

Minutes

Select Board Meeting Town of Coventry Monday April 7, 2025

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

Kerry Keement
Dan I Webster
Scott Morley

Town Officials Present

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

Public Present

Chris Roy
Phil Marquette
Matthew Wilson
Cathlin Lord

1. Order

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

2. Changes or Additions to the Agenda

Add NEMC contract amendment

3. Allow for public comment

None

4. Ice Jam Engineering - RFP

Cathlin Lord was present to update the Select Board on the status of all current BRIC grants, the federal portion of the funding may no longer be available. Coventry received one proposal for engineering studies related to the Ice Jams, Dubois and King. It was a very professional and comprehensive report. The Select Board, with advice from Cathlin L, will wait and see if the BRIC grants will be honored before moving forward.

5. Part Time Office Administrator

Scott M mentioned that this was a position the board added to the budget for this year to help with the plethora of town projects the board hopes to complete. The Board discussed a possible wage scale and directed the Town Administrator to advertise the position.

6. NEK Broadband Installation

NEK Broadband was seeking Select Board approval to bury fiber optic cable within the town's right of way on Webster Road. Dan W made the motion to approve the request from NEK Broadband. Kerry K made the second and the vote was unanimous.

7. Use of Town Baseball Field

Orleans County Babe Ruth Association would like to use the town ballfield for practices and games this spring and summer. Dan W made the motion to approve the request. Kerry K made the second and the vote was unanimous.

8. Tax Sale 2025

As tax sale season approaches the Select Board discussed the pros and cons of holding a yearly sale. Scott M pointed out the cost of putting on the sale is routinely more than the sale brings in for the town. However, not holding a yearly sale will encourage people not to pay and increase the delinquent tax debt. Dave B suggested some changes to how the town prepares for the sale could reduce the overall cost. Dave B also stated that it doesn't make sense to auction unlanded mobile homes and that the sales should focus on the big properties. The Select Board would like to Town Administrator to communicate with the delinquent tax collector and the town attorney for a tax sale update.

9. Domestic Animal Ordinance

The Town received feedback from the Town Attorney on the Domestic Animal Ordinance. The board agreed with all the attorney's suggestions. Kerry K made the motion to approve the ordinance with the attorney recommendations included. Dan W made the second and the vote was unanimous.

10. Assessing Clerk Resignation

The Select Board reviewed a resignation letter from Assessing Clerk Kate Fletcher. Kerry K made the motion to accept the resignation of the Assessing Clerk. Dan W made the second and the vote was unanimous.

11. NEMC Contract Amendment

NEMC are the current Town Assessors. NEMC has agreed to amend their contract with the town to also provide for the Assessing

Clerk responsibilities. Dave B and the board discussed some specific assessing clerk duties that should occur on a weekly basis. Dave mentioned that the new amended contract will save the town \$2300 for the year. Kerry K made the motion to accept the amended contract from NEMC. Dan W made the second and the vote was unanimous.

12. Treasurer Report – Budget Status

Dave B presented the February Treasurer's Report. There was \$500,000 moved from CNB checking to a Fidelity money market account. It was a normal month for spending with salt purchase and truck repairs being the major ones. There was no use of the Restricted Funds and the investment portfolio had a good month. The Budget Status was given as of March 31, 2025. The town is about 75% through the fiscal year and both the General and Highway Funds are on track, budget wise. The majority of the next landfill check will go towards Highway Revenues. Dave B mentioned that overall landfill revenues are tracking about \$200,000 less than anticipated. Scott M would like Dave B to update the Select Board on the revenues once he received the last check for FY2025. Dave B will speak with the auditing firm of Sullivan and Powers about the truck purchase that was approved in 2024, but has not been delivered to the town. The Board and Dave then discussed how to pay for the truck if it is not delivered before the end of the fiscal year.

13. FY 2024 Audit Report

The Select Board needs to respond to the Management Letter sent by Sullivan and Powers. Next Monday at 5pm there will be a Special Select Board Meeting. Town Attorney, Brian Monaghan, will be in attendance to discuss town money matters with the Select Board. It is anticipated that the majority of the meeting will be held in Executive Session

14. Other Business

Dave B told the Select Board that the computer in the Assessing Office needs to be replaced and a cloud storage option needs to be purchased for better security. The Select Board directed the Town Administrator to make both purchases, as soon as possible.

15. Approval of Minutes

Dan W made the motion to approve the minutes of 3/24/2025. Kerry K made the second and the vote was unanimous.

16. Warrants

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

17. Adjourn

The meeting was adjourned by unanimous consent at 6:30pm

DRAFT