

**MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY JANUARY 4TH 2021 AT 6:00 PM**

Board Members Present:

Scott Briere, Chair; Phil Marquette; David Gallup

Town Officials Present:

Amanda Carlson, Town Administrator; Deb Tanguay, Town Clerk; David Barlow, Town Treasurer; Stephanie Rondeau, Administrative Assistant; Kate Fletcher, Assessing Clerk.

Guests:

Dominique Gervais; Sue Harkey

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

1. **Chair Scott Briere called the meeting to order at 6:00 pm.**
2. **Allow for public comment**
 - No public comment noted.
3. **Town Clerk for discussion on 2021 Town Meeting election procedures**
 - Phil Marquette made the motion to approve all elections for the 2021 annual Town Meeting to be done by Australian Ballot as authorized by legislation by the State of Vermont due to social distancing regulations. Seconded by David Gallup and unanimously approved by the Board.
 - Scott Briere made the motion to allow ballots to be mailed to all active registered voters if/when legislation approves such an action. Seconded by David Gallup and unanimously approved by the Board.
 - Scott Briere made the motion to approve LHS to print 2021 Annual Meeting and Election ballots. Seconded by Phil Marquette and unanimously approved by the Board.
 - The Board unanimously agreed to the cost of ordering additional ballots to ensure enough are on hand to accommodate all voters.
 - Town Clerk Deb Tanguay stated that a portion of the cost of the ballots and mailing will be billed to the Coventry School District as their elections will be included.
 - Deb stated that a letter will be mailed to all voters later in the week detailing the process for candidates and deadlines for submitting candidate forms.
4. **Town Administrators Office offer of employment update and discussion**
 - Chair Scott Briere stated that Ned Connell had accepted the offer to become the new Town Administrator.
 - Scott stated he was excited to have Ned joining the Town on Monday January 11, 2021.
5. **Land Acquisition**
 - The Board unanimously agreed in the findings that premature public knowledge of the items for discussion would put the Town at a disadvantage.
 - **MOTION:** Scott Briere made a motion to enter into executive session in accordance with 1 V.S.A 313 (f) for legal discussion to include the Board and the Town Administrator. Seconded by Phil Marquette and unanimously approved by the Board.
 - The Board entered into executive session at 6:26 pm.
 - The Board exited executive session at 6:43 pm.
 - Scott Briere made the motion to allow David Gallup to continue discussions with the Town Attorney to pursue land acquisitions as previously authorized. Seconded by Phil Marquette.

- Members of the public questioned the transaction and the Board explained that legal matters could not be discussed in public until negotiations were completed.

6. IRS Penalty for 2012 Tax Filing

- Treasurer David Barlow stated that the 2012 W2 income tax filing penalty incurred by the former Treasurer was approximately \$10,000.
- David stated he has not had any success in contacting the IRS for more information on why this penalty was issued.
- **MOTION:** Scott Briere made a motion to allow David Barlow to work with auditor Nathan Hawley for assistance in clarifying the matter with the IRS. Seconded by Phil Marquette and unanimously approved by the Board.

7. FY22 Draft budget review

- The Board unanimously agreed to hold a special meeting on Monday January 11th, 2021 at 6:00 p.m. for budget discussions.

8. Other Business

- David Barlow provided an update on the transfer of the Village Church building to the Town, which has been delayed due to missing information from the Vermont Conference in order to complete the transaction.
- David will continue to work with the Town Attorney and provide the Board with an update on any progress.
- Treasurer David Barlow requested the Board switch from weekly payroll to a bi-weekly system for administrative purposes.
- The Board will consider and discuss at the next meeting.
- **MOTION:** Phil Marquette made a motion to allow Treasurer David Barlow to pursue acquiring a Town Credit card for the Town Treasurer and the New Town Administrator for office purchases within the guidelines of the Town Purchasing Policy. Seconded by Scott Briere and unanimously approved by the Board.

9. Sign orders

- As previously authorized by the Board; Phil Marquette will continue to approve Accounts payable on behalf of the Board; Warrants will be circulated for electronic signature by the Board quorum.

10. Meeting adjourned at 7:35 p.m.