

Minutes
Select Board Meeting
Town of Coventry
Wednesday March 8, 2023

This meeting was recorded on Zoom and then posted to YouTube. The link to the Town's YouTube channel is at www.coventryvt.org.

Board Members Present

Scott Briere
Scott Morley

Town Officials Present

David Barlow, Treasurer
Matt Maxwell, Town Administrator
Kerry Kement, JOP
Phil Marquette, 911 Coordinator
Deb Tanguay, town clerk

Public Present

1. Order

Matt called the meeting to order at 5:59 am. Persons present introduced themselves.

2. Changes or Additions to the Agenda

None

3. Allow for public comment

None

4. Board Reorganization

Scott Morley stated that upon reviewing the reorganization chart there were a number of positions that would be considered town employees and therefore would not need to be appointed. Scott M nominated Scott B for select board chair. There were no other nominations. Scott B is the select board chair for the ensuing year. Scott B nominated Scott M for vice chair. There were no other nominations. Scott M is the vice chair.

5. Appointments

Scott B made the motion to appoint Rene Falconer as the town animal control officer. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint Pedro Grondin as the town civil defense coordinator. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint Stuart Maxwell and Israel Sanville as fence viewers. Scott M made the second and the vote was unanimous.

Scott M made the motion to appoint Dave Gallup as Road Commissioner. Scott B made the second and the vote was unanimous.

Scott M asked Deb T how much time per week that she spends on the select board bookkeeper position. Deb T responded that it requires between 2 and 3 hours a week. The position was created to ensure a segregation of duties when dealing with payroll. Scott M made the motion to appoint Deb Tanquay as select board bookkeeper. Scott B made the second and the vote was unanimous.

Deb T stated that Casella has taken over most of the duties that have to do with the solid waste committee. Scott M will follow up with Casella about whether the town needs to appoint people to.

Scott B made the motion to appoint Phil Marquette as the Town Service Officer. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint John Buchanan as the town tree warden. Scott M made to second and the vote was unanimous.

The Zoning Administrator position will become the duty of the Town Administrator per the recommendation of Dave Barlow.

Scott B made the motion to appoint The Newport Daily Express as the town newspaper. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint Brain Monaghan as the town attorney. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint Phil Marquette as the town Emergency Management Director. Scott M made the second and the vote was unanimous. Scott B made the motion to appoint Matt Maxwell as the town Emergency Management Coordinator. Scott M made the second and the vote was unanimous. Scott B made the motion to appoint Phil Marquette as the town 911 Coordinator. Scott M made the second and the vote was unanimous.

6. Noticing and Posting

Scott B made the motion for select board meetings to take place on

the first and third Monday of each month. Scott M made the second and the vote was unanimous.

Scott B made the motion for the meeting location of select board meetings to be the Coventry Community Center. Scott M made the second and the vote was unanimous.

Scott B made the motion that select board meeting times be 6:00pm start time. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint Pedro Grondin as the town Health Officer. Scott M made the second and the vote was unanimous.

Scott B made the motion to appoint Scott Morley to approve town payroll. Scott M made the second and the vote was unanimous.

7. Audit Finding Report

Presented for signature and signed by Select Board Chair Scott B.

8. RFP for Auditing Services

There was a brief discussion between Scott M and Dave B regarding the length of previous contract, the firm used before Pace and Hawley, and the fact that towns are having trouble securing auditing services. Dave B mentioned that it is important that Coventry complete a yearly audit. This item was eventually tabled until the next meeting

9. Approval of Minutes 3-1-2023

This agenda item was tabled until the next meeting

10. Adjourn

The meeting was adjourned by unanimous consent at 6:34pm.