

Minutes

Select Board Meeting Town of Coventry Monday February 5, 2024

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
Israel Sanville, Planning Commission
David Barlow, Town Treasurer
Kerry Keement, JOP

Public Present

Phil Marquette

1. Order

Matt called the meeting to order at 5:03 pm. Persons present introduced themselves.

2. Changes or Additions to the Agenda

Unemployment Insurance added after Other Business

3. Allow for public comment

None

4. Sullivan and Powers – FY 2023 Audit

Matt let the Select Board know that there would not be a representative from Sullivan and Powers present at the meeting. Dave B told the board that the town had received a draft 2023 audit report with a schedule of findings. Some of the findings in the report have already been addressed by the town, such as the Town Administrator now being the signatory on all checks. Dave B will draft a response to the schedule of findings as he has done for past audits. Dave B presented this response to the board for their review. Scott M expressed a desire for the process in which things are done in the town to slow down. Scott M mentioned that he has just received the draft audit prior to the meeting and would need time to review before the board would request any type of response drafted in the name of the Select Board. Dave B told the board that he was not seeking any type of decision, but was only providing the board with information as he has done in the past as town treasurer. Scott B and Scott M discussed the draft letter and the process that should take place for such a document to come before the select board. Scott B and Scott M further discussed how the select board would respond to the audit findings and how that will affect the overall timeline of the audit. Scott B directed Matt M to have the schedule of findings response presented at the next Select Board meeting.

5. Review and Approve Town Report

The Select Board reviewed the Town Report proof. Scott M made the motion to approve the Town Report for print and distribution. Dan W made the second and the vote was unanimous.

6. NEKO Meeting – Feb 8, 2024

NEKO will hold a follow up meeting on flood recovery and mitigation at the Coventry Community Center on February 8, 2024 from 5:30 to 7:00. Phil M and Scott M will attend on behalf of the town.

7. Personnel Policy – Town of Coventry

Scott M stated that this was an item he asked to be placed on the agenda, as it had been an agenda item at the last meeting and needed some clarification. Scott M said the Town Policies are created or adjusted under the authority of the select board. Some policies are short and do not require much for review or to make a change within. The Town Personnel Policy is different. It is a large policy and requires lots of thinking and discussion before any edits are made. It is something that may not be able to be completed in the course of one meeting. Scott M described how he would like to see the process unfold for the Personnel Policy and it would start by transferring the information to the Town Administrator and then for discussion to begin on what should be changed or modified. Dave B reminded the board that at a previous meeting they tasked both Matt M and Dave B with updating the Personnel Policy. Scott B confirmed that this was indeed a directive that came from the Select Board. Dave B said that

it is easier for himself and Matt M to get work done between meetings and that the Select Board may not have the time to contribute to the level required based on time constraints. Scott M stated that he is aware that over the past years some things in town have been tasked to the wrong department and he would like to see things moving back toward each department keeping to their own statutory obligations. Scott M and Scott B discussed the process they would like to see for Personnel Policy updates and will work with the TA office to enact them.

8. Other Business

Unemployment Insurance through VLCT was discussed. Scott B said that this was something that he asked Dave B to look into and get an estimate for. Dave B got an estimate through VLCT for approximately \$1200 for the year. The offer expires on February 16 and if enacted would go into effect on April 1, 2024. Dave B stated that the insurance is a risk mitigation tool for the town and it was recommended by the auditors that the town have it. Dave B and Phil discussed previous unemployment claims against the town, of which there have been few. Scott B made the motion to purchase unemployment insurance for the town through VLCT. Scott M made the second and the vote was unanimous.

9. Approval of Minutes – 1/22, 1/29

Scott M made the motion to approve the minutes of 1/22 and 1/29. Dan W made the second and the vote was unanimous.

10. Warrants

Scott M made the motion to approve the warrants. Dan W made the second and the vote was unanimous.

11. Adjourn

The meeting was adjourned by unanimous consent at 5:52pm.

DRAFT