

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 7, 2018**

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

Select Board Members Present: Josh Cohen, Victoria Capitani, Dan Baliotti, Joe Mahon, Sarah Shippee
Also, Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Bob Holland, Adam Levine, Randy Johnson, Steve Neratko, Paul Fisher, Jim & Judy McDevitt, Andy McLean, Ken Black, Marco Tallini

Regular Meeting Call to Order at 6:30pm

I. Public Comments:

Dan Baliotti commented on TV & radio broadcasts highlighting the blueberry festival on the morning of the parade which did not include mention of Dover, only Wilmington. This should be changed.

Adam Levine: What action should we be taking to correct it?

Dan: Contact Chamber as they seem to be misinforming people or not doing what they should; leaning toward Wilmington and not Dover. Dover is still a member.

Jeannette Eckert requests to add another Exec. Session for Personnel for Zoning

II. Unfinished Business:

A. Adopt Ordinance for the Regulation of Dispensaries & Public Consumption of Marijuana

- Clean copy was reviewed by the Select board
- Specific to Medical Marijuana not Recreational
- Public place is defined by State law
- The Ordinance will go into effect 60 days from the date of adoption (10/6/18) unless a petition is filed within 44 days of adoption with signatures by 5% of voters (by 9/20/18).

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to adopt the Ordinance as presented

B. Consider Joining PropaneDover Group—defer for now. After conversation with Suburban & Rich Werner, there is a three-year agreement for the propane for generators at \$1.99 per gallon (market price will fluctuate) We are into the 2nd year of the agreement.

III. New Business:

A. 2019 Summer Concert Line Up at Layla's—*defer, Sandy was not present*

B. Approve Restoration of Records Funding of Vault Roller Shelves (\$3147.82) (Andy McLean)

- Andy requests the Board to authorize the expense
- One dollar of every recorded page is placed in this account from recorded fees; to be used for things relating to land records
- Only one company in the country that provides this type of roller shelving

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to authorize the expense of \$3147.82 from the Restoration of Records fund

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 7, 2018**

- a. Consider Moving Account from Community Bank to Brattleboro Savings
- BS&L opened a branch in Wilmington, local establishment that has invested in the community; glad it is available to folks; very little activity in this account. Marco already reached out to BS&L—they are very excited to have the Town as a new client; \$120,000 in the account; stable and good for diversification; most banking is through Community, some with Peoples; may explore BS&L for other accounts

It was the Board's consensus to move forward with the account change

- C. Old Generators at Police Station and Highway Garage
- Bought them from Army surplus very cheaply, old, not sure what we paid for them
 - One at Highway garage came from Bellows Falls; under cover at the Transfer Station; was up at the school but experienced problems
 - Perhaps scrap them because we can't give them away

It was the Board's consensus to move forward on disposing of the generators as Randy & Bob see fit

IV. Zoning:

- A. Recommendation for New Zoning Administrator
- Chair Cohen read a letter from DRB Chair Sarah Shippee & Planning Commission Chair Nicolas Wallaert recommending Tabi Freedman for Zoning Administrator
 - Three applicants, one of which withdrew based on salary requirements

On a motion by Josh Cohen, seconded by Victoria Capitani, the Board unanimously approved the recommendation of Tabi Freedman to fill the Zoning Administrator position

- B. Consider Appointing Interim ZA
- Andy is willing to fill this spot as well as train the new ZA
 - Hopefully, Tabi will be able to start very soon
 - However, Andy does have several applications pending approval that need action within 30 days

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously appointed Andy McLean as interim ZA

Health Officer defaults to Select board Chair Josh Cohen—Jeannette suggested that rather than go through the time/paperwork with the State to appoint Andy as Health Officer and then turn around and appoint Tabi at a later date....Josh will retain the position until a time when the new ZA can be appointed Health Officer

Vicki requested of Andy to remove *Keith Stern for Governor* sign that is at the corner of Holland Rd and Dover Hill Rd; she has reached out by letter without response; it is in the Town right of way
Andy indicated that he can not remove signs from private property unless it poses a traffic hazard. There is very little legal recourse, but Andy will reach out to the property owner.

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 7, 2018**

V. Highway: (Bob Holland)

A. Recommendation for New Road Crew Personnel

- Dylan Bell was offered and has accepted the position at \$16.50 per hour
- He has begun work earlier than expected; when he gave his 2-week notice he was fired from his previous position

VI. Economic Development: (Steve Neratko)

A. Dover Website Possibilities—current designer is wanting to continue being our provider Adam Sroczynski of eBusiness Technology joined in the conversation via telephone

- Has a history in Dover since 1978, owns a unit at Timber Creek
 - IT & software industry for entire career; formed company in 1999
 - Board member of two Chambers of Commerce
- Involved in Dover website since 2009—website was launched in 2010 and since then worked with Patrick, Ken, & now Steve
- Website requirements: mobile site for use with smart phones; making navigation easier; business directories; promotion/event calendars; email newsletters
- Westminster Vermont chose Dover's website as one they preferred the best in hopes of emulating it
- Demonstrated website examples that can be viewed on computer screens, I-phone or tablet and is adjusted to accommodate the size of the device in use
 - Drop down controls
 - Business directory
 - Email newsletter using Constant Contact
- Has been working with the town for 8 years; has the capability and expertise to make upgrades
- Moving forward need to work with Steve on issues, come up with a budget, prefers to continue working with the Town

Josh Cohen likes the idea of business listing—is that mobile friendly? *Yes, it can be implemented that way*

Concerns about business links for owners that may not be tech savvy

Steve would have to work with folks on this but that's a lot of work; can see if people are interested in this feature before pursuing it

Explore other town's websites and see what is practical/important for our environment

Steve will share a list of websites to explore that are up to date; more current

Important to migrate current information to an upgraded site

Consider an RFP at a later date after consulting a website designer that is utilized by other Towns; gather ideas from the other sites

B. Comprehensive Plan Discussion

Coordinate a vision for the future; preliminary discussions on priorities over the next 20 or 30 years; ensure what we are doing is striving towards goals; incorporates the Town Plan as well as implementation plans for many goals in hopes of setting them up

- Determine goals and the pathway to implementing them
 - Identify projects and a timeline to proceed—already have 5-6 pages of projects
- What will Dover look, feel and act like in 2050? How will we get there?
- Who will be involved?

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 7, 2018**

- Planning Commission, Select Board, steering committee, WRC, Community organizations, public outreach and involvement throughout the process

Josh Cohen interjected at this point to clarify any confusion as to why this was being discussed. This came about due to an invitation from Mt Snow to discuss their vision at a luncheon meeting. Steve was also asked to attend. Should this have been an open meeting? Some board members and public are concerned about it. Josh's interpretation of the meeting was that it was to discuss Mt Snow's business and not Town business. After reading changes to the Open Meeting Law, Josh felt that this meeting was not Town business that needed to be in open meeting. Two board members expressed that it should be open meeting; another that it should be in Executive Session; another did not chime in at all. In the end, it was Josh's decision not to notice it because it was not going to be Town business. 4 board members attended the meeting and it turned into a discussion on the Dover Town Plan. Our Town Plan is from 2009 and Josh among others had not seen it. Steve began a course of action to review the Town Plan and potentially RFP for a comprehensive revision. Mt Snow wants to be working in synchronicity with the Town. No votes took place; still believe it did not need to be noticed.

Vicki Capitani did not attend the meeting; did not get a debrief on the meeting. The Town Plan is a document the Town has to produce, she was involved in that plan and also liaison to Planning Commission. Normally this is Planning Commission work. Odd situation; it should either have been warned or only two members attending. People know about it. I believe it was a violation of the Open Meeting Law. The Law did not intend it as taking a meeting with our number #1 business/employer with 4 board members present. Seriously need to think about this; feeling very compromised. Appreciate that Josh came forward to address this.

Josh has expressed to Mt Snow that should any other meeting invitation come up, Steve will represent the Board or the Economic Dev liaison which is Vicki. He apologized for not giving a debrief. All business meetings with other businesses will be open.

Moving on with presentation:

Steps in the process; building on what is already in place

- Inventory current plans, studies, projects
- Identify focal areas—creating a community vision
 - Community and Economic Development
 - Marketing
 - Housing
 - Land Use / Zoning / Design
 - Recreation
 - Environment
 - Energy
 - Collaboration
 - Capital Improvements
 - Utilities
 - Transportation
 - Community Facilities
- Identify issues
- Stating goals

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 7, 2018**

- Collect and analyze data—doing all we can to collect, reach out
- Preparing the plan—gathering expertise in each of these elements
- Creating implementation of plans
 - Evaluating Alternatives
- Adopting the plan
- Implementing and monitoring the plan

Economic development meetings have revolved around trail improvements, skate park RFP possibility?

Suggest warning the meetings formally, make sure all board members are included; as well as community--need to be aware; send recap or audio/minutes of meeting discussion

List of plans & documents to inventory

- Many are on the website
- If there are any missing, please let Steve know
- Steve will share copies of docs with board via email in one bundle

Town Plan is on the Dover website and was updated last in 2016

Economic portion of this plan would be a great place to bring in these updates

Lost Historic Village designation because plan was not updated in time; Steve is working on reviving this designation

Honora Winery is opening tomorrow; grand opening is Aug 18th at noon

This process is offered to any & every business

Quarterly report will be available in a couple of days: covering April to July 2018

VII. Consent Agenda:

A. Approve Minutes of July 17, 2018

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously approved the minutes of July 17, 2018

B. Approve Warrants of July 18, 2018 for \$1613.99 & July 28, 2018 for \$229,567.57

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of July 18, 2018 & July 28, 2018

VIII. FYI:

A. Primary Election, August 14th at Town Hall, 10am to 7pm

B. Invitation to Open House & Ribbon Cutting Ceremony at DVR, Aug 19th, noon-4pm

C. Employee Appreciation Day, August 26 from 11am to 2pm at North Star Pizza

D. Thank You Letter from Grace Cottage Hospital

E. Annual Report from SeVEDS

F. Municipal Budgeting & Borrowing Wkshp, Sept 11 in Montpelier

IX. Liaison Reports: Bob Holland informed the Board that May Jon Glass did attempt to meet at the Library last week, but the door was locked

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, August 7, 2018**

X. Executive Sessions for Personnel (Randy Johnson) & (Zoning)

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Personnel at 7:58pm

Present: All five Board members, Randy Johnson

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session at 8:04pm

Decision: On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to hire Jason Perlmutter as a part time Police Officer at \$16.00 per hour

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move back into Executive Session for Personnel at 8:06pm

Present: All five Board members

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session at 8:15pm

Decision: On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to hire Tabi Freedman as Zoning Administrator at \$19.00 per hour

XI. Adjournment at 8:15pm

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to adjourn at 8:15pm

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