MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JULY 15th, 2019 AT 4:30 P.M.

Board Members Present:
Scott Briere; David Gallup

Town Officials Present:
Amanda Carlson / Town Administrator
David Barlow / Treasurer

Guests:
Martha Sylvester

Press:
Elizabeth Cope / Barton Chronicle

---

1. **Scott Briere called the meeting to order at 4:30 p.m.**

2. **Approve the minutes of the June 1st, 2019 meeting**
   - David Gallup made the motion to approve the minutes of the June 1st, 2019 meeting as written. Seconded by Scott Briere, signed and approved by the Board quorum.

3. **Allow for Public Comment**
   - No public comment noted.

4. **Setting FY20 Educational Property Tax Rate**
   - The Board quorum reviewed the fiscal year 2020 educational tax rate provided by the Vermont Department of Taxes as follows;
     - *Non-Homestead Tax Rate: $1.5547*
     - *Homestead Tax Rate : $1.3708.*
   - The Board noted this was a decrease from the FY19 tax rates of $1.5681 and $1.4170.
   - David Gallup made the motion to set the fiscal year educational property tax rate as provided by the Vermont Department of Taxes at $1.5547 for non-homestead and $1.3708 for homestead. Seconded by Scott Briere and approved by the Board quorum.

5. **Church Building Structural Assessment**
   - Town Administrator Amanda Carlson stated that the structural assessment had been started by Jan Lewendowski as arranged with assistance from the Preservation Trust of Vermont.
   - The report is anticipated to be completed in the coming week and will outline any structural repairs needed noting the urgency of each.
   - Amanda stated her concern on identifying and committing to a repurposed use for the building before the Town had confirmation of the conditions of use anticipated in the transfer from the Congregational Church.
   - The Board quorum asked Amanda Carlson to reach out to Dr Alan Feltmarch who has been representing the Church to discuss and understand what conditions may be imposed.

6. **Review VTrans Revised Road and Bridge Standards**
   - The Board reviewed the updated Road and Bridge Standards set by the Vermont Department of Transportation.
   - Road Commissioner David Gallup stated that he had reviewed with the local VTrans office and felt the Town was, and would continue to meet as standards as outlined.
   - Scott Briere made the motion to adopt the Vermont Department of Transportation Road and Bridge Standards on all sections 1 through 7. Seconded by David Gallup, signed and approved by the Board quorum.

7. **Discussion on Road Reclassification**
   - Road Commissioner David Gallup stated that reclassifying several roads was recommended as was discussed by the Select Board last year.
   - David stated his intention was to now begin the process which requires a series of hearings and notices.
   - David stated the notices will be prepared for the next Board meeting for review and approval.

8. **Property Tax Billing Process Policy**
   - The Board reviewed the draft policy for the Process of Issuing Property Tax Bills.
   - The policy identifies each step in the process and who is responsible to ensure completion.
   - As per the policy; the Treasurer will be responsible to produce the tax bills and the Assessors Office will be responsible for updated tax bills due to homestead declarations.
   - Treasurer David Barlow noted some changes to limit the 'responsible party' to one official as other financial policies allow officials to complete tasks to assist in the process.

- Scott Briere made the motion to adopt the Property Tax Billing Process Policy with the Treasurers requested changes. Seconded by David Gallup and approved by the Board quorum.
- Amendments to the policy will be made for the Board to sign at the next meeting.

9. Review Payroll Policies

- The Board reviewed the Payroll Policy for Hearings, Meetings and Elections.
- The policy addresses all officials working these special events including Justices of the Peace, Select Board, Town Clerk and any other volunteer working an election.
- Scott Briere made the motion to approve the Payroll Policy for Hearings, Meetings and Elections as written for fiscal year 2020. Seconded by David Gallup, signed and approved by the Board quorum.
- Scott Briere made the motion to approve the policy to be applied to the Town Clerk for hours worked in fiscal year 2019 and issue any additional payroll amounts owed to her. Seconded by David Gallup and approved by the Board quorum.

10. Other Business

- A hearing is scheduled on August 6th, 2019 at 1:00 pm in Montpelier by the Vermont Department of Housing and Community Development Downtown Designation Board to consider Coventry's application for Village Center Designation.
- Select Board member David Gallup and Town Administrator Amanda Carlson agreed to attend the meeting to represent the Town.

- Coventry Fire District Prudential Committee Chair Jeanne Desrochers, submitted a request for $200 to assist with the costs of the Fire District's open house on July 26th, 2019 at the new water treatment facility. The funds are to help with a shuttle service and refreshments.
- The request was denied by the Board quorum.

- Assessing Clerk Kate Fletcher provided a written request to the Board to allow her to develop a safety pan for the Town Offices.
- The Board quorum agreed to support the implementation of a safety plan and authorized Scott Briere to work with Kate Fletcher as the Board representative.

- David Gallup stated that he is currently soliciting paving quotes for Coventry Station Road which will be provided for review at the next meeting.

- David Gallup stated he has received negative feedback form the community on the cancellation of the 2019 Coventry Day. He stated he felt an event should be brought

back for the community and this should be accomplished with the formation of a new Recreation Committee.

- The Board quorum authorized David Gallup to research options and ideas for discussion at the next meeting.

11. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18531

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-02	PAYROLL - PE 07/08	7/8/2019	$5,109.35
ACH	F07-08	ACCOUNTS PAYABLE - IRS PE 07/08	7/8/2019	$1,718.20
ACH	S07-08	ACCOUNTS PAYABLE - VT PE 07/08	7/8/2019	$215.02
18532-18538	P20-02	PAYROLL - PE 07/08 - CHECKS	7/8/2019	$590.41
18539	20-01	ACCOUNTS PAYABLE - GEN	7/15/2019	$52,442.26
ACH	S07-15	ACCOUNTS PAYABLE - VT STATE	7/15/2019	$144.33
ACH	F07-15	ACCOUNTS PAYABLE - IRS	7/15/2019	$1,000.90
ACH	P20-03	PAYROLL - PE 07/13	7/15/2019	$3,095.78
		TOTAL ORDERS		**$64,316.25**

ROAD & BRIDGE RESTRICTED FUNDS TRANSFERS

CHECK #		ORDERS	CHECK DATE	FY20 AMOUNT
BANK CHECK		**ACCOUNTS PAYABLE - CAMP PRECAST**	**7/15/2019**	**$127,225.20**
		TOTAL ORDERS		**$127,225.20**

Meeting Adjourned at 5:36 p.m.

The next Select Board meeting will be held on Monday August 5th, 2019 at 4:30 p.m.

Michael Marcotte / Chairman	**Scott Briere**
David Gallup	**Amanda Carlson / Town Administrator**