

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY AUGUST 17th, 2020 AT 4:30 P.M.

Board Members Present:

Scott Briere/ Chair; Phil Marquette; David Gallup

Town Officials Present:

Amanda Carlson / Town Administrator

Martha Sylvester / Planning Commission

Guests:

Chris Whiting

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

- 1. Chair Scott Briere called the meeting to order at 4:31 p.m.**

- 2. Allow for public comment**
 - No public comment noted.

- 3. Quarterly budget review**
 - The Board reviewed the quarterly budget report and discussed various line items.
 - Chair Scott Briere thanked Town Treasurer David Barlow and Town Administrator Amanda Carlson for the work throughout the year keeping the Town on budget.
 - No action taken by the Board.

- 4. Continued discussion on draft Personnel Policy**
 - The Board reviewed the draft personnel Policy and discussed revisions to the section relating to comp time for salaried employees.
 - The policy will be revised and reviewed at the next meeting.

5. Discussion on proposed paving projects with Road Commissioner

- Road Commissioner David Gallup reviewed three quotes he received for base coat paving of Lawson Ridge Road; Maple Ridge Road; the remainder of Coventry Station Road; Heermanville Road; and the overlay of Main Street in the Village.
- Three companies provided quotes at the following price per ton:
 - *J Hutchins, Inc - \$54.45 / ton*
 - *Grays Paving - \$64.00 / ton*
 - *Pike industries Inc. - \$60.50 / ton*
- David noted that this is the lowest price he has ever seen for paving as it has typically been between \$70 - \$76 per ton and recommended the Board take advantage of the price savings.
- David explained that the Roads chosen for paving were selected to increase the efficiency of the plowing routes.
- After questioned by the other Board members on quality of work; David stated that all companies were capable and their products were approved by the Vermont Agency of Transportation.
- Scott Briere made a motion to accept bid number 2020-220 from J Hutchins, Inc for base coat paving on Lawson Ridge Road, Maple Ridge Road, Coventry Station Road, Heermanville road, and pave an overlay through the Village at a cost of \$54.45 per ton for a total of \$249,217.65 to be expenses from the Road Infrastructure and Equipment Savings Account. Seconded by Phil Marquette.
- Road Commissioner David Gallup presented the Board with quotes for paving patchwork required throughout the Town.
- Quotes were received from:
 - *Northeast Paving and Sealing - \$11,800*
 - *Grays Paving - \$18,545*
- Scott Briere made the motion to approve quote #1368 & 1374 from Northeast Paving and Sealing Inc for asphalt patchwork at a cost of \$11,800 to be expenses from the Road Infrastructure and Equipment Savings account. Seconded by Phil Marquette.
- Road Commissioner David Gallup stated he had reached out to several companies regarding installation of sidewalks and granite curbing through the Village which would need to be installed prior to the paving.
- The only company available to do the work in the required time limit was McAllister's at an estimate of \$25,700 for sidewalks; and \$10,743 for the granite not including granite installation.
- Scott Briere made the motion to approve a cost not to exceed \$50,000 for Village sidewalks and granite curbing to be expenses from the Road Infrastructure and Equipment Savings account. Seconded by Phil Marquette.

- Scott Briere made the motion to approve up to an additional \$50,000 for granite curbing around the Village Common and Church subject to confirming available funds in the Road Infrastructure and Equipment Fund with the Town Treasurer. Seconded by Phil Marquette.
- David Gallup asked the Board to table further discussion until after the next agenda item with a request to enter into executive session for discussion on contract negotiations.
- The Board unanimously agreed to table any further discussion until after agenda item #6.

6. Other business

- Martha Sylvester requested the Board consider outdoor bench swings for Lady Bird Park similar to those the City of Newport recently installed.
- David Gallup suggested the Board should work with the Planning Commission and come up with a plan for the space.
- Scott Briere stated that benches should be considered but they could also be incorporated through the Village and School.
- Martha agreed to bring the information back to the Planning Commission for further consideration.
- Scott Briere made a motion to approve the Oil Supply Pre-Buy contract for \$1.50 per gallon. Seconded by Phil Marquette and unanimously approved by the Board.
- Scott Briere requested approval of a Town Road Occupancy Request from Vermont Electric Coop to run power to another portion of his property across the road.
- The Board was unsure of the form having never seen it before and unanimously approved David Gallup to meet with VEC to understand how the power line will affect the Town rights-of-way.
- Phil Marquette made the motion to authorize David Gallup to sign and approve the request form at his discretion after meeting with VEC. Seconded by David Gallup. Scott Briere recused himself from voting.
- The Board discussed the recent vote relating to the ATV Ordinance and its passing.
- The Board unanimously agreed to discuss amending the ordinance based on the feedback heard from all residents at the informational meetings.
- As the changes would not be made in time to take effect for this trail season, the Board agreed to start discussion on the amendments in October allowing time for public input prior to approving for the spring season.

- The Board unanimously agreed to arrange a special meeting with the Town Attorney and Assessor to discuss the current mediation, outstanding utility appraisals and town wide reappraisal.
- A meeting will be arranged based on availability.
- The Board unanimously approved the cost of a bookcase for the upstairs board room as well as “Little Free Library” stands for book exchanges in the Village to be expenses from the Buildings & Maintenance Savings Account.
- The Board granted Town Administrator authority to solicit quotes for website design and upgrades.
- Amanda stated that the current website was put together out of necessity for State compliance; however, an upgrade was much needed from a professional web designer.
- The Board unanimously agreed that seasonal sports and activities would be not authorized at the Community Center this fall and removal of all equipment remaining in the storage room would be requested.
- ***The Board unanimously agreed to return to agenda item #5 to continue discussions on potential paving projects.***
- The Board unanimously agreed in the finding that premature public knowledge of the items for discussion would be detrimental.
- Scott Briere made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (a) relating to negotiations to include the Select Board and Town Administrator. Seconded by Phil Marquette and unanimously approved by the Board
- The Board entered into executive session at 6:07 p.m.
- The Board exited executive session at 6:22 p.m.
- No decisions made by the Board.

7. Review proposed 2020 Host Town Agreement with New England Waste Services.

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

- The Board unanimously agreed in the finding that premature public knowledge of the items for discussion would be detrimental.
- Phil Marquette made the motion to enter into executive session in accordance with 1 V.S.A. § 313 (1) (f) relating to legal communications to include the Select Board and Town Administrator. Seconded by Scott Briere and unanimously approved by the Board

- The Board entered into executive session at 6:22 p.m.
- The Board exited executive session at 6:49 p.m.
- Scott Briere made a motion to approve the Host Community Agreement with New England Waste Services as written. Seconded by Phil Marquette and unanimously approved and signed by the Board.

8. Sign orders

ACCOUNTS PAYABLE ~ ALL FUND ACCOUNTS

Prior Warrant ending check #: 19226

CHECK #	WARRANT	JULY & AUGUST ORDERS	CHECK DATE	AMOUNT
ACH	21-04	PAYROLL - PE 07/27	7/27/2020	\$3,244.19
ACH	P07-27	ACCOUNTS PAYABLE - PAYROLL TAXES	7/27/2020	\$1,201.73
ACH	21-05	PAYROLL - PE 08/03	8/3/2020	\$3,244.19
ACH	P08-03	ACCOUNTS PAYABLE - PAYROLL TAXES	8/3/2020	\$1,201.73
ACH	21-06	PAYROLL - PE 08/10	8/10/2020	\$3,244.19
ACH	P08-10	ACCOUNTS PAYABLE - PAYROLL TAXES	8/10/2020	\$1,201.73
ACH	21-07	PAYROLL - PE 08/17	8/17/2020	\$4,697.29
ACH	P08-17	ACCOUNTS PAYABLE - PAYROLL TAXES	8/17/2020	\$1,670.90
19227-19240	G2108	ACCOUNTS PAYABLE - GEN	8/17/2020	\$13,775.87
19241	R2109	ACCOUNTS PAYABLE - RES	8/17/2020	\$3,231.00
		TOTAL ORDERS		<u>\$36,712.82</u>

9. Adjourn

The next Select Board meeting will be held on Monday September 7th , 2020 at 4:30 p.m.

Scott Briere / Chairman

David Gallup

Phil Marquette

Amanda Carlson / Town Administrator