remain locked to the general public; at their discretion Officials may let one person in the building at a time and they must be wearing a mask. Officials are only required to allow the public in the building if they feel safe and comfortable with the process and as long as all personal protective equipment is worn.

The Board unanimously agreed to amend the agenda and address agenda number 8. Other Business.

### **8. Other Business**

- David Barlow reviewed the Treasurers report for September 2020.
- No action taken by the Board.
  
- Amanda Carlson reviewed the price quotes received for an updated website ranging from \$6,500 to \$8,000.
- Amanda stated her concern with the various web formats and the potential cost for upkeep and maintenance.
- Amanda stated that the website definitely needed an upgrade but felt the new “DIY” web builder tools would allow her to redo the site while keeping the costs down and keeping control within the Town Office.
- The Board unanimously agreed to allow the Town Administrator to begin working on an updated website for the Town.
  
- Phil Marquette stated that he had received quotes for upgraded internet and phone services at the Town office from Comcast. He is confirming some information but anticipates that the internet speed can be upgraded while lowering the total monthly costs.
- Scott Briere made a motion to allow Phil Marquette to continue working with Comcast on adjusting the internet and telephone packages and authorize him to make changes as he deems beneficial for the Town. Seconded by David Gallup and unanimously approved by the Board.

## **7. Discussion of office personnel and employees**

*Possible executive session in accordance with 1 VSA § 313 (f)*

- Phil Marquette made a motion to enter into executive session in accordance with 1 V.S.A 313 (f) (3) for discussions on personnel to include the Board and the Town Administrator. Seconded by Scott Briere and unanimously approved by the Board.
- The Board entered into executive session at 5:30 p.m.
- The Board exited executive session at 5:53 p.m.
- Chair Scott Briere stated that the Board discussed the Town Administrators Office and there were no decisions or changes made by the Board at this time.

## **8. Other Business**

- Tabled. Addressed earlier in meeting.

## **Sign Orders**

- *See attached*
- The Board discussed the time constraints on approving payroll for next day deposit agreeing that more time was needed to review.
- Scott Briere made a motion to move the employee weekly payroll deposit from Tuesday to Thursday of each week. Seconded by Phil Marquette.

**Meeting adjourned at 6:22 p.m.**

**The next Select Board meeting will be held on Monday October 19th, 2020 at 4:30 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**