

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**  
**Monday May 3<sup>rd</sup> 2021**

**Board Members Present:**

Scott Briere, Chair; David Gallup; Phil Marquette

**Town Officials Present:**

Ned Connell, Town Administrator; David Barlow, Town Treasurer; Deb Tanguay, Town Clerk

**Residents Present:**

Martha Sylvester, Rory Merritt, Donna Griffes, Len Griffes, Ernie Punte

**Guests Present:**

Kelly Gleason, Casella Waste Management; Scott Jenness, BLRR (local ATV club)

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

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**1. Order**

- Chair Scott Briere called the meeting to order at 6:04 p.m.

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

- Phil presented an addition to the Other business portion of the agenda.

**3. Public Comment**

- Len expressed concern that ATV travel was on the agenda before the Planning Commission had been given a chance to present their findings.

**4. Other Business**

- **Annual authorization of ATV use on various roads and trails for BLRR (club)**
  - Scott Jenness outlined a list of roads that the BLRR club was requesting access to.
    - Ernie Punte suggested that the Town and the BLRR club look into maintaining all Town roads that are traveled by ATV regardless of class.
    - David G proposed the use of Cotnoir Road by ATVs to deter traffic from traveling on the higher traveled roads.
    - David G and Ned C warned against maintaining Class 4 town highways as it may automatically change the classification of some roads opening up further difficulties and expenses for the Town.
    - Martha S expressed concern that the Select Board vote may not be an accurate representation of the wants of the Townspeople regarding this topic as, in her opinion, a 3 person board containing 2 members with possible conflicts of interest.

- This item was tabled and the Select Board may discuss this topic further at a future meeting.
- **Recycling**
  - Kelly G presented an outreach program to increase awareness of the importance of recycling through the use of social media and print ads.
    - Scott B added that making residents more aware of what is and isn't recyclable may help increase participation.
- **Moving Offices**
  - Ned C outlined a plan to relocate the Town Administrator's office into a downstairs office space while moving the Assessor's office to the upstairs office.
- **Coventry BF 0251(49) project**
  - Ned C presented the project status for this as being in the early stages, and on track. Topic will be discussed as project progresses.
- **Local Emergency Management Plan**
  - Phil M presented small changes to the plan to better represent the current contact information within the Town.
  - Scott B made a motion to accept the plan with adjustments as outlined in meeting. David G seconded the motion. All members voted in favor and the Local Emergency Management Plan was accepted.
- **Authorization to request for a public alert**
  - Phil M outlined changes to the VT-Alert to include Ned C as an authorized contact. Scott B made a motion to approve the authorization. David G seconded. All Select Board members voted in favor and the authorization was signed.
- **NEK communication district**
  - Phil M suggested that David B serve as lead contact and Phil M take a secondary roll within this discussion. The Select Board concurs and this change will be effective as needed.

## 5. Policies- review and reoption

- **Accounting Auditing and Financial Reporting Policy**
  - Ned C presented an updated policy as reflecting changes as discussed in previous meetings and from David B, Town Treasurer.
  - Scott B made a motion to approve the Accounting Auditing and Financial Reporting Policy. David G seconded the motion. All Select Board members voted in favor and the Policy was signed and adopted.
- **Purchasing and Reimbursement Policy**
  - Ned C outlined an updated policy representing changes as discussed in in previous meetings.
  - Scott B made a motion to accept the Purchasing and Reimbursement Policy as written. David G seconded the motion. All members voted in favor and the policy was signed and adopted.

- **Balanced Budget Policy**
  - David G made a motion to accept the Balanced Budget Policy as written. Phil M seconded the motion. All members voted in favor and the Policy was signed and adopted.
- **Capital Planning Policy**
  - Scott B made a motion to adopt the Capital Planning Policy as outlined to coordinate with the Purchasing Policy. David G seconded the motion. All Select Board members voted in favor and the Policy was signed and adopted.
- **Conflict of Interest Policy**
  - The Select Board discussed this policy and felt that consultants and legal advisors to the Town should be included within this policy.
  - This Policy will be discussed further at a future meeting.

## 6. Warrants

- All warrants were discussed and accepted.

## 7. Minutes

- **April 19<sup>th</sup>, 2021**
  - Phil M made a motion to accept the minutes from April 19<sup>th</sup> 2021 as written. David G seconded and the minutes were approved.

## 8. Executive Session

- This topic will be discussed at a future meeting as it appeared to be incorrectly warned.

## 9. Adjourn

- Meeting was adjourned at 8:23pm.