

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY JULY 20<sup>th</sup>, 2020 AT 4:30 P.M.**

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**Board Members Present:**

Scott Briere/ Chair; Phil Marquette; David Gallup (*arrived at 4:49 p.m.*)

**Town Officials Present:**

Amanda Carlson / Town Administrator

Kate Fletcher / Assessing Clerk

David Barlow / Town Treasurer

**Guests:**

John Miller; Martha Sylvester

*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 minutes of the June 15th and June 29th 2020 meetings**
  - Phil Marquette made a motion to approve the amended minutes of the June 15<sup>th</sup>, 2020 meeting and the minutes of the June 29<sup>th</sup>, 2020 meeting as written. Seconded by Scott Briere and approved by the Board quorum.
- 4. Review bids for community center renovations**
  - The Town received one bid for renovations to the Community Center kitchen and installation of an ADA Accessible lift to the second floor.
  - *Bid received from: J.B Carpentry \$103,983.00*
  - The Board noted that this total included \$40,000 in allowances for cabinets and flooring.
  - Town Administrator Amanda Carlson stated that the work was also subject to approval by the Fire Marshall who will be asked to approve the intended renovations prior to starting.

- Amanda asked that the Board to consider approving an amount up to \$120,000 which will give some room if the Fire Marshall makes minor changes to materials; but any major changes would be brought to the Board for approval.
- Phil Marquette made a motion to approve the bid received from JB Carpentry for renovations to the Community Center kitchen and installation of an ADA accessible lift for a total cost not to exceed \$120,000 subject to the Fire Marshalls approval. Seconded by Scott Briere and approved by the Board quorum.

**5. Town Foundation request for funds – review and approval of written response**

- Chair Scott Briere stated the letter reviewed by the Board at the previous meeting dated July 1, 2020 had been approved by the Town Attorney.
- Phil Marquette made a motion to approve the letter to the Coventry Town Foundation in response to their request for early disbursement of funds. Seconded by Scott Briere and unanimously approved and signed by the Board quorum.

**6. Consider candidates for appointment to the Planning Commission and NVDA Board of Directors**

- Chair Scott Briere stated that two Town Officials had submitted their interest in serving on the Board of Directors for the Regional Planning Commission Northeastern Vermont Development Association; Dan Rondeau and David Gallup.
- Scott Briere made a motion to appoint David Gallup to represent the Town of Coventry on the NVDA Board of Directors. Seconded by Phil Marquette and approved by the Board quorum.
- Scott Briere made a motion to appoint resident Martha Sylvester to fill the vacancy on the Planning Commission until the next election. Seconded by Phil Marquette and approved by the Board quorum.

**7. Fall Festival and fireworks update**

- Scott Briere stated that with the current, and anticipated, social distancing regulations he did not feel the cost of the fireworks would be beneficial without being able to host an event for the residents.
- Although there are options to host an event with social distancing, Scott stated that they were difficult to enforce and he did not want to put the residents of the Town in jeopardy.
- David Gallup suggested the fireworks display be moved to the winter holiday season for a tree lighting and fireworks display.
- The Board granted David Gallup unanimous authority to work with the event Committee on ideas for a holiday event to be reviewed by the Board at the next meeting.

**8. Treasurers report of financials for preceding month**

- Treasurer David Barlow reviewed the summary of financials for June 2020.
- David stated that there was nothing notable or of concern with the finances for the month.
- No action taken by the Board.

**9. Receive completed FY19 Audit Report**

- The Board received copies of the completed Audit Report for year ending June 30, 2019 prepared by Pace & Hawley LLC.
- The Board stated they had reviewed drafts of the report with no notable concerns.
- The Board will review the finalized report and discuss at the next meeting if required.
- Amanda Carlson stated that the preliminary work for the FY20 audit was anticipated to start later in the week.

**10. FY21 Contract for Community Center cleaning services**

- The Board agreed to table the contract approval, and ask Kelley Collins of Three C's Cleaning to attend the next meeting for discussion.

**11. Update on health & safety restrictions of the Town Office and community center**

- Emergency Management Director Phil Marquette stated that there should be no changes to the current protocol and that the Town Clerk was doing an excellent job with restrictions for land records researchers.
- Phil stated that the front door should continue to be locked to the general public and residents only admitted by appointment when required; masks should be worn when two or more people are in the same room and some additional fans should be purchased to make sure the air in the building is being properly circulated.
- Phil stated that there was not a lot of State guidance on holding meetings and that the current rules of allowing the officials to meet at the Community Center when needed but the public will continue to attend meetings by electronic means will continue.
- Phil noted that according to the current spacing limits the maximum amount of people currently allowed in the gymnasium is 18.
- The Board unanimously agreed to accept all of the recommendations and continue with the current safety protocol at the Town Offices and Community Center.

**12. Review Updated Personnel and Financial Policies**

- Scott Briere made a motion to approve the Conflict of Interest Policy as written. Seconded by Phil Marquette and unanimously approved by the Board.
- Scott Briere made a motion to approve the Financial Policies with all changes made by the Town Treasurer as written.

- The Board reviewed the updated Personnel Policy and discussed various sections indicating changes to be made.
- Town Administrator Amanda Carlson will update the Personnel Policy for the Board to review at the next meeting.

### **13. Other business**

- Phil Marquette made a motion to approve the contract with New England Municipal Consultants for assessing services at a total of \$14,400 for the fiscal year 2021; and to authorize the Chair to sign on behalf of the Board. Seconded by David Gallup and unanimously approved by the Board.
- The Board reviewed a quote from Pike industries to pave the remainder of Coventry Station Road and all of pine Hill Road for a total of \$310,000.00.
- Road Commissioner David Gallup stated his concerns on proceeding with the project explaining that this was not something that should be completed this year and there were other roads that should be considered for paving first.
- David explained that paving and gravel roads required different trucks and materials during the winter months and if not properly thought out then paving certain roads would create considerable scheduling troubles for plowing.
- David also noted that the initial paving cost is only the first step and would be doubled when the top coat was needed the following year. Paved roads also require maintenance which is a considerable cost moving forward.
- The Board quorum authorized Road Commissioner David Gallup to create a five year infrastructure plan based on paving the majority of the Town roads including cost projections.
- Emergency Management Director Phil Marquette stated that almost all of the paperwork for the FEMA claim against the November 2019 flooding had been submitted.
- Total costs to the Town were approximately \$27,000.
- FEMA has approved 75% reimbursement at around \$20,000; with State emergency relief adding an additional \$3,300.
- Phil stated that in order to receive mitigation grants going forward there needed to be much more historical documentation of problem areas available and he will work with the Road Department to create an easy way to track.
- On request from John Miller, the Board agreed to install signs in the Village reminding drivers of all vehicles to slow down.

**14. Sign orders**

**\*\* See attachment.**

**15. Meeting adjourned at 6:24 p.m.**

**The next Select Board meeting will be held on Monday August 3<sup>rd</sup>, 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**

**TOWN OF COVENTRY**  
BOARD WARRANTS SUMMARY - May 1st thru Current

July 20, 2020

**ACCOUNTS PAYABLE - ALL FUND ACCOUNTS**

Prior Warrant ending check #:

CHECK #	WARRANT	MAY ORDERS	CHECK DATE	AMOUNT
ACH	P20-45	PAYROLL - PE 05/04	5/4/2020	\$2,660.21
ACH	P05-04	ACCOUNTS PAYABLE - FED & ST TAX - PE 05/04	5/4/2020	\$1,000.21
19054-19067	20-33	ACCOUNTS PAYABLE - GEN	5/6/2020	\$8,846.90
ACH	CC-11	ACCOUNTS PAYABLE - CC	5/8/2020	\$304.54
ACH	P20-46	PAYROLL - PE 05/11	5/11/2020	\$2,743.48
ACH	P05-11	ACCOUNTS PAYABLE - FED & ST TAX - PE 05/11	5/11/2020	\$1,011.78
ACH	P20-47	PAYROLL - PE 05/18	5/18/2020	\$3,926.09
ACH	P05-18	ACCOUNTS PAYABLE - FED & ST TAX - PE 05/18	5/18/2020	\$1,398.30
19068-19069	R20-34	VOIDED CHECKS	5/20/2020	\$0.00
19070-19071	R20-34	ACCOUNTS PAYABLE - REAPPRAISAL FUNDS	5/20/2020	\$14,057.00
19072-19082	20-35	ACCOUNTS PAYABLE - GEN	5/20/2020	\$9,171.38
ACH	P20-48	PAYROLL - PE 05/26	5/26/2020	\$3,031.75
ACH	P05-26	ACCOUNTS PAYABLE - FED & ST TAX - PE 05/26	5/26/2020	\$1,114.38
<b>MAY ORDERS SUBTOTAL:</b>				<b>\$49,266.02</b>
CHECK #	WARRANT	JUNE ORDERS	CHECK DATE	AMOUNT
ACH	P20-49	PAYROLL - PE 06/01	6/1/2020	\$4,429.08
ACH	P06-01	ACCOUNTS PAYABLE - FED & ST TAX - PE 06/01	6/1/2020	\$1,560.88
19083-19098	20-36	ACCOUNTS PAYABLE - GEN	6/3/2020	\$8,921.72
ACH	P20-50	PAYROLL - PE 06/08	6/8/2020	\$3,364.01
ACH	P06-08	ACCOUNTS PAYABLE - FED & ST TAX - PE 06/08	6/8/2020	\$1,250.94
ACH	CC-12	ACCOUNTS PAYABLE - CC	6/8/2020	\$420.45
ACH	P20-52	PAYROLL - PE 06/20	6/20/2020	\$3,068.09
19123	P20-52	PAYROLL - PE 06/20 - CHECK	6/20/2020	\$130.17
ACH	P06-20	ACCOUNTS PAYABLE - FED & ST TAX - PE 06/20	6/20/2020	\$1,154.15
ACH	P20-53	PAYROLL - PE 06/27	6/27/2020	\$3,307.81
19124	P20-53	PAYROLL - PE 06/27 - CHECK	6/27/2020	\$202.27
ACH	P20-53	PAYROLL - 06/30	6/30/2020	\$442.69
ACH	P06-29	ACCOUNTS PAYABLE - FED & ST TAX - P06/29	6/29/2020	\$1,260.82
ACH	P06-30	ACCOUNTS PAYABLE - FED & ST TAX - PE 06/30	6/30/2020	\$121.12
<b>JUNE ORDERS SUBTOTAL:</b>				<b>\$29,634.20</b>
CHECK #	WARRANT	JULY ORDERS	CHECK DATE	AMOUNT
ACH	P21-01	PAYROLL - PE 07/06	7/6/2020	\$4,455.77
19125	P21-01	PAYROLL - PE 07/06 - CHECK	7/6/2020	\$122.16
ACH	P07-06	ACCOUNTS PAYABLE - FED & ST TAX - PE 07/06	7/6/2020	\$1,597.40
ACH	P21-02	PAYROLL - PE 07/13	7/13/2020	\$3,317.89
19126	P21-02	PAYROLL - PE 07/13 - CHECKS	7/13/2020	\$98.13
ACH	P07-13	ACCOUNTS PAYABLE - FED & ST TAX - PE 07/13	7/13/2020	\$1,247.09
19127-19155	20-40	VOIDED CHECKS	7/13/2020	\$0.00
19156-19184	20-40	ACCOUNTS PAYABLE - Road Infrastructure & Equipment	7/13/2020	\$394,236.91
ACH	P21-03	PAYROLL - PE 07/20	7/20/2020	\$3,244.19
ACH	P07-20	ACCOUNTS PAYABLE - FED & ST TAX - PE 07/20	7/20/2020	\$1,219.87
19185	P21-03	PAYROLL - PE 07/20 CHECK	7/20/2020	\$98.13
19186-19206	21-02	ACCOUNTS PAYABLE - GEN	7/20/2020	\$60,503.38
19207	F21-03	ACCOUNTS PAYALBE - FLOOD	7/20/2020	\$300.00
19208-19209	R21-04	ACCOUNTS PAYABLE - REAPPRAISAL	7/20/2020	\$27,874.00
19210	H21-05	ACCOUNTS PAYABLE - HIGHWAY	7/20/2020	\$6,565.30
19211	21-06	ACCOUNTS PAYABLE - GEN	7/20/2020	\$100.00
<b>JULY ORDERS SUBTOTAL:</b>				<b>\$504,980.22</b>
<b>TOTAL ORDERS</b>				<b><u>\$583,880.44</u></b>