

**Minutes**  
**Select Board Meeting**  
**Town of Coventry**  
**Monday December 15, 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  
Jeffery Wilson - Emergency Management Director

**Public Present**

Chris Roy - Freelance Reporter, Town Resident  
Dan Rondeau - Cemetery Commission, Town Resident  
Stephanie Rondeau-Planning Commission, Town Resident

**1. Order**

Ed Fournier called the meeting to order at 5:02 pm. Persons present introduced themselves.

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

None.

**3. Allow for public comment**

None.

**4. Jeffery Wilson - Emergency Management Director-Updates**

Jeffery Wilson gave an update on the Town dry hydrants being fully operational and inspected by the Orleans Fire Department. Jeffery updated that he has completed training in regards to user notification and FEMA and that he will be completing the State's certification process and training. Jeffery continued with discussing that he is looking for a place to store emergency equipment. Scott Morley commented that if Jeffery got dimension information, it would be easier to store the equipment at the Community Center. Jeffery also commented that it would be important to have a defibrillator. Scott M. directed Jeffery to Matt Maxwell and noted that Matt could assist with this. Jeffery also discussed a first aid kit and the Select Board noted that a kit is located at the Community Center. Deb Tanguay gave information regarding storage and that once organization is complete, there would be a shelf for Jeffery to store equipment. The Select Board thanked Jeffery for his time and efforts.

## **5. Emergency Service Contracts**

Ed Fournier presented the Board with three Emergency Services Contracts. The Board reviewed the Newport Ambulance Service contract and discussed cost information in relation to the Orleans Ambulance Service. The Board noted that the response time and areas covered are a positive. Dan Webster made a motion to accept Newport Ambulance Service agreement for the year January 1 2026 through December 31, 2026 for the amount of \$30,079.64. Kerry Keement made the second and the vote was unanimous. Scott M. commented that there has been positive feedback in regards to the boundaries of service with emergency services. Dan W. made a motion to accept Orleans Ambulance Service agreement for the year January 1, 2026 through December 31, 2026 for the amount of \$21,432. Kerry Keement made the second and the vote was unanimous. Ed F. showed the Board additional financial information sent for Orleans Emergency Services. Dan W. made a motion to accept the Orleans Fire Department agreement for the year January 1, 2026 through December 31, 2026 for the amount of \$28,936.51. Kerry Keement made the second and the vote was unanimous. Ed F. noted that the Newport Fire Department is on a two-year contract and was not presented because of that. Also, he noted that the Orleans County Sheriffs Department contract is valid until July.

## **6. Town Report Updates**

Ed F. presented the Board with Town Report updates. He started with the report dedication and presented the Board with some recommendations. Scott M. commented that it had been discussed to dedicate to the Maxwell family. Scott noted that the Maxwells have been involved and served the community for decades. Dan W. commented that the Maxwell family would be good for a dedication. Scott M. noted he would contact Matt Maxwell to confer about the dedication. Ed F. presented the Board with articles for the Town Report. After discussion, the Board listed the articles as follows: budget, five-member board, regular slate of officials, paving, town garage, long term investment, reappraisal, community development fund, and the flood mitigation fund. Scott M. and David B. discussed that the Finance Committee has discussed important fund information and the relation of this to the report. Deb Tanguay asked about remodeling a storage room and the financing around that. The Board discussed how this remodel was delayed due to past restricted document access. Scott M. said he would support Deb T. consulting contractors and getting quotes on the remodel. Kerry K. agreed. Chris Roy asked for information regarding the storage room. Scott M. explained the past security revolving around the storage room.

## **7. Cleaning Contract**

Ed F. presented the Board with a final cleaning contract for the Community Center and the cleaning services. Ed F. explained that the contract had been reviewed by VLCT and has been signed by Mylene from Northern Shine Cleaning Service. Kerry K. made a motion to accept the contract for limited services between the Town and Northern Shine Cleaning Service for a one-year contract. Dan W. made the second and

the vote was unanimous. Ed F. presented the Board with insurance documents from Mylene and explained that he and Mylene had a positive meeting regarding cleaning responsibilities. Scott M. thanked Ed F. for his work. Ed F. explained that Mylene has been really helpful with the process.

## **8. Personnel Policy**

Ed F. explained that an update had been made to the Policy. The reimbursement policy has been added to the Personnel Policy. Prior to the meeting, Melanie Rodjenski helped to update the Town Purchasing Policy and move the reimbursement to the Personnel Policy. Dan W. made a motion to accept the Personnel Policy for the Town for 2026. Kerry K. made the second and the vote was unanimous.

Ed F. explained that the Policy states employees need to use vacation time or lose it moving into the next calendar year. He asked as an exception if the Board would let him move it into the next year for the purpose of not taking any time off to stay ahead of everything. Kerry K. made a motion for Ed F. to roll over three days of vacation time into the next year. Dan W. made the second and the vote was unanimous.

## **9. Dental Insurance**

Ed F. explained that this has been discussed, but has not been decided. The Board looked at the documents and thought they needed more information in regards to price and coverage. Deb T. gave clarification on start dates and budget dates for the Insurance. Scott M. thought the Board should having a more detailed description of coverage and benefit plan numbers.

## **10. Other Business**

Ed F. explained that Coventry resident Leo Piette asked about the usage of the Town owned Cleveland Meeting House. Planning Commission Member Stephanie Rondeau gave background and update information in regards to the Planning Commission and the Meeting House ideas. Scott M. thought it would be good to give the residents more information and get feedback on their thoughts for usage. Stephanie R. discussed gathering information in for future planning and connecting the Select Board with the Planning Commission. The Board thanked Stephanie for her work and information.

Dan W. discussed contact with the Town attorney regarding Hancock Hill. He is waiting for contact from the attorney. Scott M. said he would assist in getting ahold of the attorney.

Scott M. discussed Municipal Accounting Software NEMRC administrative access for Delinquent Tax Collection. David B. explained that access is accurate for Delinquent Tax Collection and Treasurer duties and that administrative access was unique to the Administrator and Treasurer. David B. added information for how NEMRC works and the that changes can be made when needed to complete responsibilities.

Ed F. gave an update on the demolition of 89 Main St. Due to timing; the State is allowing an extension into January to give the

contractor adequate time to perform the demolition. Scott M. asked if everything was good with the finances regarding this project. Ed F. explained the process for Town reimbursement and reporting. David B. explained that the money was fronted for the actual purchase.

Ed F. explained that January 19<sup>th</sup> is a holiday and asked the Board if they would like to schedule the meeting for the 20<sup>th</sup>.

#### **11. Approval of Minutes – 11/17/2025, 12/01/2025**

Dan M. made the motion to accept the minutes for 11/17/2025. Kerry K. made the second and the vote was unanimous. Kerry K. made the motion to accept the minutes for 12/01/2025. Scott M. made the second and the vote was unanimous.

#### **12. Warrants**

Deb T. gave information regarding the warrants. Dan W. made the motion to accept the warrants. Kerry K. made the second and the vote was unanimous.

#### **13. Adjourn**

The meeting was adjourned by unanimous consent at 6:48 p.m.