

## Minutes

### Select Board Meeting Town of Coventry Monday July 21, 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](http://www.coventryvt.org).*

#### **Board Members Present**

Kerry Keement  
Dan I Webster  
Scott Morley

#### **Town Officials Present**

Matt Maxwell, Town Administrator  
Dave Barlow, Treasurer  
Deb Tanguay, Town Clerk  
Israel Sanville, Constable  
Jeffery Wilson, EMD  
Brittany Marquette, Recreation Director

#### **Public Present**

Carleen Leonhart  
Chris Roy  
Richard Hancock  
Phil Marquette  
Edward Fournier

#### **1. Order**

Matt called the meeting to order at 4:30 pm. Persons present introduced themselves.

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

Fall Festival update and contracts

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

None

#### **4. Executive Session – Personnel, Town Administrator Interview**

Dan W made the motion to enter Executive Session for the purpose of interviewing Edward Fournier for the Town Administrator position. Kerry K made the second and the vote was unanimous. The Select Board, Edward Fournier, and Matt Maxwell entered Executive Session at 4:33pm. Kerry K made the motion to exit Executive Session at 4:57 pm. Dan W made the second and the vote was unanimous. No action was

taken.

#### **5. Fall Festival Update**

The town's Recreation Director, Brittany Marquette, updated the board on the annual Fall Festival that will take place on Saturday August 23, 2025. The start time has been moved to 11am to help keep the crowd consolidated. There will be music, vendors, food, a 5K race, and fireworks. Brittany is looking for volunteers to help with the set up and clean up of the event. The Select Board thanked Brittany for all her work in making this a great town event. Kerry K made the motion to approve the firework display permit and allow the Town Administrator to sign the firework purchase agreement. Dan W made the second and the vote was unanimous.

#### **6. Emergency Management Update – Jeffery Wilson**

Jeffery Wilson spoke to the Select Board about the courses and training seminars he is participating in order to gain EMD certification. Jeffery provided the Board with a couple proposals to consider to help the town be prepared for an emergency. The Select Board thanked Jeffery and asked him to use the Town Administrator to distribute any information he feels the Board needs to know. The town will need to appoint an Emergency Resource Coordinator, which is a new position, before the LEMP is accepted by the state.

#### **7. Hancock Hill – Gravel Pit Parcel**

Dan W along with Town Attorney Brian Monaghan met with Joyce and David Ofsuryk and their attorney Bryce Simons to discuss the Gravel Pit Parcel on Hancock Hill. The Ofsuryk family would be willing to give up their rights to the property if the town gave up their Right of Way through the Ofsuryk property. The town would then need to build a new road to access the gravel pit. The Select Board would like the Town Administrator to speak with the town attorney to get his ideas on the next steps in the process.

#### **8. Town ROW – Railroad Bridge**

The State of Vermont will be working on the railroad bridge on River Road and will need to use the town's ROW as a staging area for their equipment. Kerry K made the motion to declare a standard 3 Rod ROW. Dan W made the second and the vote was unanimous.

#### **9. NVDA – Representative from Coventry**

Previous reps from Coventry were Amanda Carlson and Jeanne Desrocher. Normally the person would come from the Planning Commission, as they have the most interaction with NVDA. The Select Board chose to table this item until their next meeting.

#### **10. Speed Limit Ordinance**

The Select Board reviewed a couple of different documents that

all pertain to the Speed Ordinance in town. Most of the Ordinance is 20 plus years old, however they do name the roads and stipulate most speed limits to be 35mph. The Board talked about whether they would like to make any changes to the Ordinance in regards to some posted 50mph roads. The Speed Ordinance documents will be sent to the town attorney for advice on how to combine them into one fluid report that can hold up in court.

**11. 983 River Road – FEMA Buyout Closing**

The Town of Coventry now owns 983 River Road after the closing of the FEMA buyout. FEMA now has 90 days to demolish the buildings on the property and Coventry will maintain the area as a green space. The Select Board thanked Kerry K for handling the closing for the town.

**12. Treasurer's Report**

Dave B presented the June Treasurer's Report, which is also the final FY2025 report. There was a flurry of check writing to end the fiscal year with the expenditures being shown in the General and Highway Funds. ARPA money has been fully spent and will no longer appear on the monthly reports. Stone Shore Accounting recommended the money in the Solid Waste Reserve Fund be moved to the General Fund, Dave B made the transfer. The Road Capital Equipment Fund shows the expense paid for the purchase of the new town plow truck. The town's investment portfolio had a decent year and Dave B asked the Board if they would like him to move the money that was approved at the Special Town Meeting in June. Scott M will speak to Westview and get advice on how the transfer should take place. The Select Board thanked Dave B for his report.

**13. Budget Status Update**

Dave B and the Select Board went over the Budget Status Report. Dave B said there were no big surprises and the budget was pretty well balanced for FY2025. There was a small surplus in the combined General and Highway Funds. The Board and Dave B then examined a document showing all revenue and spending for FY 2025, including Reserve Fund Spending. This did not include the long term investment account. There was more spending than revenue received for year. Dave B did not want to put too much emphasis on these numbers, but felt it was something the Select Board should be aware of. Scott M acknowledged the extra spending and mentioned it was authorized by the town. Going forward a better plan should be in place to track spending. The Select Board thanked Dave B for his report.

**14. Updated Salary and Wage Sheet**

Raises that the Select Board approved for the Road Crew and Road Foreman have been adjusted on the Wage Sheet. Dan W made the

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

**15. Other Business**

Chris R said the town should put a sign on Route 14 to better show the location of the Town Garage.

**16. Approval of Minutes**

Dan W made the motion to approve the minutes of 7/7/2025. Kerry K made the second and the vote was unanimous.

**17. Warrants**

Deb T said that it was a normal month for bill paying and that the invoices for the Ice Jam Study were paid from the General Fund and are grant reimbursable. Dan W made the motion to accept the Warrants. Kerry K made the second and the vote was unanimous.

**18. Adjourn**

The meeting was adjourned by unanimous consent at 6:34pm.