

## Minutes

### Select Board Meeting Town of Coventry Monday March 4, 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](http://www.coventryvt.org).*

#### **Board Members Present**

Scott Morley  
Scott Briere  
Dan Webster

#### **Town Officials Present**

Matt Maxwell, Town Administrator  
Israel Sanville, Planning Commission  
Kate Fletcher, DTC  
David Barlow, Treasurer

#### **Public Present**

#### **1. Order**

Matt called the meeting to order at 10:0 am. Persons present introduced themselves.

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

None

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

#### **4. Tax Sale - 2024**

Kate Fletcher asked the Select Board for permission to contact the Town Attorney for the purpose of organizing a tax sale. The sale would take place in May or June. Kate explained to the board that she likes to have all old account cleaned up before the new tax bills are sent out. Scott M made the motion to allow Kate F to communicate with the Town Attorney for a tax sale. Dan W made the second and the vote was unanimous.

#### **5. Town Personnel Policy**

Scott M gave the Board an overview of the proposed changes made to the Personnel Policy. The Board then went through each section of the policy and discussed the proposed changes. Scott M mentioned that a wage scale for all full-time town employees was added. Dan W was given some clarification on the difference between a Road Commissioner and a Road Foreman. Scott M and the Board discussed the town's health care plan and that benefits will only apply to full time employees. Scott B felt that the pay for part time town employees should be increased, but they should not receive benefits. Scott M made the motion to provide benefits to full time town employees. Dan W made the second and the vote was unanimous. The Board then discussed the Town holiday policy. Scott M felt that the town should follow the same schedule as the State of Vermont. The board agreed and Scott M made the motion to adjust the town holiday schedule to follow what the state does. Dan W made the second and the vote was unanimous. The next section that was discussed was the vacation and sick leave section of the policy. All members of the board felt that full time employees should be entitled to more vacation time in their first four years of service to the town and the policy reflected this proposed change. Full time employees will have 2 weeks' vacation for the first four years of employment, three weeks for the 5<sup>th</sup> through the 9<sup>th</sup> years, four weeks for 10<sup>th</sup> through the 19<sup>th</sup>, and 5 weeks for anything past 20 years. Scott M made the motion to adjust the vacation time for full time employees. Dan W made the second and the vote was unanimous. Scott M explained that the sick leave section remained largely unchanged. Scott B and Scott M discussed whether full time employees should be able to accrue unused sick leave for future use. Scott M made the motion to allow full time employees to accrue up to two weeks of sick leave. Dan W made the second and the vote was unanimous. The Board next went over the overtime section of the policy. Dave B mentioned that the Road Crew would sometimes work 4 ten-hour days during the summer months. Scott B and Scott M talked about the work schedule for the Road Crew in the summer versus the winter. The board decided to do some research on the overtime portion and resume discussion at the March 18, 2024 Select Board Meeting.

## **6. Town Accountant Hiring**

Scott M spoke with the firm currently conducting the town audit about hiring an accountant for the town to provide the select board with unbiased reports about the town finances. Scott M would like the Board to grant him permission to work with the Town Administrator to find a CPA that fits with the town's needs. Scott M believes that the current mechanics the town uses to pay its bills is out of whack and needs to be changed. Scott B made the motion to allow Scott M to work with the TA and bring back info to the board on hiring a town accountant. Dan W made the 2<sup>nd</sup> and the vote was unanimous.

## **7. Hazard Mitigation - RFP**

Matt M spoke to the board about updating the town's Hazard Mitigation Plan. Matt explained that the town has a grant to help pay for the update. The board would like to hear the opinion of Emergency Management Director, Phil Marquette, and whether NVDA would help with the cost.

## **8. Cleveland Meeting House - Oversight**

Scott M clarified that any town building is the responsibility of the select board. The Town Administrator will be responsible for the oversight of the Cleveland Meeting House.

## **9. Communication with Town Investment Advisor**

Scott M stated that John Henry Hubert of Catamount Investments works for the Select Board. Scott B described how previous reports and meetings with JHH had taken place over the years and that there was a change following the Covid Pandemic. Scott M said that any communication dealing with town investments needs to be copied to the select board. Scott M asked the TA to reach out to JHH and let him know the select board would like him in person for quarterly investment meetings.

## **10. Audit – Schedule of Findings Letter**

Matt provided the board with a response letter to the Town Audit schedule of findings. Scott M made the motion to accept the letter. Dan W made the second and the vote was unanimous.

## **11. Email Archiving**

The Select Board discussed email archiving for outgoing select board members. The Board would like to eliminate all old email accounts and archive past emails per state statute.

## **12. Other Business**

Dave B and Scott M continued an ongoing discussion about the town wage and salary schedule. This included how certain positions

should be paid and what offices should perform what duties in the town.

**13. Approval of Minutes**

Scott M made the motion to approve the minutes of 2-20-2024. Dan W made the second and the vote was unanimous.

**14. Warrants**

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

**15. Adjourn**

The meeting was adjourned by unanimous consent at 11:53am