

## Minutes

### Select Board Meeting Town of Coventry Monday November 03, 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  
Scott Morley  
Dan Webster

#### **Town Officials Present**

Ed Fournier, Town Administrator  
David Barlow, Treasurer  
Deb Tanguay, Town Clerk

#### **Public Present**

Chris Roy  
Dan Rondeau  
Matthew Wilson  
Debra Lawes

#### **1. Order**

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

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

Scott Morley added that he would like a discussion and a status update on Treasurer duties.

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

None.

#### **4. Community Center – Pickleball (Debra Lawes)**

Ed Fournier explained that he was approached by Debra Lawes in regards to using the Coventry Community Center for Pickleball. He explained that Debra was interested in having the Town fund some of the equipment expenses and in turn, the activity would benefit the Town residents. Debra Lawes gave information on the growth of their Pickleball community and how the winter limits the availability of locations to play. She noted that there is currently several Coventry residents involved in their Pickleball community. Debra L. continued with the logistics of using the Community Center and asked about the interest from the Town. Dan Webster asked about the availability of the Community Center and Ed F. gave some information about the schedule. Debra L. continued with equipment requirements and gym usage. Kerry Keement asked about the length of a game and what time of day Debra L. was interested in. Debra commented on various game lengths and flexibility with time of day. Scott Morley commented that

the Community Center is available to rent and that other Sports programs purchase all their own equipment and have been allowed to store it at the Community Center. Debra L. said it would be good to try a Pickleball set up first and see how it worked out. Ed F. gave information about the schedule and availability of the Center. Scott M. said that it would be best for the Town Administrator to help Debra L. with the process. Debra Tanguay asked about the noise level of the Sport and if it would interfere with Office hours. Scott M. noted they could try it and see how it worked out. Ed F. commented that Debra L. could call him and they could go over procedure and schedule in more detail. Scott M. commented that the weekend would not be the best time due to keeping the dates open for resident events. Dan W. and Scott M. discussed equipment purchase and Scott M. noted the Town would welcome the Pickleball group using their own equipment. Debra L. commented on the growth and that evenings would probably be better because of noise and activity in the gym and it would be good to try this out temporarily. Chris Roy asked about naming. Debra L. said the name was something in regards to Northeast Community Pickleball. Debra L. was thanked for coming in.

## **5. Cleaning Service Review**

Ed F. explained where the Town was at in reviewing the current cleaning services. He explained he has worked with Mylene of North Shine Cleaning on responsibilities, contract, and other documentation required. He presented a proposed contract and other required form for review. Scott M. decided it was best to answer some questions first in regards to explaining how we got to this point. He said it was good to get a contract in place and discussed the service length of Mylene. He continued by asking, are we happy with the service and is there any sense that you want this to go out to bid and is Mylene happy providing the service. Deb T. commented that it would be good to walk through the responsibilities with Mylene again to make sure everything is being done properly. Ed. F. explained the insurance requirements for the cleaning service and that he has discussed these with Mylene, who is willing to provide any documentation needed. Dan W. commented that it would make sense to work with Mylene on responsibilities and a revised contract. Scott M. thought this would be good also. The Select Board agreed it would be good to retain Mylene's services, professionalize everything and have more time to review the contract. They also thought an annual contract would be good. Chris R. asked for name and company information and was given this information. The cleaning service is named Northern Shine Cleaning Services and is owned by Mylene Miron.

## **6. Town Garage Fuel Tank Information**

Ed F. explained that town has been discussing credit card usage or a fuel tank for the Road Crew to best fuel their equipment. He provided information and prices on the pumps that could go with a tank. Deb T. commented that the Road Foreman does not want a tank and it would be better to have a small balance credit card to get gas. David Barlow explained that a card could be issued to the Road

Foreman with its own limit and set of identification numbers but that would ultimately go to the same bill as other Town users. Dan W. asked about tank requirements and Ed F. gave information that the tank could be on a gravel pad. Scott M. commented that the Road Foreman could get gas at multiple places with a card and Town accounts. Kerry K. commented, if the Foreman is on vacation, that the Road Crew could use an account location. Scott M. made the motion for an additional town credit card for the Road Foreman. Dan W. made the second and the vote was unanimous. Chris Roy asked who has a credit card now and what bank is the card from. Scott M. stated the Town Administrator and Town Treasurer both have a card. David B. commented that the bank is Community National Bank.

## **7. Town Equipment Lettering**

Kerry K. explained the history regarding the Town wanting to get lettering on all equipment and that there has been a delay in getting a response from lettering businesses. She also noted that Ed F. did all the work and that she was not involved with finding the business who offered a quote to the Town while pointing out that the business is her son-in-law. Ed F. noted that he did not know it was her son-in-law and that several lettering businesses did not get back to the Town. He then gave some photos and documentation on what the lettering would look like and how much it would cost. The Select Board liked the lettering and asked Ed F. to work with the Road Foreman to see this get done. Chris Roy asked about the benefit of lettering. The Select Board and Ed F. explained it was for identification purposes and professionalism.

## **8. Delinquent Tax Collection**

Scott M. said this was on the agenda to discuss where things are at with Delinquent Tax Collection responsibilities and that he had spoken to the Tax Collector and that she has been working to catch up. Ed F. commented that he communicated with the Delinquent Tax Collector and that she was working on catching up on her responsibilities and resolving any issues. Scott M. asked David B. about the municipal accounting software NEMRC access for the Tax Collector. David B. explained that due to the incomplete work, he had to go and fix interest calculations while also noting that the interest calculation access would not interfere with other access or delinquent tax collection duties. He said the interest has become a treasurer duty and that he needs to keep the NEMRC module up to date and complete. David B. also commented that he has been unable to get a response from the delinquent tax collector to discuss access. Scott M. asked if David B. could reach out to the delinquent tax collector and discuss this. Scott M. discussed having a secured mail box for the delinquent tax collector. David B. commented that it would be an issue if the box was not checked daily while also noting the Town has a full-time employee who has collected payments and notified the collector. Scott M. would like further discussion of this at the next meeting. Dan W. commented that the issue of resident notification is also important and where is this at. David

B. explained due to a lack of communication; he is unclear if the delinquent tax collector currently has any collections. Scott M. stated this would be on the next meeting and that he would reach out to the delinquent tax collector so we could progress with this. Deb T. and David B. commented on the importance of monthly notification.

#### **9. International Truck Invoice – Allegiance Truck**

Ed F. presented the Board with an invoice for work that needs to be done on a Town dump truck. Scott M. explained that this needed to be on the agenda due to the cost and needing Board approval. Dan W. made the motion for the town to spend up to \$11, 500 for the repair of the truck. Kerry K. made the second and the vote was unanimous.

#### **10. Town Sand Screening**

Ed F. explained that the town gravel was going to be processed soon and that the Road Foreman would like to get the town sand screened at the same time to save on the mobilization fees charged by the screening company if they have to come back. In addition, he mentioned the town would be stocked on sand and gravel until 2027. The Board discussed budgeting this with David B. and David B. explained he would get the information on this. Dan W. made a motion to accept the contract for screening the sand. Kerry K. made the second and the vote was unanimous.

#### **11. VLCT Dental Insurance**

Ed F. presented the Board with information from VLCT regarding adding Dental Insurance for full-time employees. Ed F. explained the funding requirements, cost to the town, and the option that town employees could also secure this on their own through VLCT. Scott M. asked for additional information from David B. on this coming up in the past. David B. explained he presented this in the past and the importance of this for employee readiness. Scott M. would like more time and information. Deb T. explained the enrollment timeline and that this needed to be decided by mid-November. Dan W. thought the town should have it. Ed F. commented that the employees are interested. The Board decided to learn more about this and bring it to a future meeting for discussion.

#### **12. Other Business**

Scott M. asked about check signing status and David B. commented that he has started his responsibility of signing checks. Scott M. asked about the status of an assistant Treasurer discussion. David B. commented that this is a work in progress and would hope to do this as time permits. The Board and David B. discussed budgeting for this and how this could be discussed outside of a meeting once more details were available.

Dan W. has reached out to the town lawyer about Hancock Hill and has not been able to get ahold of them. Ed F. said he would send an email asking for communication.

Ed F. explained that the demolition is scheduled for the 983 River Rd

property and explained that Coventry residents have collected some useful stuff from the property prior to demolition. Scott M. noted that he has talked to the previous owner and that as a group, we could have communicated better to the previous owner surrounding demolition and process.

**13. Approval of Minutes – 10/20/2025**

Dan Webster made the motion to approve the minutes. Kerry Keement made the second and the vote was unanimous.

**14. Warrants**

Dan W. made the motion to accept the warrants. Kerry K. made the second and the vote was unanimous. Scott M. commented on the Disposal Capacity meeting and that he had a good conversation with the organizer. He noted it would be good to have a town representative at a future meeting.

**15. Adjourn**

The meeting was adjourned by unanimous consent at 6:33 p.m.