

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY AUGUST 19<sup>TH</sup>, 2019 AT 4:30 P.M.**

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**Board Members Present:**

Scott Briere; David Gallup

**Town Officials Present:**

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Kate Fletcher / Assessing Clerk & Delinquent Tax Collector

Joshua Griffes / Planning Commission

**Guests:**

Martha Sylvester

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- 1. Scott Briere called the meeting to order at 4:33 p.m.**
  
- 2. Approve the minutes of the August 5<sup>th</sup>, 2019 meeting**
  - David Gallup made the motion to approve the minutes of the August 5<sup>th</sup>, 2019 meeting as written. Seconded by Scott Briere; approved and signed by the Board quorum.
  
- 3. Allow for Public Comment**
  - Martha Sylvester stated that she wanted to make the Board aware of issues she has with the operations of the Coventry Fire District.
  - Martha stated that she had been to a Fire District meeting to discuss a list of infractions by the Prudential Committee and the Chair would not address the comment or allow interactions; therefore, the next step in the Statutory process was to bring her concerns to the attention of the Select Board.
  - Martha summarized her list of perceived violations by the Fire District such as an absence of completed audited financials, no budget amounts published for voters and Officers holding conflicting offices.
  - Martha provided the Board with a full written list of all concerns and stated that the next step in the process will be to contact the Attorney General's Office.
  - No comment or action taken by the Board quorum.

**4. Village Designation**

- On August 6<sup>th</sup>, 2019 the Downtown Development Board approved the Coventry Designated Village Center application. The designation will remain in effect for 8 years until 2027 when it will be considered for renewal.
- Properties within the Designated Village Center will be eligible for State programs, benefits and grants to improve the Village.
- The Board reviewed the summary of grant opportunities and discussed ways to assist the property owners in understanding and taking advantage of the benefits offered with this designation.
- No action taken by the Board.

**5. Recreation Event Options – Travis Casey**

- At the August 5<sup>th</sup>, 2019 meeting, the Board discussed the potential for a fall event with volunteer coordinator Travis Casey.
- Travis reported that he had done some outreach and felt it was too late in the season to organize a successful event this fall.
- Travis recommended the event be planned for next year and some effort be put into a smaller scale holiday event this year.
- The Board quorum agreed with postponing the fall event; and agreed to meet with Travis Casey in the coming months to discuss ideas for holiday events.

**6. Animal Control Officer – Renee Falconer**

- Animal Control Officer not present. Item tabled.

**7. Town Clerk Update**

- Town Clerk not present. Item tabled.

**8. Select Board Bookkeeper Update**

- Select Board Bookkeeper not present. Item tabled.

**9. Zoning Administrator Update**

- Zoning Administrator David Barlow reported that there have been no applications submitted for flood zone permits.
- David stated that the updates of the FEMA Flood zone maps are expected to be completed in 2020.

**10. Treasurers Report of Financials for Preceding Months**

- The Board reviewed the Treasurers report of financials for June 2019.
- Treasurer David Barlow noted that June was also the fiscal year end and all accounts are balanced and no unusual activity recognized.
- No action taken by the Board.
- David Barlow stated that the majority of the 2019 property tax bills had been mailed earlier that day. The remainder of the bills will be sent by the end of the week once credits and valuation issues have been resolved.

**11. Budget Status Report**

- The Board reviewed the budget status report for fiscal year ending June 30<sup>th</sup>, 2019.
- Town Administrator Amanda Carlson noted that the general fund totals were unaudited, but they were currently showing as meeting the 2019 fiscal year budgeted amount.
- The unaudited highway fund totals were in excess of the anticipated budget; however, the Board noted the extreme conditions of the winter season and unexpected costs for plowing and maintenance.
- In accordance with the adopted Balanced Budget Policy; the Board reviewed proposed current fiscal year general fund budget amendments. All recommended changes are made with line item transfers and do not change the voter approved general fund budget amount of \$456,000.
- Motion made by David Gallup to approve the current fiscal year budget line item transfers as presented with the same voter approved genal fund budget amount of \$456,000. Seconded by Scott Briere and approved by the Board quorum.
- Summary of approved FY20 budget amendments:

	<b>FY20 Proposed Budget</b>	<b>Amended Budget 08-19-19</b>
Audit Services	12,000.00	9,750.00
Investment Advisor	6,000.00	9,000.00
Legal Services	15,000.00	18,000.00
Office Telephone/Internet	1,250.00	2,500.00
CERTIFIED APPRAISER	20,000.00	13,200.00
Assessors Office Salaries	25,000.00	24,960.00
Assessors FICA	1,912.50	1,909.44
Assessors Retirement		1,435.20
Dues & Fees	50.00	200.00
CC Equipment & Supplies	1,500.00	1,757.86

**12. Road Reclassification**

- Motion made by Scott Briere to rescind the vote made at the August 5<sup>th</sup> 2019 meeting; Agenda item #10 approving to start the process of reclassifying TH25, TH2, TH3 and TH41 from Class 3 Roads to private Roads and TH 56 From a Class 3 to a Class 4 Road. Seconded by David Gallup and approved by the Board quorum to rescind the prior vote.
- Rescinding this vote was due to incorrect Town Highway numbers.
- Motion made by Scott Briere to authorize Town Administrator Amanda Carlson to work with the Road Commissioner David Gallup on the process of reclassifying the following Class 3 roads to Private Roads:
  - *TH12 – THAYER RD*
  - *TH25 – BLAKE RD*
  - *TH39 – WHEELLOCK RD*
  - *TH41 – PELKEY RD*
  - *TH60 – PLEASANT VIEW RD*
- Seconded by David Gallup and approved by the Board quorum.

**13. Review Amended Health Club Reimbursement Policy**

- Item tabled.

**14. Other Business**

- The Board quorum discussed the plowing and mowing services provided by the Town to the Coventry Village School and if it was the most cost effect and best use of Town resources.
- Scott Briere agreed to research the options further and discuss with the Coventry Village School Board in the coming months.

**15. Sign Orders**

**ACCOUNTS PAYABLE ~ GENERAL FUND**

Prior Warrant ending check #: 18588

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-07	PAYROLL - PE 08/12	8/12/2019	\$2,492.56
ACH	F08-12	ACCOUNTS PAYABLE - IRS PE 08/12	8/12/2019	\$915.71
ACH	S08-12	ACCOUNTS PAYABLE - VT PE 08/12	8/12/2019	\$134.67
18589	P20-07	PAYROLL - PE 08/12	8/12/2019	\$384.08
ACH	P20-08	PAYROLL - PE 08/19	8/19/2019	\$2,497.11
ACH	F08-19	ACCOUNTS PAYABLE - IRS PE 08/19	8/19/2019	\$931.02
ACH	S08-19	ACCOUNTS PAYABLE - VT PE 08/19	8/19/2019	\$136.54
18609	P20-08	PAYROLL - 08/19 - CHECK	8/19/2019	\$422.58
18590-18608	20-04	ACCOUNTS PAYABLE - GEN	8/19/2019	\$10,409.25
ACH	CC-02	ACCOUNTS PAYABLE - CC	8/19/2019	\$739.85

**Meeting Adjourned at 5:37 p.m.**

**The next Select Board meeting will be held on Tuesday September 3<sup>rd</sup>, 2019 at 4:30 p.m.**

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**Michael Marcotte / Chairman**

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**Scott Briere**

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**David Gallup**

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**Amanda Carlson / Town Administrator**