

# Minutes

Select Board Meeting

Town of Coventry

Monday May 15, 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](http://www.coventryvt.org).*

## **Board Members Present**

Scott Morley

Daniel Webster

## **Town Officials Present**

Matt Maxwell, Town Administrator

David Barlow, Treasurer

Deb Tanguay, Town Clerk

## **Public Present**

### **1. Order**

Matt called the meeting to order at 6:00 pm. Persons present introduced themselves.

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

None

### **3. Allow for public comment**

Deb T mentioned that there was a write up in the Newport paper about the senior meals program at the Community Center

#### **4. Tax Sale Request**

Matt explained to the board that Kate Fletcher, the town delinquent tax collector, would like permission to contact the town attorney in preparation for a tax sale. Scott M made the motion to allow Kate to do so. Dan W made the second and the vote was unanimous.

#### **5. Website Design**

Matt M explained to the board the proposal the town had received for website design services from NEKINFO and how it would be implemented. Deb T stated that it would be helpful if more people had access to update the website. Scott M felt that all town officials should have access to update their respective pages. Scott M made the motion to approve the contract for web design services with NEKINFO. Dan W made the second and the vote was unanimous.

#### **6. Assessor's Contract**

Matt Informed the Board that an RFP was sent out for assessing services and that the town received one proposal, from our current assessor. Scott M commented on the increase in the rates for the new three year contract and felt the issue should be discussed at the next meeting with the full select board.

#### **7. Auditing Services**

Dave B let the board know that an RFP had been sent out for auditing services and that the town had received one proposal. The cost of the new proposal is considerably higher than what the town is currently spending for auditing services. Dave B received permission from the board to contact some of the other towns that are currently using this auditing firm and find out what they are paying. Dave B and Matt M will then try to negotiate a lower rate for the town. Scott M asked what the increase is over our current auditors and Dave B replied that for the first year it would be more than double what we pay at this time. Dave B said that the town has had the same auditor for 5 years and that it is important to get a new set of eyes on the financials. Deb T added that it might be helpful to let the new prospected auditor know about the number of different account Coventry has that may differ from a typical town of our size. Scott M asked Deb T to assist Matt and Dave B in the search for a new auditor.

#### **8. Treasurer's Report**

Dave B presented the Treasurer's Report to the select board. Dave stated that there was very little reserve fund spending for the past month and that a \$50,000 Vermont Preservation Grant was received in the general fund was moved to reimburse a reserve fund. The money

was used for the roof of the Cleveland Meeting House. Scott M asked if that money could be moved to a reserve fund without town approval and Dave assured him that he had spoken to the town attorney and auditor and it is in fact legal to do so. Dave B said there were approximately \$60,000 in transfers done for the month and \$40,000 in expenses, making it a typical month for the town. Scott M asked what the ARPA fund balance is and Dave stated the number on the report does not reflect items approved for ARPA money at the last select board meeting. There are about \$50,000 left in the ARPA fund line. The town investments had a normal month and Dave was finally able to convert the town Microsoft share certificates into normal shares that the town can now sell or convert to a mutual fund.

## **9. Other Business**

The town had a few items to deal with under other business. The first dealt with the moving of an electric pole in town for which VEC needed the authorization of the select board. Both Scott and Dan signed the document giving VEC the right to move the pole. The town healthcare reimbursement policy was reviewed for any potential updates. There were none and Scott M made the motion to continue the policy as it is written. Dan W made the second and the vote was unanimous. Next up was a paving price from Gray's to shim up the low spots on Coventry Station Road. The board discussed and decided that for safety reasons this should be done as soon as possible. Dan W signed the paving contract on behalf of the town and Matt will contact Gray's tomorrow. The last piece of business dealt with the bank failure on Coventry Station Road. The board authorized Matt to contact Dubois and King for engineering services related to the work that will need to be completed to fix the road bank.

## **10. Approval of Minutes**

Scott M made the motion to approve the minutes of 5/8/2023. Dan W made the second and the vote was unanimous. Scott M made the motion to approve the minutes of 5/1/2023. Dan W made the second and the vote was unanimous.

## **11. Warrants**

Scott M made the motion to accept the warrants. Dan W made the second and the vote was unanimous. Scott M and Deb T had a discussion regarding the enforcement of dog registrations in town. The town dog ordinance will be reviewed and discussed at the next meeting.

## **12. Adjourn**

The meeting was adjourned by unanimous consent at 7:10pm

DRAFT