

**Minutes**  
**Planning Commission Meeting**  
**Town of Coventry**

**June 5, 2019 at 6:00 P.M.**

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**Board Members Present:**

Moe Jacobs ~ Chair:

Skip Gosselin

Phil Marquette

Mike Lucas

**Town Officials Present:**

Carol Simmons / Administrative Assistant to the Planning Commission

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**1. Chairman Moe Jacobs called the meeting to order at 6:00 p.m.**

**2. Approve the minutes of the April 3, 2019 meeting:**

- Skip made the motion to approve the minutes of the April 3, 2019 meeting.
- Phil seconded the motion to approve the April 3, 2019 minutes.
- Board members unanimously approved and signed the minutes from April 3, 2019 as written.

**3. Allow for public comment:**

- No public comment was noted.

**4. Old Business:**

- Solar Project: Discussion regarding info given to the town and school in regards to the solar project. The town and school have asked for a more detailed proposal. Phil Marquette will contact Peck Electric, Solar Tech and Green Mountain Electric asking them to create a detailed proposal – one for the town, one for the school and one that combines both town and school. A request will also be made to request companies to give presentation to the town regarding information of solar project along with cost of project. A motion was made by member Phil Marquette to continue research on Solar/Alternate Energy that will work for Coventry Town and Coventry School. The motion was seconded by member Mike Lucas. All present members voted in favor of the motion.
- Received quote from Front Desk for Planning Commission manual. Quote reviewed by members. Follow up with Front Desk regarding 10 black and white copies of each manual and 1 full color printing of each manual.
- Board members requested that administrative assistant contact Memphremagog Press and make one last request for quote on Planning Commission Manual – request via phone and email – bring information to next meeting.

**5. New Business:**

- Board suggested to invite Assessing Clerk Kate Fletcher to come to next meeting in June to discuss and explain the Assessors position and process. Administrative Assistant to contact Kate regarding invite.
- Planning Commission budget: There was a motion made by Phil to request a detailed budget report for the fiscal year 2018-2019. It was also requested that going forward a monthly budget report to be sent via email to the Planning Commission. The report will be reviewed and discussed by members at each meeting. The motion was seconded by Skip. All members voted in favor of motion.

**6. Other Business:**


- N/A


**7. Motion to adjourn:**

- Phil made the motion to adjourn at 7:15 p.m. Mike seconded the motion and the meeting was adjourned.


The next Planning Commission meeting will be held on Wednesday, July 17, 2019 at 6:00 pm.

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Maurice Jacobs / Chairman

  
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Josh Griffes / Vice Chair

  
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Robert (Skip) Gosselin

  
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Phil Marquette

  
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Mike Lucas

  
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Carol Simmons ~ Administrative Assistant