

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**THURSDAY SEPTEMBER 10<sup>TH</sup>, 2020 AT 3:00 P.M.**

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**Board Members Present:**

Scott Briere/ Chair; Phil Marquette; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Town Treasurer

Brian Monaghan / Town Attorney

*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 3:02 p.m.**

**2. Allow for public comment**

- No public comment noted.

**3. Discussion on Utility Reappraisal Mediation**

*\*\*Anticipated executive session in accordance with 1 VSA 313 (f) (3) - Review of legal communications*

- The Board unanimously agreed in the finding that premature knowledge of the item for discussion would put the Town at a substantial disadvantage.
- Phil Marquette made a motion to enter into executive session to include the Select Board, Town Attorney, Town Administrator, and Town Treasurer. Seconded by David Gallup and unanimously approved by the Board.
- The Board entered into executive session at 3:03 p.m.
- The Board exited executive session at 4:07 p.m.
- No decisions made by the Board.

#### 4. Other Business

- Town Clerk Deb Tanguay requested the purchase of a secure drop box to be used for the upcoming general election as mandated by the State of Vermont. The Secretary of State's Office will reimburse the Town up to \$1,000 towards the purchase.
- Scott Briere made a motion to approve the purchase of a secure drop box at a cost not to exceed \$1,000 to be expensed from the Buildings & Maintenance Reserve fund and to reimburse the fund when grant monies were received. Seconded by David Gallup and unanimously approved by the Board.
- Road Commissioner David Gallup stated that due to the seasonal time constraints the sidewalk and curbing projects through the Village will need to be delayed until the spring. Since the sidewalks and curbing need to be completed prior to paving, this means the Main Street paving project would also be delayed until the spring.
- David stated that paving to Lawson Ridge, Maple Ridge, Heermanville and Coventry Station Road will proceed as planned.
- Town Administrator Amanda Carlson requested the Board enter into executive session in accordance with 1 VSA 313 (3) for discussions on personnel.
- Scott Briere made the motion to enter into executive session for employee discussions as requested. Seconded by Phil Marquette and unanimously approved by the Board.
- The Board entered into executive session at 4:15 p.m.
- The Board exited executive session at 4:47 p.m.
- The Board unanimously accepted the resignation from Town Administrator Amanda Carlson.
- Due to personal time constraints Amanda's last day working in the office will be Monday September 21<sup>st</sup>, 2020.
- Phil Marquette stated he would like to accept Amanda's offer to stay working part time as needed to complete essential duties during the transition and to assist in the selection and training of a new Town Administrator.
- The Board unanimously agreed to discuss the terms of the part time employment and the tasks associated at the next meeting on September 21<sup>st</sup>, 2020.

**5. Meeting Adjourned at 4:51 p.m.**

**The next Select Board meeting will be held on Monday September 21<sup>st</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**