

## Minutes

### Select Board Meeting Town of Coventry wednesday April 17,2024

*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  
Dan Webster  
Kerry Keement

#### **Town Officials Present**

Phil Marquette, EMD  
John Buchanan, Road Crew  
Matt Maxwell, Town Administrator  
Israel Sanville, Planning Commission  
David Barlow, Treasurer  
Brian Monaghan, Town Attorney

#### **Public Present**

Jim Cobb  
Vickie Mead  
Peter MCAvoy

#### **1. Order**

Matt called the meeting to order at 5:00 pm. Persons present introduced themselves.

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

Treasurer's Report, Hazard Mitigation

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

Scott M welcomed Kerry to the Select Board and thanked Scott Briere for six years of service

#### **4. Town Emergency Preparedness**

Phil M, Emergency Management Director, spoke to the board about the Community Action Group that has been meeting to figure ways to improve the town's response to emergencies. The group is focusing on data collection to help set up zones of response within the town. Phil also stated that the group is looking into emergency shelters and emergency supplies for the town. Kerry K asked when the group holds their meetings and was told the second Monday of every month. Scott M said that it sounds like things are going well and thanked Phil and the Action Group for all their work. Phil M told the board that the town's Hazard Mitigation Plan is in need of being updated and that there are grant funds available to help with the cost. Phil would like to see an RFP sent out in order to hire someone to update the town's plan. Phil will work with Matt to get this done.

#### **5. Town Investment Policy**

Matt M and Dan W will meet with John Henry Hubert of Catamount Investment on April 24, 2024. There are two town documents that deal with investment policy. These documents will be shared with John Henry prior to the meeting, so that they can be discussed and possibly amended.

#### **6. East Engineering Billing**

The first bill from East Engineering has been received by the town. This is for work on the permanent repairs to Coventry Station Road and is reimbursable through a FEMA grant. Dave B said that the money to pay East should come from the reserve Road Fund or the Flood and Mitigation fund. Dave B also said that the auditors will weigh in as more bills for the project come in and that the money can be moved to where it is needed. Scott M mentioned that documentation of funds spent on Coventry Station should be meticulously maintained. Kerry K made the motion to pay East Engineering from the Flood and Recovery Fund. Dan W made the second and the vote was unanimous.

#### **7. Paving 2024**

Matt let the board know that a Railroad Right of Way will need to be obtained for the paving that is scheduled for this summer on and around River Road. The board discussed a proposal for center line striping in a couple places in town at the conclusion of the paving job. The board would like to see a couple more price options before making a decision. Matt M told that board that a town resident made him aware that Heermanville Road is in need of a top coat of pavement. The Select Board will include this for next year's paving plan.

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

Dave B presented the Select Board with an Executive Budget Overview

detailing what percentage of the major fund balances have been spent within FY2024. Dave mentioned that the \$250,000 transfer to the Coventry Town Foundation has been made, as well as, the investment transfer approved at Town Meeting for \$500,000. Dave B has incorporated the purchase of the new plow truck and summer paving into the Roads Budget, as directed by Town Meeting articles. Dave B reminded the Select Board that payment on invoices for the passed articulated cannot cross Fiscal Years. Dave B next brought up the traditional Treasurer's Report which he said appears a little messy from the cleaning up of "do to, to froms". The April report will be much cleaner. Dave B stated the fund balances are all accurate and that it was a normal month in the General Fund. There was not much of a change in the town Investment Portfolio. Scott M thanked David for his entire report and said he found the Executive Budget Report to be a big help in the overall understanding of the town's current finances.

## **9. Other Business**

None

## **10. Approval of Minutes – 4/1/2024**

Dan W made the motion to approve the minutes of 4/1/2024. Scott M made the second and the vote was unanimous.

## **11. Warrants**

Dan W made the motion to accept the Warrants. Kerry K made the second and the vote was unanimous.

## **12. Executive Session**

John B requested that the proceedings remain in Open Session. After consulting the town attorney, who was present, the meeting continued in Open Session. Scott M told John B that the Select Board had sent him a letter and they were now going to listen to John's response. John B read his response letter to the board and those in attendance. John B wanted it on record that he was never hostile toward his fellow Road Crew employee or superior, The Road Foreman. John felt the letter issued by the town would tarnish his reputation with potential future employers. John B admitted that he did not conduct himself in a professional manner while at the Community Center during the end of his work shift on March 29, 2024. Dan W spoke to John about how he was excited to hear he was coming back to work for the town, but doesn't feel like there is a good fit between John and the current Road Foreman. Dan W hopes that should the board decide to keep him on as Road Crew that he will give the Foreman a real chance, so that the town can have a high functioning Road Department. Scott M thanked John and then made a motion to enter deliberative session with the Select Board, Town Administrator and Town Attorney. Dan W made the second and the vote was unanimous. Deliberative Session was entered at 6:18pm. The Deliberative Session ended at 6:48pm. John B and the

remaining audience were let back in the room. Scott M told John that he will be coming back to work tomorrow. Scott M said a letter will be placed in John's personnel file that Scott and John will write together. The board was unanimous in their decision to reinstate John Buchanan.

### **13. Adjourn**

The meeting was adjourned by unanimous consent at 6:55pm

DRAFT