

Minutes

Select Board Meeting Town of Coventry Monday December 16, 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
Kerry Keement
Dan I Webster

Town Officials Present

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

Public Present

Chris Roy, Newport Daily
Matthew Wilson, Chronicle
Phil Marquette, EMD
Karen Hack
Kevin Trout, Scott and Partners

1. Order

Matt called the meeting to order at 5:01 pm. Persons present introduced themselves.

2. Changes or Additions to the Agenda

Notice of a County Meeting

3. Allow for public comment

4. Declaration of Inclusion – Article Request

Karen Hack from the town's Inclusion Committee was present to speak to the Select Board about including an article for the Declaration of Inclusion at Town Meeting. Karen mentioned to the board that more towns throughout Vermont have adopted the Declaration since last year and Coventry's vote at Town Meeting

2024 was very close. Scott M stated that the Select Board voted to have the Declaration of Inclusion as an article last year because they felt it was an issue the whole town should weigh in on. The Select Board felt it would appear they are trying to tip the scales if they put it back up again this year. Deb T detailed how the Inclusion Committee could get 30 signatures and petition for the Declaration to be included as an article, regardless of Select Board approval. The board thanked Karen for attending and all that her committee has done for the town.

5. Emergency Management Coordinator

Scott M met with Phil M to discuss the vacant position of Emergency Management Coordinator. Phil M gave a description of the position and responsibilities that go with it. The Select Board would like to see an advertisement for the position be placed on the town website to gauge interest. The Board thanked Phil for his work as EMD.

6. CFD – ARPA Funds

Dave B explained that the remaining ARPA money that was slated for the Coventry Fire District needs to be transferred from the Town account to the CFD by the end of December or the money would go back to the Federal Government. Kerry K made the motion to transfer \$7,567.29 to the CFD to fulfill the last of the ARPA obligations. Dan W made the second and the vote was unanimous.

7. Part time Office Assistant

The Select Board discussed the need for a part time office assistant for the Town Administrator's office. Scott M mentioned that in the past when a TA moves on there is a large drop off in production until a new TA can be hired. By having a part time administrative person in the office for a few hours every week the Town would be able to bridge the gap much quicker if a transition was needed. The part time person would work perhaps one day a week and learn some of the duties of the Town Administrator, the best-case scenario is the part time person would be able to step in to a full-time role if the situation called for it. The board all agreed that this was a good idea and will think over how to proceed and discuss at the next meeting.

8. Town Garage Addition – Engineering Proposal

Kevin T from Scott and Partners went over their company's engineering proposal for the Town Garage Addition. Scott M spoke to Kevin about how the Select Board came to seeking proposals for the garage addition. Kevin gave the board a synopsis of construction costs and the permits required for a building of the size the town is looking for. Scott and Partners would also produce bid documents for the town and help choose a contractor for the project. Scott and Partners will also track construction costs and ensure the integrity

of the work. Kerry K asked for ballpark figure of the total cost for an addition of the size the town is looking at. Kevin said between 1.2 and 1.4 million for the construction of a steel building to meet the needs of the road crew. Scott M mentioned that the town owns more equipment now that it ever has before and needs a place to store it safely. The Road work in town has also moved away from contracted services and that has necessitated a larger equipment inventory. The board thanked Kevin for his presentation and they will get back to Scott and Partners before the next scheduled meeting.

9. Town Report – Budget

Dave B and the Select Board discussed consolidating some of the town's special funds. Dave Recommended a single page format for each of the funds the town does intend to use in the town report. Within that page it would detail the activity that the Select Board would be seeking approval for in the upcoming year. The new format would allow the town to get itself down to four special funds each with a budget that could be voted on at Town Meeting. Scott M thanked Dave B for his exceptional work and feels that this is a move in the right directions. The Select Board will think over the Four Special Fund Format and get back to Dave B and the TA with their decision.

10. Fire Service Contracts

The Select Board discussed the Fire Service Contracts from Newport and Orleans that will go into effect on January 1, 2025. There were no changes from the previous contracts and the town is happy with the service from both fire departments. Kerry K made the motion to approve the contract with Orleans Fire. Dan W made the second and the vote was unanimous. Kerry K made the motion to approve the contract with Newport Fire. Dan W made the second and the vote was unanimous.

11. Other Business

The second Select Board Meeting for January will be held on Wednesday January 22, 2025.

12. Approval of Minutes – 11/18

Dan W made the motion to approve the minutes of 12/2/2024. Kerry K made the second and the vote was unanimous.

13. Warrants

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

14. Adjourn

The Meeting was adjourned by unanimous consent at 7:05pm

DRAFT