

**Dover Select Board
Virtual Meeting Minutes
Tuesday, April 21, 2020**

Please Note: content time is an estimate only
Please also note this meeting will take place virtually, see sign in details below

Join Go to Meeting webinar:

<https://attendee.gotowebinar.com/register/7431332317120175374>

To phone in dial:

+1 (562) 247-8422

Access code: 707-561-711

****Due to technical difficulties, the meeting was moved back to Zoom****

Select Board present via Zoom: Josh Cohen, Victoria Capitani, Sarah Shippee, Joe Mahon

Select Board member absent: Dan Baliotti

Also, present via Zoom: Office Manager, Jeannette Eckert

Public via Zoom: Tabi Freedman, Shannon Wheeler, Andy McLean, Maggie Lewis, Laura Sibilia, Randy Johnson, Jim McDevitt, Eric Durocher, Lauren Harkawik, Laura Dobbin, Mike Garber, Becky Arbella, Debbie Amazon, Bob Holland, Paul Fisher, Mat Conroy

Regular Meeting Called to Order at 6:54pm by Chair Josh Cohen

I. Public Comments:

Vicki Capitani reminded folks who don't normally attend these meetings, that Josh is running it and all questions/comments must go thru him and he needs to recognize you; you can raise your hand or type in a comment. It got out of hand last time with people talking over each other. Laura Sibilia offered thanks for holding these meetings virtually and appreciates that it does get better with practice; it's a learning process.

Josh Cohen reminded folks that there is a 'raise your hand' feature at the bottom of the screen under the participants tab.

II. New Business:

A. Update on COVID-19 Information/Resources

Randy Johnson updated on this as it pertains to law enforcement.

Just had word that Vermont National Guard has partnered with Vt Food Bank & will be available at Bennington's William H. Morse Airport, 1563 Walloomsac Rd, on Tuesday, April 28 from 9am to 6pm; 7-day supply of MRE's for each person in your household. Still getting occasional calls on Airbnb's that are still operating when they are not supposed to be.

B. Update on FEMA Public Assistance Program (information sheet was given to the Board)

Jeannette Eckert: I sat in on a FEMA webinar last Wed; we are all set up with their portal system, as I was familiar with it from going thru the process with the Taft Brook Rd culvert; I've begun to make copies of invoices, timesheets and any admin time spent but given the parameters that are set to be eligible for assistance, I am unsure that we will qualify; any reimbursement for wages must be overtime hours which I doubt we will be having; the assistance seems more geared for towns that may have had to set up emergency shelters or operations centers for medical treatments or purchasing supplies; in any case I will move forward with it; to qualify we need to have at least \$3000 worth of expenses.

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I am also still seeking clarification on the FFCRA as to how reimbursement might be made; it would appear that it comes thru as tax credits but I have reached out to DOL but as you can imagine, it is difficult to get a response given all that is happening

C. COVID-19 Signs for Dover Trails

Andy McLean: Randy & I were on a coffee meeting with Laura which are fun if you have not been on one. Topic of use of trails, rules and social distancing came up; asked Taylor Wilkins of the sign shop for a quote; do we need to pursue signage to remind folks about the rules and precautions needed?; trails will be in more use as the weather gets better; \$30.00 each for aluminum signs or \$20.00 each for corrugated plastic signs; 18 x 12 size, \$400-\$600 expense

Looking to see if the Board is interested

Randy: This is a good idea to put at entrances of trails; place a couple around the park reminding people to keep social distance; still up to each community to keep them open, but may have to close that down if it becomes necessary

Josh & Vicki agreed to the need for signage

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve up to \$600.00 for signs depending on how many we need

Randy: Would you like to make a decision now if the Park needs to be shut down?

Board recommends placing the item on an agenda. But if a problem arises, please call liaison rather than waiting on the next meeting

D. Possible COVID-19 Grand List Mailing

Andy: This grew out of one of Laura's helpful coffee meetings

Folks were concerned about 2nd homeowners who are coming up and not self-quarantining—how about sending out a postcard to all on the grand list?

Minute Man Press can create a postcard (b&w on one side, color on the other side) & do it for just under \$2000

Sarah: It would be great to do it and try to capture emails from it as well; ask for it on the postcard—use it for a jumping off point

Andy: Email as a supplement would be good to have a list; may be time consuming on data entry to get that up and running

Josh: We could get a subscription service to handle that

Sarah: It is the people outside the valley that we need to reach the most

Vicki: Would like to see Randy's opinion; it is \$2000, and we just spent \$600; this is town money that would raise our taxes

Randy: Not a bad idea, on the fence; assume 2nd homeowners should know what to do; follow the Governor's guidelines which are available online

Tabi Freedman: Perhaps we can knock out a few different aspects with one mailing

Joe Mahon: Great idea but not sure we will get the response we are looking for; people should know what to do and not to do; registering emails is good but information is changing daily

Sarah: Postcard in a broader sense; Seems like a good reason to collect emails as a communication tool with 2nd homeowners; can use it repeatedly for other reasons

Can emails be put into Grand List and stored there?

Andy: No, it is public information, may not want it on the Grand List; subscription list is good idea, perhaps request on tax bill mailing

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Vicki: Come back to the point, not sure it is valuable right now, people are going thru difficult times right now

Josh: Reminders for locals as well as out of towners

Sarah: People feel safer up here and feel they do not have to behave that way up here; but we still need to be protected

Joe: I try to encourage people out and about to wear masks; Do not think we'll get a bang for the buck; try to get a master list via tax bills

Laura: We are in the midst of a pandemic but what is happening here is not what is happening elsewhere. Point them to Vermont resources; Would be a good idea to create an email list with both locals and 2nd homeowners

Randy: It is only a recommendation to wear masks, not mandated at this time

Josh: Reaching out to all will benefit everyone

Sarah: Postcard size is 5 1/2 x 8 1/2; will try to compose and take a look at it next time; any suggestions, please email Sarah at sb3@doververmont.com

III. Unfinished Business:

A. Approve 2020 Local Emergency Operations Plan

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve the 2020 LEOP

Vicki and Josh will sign electronically and return to Jeannette & pass on to Rich Werner

IV. Economic Development:

A. Commercial Emergency Assistance Applications

a. Review/Approve New Applications

- One applicant was located in Wilmington—It was the Board's consensus that it was not eligible
- Two Sole Proprietors—confirmed Dover businesses
- One re-submit—PGR Contracting—confirmed as an East Dover business for the last 2 years
- 12 New Complete Applicants—all okay

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to expend \$11,800 for all 12 new applicants, 1 resubmit and 2 sole proprietors

b. Possible Allocation of Additional Funds to this Program

- \$77,940 was allocated at last meeting
- \$14,500 tonight for a total of \$92,240
- \$150,000 is the total full approval to date
- Next months checks will be going out soon
- Certain businesses may have the ok to reopen—hope is they will contact us if they no longer need the funds
- End date is at the discretion of the Select Board
- Scott's Clean Sweep opened back up today—and will not need next month's check

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- There has been enough hurt done in the last 5-6 weeks, at least do a May payment; there is no definitive end to this; Enough to fund for another month of payments
- Increase to \$35,000 would cover us, everyone that has been approved will get a second check; can revote for more at another meeting
- Restrictions have been lifted slightly but others may not be back to work soon.
- Shannon will contact everyone again before each payment
- Marco had to mail checks rather than ACH due to change in regulations

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to add \$35,000 to Economic Development CEAP Fund

c. Consider Non-Profits Eligibility in the Program

- 5 Non-Profits submitted applications—one new one

Vicki: Non-profits were specifically not included in the program; need to think about the ramifications and change the guidelines of the program if that is the case; not my vision of the program; meant to supplement Dover businesses

Sarah: Originally inclined to include them but after more thought, I do not want to support the Non-Profits through this; there are other avenues to help them—appropriations at Town Meeting

Joe: I agree we need to leave them out and explore other avenues for non-profits

Sarah: For parliamentary procedure, we need to make a motion to approve them, then vote it down

Joe: Shannon could look at these from another perspective

Vicki: How far is this going to go? Trails come to us for appropriations and generally we give to them; same with the Gathering Place

Andy: Consider that the non-profits do support our economy, and some may get hurt by this virus

Sarah: I think we are agreed that it is not coming out of this program, need to rethink it in another program; ask for an economic impact statement?

Vicki: Maybe we need to think about this and how detailed it should be; explore other sources of funding

Maggie: Understand that ED money is used on For-Profit businesses that contribute to the 1%; The Gathering Place has no revenue coming in and still has fixed costs; Appropriation funds will not be given out until July; furloughed staff and still paying benefits and they are from Dover, support the families as well

Josh: Basically this is an Emergency Appropriation

Shannon: Are they paying into the 1%? I believe Twice Blessed does

Vicki: Not prepared to close the door on Non-Profits

Sarah: Does anyone know other programs for non-profits that are being supported?

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 0-4-0 to approve the 5 Non-Profit applications; motion does not pass

Will continue the discussion on this at a later date

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- B. Update on May Concerts/Summer Concerts
- Asked about virtual options with Kevin Parry—a good idea but not able to do so given the circumstances; focusing ahead to Summer concerts
 - May 6 and 20 concerts will not take place
 - Summer concerts have begun to be booked, first one is June 28
- C. Update on Recreation Plan
- Consultant firm sent an initial draft of the final draft of master plan; One consultant contracted Covid-19 so she has not been available; it is an enormous file; waiting to hear back on the timeline of presenting to the Board
- D. Update on Deerfield Valley CUD (Communications Union Districts)

Shannon: One has been formed for Deerfield Valley which includes Whitingham, Halifax, Wilmington, Marlboro, and Stratton. Officially formed with a board and officers on the 9th WRC is still moving forward with their project separately

Tabi: Solidified the fact that there is a CUD, Dover can join in without any overhead to the town and be an early beneficiary of any of the benefits that come out of it

Structure has been set up, waiting on the WRC to finalize

Do we want to join this CUD and be an active part of it? No cost, just need a Rep at the meetings

Laura: Wardsboro and Readsboro have joined thru their Select boards, will need to be voted in at next CUD meeting, Stamford is also considering it; Ann Manwaring was elected Chair and Steven John is Vice Chair. Put together a meeting between the CUD and WRC.

Feasibility study is on track to be completed by the end of this month; As State Rep, would recommend Dover joining the CUD; 4 CUD's in the State.

Expressed concerns over lack of consistent internet access; only one bar of service in East Dover and when it rains, service cuts out; school children have had a hard time keeping up with internet work; COVID is really showing us how critical this infrastructure is; T.J. Sibilia is willing to be an alternate or a rep

Vicki: Put it on the agenda for next time to select a rep and alternate; not a definite schedule of meetings at this point; can we remove ourselves if it doesn't work out? We need to know the process; at some point, we may be spending money on it

Josh: Nothing against Ann, but worried that having a rep present might sway our decision; feel we need a neutral discussion; Dover has always been independent; if we need additional info, we can invite Ann

Laura: Steven John or Rob Fish could answer questions; How it all works: Towns come together, identify the number of addresses and the work that needs to be done, put together an RFP, payments are paid by the users of the service. There are areas in Dover that need to be served; notion of the CUD is to share the expense

Vicki: This is going to be a time-consuming discussion, there are a lot of pieces to this; high priorities should be given to those without adequate service

Laura: Most densely populated areas are the first targets

Jeannette suggested holding a special meeting outside of our regular session as it could be an extensive topic

Shannon can reach out to the group and check in with them to set up the meeting

****Schedule a Special Meeting on the 28th just for this topic at 6pm****

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V. Consent Agenda:

- A. Approve the Minutes of April 7, 2020
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of April 7, 2020

- B. Approve the Warrants of April 11, 2020 for \$77,940 & April 18, 2020 for \$700,027.11
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of April 11 and April 18, 2020

- VI. FYI:** Reminder: Send any postcard suggestions to Sarah
Eric Durocher: As part of one of the Governor's addendums, anyone coming in contact with the public is **mandated** to wear a mask; anyone generally in contact with the public is highly recommended to wear a mask
Jeannette asked to identify two participants in the meeting that could not be recognized; One identified himself as Mat Conroy, the other "Robert's Iphone" remained anonymous

- VII. Liaison Reports:** none

- VIII. Executive Session as needed:** none

- IX. Adjournment at 8:23pm**

Respectfully submitted by Jeannette Eckert

Public notices of these minutes have been posted at the following locations:
Dover Town Clerk's Bulletin Board, Dover Town Meeting Bulletin Board, Dover School
Dover Free Library, East Dover Post Office, Town of Dover Website: www.doververmont.com