

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 15, 2017**

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

Select Board Members Present: Victoria Capitani, Joe Mahon, Josh Cohen, Tom Baltrus, Sarah Shippee

Also Present: Office Manager, Jeannette Eckert

Public: Randy Terk, Ken & Joan Black, Linda Sherman, Randy Johnson, Lauren Harkawik, Steve Neratko, Jim McDevitt, Wayne Estey, Nicole Fernot, Ralph Meima, Kevin Stine, Heidi Taylor, Merrill Mundell, Rich Werner, Nicolas Wallaert

Regular Meeting Called to Order at 6:30pm by Vice Chair Capitani

I. Re-Organizational Business:

A. Welcome Newly Appointed Member Sarah Shippee

Vice Chair Capitani welcomed Sarah on behalf of the Board

B. Appoint New Chair & Vice Chair

On a motion by Joe Mahon, seconded by Sarah Shippee, to nominate Vicki Capitani as Chair...

Vicki Capitani indicates that she does not have the time to be the Chair

Tom Baltrus would accept the nomination if necessary but given his personal life, health and potential relocation, he may need to step down. His term is also up in March 2018

Motion withdrawn by Joe Mahon

Josh Cohen indicated that he would be open to the position

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to appoint Josh Cohen as Chair

On a motion by Tom Baltrus, seconded by Joe Mahon, the Board unanimously agreed to re-appoint Vicki Capitani as Vice Chair

The Select board will continue to adopt Roberts Rules of Order as well as Select Board Rules of Procedure

Meetings will remain at 6:30pm on the 1st and 3rd Tuesdays of the month

C. Appoint Liaisons to Bi-Town, Dover School Board & Fire Dept.

Sarah Shippee: Library and Fire Dept.

Vicki Capitani: Bi-Town Committee

Josh Cohen: Dover School Board

II. Public Comments: hearing none, the Board moved on to the Assessor agenda item

III. Assessor: Linda Sherman

A. Errors and Omissions for 339A Handle Rd (SEE01) Logan & Farrah Rose

- Original value of property was \$185,000; placing a new value of \$158,000
- A grievance had been filed but was misplaced
- Once the Grand List is lodged, any changes to it before Dec 31 need to be approved by the Board
- Property owner is pleased with the new value

On a motion by Tom Baltrus, seconded by Sarah Shippee, the Board unanimously agreed to accept the Error & Omission as presented

IV. Unfinished Business:

A. Green Lantern Group's Solar Proposal

Attorney Chris Dugan has reviewed the lease agreement & comments/suggested revisions given to the Board

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Board would like to know more about Act 174 before proceeding
Perhaps create an energy committee as Kevin Stine suggested
As long as there is nothing to actually tie us to it, having the ground work done by Green Lantern could be beneficial
Town residents can benefit from the site
Perhaps table discussion for six months until after fact finding has been done

Steve Neratko has spoken with WRC who is willing to come and address Act 174 with the Board
They will look at the Town's energy plan prior to sending to the Public Energy Board
Believe it must be in place before July 2018

Nicolas Wallaert offers that the Town Plan has a chapter on Energy Resources

Kevin Stine offers that three Towns that have submitted a plan did it in 3 months working roughly 4 hours a week for those 3 months
Steve Neratko is willing to participate in the process along with a committee
Wayne Estey is also willing to assist

Ralph Meima of Green Lantern—key part of Act 174 is establishing a goal of renewable energy in each town
Landfill proposal would be a very small piece of the puzzle in accomplishing the energy plan
Establishing criteria for preferred sites; Capped landfills are already classified as preferred sites
Encourage towns to seriously look at developing landfill sites
Proposal is for a lease option agreement which expires after a year—only obliges the Town to consider in good faith negotiating an agreement down the road

Board is not in a hurry to sign agreement tonight
Wilmington has agreed to contract with Green Lantern

Steve will invite WRC to make a presentation at Sept 5th meeting at 6pm
Randy Terk voices concerns about the “in good faith clause” does it put Town at risk?
Rich Werner –suggest putting it out as an RFP and see who gives you the best price

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board voted 0-4-1 to sign lease agreement with Chris Dugan's changes; motion does not pass (Mahon abstains)

B. Revisit Act 174—Planning Commission Input

Nicolas Wallaert completed Town Plan prior to Act 174
It is on the PC's agenda; matter of working with WRC
Create a committee to work along with Planning Commission
There is a link to the Towns that have submitted energy plans—Steve will pass that on

C. Clean Up Personnel Policy Regarding Vacation Pay

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously approved of the language change as Jeannette presented with Ken's schedule as an addendum

Amended policy to read:

VACATION LEAVE: PAID vacation leave shall begin to accrue at the end of the first full month of employment, and can be used with the supervisor approval. Annual vacation shall be computed as follows *based on anniversary date of employment:*

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<u>LENGTH OF SERVICE</u>	<u>VACATION ACCRUAL RATE</u>
Through first year	6.67 hours per month
Through 5 years	80 hours or 10 days per year
Through 10 years	120 hours or 15 days per year
Through 19 years	160 hours or 20 days per year
20 years and over	200 hours or 25 days per year

Department Heads shall advise the Select board the name of the acting Department Supervisor during their absence while on vacation.

Vacation Policy Addendum

Start Employment Date

End Month 1.	6.67 hours
End Month 2.	Add'l 6.67hours
End Month 3.	Add'l 6.67 hours
....	
.....	
End Month 12.	Add'l 6.67 hours
Start of 2nd Year.	80 hours
Start of 3rd Year.	80 hours
Start of 4th Year.	80 hours
Start of 5th Year.	80 hours
Start of 6th Year.	120 hours
Start of 7th Year.	120 hours
Start of 8th Year.	120 hours
Start of 9th Year.	120 hours
Start of 10th Year.	120 hours
Start of 11th Year.	160 hours
Start of 12th Year.	160 hours
Start of 13th Year.	160 hours
Start of 14th Year.	160 hours
Start of 15th Year.	160 hours
Start of 16th Year.	160 hours
Start of 17th Year.	160 hours
Start of 18th Year.	160 hours
Start of 19th Year.	160 hours
Start of 20th Year.	200 hours
All remaining years.	200 hours

Discussion:

- Accrue 10 days in your first year of employment
- On the sixth anniversary, employee receives 120 hours
- On the eleventh anniversary, 160 hours etc.
- Include Ken's schedule as an addendum
- Desire to make it fair to all employees
- Some employees may have missed out
- Appropriate to look back over the years for current employees only
- Suggest going back 6 years
- Will cost money but employees are entitled to it
- Encourage employees to take vacation time at current rate of pay
- Worst case is that 3 weeks would be owed to any given employee, why not go back 30 years?

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- Jeannette has attendance calendars that go back to 2006; others may provide docs going back further
- Need to create a realistic audit time frame—6 years?
- It was brought to the Board's attention by Ken who entered his sixth year in Jan 2017 and now believes to be eligible for 3 weeks of vacation; also believes he should have rec'd an additional 2 weeks at the end of his first year
- Adopt new policy tonight & move forward—don't go back for just one person, but if going back it has to be done for everyone
- Just because the policy was misinterpreted, there is no reason not to correct it
- There aren't that many employees, don't believe it's as many weeks to give out as you think
- The Board decided to revisit the policy to be a benefit to the staff; believe this to be a better way to interpret it
- No need to audit—the two weeks missed in year two was general to everyone
- Not re-interpreting the policy; may have been applied incorrectly by past administrators and handed down; policy is fairly straight forward, just needed to be clarified
- Employees also have a responsibility to make sure they are getting the benefits each is entitled to

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board voted 4-1-0 to initiate a look back for 6 years for current employees and apply current policy to see what vacation time employees are owed on an individual basis; motion passes

V. New Business:

A. Resignation Letter from Nicolas Wallaert, Planning Commission Chair

- Tendering resignation after 14 years on the Planning Commission, pending a replacement
- Will stay on to insure a good transition of the new member
- Will advertise the vacancy

The Board thanked Nicolas for his service

B. Re-Appointment of Tim Chock to Planning Commission

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to re-appoint Tim Chock to a term expiring April 2021

C. Presentation Deerfield Valley Rescue—Potential New Location (Heidi Taylor)

- DVR was approached by SVMC (Southwestern Vermont Medical Center) in April about expanding its location
- DVR location sits on their property; Current lease extends for another 27 years
- Proposed to go in on a new building with them
- DVR's building is currently 2700 sq. feet; SVMC was proposing 2000 sq. feet in the new building
- DVR has outgrown its facility already
- Need to stay centrally located as we service seven towns
- Looked at other options and the best was Frank Sprague's building on Adams Drive
- This relocation was not on the radar for this year
- In March entered contract to purchase new ambulance

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- Third party developer would be involved with SVMC project—lease would be \$90,000 per year—unsustainable for DVR
- Requesting 1% funds
- DVR provides School, Fire and Police with CPR classes free of charge
- 157 calls this year in Dover
- Total cost of Adams Drive building with renovations is \$625,000
- Looking to come up with \$200,000 to make a down payment
- Starting a capital campaign

Will SVMC buy out the lease? No, they believe it has no value as it cannot be transferred to anyone else but an ambulance service

Discussion:

- Gives DVR a better location, closer to Dover; asking for a one time donation is more than fair; hope that the Board would support and vote in the affirmative to do so
- Supports funding with reservations—use operating funds or 1% funds?
- Other Towns that are served only fund their Fire Dept. via property taxes
- Only rescue calls and fundraising support DVR efforts
- DVR was requested to come to the Town for an appropriation and they did not ask
- DVR has a member board—many times it was suggested to ask for a small appropriation from every town—would have provided the needed capital; some long-time board members were opposed to it
- One resolution is to move from a member board to a non-member or public board; should also do so with its business structure
- Echo support; cruisers are supplied with proper equipment; highly recommend supporting DVR

Ambulance in Dover? Not at the moment, it is the one being replaced. No intentions of taking the ambulance out of there. Hoping to get more volunteers in Dover, only two volunteers in Dover; Whitingham has an ambulance; has always been a goal to make that happen in Dover

- Would like to see it as an Article at Town Meeting or built into our budget; but time seems to be of the essence in terms of getting enough money to make this happen
- Grateful for all your services

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to expend \$30,000 to DVR out of ED funds

- DVR has taken extreme pride in sustaining themselves & not coming to the Town for funds
- Reasons for not coming: we have been able to sustain ourselves in the past; but medical costs are getting out of hand; time has come to go with a different model; perhaps need more paid personnel; always relied on volunteers; things are changing
- Would not have a problem supporting this at Town Meeting but request guidance from DVR on an appropriation
- Suggest bringing this before the Town—don't believe it would have any problem passing
- DVR is seeking out Wilmington tomorrow with the same request

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VI. Board of Health: Wayne Estey

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to recess and convene as Board of Health

A. Fernot Health Order

- Wayne has tried to contact Jeff Specht from the State of Vermont, he has not heard back from him yet
- Ms. Fernot spoke with Jeff 4 days ago and he said he would come to the property to look it over; no need to inspect as long as there were no exposed pipes
- Work has been done, Wayne believes it to be working fine, no evidence of sewage
- Wayne will pursue in order to confirm the findings

Board would like to see this taken care of and off the agenda by the next meeting

Wayne relates to Josh Cohen that the Select board Chair is the health officer by default Jeannette clarifies that Wayne was appointed by the State as health officer and only in his absence does it defer to the SB Chair

Rich Werner is the deputy health officer & he should be second in command
Need to clarify this with the State

On a motion by Victoria Capitani, seconded by Joe Mahon the Board unanimously agreed to adjourn as Board of Health and reconvene as Select board

VII. Economic Development: Steve Neratko

A. Update on Bridge 59 Sidewalk Project

- Heard back from VTrans representative Rachel Beauregard
- Structural folks are not willing to move on our request to include 4' access point to the bridge
- Reasons: \$50,000 additional engineering expense; could only accommodate bicycles going in one direction—would never get them to put access point on both sides of bridge
- Hoping we would continue with grant for a separate pedestrian bridge
- Could be appealed but it is doubtful

Discussion:

- Safety issue for the public
- Not buying their excuses
- Prepared to make a motion to expend \$50,000 from ED funds to get the engineering done
- Heard same nonsense when it was proposed two years ago
- Bridge on private land is going to cost way more than \$50,000
- Put in the bicycle path and stop the nonsense; clearly a safety issue
- Joe Mahon is willing to attend a public meeting on the matter
- Need to address the room needed to plow as well
- Offered to pay for the addition of the path way back when and they did not want to hear it
- Don't believe bicycles should be ridden on this path; should walk bicycles across the bridge
- Believe we should try to fight this—getting mixed signals

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- B. Clearing Valley Trail in Winter—Letter from C. Eldridge
- Letter requests to clear the Valley Trail for winter use
 - Believe it could be cleared but just not sanded/salted due to the well factor in front of Mountain Park
 - VTrans believes we should be clearing it
 - Check on easements and what can be cleared up to the bridge—ask Bob Holland
 - Steve will look into this further

VIII. Liquor Control:

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

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously approved the following:

- A. Special Event Permit for Wine & Harvest Festival, Sept 23 from 10am to 5pm

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to adjourn and reconvene as Select Board

IX. Consent Agenda:

- A. Approve Minutes of August 1, 2017 & August 8, 2017

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board voted 3-0-2 to approve August 1st minutes (Shippee & Baltrus abstain) & August 8 minutes (Shippee & Mahon abstain)

- B. Approve Warrants of August 5 for \$277.87 & August 12 for \$257,199.40

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously approved the warrants of Aug 5 and 12, 2017.

X. FYI:

- A. Employee Appreciation Day—date change to Aug 27th, 3-6pm
- B. Town Fair 2017, Oct 4-5 in Killington
- C. Thank you letter from Grace Cottage
- D. Thank you letter from Townshend Fire Dept.

XI. Liaison Reports: none

XII. Executive Session, as needed: none

XIII. Adjournment at 8:12pm

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