

Minutes
Select Board Meeting
Town of Coventry
wednesday December 20,
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 Morley
Scott Briere
Dan Webster

Town Officials Present

Matt Maxwell, Town Administrator
Deb Tanguay, Town Clerk
Israel Sanville, Planning Commission
David Barlow, Town Treasurer
Phil Marquette, EMD

Public Present

David, Scott B's friend

1. Order

Matt called the meeting to order at 5:05 pm. Persons present introduced themselves.

2. Changes or Additions to the Agenda

The board signed a Salvage Yard Approval permit for Joel Tremblay on Airport Road and US Route 5

3. Allow for public comment

None

4. Town Report Schedule

Matt and the Select Board discussed the schedule for getting the Town Report ready to go to print. The Select Board decided that all three members would each contribute to the letter that the board puts into the report. The Select Board decided that the report this year would be dedicated to Richard Lussier. Deb T will help gather pieces for the report from the school and other town committees. David B will assist with the budget report.

5. E911 Maps

A meeting was held in Coventry on December 13, 2023 with emergency management officials from Newport and Orleans. Phil M, Matt M, and Scott M were present for Coventry. At the meeting the various officials decided on a geographical response area for each service based on the contracts going into effect on January 1, 2024. Phil M gave a recap of the meeting and then showed the board the new maps that will be filed with E911 for the new year. Scott M wanted to make sure that Phil got everyone involved to sign off on the new maps. Scott M thanked Phil for the excellent job he did on this reorganization. Scott M made the motion to adopt the new E911 maps as of January 1, 2024. Dan W made the second and the vote was unanimous. Deb T recommended that Phil include the maps as part of his EMD letter in the Town Report.

6. NEKO Meeting – 1/16/2024

Scott M gave the board a recap of the previous NEKO meeting that was held in Coventry in October. Scott was happy to hear from the people that night and shared their concerns over the town's response to the July floods. Scott stated that NEKO is a worthy organization that is helpful to people in many ways. Scott M also cautioned that he did not want to see things getting confused about the systems and protocols in place when the town faces an emergency. Scott M continued to say that Phil M is the town's Emergency Management Director, he is in a state sanctioned position and he was put in that position by the town because he is really good at this stuff. Scott M would like to ensure that any emergency response from the town comes through Phil under his authority as the EMD. Phil M recommended updating the town's Emergency Plan every year, with public participation. Phil said that the more public assistance that can be organized the more detailed the town's response to emergencies can be. Phil said they he will attend the next NEKO meeting. Deb T stated that Jim Cobb was interested in assisting with emergency plan preparation.

7. Emergency Management Plan

This agenda item was combined with NEKO Meeting – 1/16/2023

8. Road Crew Liaison

Scott B stated that the town has a completely new road crew after

having very little turnover over the previous 30 years. Scott B said that there is lot that goes into Road Crew work especially in the winter. Scott B feels the Road Crew guys are doing a good job. Scott B asked the board for permission to communicate with the Road Crew on a weekly basis to ensure the needs of the town and the Road Crew are being met. Dan and Scott M both agreed to let Scott B liaise with the Road Crew.

9. Grader Tires

Scott B said that the Grader is still on its original set of tires that were purchased with the machine in 2012. Road Foreman, Nathan Standish, got some quotes and the best one was from Pete's Tires. Scott M made the motion to expend up to \$14,000, from the Capital Equipment Reserve Fund, for the purchase of new Grader tires. Dan W made the second and the vote was unanimous.

10. Treasurer's Report

David Barlow was in attendance to present the Select Board with the November Treasurer's Report. Dave stated that November is a busy month for the General Fund with lots of revenue from taxes and a big expense with the check written to the school for education taxes. Dave B needed cash in the Roads and Infrastructure Fund in order to pay some bills and he moved a CD from the Capital Equipment fund to do so. Dave said there is no change in the overall CD's total and it stands at 1.75 million. Scott M would like to see the anticipated amount in grant funds that the town expects to receive in the next fiscal years displayed on the page that the board in provided for monthly meetings. Scott M also asked Dave B to provide the total of Reserve Fund spending that has occurred over the last 4 years. Dave B said the Reserve Fund numbers are made available in each yearly Town Report. The Select Board thanked Dave B for the Treasurer's Report.

11. Other Business

Scott M said that this is a very busy time of year for the town employees and he feels they are all doing an outstanding job. Scott M said with the enormous amount of information that the select board is ultimately responsible for needs a better system of communication so that the select board is not always playing catch up. Scott M suggested a document that all board members have access to and be updated as tasks have been completed. Dan W and Scott B agreed that something akin to a to do list would be helpful, as things tend to get missed or forgotten otherwise. Deb T added that the town does not have an effective way of reaching out to the residents in the case of an emergency. Deb recommends an outreach system similar to what the school uses.

12. Approval of Minutes - 12/6/2023

Scott M made the motion to approve the minutes from 12/6. Dan W made the second and the vote was unanimous

13. Warrants

Scott M made the motion to accept the Warrants. Dan W made the second and the vote was unanimous.

14. Adjourn

The Meeting was adjourned by unanimous consent at 6:13pm.

DRAFT