

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**MONDAY AUGUST 3<sup>rd</sup>, 2020 AT 4:30 P.M.**

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**Board Members Present:**

Scott Briere/ Chair; Phil Marquette;

**Town Officials Present:**

Kate Fletcher / Assessing Clerk

David Barlow / Treasurer

Martha Sylvester / Planning Commission

**Guests:**

Kelley Collins

*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 4:32 p.m.**
- 2. Allow for public comment**
  - No public comment noted.
- 3. Approve the minutes of the July 20<sup>th</sup>, 2020 meeting.**
  - Phil Marquette made a motion to approve the minutes of the July 20<sup>th</sup>, 2020 meeting as written. Seconded by Scott Briere and approved and signed by the Board quorum.
- 4. Discussion on Community Center cleaning contracted services**
  - Scott Briere requested information on how long the cleaning was taking in relation to COVID restrictions and the building being underused at the moment.
  - Kelley Collins from Three C's Cleaning stated that the cleaning was even more important now with the COVID threat and the time was needed for disinfecting.
  - Kelley noted that on months with five Sundays that the fifth one was not being charged.
  - As a Coventry resident, Kelley said she wanted to help the community and would lower her price from \$800 per month to \$700 per month while the building was still closed to the general public.

- Scott Briere thanked Kelley for the adjustment and agreed to revisit the pricing when the Community Center was opened back up for regular activities.
- The reduced contract price will begin September 1<sup>st</sup>, 2020 as extra cleaning will be required during the August Primary Election.

**5. Discussion with Town Treasurer on upcoming property tax billing process**

- Treasurer David Barlow presented a sample property tax bill from the Town of Lowell that includes a calculation showing what the residents would be paying if the community wind project was not contributing to their municipal taxes.
- David stated that he spoke with NEMRC who can set up the formula to calculate the approximate municipal taxes that are currently covered by the landfill host agreement. The cost for NEMRC to set up would be up to \$300 for time involved.
- David stated his concern that the information could be confusing to residents; however, Lowell has had success with this format and feels it would be a good idea to try it on the 2020 tax bills and see how it is received by the residents.
- Kate Fletcher agreed with the concerns, however felt it would be a benefit for residents to understand the tax savings they are receiving due to the landfill money received.
- Phil Marquette made a motion to approve Treasurer David Barlow to work with NEMRC to format the 2020 tax bills to calculate the approximate savings from the landfill at an anticipated cost up to \$300. Seconded by Scott Briere and approved by the Board quorum.

**6. Quarterly budget review**

- Treasurer David Barlow stated that this report was from the Town Administrator who was not present. He noted that the budget reports were under the office of the Select Board to ensure separation of duties within the office.
- The Board quorum agreed to table the budget review until the Town Administrators return.

**7. Continued discussion on draft Personnel Policy**

- Item tabled.

**8. Other business**

- Assessing Clerk Kate Fletcher stated that Assessor Bill Krajeski was planning to lodge the abstract Grand List the following day; notices of change mailed on August 5th, 2020 with grievance hearings set for August 20th, 2020.
- In preparation of the August 11th, 2020 Primary Election Day, David Barlow asked the Boards stance on mandatory mask wearing at the Community Center.
- David noted that outside voting would be offered to anyone refusing to wear a mask or by request.
- Phil Marquette made a motion to make masks mandatory in the Community Center building and offices when social distancing was not possible such in the cases of election polls. Seconded by Scott Briere and approved by the Board quorum.

**9. 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*

- Item tabled until full Board present.

**10. Sign orders**

- No orders signed.

**11. Meeting adjourned at 6:26 p.m.**

**The next Select Board meeting will be held on Monday August 17<sup>th</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**