

Minutes
Select Board Meeting
Town of Coventry
Monday April 4, 2022

This meeting was recorded on Zoom and then posted to YouTube. The link to this recording is at www.coventryvt.org.

Board Members Present

Scott Briere, Chair
David Gallup
Phil Marquette

Town Officials Present

David Barlow, Treasurer, Zoning Administrator & Acting Secretary to
the Select Board
Praneet Menon, School Director & Planning Commission
Israel Sanville, Planning Commission
Deb Tanguay, Clerk

Residents Present

Kerry Keement

Press Present

none

1. Order

David B called the meeting to order at 6:01 pm. Persons present introduced themselves.

2. Changes or Additions to the Agenda

There were no stated changes or additions to the agenda.

3. Allow for public comment

There was no public comment.

4. Community Center cleaning contract

Scott B led a brief discussion on the topic. He noted that he had tried to call the reference for Israel Sanville but was unable to contact that person or leave a message as there was no voice mail set up on the phone number. He motioned to award the cleaning contract to Kelly Collins, CCC. Phil M recused himself stating that he was friends with both bidders. David G seconded the motion. Scott B and David G voted in favor of the motion and Phil M abstained.

Scott B thanked Israel S for bidding. Israel S stated that his reference had not received any phone calls; Scott B noted that he had just tried today.

5. Discussion of road work to be put out to bid in 2022

David G reviewed the history of the ongoing Pike paving contract signed in July 2021 at \$690,996. He proposed to increase the width of paving on Pine Hill RD from 22 feet to 24 feet at an additional cost of \$33,750, done as an addendum to the ongoing Pike contract. He then proposed earmarking \$322,323 (in the Roads Infrastructure Reserve Fund) to be bid out next Spring (2023) for topcoating Pine Hill and Airport roads. He proposed paving a 2,500 foot portion of Lane RD. Additional discussion between the Board members followed on various roads.

David G recommended he write up an RFP for the next Select Board meeting to pave (this year, 2022) 2,500 feet of Lane RD, Covered Bridge RD, related work on Coventry Station RD at the rail crossing, and a contract addendum for the Pine Hill RD extra width. The Select Board agreed that David G should write up the RFP. Scott B noted that by earmarking \$322,323 for next year and spending another \$33,750 on Pine Hill RD, that would leave about \$300,000 (in the Roads Infrastructure Reserve Fund) to put out to bid this year.

The Board had a brief discussion on the amount of paving to do overall in the Town, noting the need for more salt, a new salt storage shed, and annual reviews of paving to carefully gauge the impact on the Town's long-term finances.

6. Update on the Elijah Cleveland Meeting House (current repair status, ongoing contracts, and discussion on painting bids and exterior repair)

David G reported that he had received two bids for exterior carpentry needed to prepare the building for painting.

Following a brief discussion, Scott B motioned to accept the bid from Trevor Monty pending David G confirming that he would take care of the two window sills (noted to be in need of repair during a previous engineering study of the building). Phil M seconded and David G recused himself. Scott B and Phil M voted in favor of the motion.

David G gave an update on removing the multiple utility lines surrounding the meeting house. Mr. Troy Reynolds from Vermont Electric Coop (VEC) came and looked at the project. David G described the possible work while the other Select Board members looked out the door at the proposed work area. David G stated that the large pole nearest the red house west of the building would have to stay, but the pole nearest the building at the front concrete wall could be eliminated by repositioning other poles in the vicinity with appropriate guide wiring, possibly requiring some easements. There would be no cost as the telephone wiring involved

on the pole to be eliminated has some rule violation(s) that must be corrected. David G asked that someone approach the landowners involved to discuss possible easements. David B asked that David G ask VEC to produce a drawing such that the Town would have something to show the landowners involved. Phil M concurred with that recommendation.

David B and David G briefly discussed their work on an upcoming painting Request for Proposal (RFP).

David G noted that the Road Crew had made new shed roofs for the east doorways at the Meeting House and planned to install them soon.

7. Planning Commission Update

Praneet M gave an update on the Sidewalk Scoping Study with a kick-off meeting scheduled for April 6 at 5:30 pm. He noted that the contract the Town signed with Dufresne had the previous Town Administrator's name as the Municipal Project Manager (MPM). Phil M led a brief discussion of the magnitude of the Dufresne invoicing to date on the Sidewalk Scoping Study – 25 hours of time in meeting prep. The discussion shifted to the grant involved, amount (\$29,040), and the Town's matching funds (\$7,260) required.

Praneet M next discussed having the Planning Commission take over the NVDA representative responsibilities for the Town. The Select Board has most recently had the responsibility, with David G holding the position. David G recommended the Planning Commission discuss who they might recommend at their upcoming meeting, and bring that back to the Select Board.

David B brought up that NVDA has a "Coventry" webpage that has the wrong days and hours listed for the Town Clerk. The Clerk has been receiving complaints that the "Town" website has the wrong days and hours posted for the Clerk – however, the Town's website has the correct hours – Monday and Thursday 8am – 3pm and has been accurate all along. David B agreed to contact NVDA to attempt to get them to remove the incorrect information and simply post a link to the Town's website.

8. The 2022 Fall Festival

David G and Phil M led a lengthy discussion across a wide range of topics related to the festival. Scott B and Kerry K were also involved in the discussion. Among the topics covered were: the beer concession, trash pickup, access for vehicles, attendance of the elderly, management via committee and the involvement of the Select Board, use of the Community Center's restroom facilities, set up locations for the various concessions and entertainment providers, impact on village residents, use of the school, pedestrian crossing of Route 5, location of fireworks, committee meetings and structure; and the budget. David G will meet with community members to discuss the way ahead.

9. Board of Adjustment Appointment

David B gave the background as the Zoning Administrator. The Board of Adjustment is required by Coventry's Flood Hazard Area Regulation to hear permit applications. There is currently a permit application waiting to be heard – the Select Board needs to appoint this group. State of Vermont statutes generally place the Board of Adjustment as a Planning Commission function, which was David B's recommendation for Coventry. Scott motioned to appoint the Planning Commission as the Board of Adjustment. Phil M seconded. All members voted in favor.

10. Discussion of timing and methods to advertise the Town Administrator position

David B will look through the records for previous position descriptions, update, and put on the agenda for discussion at the next meeting.

11. Community Center use by the Red Cross and Special Olympics - rental agreement and use of facilities.

Phil M motioned to allow the Red Cross and Special Olympics to use the facilities at no cost. Scott B seconded. All members voted in favor.

12. Treasurer on-line access to the National Insurance Services (NIS) website

This was to ratify Phil M signing to authorize this access for David B. Scott B motioned to allow David Barlow as the Treasurer access to the NIS website. David G seconded. All members voted in favor.

13. Emergency Management Director and LEMP

This item was tabled at the request of Phil M.

14. Minutes from March 21 Select Board Meetings

Scott B motioned to approve the minutes from the Monday, March 21, 2022 meeting. David G seconded. All members voted in favor.

15. Other Business

o Unifirst Invoices

David B will put David G on the email distro for all Unifirst Invoices so that David G can review the billings.

o Greenup Day

Scott B asked David B to contact Martha Sylvester to see if she had any interest in organizing a Greenup Day activity.

16. Warrants

Phil M motioned to accept the warrants. Scott B seconded. All members voted in favor.

- **Former Town Administrator final pay**

As the Board was signing the warrants, Phil M asked David B to give an explanation of the pay warrant concerning the final pay for the former Town Administrator, Ned Connell. After David B finished, there was general discussion of how time spent managing Select Board meetings should be treated in the future, vacation time, time cards, and tracking of employee time. There was additional discussion on the duties of a future Town Administrator and/or Select Board Clerk, including the public-facing aspect of those duties, and grant writing. No decisions were made on these topics.

17. Adjourn

The meeting adjourned at 7:52 pm.

Approved 18 April 2022

Scott Briere - Chair
David Gallup
Phil Marquette