

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
Monday April 19th 2021

Board Members Present:

Scott Briere, Chair; David Gallup; Phil Marquette

Town Officials Present:

Ned Connell, Town Administrator; David Barlow, Town Treasurer; Deb Tanguay, Town Clerk

Residents Present:

Martha Sylvester, Rory Merritt, Melissa Gallup, Dom Gervais

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

1. Order

- Chair Scott Briere called the meeting to order at 6:01 p.m.

2. Changes or Additions to the Agenda

- No additions or changes to the agenda were presented.

3. Public Comment

- No public Comment was offered.

4. Other Business

- **Coventry Fire District**

- Dom offered an update on Business being conducted within the Fire District to bring the district into USDA compliance.
- The Select Board was asked to appoint a new member to the fire district committee as required. There has been no interest in the position.
- A letter of mutual consent will be prepared and VLCT will be contacted by the Town and the Fire District to review options for next steps to be taken.

- **Uploading Meeting Recordings to Online Source**

- Ned Proposed uploading meeting recordings to YouTube as zoom will not support storage of multiple recordings. The Select Board agreed that it is important for the public to have access as they are public meetings.
- Martha expressed concern that the current email protocol may not be ideal. Select Board agreed to look into updating software to streamline email chains and information distribution.

- **Wireless Hotspot**

- Phil informed the residents that he has applied for a grant for installation of a wireless hot spot to be located at Lady Bird Park to be made available to the public.

5. Policies- review and readoption

- **Social Services Appropriations policy**
 - Scott made a motion to accept the appropriations policy as presented. David seconded and the policy was adopted.
- **Accounting Auditing & Financial Reporting Policy**
 - This policy will be reviewed and discussed further in future meetings
- **Cash receipts Petty Cash & Returned Check Policy**
 - Scott made a motion to accept the policy as presented. David seconded the motion and the policy was adopted.
- **Fraud Prevention Policy**
 - Scott made a motion to accept the policy as presented. Phil seconded and the policy was adopted.
- **Credit Card Policy**
 - Scott made a motion to accept the policy with changes as presented. Phil seconded the motion and the policy was adopted.
- **Reimbursement for Purchases Policy**
 - This policy will be reviewed and discussed further in future meetings.
- **Purchasing Policy**
 - This policy will be reviewed and discussed further in future meetings.

6. Replacement Truck Purchase

- Scott made a motion to accept the bid from Claremont Ford and purchase the new truck for a price not to exceed \$79,000. Phil seconded the motion and the truck will be pursued.

7. RFP's for Stabilization of the Coventry Community Church

- David Barlow reported that the Church is officially under Town ownership.
- Ned presented the first set of proposal requests to be sent out for consideration.
- Phil made a motion to approach the Coventry Town Foundation for financial assistance with historical preservation of the church. David seconded and the CTF will be contacted.
- David Barlow suggested that the locks be changed for security reasons. The board agreed.

8. Warrants

- All warrants were reviewed and discussed and will be signed with the exception of 1 returned item to be reviewed further.

9. Minutes

- **April 5th 2021**
 - David made a motion to accept the minutes from April 5th 2021 as written. Scott seconded and the minutes were accepted.

10. Adjourn

- Phil made a motion to adjourn, Scott seconded the motion and the meeting was adjourned.