

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, April 18, 2017**

THESE MINUTES ARE NOT OFFICIAL UNTIL THEY HAVE BEEN APPROVED BY THE DOVER SELECT BOARD

Select Board Members Present: Randall Terk, Victoria Capitani, Josh Cohen, Joe Mahon (present via video)

Select Board Member Absent: Tom Baltrus

Also Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Marco Tallini, Randy Johnson, Adam Levine, Rich Werner, Ken Black, Jim & Judy McDevitt, Bob Holland, Sharon Cunningham, Andy McLean

Regular Meeting Called to Order at 6:30pm

I. Public Comments: Hearing none, the Board moved on to Fire Dept. business

II. Fire Dept.:

A. Approve 2017 Local Emergency Operations Plan

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to approve the LEOP & have the Chair sign it with the correction to Highway Commissioner's name

B. Sign Contract with Brook Field Services for Generator Installs

- Rich & Bob met with them on Thursday
- Requested Brook Field to rewrite the contract to incorporate Town's payment schedule as indicated in the bid request rather than Brook Field's
- Chair will initial amended contract
- Total amount not including in-kind by road crew is \$48,340; grant was \$46,725
- Conduit is being supplied but will be in need of extra conduit in E. Dover
- 75/25 grant—will be some cash layout but not much

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to have the Chair sign & initial the amended contract by Brook Field Services for generator installs at Police Station, Highway Garage & E. Dover Fire Station in the amount of \$48,340

Dealing with propane needed: Rich will contact companies to get pricing; Town already contracts with Synergy for the Town Hall propane

FYI: Radio tower issues—has become a frustration; mutual aid is working on their part of it; moving the town radio over; looking to hire another company to get thing moving forward quicker

III. Police:

A. Update: Use of 2010 Chevy Impala Cruiser

- Only interest shown was by Linda Sherman, Wayne Estey & Bob Holland but for infrequent use
- Conclude that it would be best to put it out to bid

IV. New Business:

A. Create Dover Trails sub-committee and appoint members from the Bi-Town Trails committee

- Andy McLean, Kelly Pawlak, Randy Terk, Eliah & Roxanne Hamilton, Mike Purcell expressed interest in appointment at the trails meeting
- Committee is working on creating new trails; maintaining existing trails; trying to find a focus

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- Made sense for the time being to be an ad hoc committee appointed by the Select Board
- Wilmington has their own committee; perhaps meet with them on a quarterly basis
- Don't necessarily have to be Dover residents; members may change from time to time

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously appointed Andy McLean, Kelly Pawlak, Randy Terk, Eliah & Roxanne Hamilton, Mike Purcell to the Dover Trails sub committee

B. Consider updated information regarding Somerset Integrated Resource Project and Dover Trailhead Project

- Andy McLean composed a letter to Ranger Francomb indicating interest in combining the two projects
- After discussion with the Bi-Town trails committee and the forest service, it seems like a good idea to expand the project
- Will extend the project to three-year time period rather than be done this year
- Might offer opportunities for more user groups; give interested parties/neighbors more time to consider the project
- Recommend doing it

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to have the Chair sign the letter in support of combining Somerset Integrated Resource and Dover Trailhead projects

C. DRB Appointment Letter

- Letter from Chair Sarah Shippee requesting that Laurie Newton and Stephen Palermo be re-appointed as DRB alternates for 1 year terms and Jonathan Prial be appointed for a 3-year term as a board member

On a motion by Victoria Capitani, seconded by Randall Terk, the Board unanimously approved the appointments as stated above

D. First Choice Communications Phone Service Contract Renewal (\$600/yr.)

- Phone system at Town Office; 1st year was included; installed in May of 2016

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to renew the contract in the amount of \$600 for one year.

E. Update to Delinquent Tax Policy

- A couple of changes to reflect the evolution of the process
- First bullet point—change to 'Town Finance Officer' in place of Town Bookkeeper
- Timing of tax sales— 'once per year' rather than every two years
- Marco will review the whole process with new board member Josh Cohen

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the updated Delinquent Tax Policy with the correction to Town Finance Officer

V. Economic Development:

A. Wine and Harvest Event 2017 (\$10,325)

- Festival takes place on Saturday
- Adding events this year—fun type events on Sunday along Rte. 100

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- Interesting way to expand the event
- Preceding it with restaurant week
- Great event; one of Dover's premier events; believe we should continue to support it
- Support was \$7150 last year
 - Increase is basically for the Sunday event
 - Gathered feedback from businesses: would like to see the festival along Rte. 100 to make it more visible, similar to children's activities at Blueberry festival
 - Between Valley View Saloon and Dover Forge
 - Restaurant relay with teams of 4
 - Slightly different group to reach out to for participants

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved funding for 2017 Wine & Harvest Event in the amount of \$10,325

B. Bi-Town Marketing Update

- Digital Economic Dashboard—is pretty simple to operate
 - Getting people to participate is another story
- Need a bigger effort to get the word out
- Innkeepers that came out—know how to but not sure they are entering the data
 - Can go four months back; how many rooms, nights open, etc.
 - Same thing in restaurants with covers
- Addressed the reasons why we want them to participate; data is another way to measure the effectiveness of marketing; adds a whole new facet to the project
- Tag line/Theme is “Gear up and Wind down”
- Opus Design is doing graphics again; final approval end of the month
- Ad buy will be going live mid-May

Board comments:

- Won't be useful at all without the data; need to reach out
- Suggested at Bi Town to hire someone to meet with businesses one on one
- Membership person is working on chamber guide but will move in that direction once that is done
- Should be some additional money to hire if needed

C. Town Offices Hardware & Software Inventory

- Ken composed an inventory sheet of all computers in Town Office use
- Marco's appears to be the one most in need of replacement
- Capital Equipment budget includes \$2000 per year for computers (4-year basis)
- Will need a new IT person when Ken leaves
- Compose a policy on saving files to the network drive that the Board can adopt & enforce

D. DiscoverDoverVermont.com & DiscoverDoverVT.com

- Domain names are up next month; site is hardly used; hacked into; any links to Town website have been removed
- Recommend dropping domain names—Board agrees

VI. Local Board of Liquor Control:

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to recess and convene as local Liquor Control board

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On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the following ***pending completion of successful fire inspection reports:***

- A. 1st Class Liquor Licenses for Mount Snow, Ltd:
 - a. Summit Lodge
 - b. Carinthia
 - c. Cuzzin's
 - d. Fairways
 - e. Harriman's
 - f. Station Tap Room
 - g. Snow Barn
 - h. Snow Lake
 - i. Sundance Lodge
 - j. 1900 Burger
- B. 2nd Class Liquor License for Mount Snow, Ltd:
 - a. Grand Country Deli
- C. Outside Consumption Permits for Mount Snow, Ltd:
 - a. Sundance Lodge
 - b. Harriman's

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board recessed as local Liquor Control and reconvened as Dover Select Board

VII. Consent Agenda:

- A. Approve Minutes of April 4, 2017
On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously approved the minutes of April 4, 2017
- B. Approve Warrants of April 8, 2017 for \$112,072.09
On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the warrants of April 8, 2017

VIII. FYI:

- A. April 24th at 9am—Special Meeting for ED Director Interview
Executive session: Joe, Josh, Vicki will attend
- B. May 3rd at 6pm—WRC Energy Training Event, Dover Town Hall ****notice is on Dover website****
- C. May 16th at 6pm—Public Hearing regarding Johnson Hill Trail
- D. Brady Sullivan Notice of Appeal to VT Superior Court (Act 250 permit denial)

IX. Liaison Reports: none

X. Executive Session for Legal (Marco Tallini)

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to move into Executive Session for Legal at 7:21pm

Present: Randall Terk, Victoria Capitani, Josh Cohen, Joe Mahon, Marco Tallini

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to move out of Executive Session for Legal at 7:37pm

Decision: None, Marco will keep the Board posted

XI. Adjournment at 7:37pm

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