

MINUTES
SELECT BOARD MEETING
TOWN OF COVENTRY
MONDAY MARCH 16TH, 2020 AT 4:30 P.M.

Board Members Present:

David Gallup; Phil Marquette

Town Officials Present:

Amanda Carlson / Town Administrator

David Barlow / Treasurer

Guests:

Ernest Punt; Martha Sylvester; Norm Patenaude

1. Vice Chair Phil Marquette called the meeting to order at 4:30 p.m.

- David Gallup made the motion to amend the agenda to allow the Board to speak with Norm Patenaude from Pike Industries regarding the 2020 paving projects after agenda item #3. Seconded by Phil Marquette and approved by the Board quorum.

2. Approve the minutes of the March 3rd, 2020 meeting.

- David Gallup made the motion to approve the minutes of the March 3rd, 2020 meeting as written. Seconded by Phil Marquette.

3. Allow for public comment

- Martha Sylvester advised the Board to be aware of the Open Meeting Law Rules in regards to Board communications.
- In 2019 the Board signed a contract with Pike Industries for paving Coventry Station Road and Covered Bridge Road with the work to be completed in the spring of 2020 at a cost of \$72 per ton.

- Norm Patenaude presented a revised contract to the Town that would include repaving of the Airport Road as well as paving the Coventry Station Road hill reducing the price for all projects to \$65 per ton.
- The Board unanimously approved the revised contract for paving subject to Road Commissioner David Gallup reviewing quantities.

4. Public Facilities Health & Safety Precautions

- In order to help protect the health and safety of the residents from the spread of coronavirus, the Board quorum agreed to cancel all events and public meetings scheduled at the Community Center.
- The Board also agreed that the Town Office doors will be locked to the general public. Town Officers and employees will be on site working regular hours and available to assist by telephone and email.
- The Board agreed to keep these rules in effect until their next meeting on Monday March 30th, 2020 where they will reevaluate based on the situation.
- The Board agreed that any officer or employee showing symptoms will be required to stay home for the two week quarantine period unless they produce a Doctor's note stating they are cleared to return to work.
- David Gallup made the motion to approve the Town Clerks request to move the rabies clinic event from March 28th, 2020 to April 25th, 2020 and waive all late fees until May 1, 2020. Seconded by Phil Marquette and approved by the Board quorum.

5. Review Draft ATV Ordinance

- Cook Road resident Ernest Punt stated his concerns for opening up all roads for ATV travel and his hopes that the Board would reconsider pursuing this.
- Ernest stated his concerns for safety requesting increased signage and Sheriffs Office patrol of the Class 4 Road his family resides on.
- The Board reviewed a draft ATV Ordinance for the Town and discussed several points that required clarification from the Town Attorney and the Vermont League of Cities and Towns.
- The Board quorum unanimously agreed to table the ATV ordinance for further discussion at the next meeting.

6. Review Proposals for Cleaning of the Community Center

- Two quotes for cleaning of the Community Center were received:
 - *Claire's Home Cleaning - \$275 per week with all cleaning supplies included; yearly cleaning of windows and carpets were quoted as extra services.*
 - *Three C's Cleaning - \$200 per week, supplies provided by the Town; yearly cleaning of carpets and windows included in the price.*
- David Gallup made the motion to approve the proposal made by Three C's Cleaning and award the cleaning contract to begin April 1, 2020.

7. Budget Status Report

- The Board reviewed the budget status report and discussed several line items.
- Town Administrator Amanda Carlson noted that the overall budget was in line for the year and there were no items of concern to note.

8. FY19 Audit – Review Management Letter

- Item tabled until full Board present.

9. Treasurers Report of Financials for Preceding Month

- Treasurer David Barlow presented the report of financials for February 2020.
- David stated that he was working with the Auditor to complete the final report and review some internal systems to ensure the Town is on track for another successful audit next year.

10. Fall Festival Update

- David Gallup stated that the Coventry Fall Festival has been scheduled for Saturday September 12th, 2020 as an all-day event taking place on Main Street.
- Organizers of the event include; Kelley Collins, Brittany Marquette, Karen Blake Orne, Kerrie Keemet and Martha Sylvester.
- The group is planning such events as a run on the gool; fireworks; music; food trucks; bouncy houses; craft vendors and a Bingo.

11. Review Proposed Contract for Tax Mapping Services

- David Gallup made the motion to approve the contract for 2020 tax mapping services from CAI Technologies at a cost of \$1,900. Seconded by Phil Marquette, signed and approved by the Board quorum.

12. Other Business

- The Board quorum agreed to sponsor the Newport Wednesdays on the Waterfront event for \$500.
- The Board quorum agreed to \$150 to support the Vermont Council on Rural Development.

13. Sign Orders

ACCOUNTS PAYABLE ~ GENERAL FUND

Prior Warrant ending check #: 18978

CHECK #	WARRANT	ORDERS	CHECK DATE	AMOUNT
ACH	P20-36	PAYROLL - PE 03/02	3/2/2020	\$3,911.50
ACH	P03-02	ACCOUNTS PAYABLE - FED & ST TAX - PE 03/02	3/2/2020	\$1,409.96
ACH	P20-37	PAYROLL - PE 03/09	3/9/2020	\$4,370.14
ACH	P03-09	ACCOUNTS PAYABLE - FED & ST TAX - PE 03/09	3/9/2020	\$1,586.20
ACH	P20-38	PAYROLL - PE 03/16	3/16/2020	\$3,184.05
ACH	P03-16	ACCOUNTS PAYABLE - FED & ST TAX - PE 03/16	3/16/2020	\$1,140.73
18979-19017	20-28	ACCOUNTS PAYABLE	3/16/2020	\$45,162.52
19018-19019	R20-29	ACCOUNTS PAYABLE ~ Reappraisal Fund	3/16/2020	\$6,701.00
TOTAL ORDERS				<u>\$60,765.10</u>

Meeting Adjourned at 6:17 p.m.

The next Select Board meeting will be held on Monday March 30th, 2020 at 4:30 p.m.

Scott Briere / Chairman

David Gallup

Phil Marquette

Amanda Carlson / Town Administrator