

**Minutes**  
**Select Board Meeting**  
**Town of Coventry**  
**Monday March 21, 2022**

*This meeting was recorded on Zoom and then posted to YouTube. The link to this recording is at [www.coventryvt.org](http://www.coventryvt.org).*

**Board Members Present**

Scott Briere, Chair  
David Gallup  
Phil Marquette

**Town Officials Present**

David Barlow, Treasurer & Acting Secretary to the Select Board  
Praneet Menon, School Director & Planning Commission  
Israel Sanville, Planning Commission  
Deb Tanguay, Clerk

**Residents Present**

Donna & Len Griffes, Kerry Keement

**Press Present**

Joseph Gresser, Barton Chronicle

**1. Order**

Vice Chair, Phil M, called the meeting to order at 6:03pm.  
Persons present introduced themselves.

**2. Changes or Additions to the Agenda**

David B requested the following additions:

- Hazardous waste grant
- Treasurer policies review
- Planning Commission assistant's pay
- NEMC letter regarding NEMRC Grand List module access
- Former Town Administrator's property remaining on site

Praneet M requested to add a discussion on how the Planning Commission can select a chairperson.

Phil M asked if the Treasurer had been appointed yet or not.  
David B reviewed the minutes from March 2nd and determined the Board had appointed the Treasurer.

**3. Allow for public comment**

There was no public comment.

#### **4. Community Center cleaning contract**

Phil M reviewed the history – two bids were received, the action was tabled at the March 8<sup>th</sup> Board meeting so that the Board could ask questions of the bidders.

Scott B asked if Kelly Collins (a bidder) was present – she was not present. He then asked Israel Sanville (a bidder) his experience with cleaning. Israel S stated he had been cleaning the Family Courthouse for six years, five days a week, as an employee. He stated that he could get liability insurance off his lawn care policy if he was awarded the contract. He also gave Phil M a name and phone number for a reference.

There was a discussion regarding hiring an employee to clean versus using a contractor and Town provision of floor cleaning equipment versus a contractor providing all equipment. Scott B asked to table the action and for David B to provide some information on the cost of hiring an employee at the next Board meeting.

#### **5. Overview of 2021 paving contract to be completed in 2022 and discussion of road work to be put out to bid in 2022**

David B reviewed the history: the Pike paving contract was signed in July 2021 at \$690,996. In September the Town paid \$237,295 as part of this contract for top-coating Coventry Station Rd down to the railroad tracks. Remaining to be spent on that contract is \$453,701 for paving on Pine Hill Rd, Airport Rd, and Heermanville Rd. This funding would come from the Road Infrastructure Reserve fund.

Available for road work to be put out to bid in 2022 will be about \$650,000, also from the Road Infrastructure Reserve fund, this being the remaining funds following the completion of the July 2021 Pike contract.

The Board agreed that David G would meet with David B to confirm all numbers, and then David G would propose what work to put out for bid in 2022.

#### **6. Status of new Coventry municipal website**

Phil M gave an update regarding his efforts to get this site live, to replace the Town's existing website. He is working to resolve some issues with the new site, with the goal of getting the new site live within the next few weeks.

#### **7. Update on the Elijah Cleveland Meeting House (current repair status, ongoing contracts, and discussion on painting bids and exterior repair)**

David B reviewed the existing contract work accomplished so far – the steeple has been rebuilt. The interior work on the roof truss is ongoing. David G reported that he had met with Jan Lewandoski (steeple and truss contractor) today (3/21/2022) on site and reviewed the work remaining. David G stated that Jan might be

interested in doing the remaining exterior carpentry work necessary to get the building ready for painting.

Scott B motioned to authorize David G to seek out bids for exterior carpentry and painting. Phil M seconded. All members voted in favor.

David G led a discussion on removing (burying) the multiple utility lines surrounding the meeting house. He will look at getting cost from a Vermont Electric Coop (VEC) representative. There was further group discussion on costs, grants, and timing of burying utility lines throughout the village in conjunction with work that may come out of the village sidewalk study.

Scott B asked David B to follow up on the \$50,000 grant the Town received from the Preservation Trust of Vermont a few years ago, now that the work has been partially accomplished.

David B and David G briefly discussed the foundation and grading around the meeting house.

David G discussed the lighting on the steeple, in relation to the lighting that is on the Irasburg United church. He also mentioned the possibility of repairing the clock in the steeple.

#### **8. February Treasurer's Report**

David B presented the February treasurer's report. He stated that it was a normal month for revenues and expenditures with the exception of the transfer of the FY2022 budgeted \$250,000 to the Town's investment fund. He showed the impact on the General Fund, as well as the growth of the Town's investment fund since July 2018. Starting at just under \$7 million in value in July 2018, the Town has since added \$1.3 million to the fund and the fund has grown about \$2.7 million as a result of market appreciation, interest, dividends, and capital gains to just under \$11 million.

Praneet M inquired about the investment policy and how the investment portfolio is being managed. David B gave a brief overview of the policy and process, which includes a quarterly meeting with the Town's fiduciary, fee-only investment advisor John-Henry Hubert of Rutland, Vermont.

#### **9. Minutes from February 23, 26, 28 Information Meetings; February 21, March 2 and 8 Select Board Meetings**

Scott B motioned to approve the minutes from the February 23, 26, and 28 information meetings. David G seconded. All members voted in favor.

Phil M motioned to approve the minutes from the February 21, March 2, and March 8 Select Board meetings. Scott B seconded. All members voted in favor.

## **10. Appointments – Fire Warden and Health Officer**

Phil M motioned to appoint Pedro Donald Grondin as the Fire Warden and Health Officer. David G seconded. All members voted in favor.

## **11. Coventry Flood Hazard Area Regulation information and discussion**

David B, as Zoning Administrator, discussed the first flood zone permit application in many years, from Real Desrochers regarding his parcel on Main Street. It is governed by Coventry's Flood Hazard Area Regulation adopted in 1994, falling under paragraph 107 "conditional use permit required." This permit requires a review by the "Board of Adjustment," a group that the Town does not have in place. The State of Vermont ANR Flood Plain Manager, Ms. Sacha Pealer, will be visiting next week (April 1st). Mr. Desrochers has submitted his application and David B has forwarded a copy to the State of Vermont. The State has 30 days to provide comments.

Scott B asked if we know the composition of the "Board of Adjustment." David B stated we do not know yet, but he is in the process of making inquiries to find out.

Scott B asked what Mr. Desrochers is proposing to build, and if he could start without a permit. David B will send the Select Board a copy of the application; and stated that a permit is required prior to building start, and that Mr. Desrochers has been proactive in the permitting process.

Phil M asked David B for an update from Mr. Desrochers on the status of his HAZMAT cleanup from the December 2021 fire at his parcel.

## **12. Other Business**

### **o Hazardous waste grant**

David B asked for permission to sign to accept a \$3,000 grant from the State of Vermont to support two hazardous waste days over the next year.

Phil M motioned to authorize David B to sign the grant on behalf of the Town. David G seconded. All members voted in favor.

### **o Treasurer policies review**

David B informed the Select Board that when he was an elected official, he wrote a set of "Treasurer Policies" that covered items such as acceptable forms of payment, when the Town would pay out tax credits, and other related items. Now that he is an appointed Treasurer, he suggested that he should send the policies to the Select Board for review. The board agreed that David B should send them the policies for review.

### **o NEMC letter regarding NEMRC Grand List module access**

David B informed the Select Board that the NEMC letter is asking for "full administrator access" to the NEMRC Grand List module.

David B requested the Select Board allow him to continue to work with NEMC to work the final details such that we all arrive at the best, most secure solution.

Scott B motioned to allow David B to continue to work with NEMC on a compromise solution. Phil M seconded. All members voted in favor.

- **Planning Commission assistant's pay**

David B gave a brief summation of previous hourly-paid Planning Commission assistant work. He recommended a stipend approach to compensating the Planning Commission assistant. A discussion followed regarding the various choices and aspects of compensation. There were no changes to the current hourly compensation system.

- **Planning Commission reorganization**

Phil M asked Deb Tanguay if the Select Board needed to appoint a chair of the Planning Commission. Deb T stated that the Planning Commission would open their meeting by electing a chair themselves.

David G then departed the meeting at 7:36pm in order to check on his road crew.

- **2nd Constable Badge for Israel Sanville**

Deb T asked for David B to look in the Town Administrator's office for the 2nd Constable Badge. David B stated he had already looked and he did not find the badge. Phil M contacted the former 2nd Constable, Jesse Testut, who responded that he still had the badge and would turn it over to Israel Sanville.

- **Coventry Community Center access for NEK Human Services (HS)**

David B asked the Select Board for permission to issue a key to Carol Simmons in her NEKHS role.

Phil M motioned to allow David B to issue a key to Carol Simons, with the completion of a no-charge rental agreement. Scott B seconded. Both members voted in favor.

### **13. Warrants**

Deb T asked about Dufresne invoices that had arrived regarding the sidewalk study. Praneet M gave some background information. David B gave Praneet M a copy of the Dufresne contract. There was some discussion of a grant supporting the study, received by the Town about two years ago.

Phil M motioned to accept the warrants. Scott B seconded. Both members voted in favor.

Scott B asked David B to ask David G about the (approximately) \$150 charge for rip/repair/replace of clothing items; and some sweatshirts on the Unifirst invoice.

Scott B mentioned that this was the first time he had participated via Zoom in quite a while, and that he found the sound quality to be fine.

**14. Adjourn**

The meeting adjourned at 7:51 pm.

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Scott Briere - Chair

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David Gallup

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Phil Marquette