

**Minutes**  
**Select Board Meeting**  
**Town of Coventry**  
**Monday May 16, 2022**

*This meeting was recorded on Zoom and then posted to YouTube. The link to the Town's YouTube channel is at [www.coventryvt.org](http://www.coventryvt.org).*

**Board Members Present**

Scott Briere, Chair  
David Gallup  
Phil Marquette

**Town Officials Present**

David Barlow, Treasurer & Acting Secretary to the Select Board  
Kate Fletcher, Assessing Clerk & Delinquent Tax Collector  
Deb Tanguay, Clerk

**Residents Present**

None

**Non-Residents Present**

None

**Contractors Present**

None

**Press Present**

none

**1. Order**

David B called the meeting to order at 6:02 pm. Persons present introduced themselves.

**2. Changes or Additions to the Agenda**

Phil M added an update to the Town website. David B added an update to the flood zone process. Both added to "other business" on the agenda.

**3. Allow for public comment**

None.

**4. Naming of Country Estates subdivision access road**

David G motioned to call the road "Bones Road." Seconded by Scott B. Phil M abstained.

**5. Road update and discussion (Road Commissioner)**

David G spoke on the following topics:

- a. The need for a VTRANS geo-technical review of the slope on Coventry Station Road.
- b. He announced the Town had received a \$56,000 grant from VTRANS for a culvert replacement on Hancock Hill.
- c. He discussed the need to build/re-build three head walls on Pine Hill Road prior to paving the road.
- d. He reminded David B of the need to reach out to VLCT, the Town's insurance provider, regarding the theft of pipe from the Town's RT 14 garage area.
- e. He spoke about two parcel owners who are dumping on Town right-of-ways and land, and otherwise causing problems on Town land. He requested that the Town Administrator send letters to each parcel owner requesting they cease and desist - Amber Before on Spencer Hill Road, and Rebecca Johnson on Main Street.
- f. He discussed a quote to sandblast and paint the frame of one of the road vehicles. This will be paid out of the regular roads fund.

**6. Pike Industries paving addendum to 2021 contract for Pine Hill Road (signature)**

Phil M motioned to accept the Pike Industry's paving addendum for the additional tonnage on Pine Hill Road, and to have Scott B sign the addendum on behalf of the Select Board. Seconded by David G; unanimous approval.

**7. Pike Industries paving modification to 2021 contract for some remaining paving (signature)**

Scott B motioned to authorize David G, as Road Commissioner, to discuss the amendment of the 2021 contract with Pike Industries. Seconded by Phil M. Both in favor; David G abstained.

**8. Delinquent taxes 2022 tax sale (Delinquent Tax Collector)**

Kate F presented the delinquent tax list and spoke of the need for a tax sale to get several of the delinquent parcel owners to pay. Scott B motioned to authorize Kate F to speak with Brian Monaghan's office to set up a tax sale. Seconded by Phil M; unanimous approval.

After a lengthy discussion on what to do about derelict unlanded mobile homes and any unlanded mobile homes the Town might acquire through tax sale(s), the Board asked Kate to ask the Town's attorney these two questions:

- a. Can the Town remove an unlanded mobile home that it acquires through tax sale and bill the parcel (land) owner for the removal cost?

- b. Can the Town bill the parcel (land) owner for the delinquent taxes, penalty, and interest owed on an unlanded mobile home on that land owner's land?

#### **9. Meeting House work (update)**

David B spoke about the lead testing on the exterior and interior of the meeting house. The exterior is mostly lead contaminated. The interior window frames and sashes and ceiling tiles do not have lead, but most every other finished surface does have lead, including the stained and varnished wainscoting. He recommended that he re-write the existing request for painting bids to request lead paint precautions and remediation, as well as other future work on the building. A lengthy discussion ensued revolving around the topic of lead and what to do about it. David B asked for permission to test the soil at the meeting house and the adjoining parcel for lead, as recommended by the lead (paint) testing company, and received it via a "yes" from Scott B.

#### **10. Town Administrator position (update)**

David B spoke about the ongoing efforts to advertise the open Town Administrator position. He placed an ad in the three local papers, and posted it to the VLCT website.

#### **11. Ballot box as the Community Center drop box (Clerk)**

Deb T requested that the Board consider using the new exterior ballot box as the all-purpose drop box for the Community Center. She spoke about the requirement to have it positioned for drive-up access. She also described how residents are putting ballots in the current building drop box and payments and other items in the current exterior ballot box. Having just one all-purpose drop box would reduce confusion. A discussion about where to locate the new box ensued. Locating the box so that drive-up access is possible is a problem due to the side of the road on which the Community Center is located. The Board agreed to look at the various locations possible and continue the discussion at later meetings. Deb T asked if she could ask the School if they would want the drop box the Town has been previously using once we get the new drop box positioned.

#### **12. Audit 2021 (update; Treasurer)**

David B discussed the ongoing effort to finish the 2021 Audit prior to the end of FY2022. He also asked if the Board would support asking the current auditor to continue with the Town for one more year, bringing the total to five years (FY 2018 – FY 2022) with the same auditor. The Board agreed to let David B ask the current auditor to continue for one more year (FY2022) and simultaneously advertise for auditing services for FY2023 and beyond (or FY2022 and beyond if the current auditor declines).

**13. April 2022 Treasurer's Report (Treasurer)**

David B presented the April 2022 Treasurer's report. He noted that he and Scott B had met the previous week with the Town's investment advisor, and the Town's investments were doing well despite the recent market downturn – currently meeting the overall goal of 7% annual gain, as measured since 2018.

**14. National opioids settlement choices (Treasurer)**

David B asked for permission to opt-in to the settlements rather than sue outside of the settlements. Scott B motioned that the Town opt-in to the national settlement choice. David G seconded; unanimous approval.

**15. Minutes from April 18, April 25, May 2 Select Board Meetings**

Phil M motioned to accept the minutes as written for April 18, April 25, and May 2nd. Seconded by David G; unanimous approval.

**16. Fall Festival fireworks (sign contract & permit)**

Scott B motioned to accept the Northstar fireworks contract and authorized Phil M to sign the contract. Seconded by David G; both approved, Phil M recused himself. Phil M motioned to have Scott B sign the fireworks display permit. Seconded by David G; unanimous approval.

**17. Health Officer paperwork (signature)**

Scott B signed on behalf of the Select Board.

**18. Other Business**

**a. New Town Website update**

Phil M presented and discussed the ongoing efforts to stand up a new Town website. A lengthy discussion ensued across a wide variety of website topics. Scott B asked Phil M to write up a contract and invoice the Town for his company's time spent providing IT support to the Town. David B agreed to attempt to save the old website in some form of local-copy storage.

**b. Flood Zone update**

David B gave an update on his efforts to get a surveyor to determine the height of the base flood elevation in the village. Getting a response from surveyors has proven difficult in the current economic environment.

**19. Warrants:**

The Board noted that some lumber in a roads invoice was actually used for rebuilding door protection roofs on the Meeting House.

David B will make a journal entry on the general ledger to move the cost of the lumber to the Buildings and Maintenance reserve account.

Phil M motioned to accept the warrants as written. Seconded by David G; unanimous approval.

**20. Adjourn**

Motioned by Scott B, seconded by Phil M, unanimously approved. The meeting adjourned at 7:42 pm.

***Approved 06 June 2022***

Scott Briere - Chair  
David Gallup  
Phil Marquette