

**Minutes**  
**Select Board Meeting**  
**Town of Coventry**  
**Monday June 20, 2022**

*This meeting was recorded on Zoom and then posted to YouTube. The link to the Town's YouTube channel is at [www.coventryvt.org](http://www.coventryvt.org).*

**Board Members Present**

Scott Briere, Chair  
David Gallup  
Phil Marquette, Vice Chair

**Town Officials Present**

David Barlow, Treasurer & Acting Secretary to the Select Board  
Kerry Keement, Justice of the Peace  
Praneet Menon, Planning Commission and School Director

**Residents Present**

None

**Non-Residents Present**

None

**Contractors Present**

None

**Press Present**

None

**1. Order**

David B called the meeting to order at 6:01 pm. Persons present introduced themselves.

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

With the board's consent, David B added to "Other Business" the review and approval of the June 6, 2022 meeting minutes, an update on the sidewalk study Municipal Project Manager (MPM), and a draft letter to a local resident previously requested by the board.

**3. Allow for public comment**

None.

**4. Future of 150 Main Street**

A board discussion ensued on testing for hazardous materials and the future use of the site for waste water disposal and a parking lot. There was further discussion on using a Coventry testing firm to do

the asbestos testing. Phil M stated the name as "Modern Environmental Contracting" and phone number as 908-878-8527. Phil M motioned to have David B arrange for the building testing and future waste water engineering needed for 150 Main Street. David G seconded. Unanimous approval.

#### **5. Meeting House work - painting bids**

The board discussed the ongoing carpentry work, the roofing work, and the painting bid. David G motioned to accept the painting bid from Jim Fitzgerald. Scott B seconded. Unanimous approval. Scott B signed the painting proposal and will reach out to the contractor. David B (as Treasurer) and Deb Tanguay (as AP Clerk) will process the partial payment required once they receive an invoice, W-9, and proof of insurance from the contractor.

#### **6. Ballot box as the Community Center drop box (Clerk)**

Following a brief discussion, David G (as Road Commissioner) will place and secure the box somewhere in front of the Community Center where it is both reachable and securable.

#### **7. Spencer Hill request**

David B discussed the need for a policy about how the Town handles public versus private roads, and how parcel owners can petition to have their private road become a public road. Scott B motioned to give David G authority to work with David B on a Town roads policy regarding public versus private roads. Phil M seconded. Unanimous approval.

#### **8. FY23 Grants in Aid Program**

This is a State grant to improve elements of hydrologically connected roads. There was a discussion about previous years' work. David G will look into last year's grant (FY2021).

#### **9. FY23 Building Communities Grants**

David B proposed passing this opportunity to the Planning Commission to see if they have any interest in pursuing a grant through this program. The Board gave their verbal approval (not motioned).

#### **10. VEC power estimate for village common**

David G described the proposal to provide power in the village common in order to put a light on the pole. Phil M motioned to accept the VEC proposal. Scott B seconded. Unanimous approval.

#### **11. Equipment replacement - Roads**

David G (as Road Commissioner) discussed his future equipment replacement needs. First up was the zero-turn mower; he stated he is currently able to get replacement parts and there are no new mowers available at this time - so no replacement decision to be

made at the moment. Next he discussed procuring replacement dump trucks and the various steps and priorities. He recommended keeping trucks under warranty, and trading them before the warranty expired. No decisions were made by the board.

#### **12. 2021 paving contract update - review and signature**

David G presented the update to the 2021 paving contract. Phil M motioned to accept the contract update. Seconded by Scott B. Unanimous approval.

#### **13. FY22 budget review**

David B (as Treasurer) recommended tabling most of this - he noted that the Road Commissioner was on track to exactly spend his FY22 budget (Fund 150). The remaining portion of the review was tabled.

#### **14. FY22 and FY23 wage and salary review and approvals**

David B (as Treasurer) presented these two documents. They are needed for the annual audit. Scott B asked why the assistant clerk and assistant treasurer hourly rates are not the same rates as the clerk and treasurer. David B pointed out that these rates were going up considerably in FY23, as budgeted and approved at the 2022 Town meeting. However, they were intentionally not as high as the clerk and treasurer hourly rates as we remain hopeful to hire other interested persons in these assistant roles but their skill level, at least initially, would not warrant the same hourly rates as the principals. The Board agreed to sign the documents as part of the warrant signing process.

#### **15. May Treasurer's Report**

David B (as Treasurer) presented his May report. He covered the reserve fund spending: \$26,614 for roofing materials for the meeting house (former church), \$2373 for Pine Hill paving prep, and \$510 for legal fees related to reappraisal. He noted that despite the ongoing financial market turmoil, the Town's various investments were holding up reasonably well. The Board had no questions.

#### **16. Re-appointment of the Coventry Fire Warden form for the State of Vermont**

Following a brief review and discussion, the Board signed the State paperwork re-appointing Pedro Grondin as the Coventry Fire Warden.

#### **17. Other Business**

The Board reviewed the minutes of the June 6, 2022 meeting. Phil M motioned to accept the minutes as written. Seconded by David G. Scott B recused himself as he did not attend the meeting. Motion approved by Phil M and David G.

David B announced that he had been approved as the sidewalk study Municipal Project Manager (MPM) by the State of Vermont. Praneet M agreed to send David B an email to get the study process back underway.

David G stated the issue on Spencer Hill road ditch had been resolved. He also discussed the issue on Main Street, and the need to use an excavator to remove trash and debris placed by a resident over a main drainage area. The Board gave David B permission to send the resident a letter as drafted by David B, signing as the Zoning Administrator due to the flood zone and flooding nature of the problem.

#### **18. Warrants:**

Phil M motioned to accept the warrants as written. Seconded by Scott B; unanimous approval.

David B discussed the upcoming pay period ending July 2<sup>nd</sup> that will cross the fiscal year and with July 4<sup>th</sup> falling on a Monday, the normal pay process will result in delayed pay for the Town's employees. The Board agreed that David B would run the payroll early to result in pay being sent to employee accounts by 30 June and to avoid end of fiscal year issues on the accounting side.

#### **19. Executive Session for personnel discussions (1 VSA §313).**

Scott B motioned to move into executive session to discuss personnel matters under Title 1, Section 313 of the Vermont Statutes, to include David B. Seconded by Phil M; unanimous approval. The Board entered executive session at 7:18 pm. The Board exited executive session at 8:21 pm. No decisions were made.

#### **20. Adjourn**

Motioned by Phil M, seconded by Scott B, unanimous approval. The meeting adjourned at 8:22 pm.

***Approved xx July 2022***

Scott Briere - Chair  
David Gallup  
Phil Marquette