

**Minutes
Select Board Meeting
Town of Coventry
Monday October 05, 2026**

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 Webster
Matt Maxwell

Town Officials Present

Ed Fournier, Town Administrator
David Barlow, Town Treasurer
Israel Sanville, Town Constable
Amanda Hussey, Planning Commission

Public Present

Chuck Newton, City of Newport Fire Department

1. Order

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

2. Changes or Additions to the Agenda

None.

3. Allow for public comment

Israel Sanville asked if the Town would ensure that resident parking lots are not blocked during wrestling events at the Community Center. Ed Fournier stated that he would speak with the wrestling coach regarding this issue. Chuck Newton then provided an update on the Newport Fire Department activities, which included a multi-department training session and the Village School fire safety day.

4. Purchasing Policy Amendment

Ed Fournier presented the Selectboard with an updated version of the Purchasing Policy, which now includes an added amendment for a provision waiver. Matt Maxwell made a motion to amend the policy and adopt the waiver provision into the town purchasing policy. Dan Webster seconded the motion, and the vote was unanimous.

5. Town Garage Project - Bid Process/Authorization

Ed explained to the Selectboard the proposed bid process and what is needed for authorization. Matt Maxwell made a motion to approve the waiver for the town garage project naming the three provisions waived: the newspaper advertising requirement under bid process, the sealed-envelope delivery requirement under bid submissions, and the public reading requirement under bid opening and that this is specific best interest for the town. Dan Webster made the second and the vote was unanimous. Ed Fournier stated the details behind specific best interest for the town as follows: because the project requires a specialized track

record of performance, financial stability, and strict timeline compliance to safeguard public funds. Opening the process to unvetted or non-responsible bidders' poses an unacceptable risk of project delay, substandard work, or increased long-term costs to the taxpayers. Matt Maxwell made a motion to Authorize Solicitation: Authorize EH Danson Associates to finalize the bid package and issue the invitation to bid by direct email to at least three qualified contractors. Results to be summarized (bidder and total cost) and delivered to town office immediately after opening, with a "Bid Summary List" noting that an award decision will be made at a future Selectboard meeting.

6. Treasurer's Report

David Barlow gave the Treasurer's update for August, noting a normal month for cash movement, revenue, and expenses. He discussed the overall fund balances addressing the general and highway funds, including money movement into the highway fund and information about the Casella payments. In a separate comment, David Barlow noted that there was no activity in the restricted funds. He concluded by stating that it was a standard month for investments.

7. New England Municipal Consultants – Assessment Service Contract

Ed Fournier stated that the Service Contract is due for review and renewal, subject to approval by the Selectboard. He explained that although the contract arrived at the last minute, he added it to the agenda so the Board could discuss it immediately and remain updated for when the final contract is ready. Ed Fournier, David Barlow, and the Selectboard then discussed the administrative side of the contract, highlighting the need for an increase in hours at the office for assessment administrative services. The Selectboard decided to discuss this matter further with Matt Krajeski of NEMC.

8. Town Key System Quotes

Ed Fournier provided the Selectboard with information and price quotes for a keycard system at the Coventry Community Center. The Board deliberated on the system's overall necessity and costs. Following the discussion, Matt Maxwell made a motion to approve the Kelley Brothers proposal for security cards on the doors at the Coventry Community Center. Dan Webster seconded the motion, and the vote was unanimous.

9. Airport Road Culvert Paving Quotes

Ed Fournier stated that Road Foreman Nathan Standish had discussed paving quotes with Kerry Keement and requested that they be presented to the Selectboard for culvert paving on Airport Road. The Selectboard discussed and considered the submitted quotes. Matt Maxwell made a motion to approve All Things Asphalt for the paving on Airport Road. Dan Webster seconded the motion, and the vote was unanimous.

10. Other Business

Under Other Business, the Selectboard discussed and reviewed the following items:

- Tree Care and Invoices: Dan Webster initiated a discussion regarding a recent tree invoice and ongoing tree-cutting operations. Matt Maxwell instructed Ed Fournier to follow up on this matter with Tree Warden John Buchanan.

- Pine Hill Speed Limits: Ed Fournier noted that he has acquired the proper speed

limit signs for Pine Hill Road. He added that he has requested traffic and safety information from the Orleans County Sheriff's Department to pass along to local resident Sue Bernier.

-Time-Sensitive Municipal Documents: Ed Fournier presented the Selectboard with time-sensitive insurance and benefits documents that required immediate completion for PACIF (Property and Casualty Intermunicipal Fund) and VERB (Vermont Employee Benefits Trust).

11. Approval of Minutes – 09/21/2026

Matt Maxwell made a motion to approve the minutes of 09/21/2026. Kerry Keement made the second and the vote was unanimous.

12. Warrants

There were no warrants presented.

13. Adjourn

The meeting was adjourned by unanimous consent at 5:36 p.m.