

**Dover Select Board
Meeting Minutes
Tuesday, December 15, 2020**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86800444071?pwd=RIU2WDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Password: 052648

Dial in: 929 205 6099

Meeting ID: 868 0044 4071

Password: 052648

Select Board via Zoom: Victoria Capitani, Sarah Shippee, Joe Mahon, Scott Salway

Select Board absent: Dan Baliotti

Also, present: Office Manager, Jeannette Eckert

Public present via Zoom: Tabi Freedman, Shannon Wheeler, Mike Purcell, Mike Eldred, Paul Fisher, Jim McDevitt, Randy Johnson, Eric Durocher, Richard Sedlack, Linda Sherman, Marco Tallini, Diane McCormick, TJ Sibilia, Michelle Pinkham, Rich Werner, Andy McLean, Jessica Lee Smith, Michael Garber

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

I. Public Comments:

Eric Durocher had a request from a resident who is looking to view the zoom meeting recordings. Eric requested feedback from the Board on his posting the zoom videos on the you tube page for the Town of Dover. The Board is in favor of those postings...public access. Also requesting to schedule a joint special meeting with Wilmington for Jan 12 at 6pm for a final presentation of the Bi-Town Marketing plan; hopefully pared down to an hour long. That date and time will work for the Board as it is an off week.

Vicki Capitani made a change to the agenda—Becky Arbella will not be attending, will defer her item until January

II. Fire Dept.: Rich Werner

A. Announce New Hire—Fire Dept. Administrative Assistant

- Interviews were conducted by Rich, Shelly Mann, Sarah Shippee and Jeannette Eckert with three candidates, all were qualified and would make good assistants
- Based on consensus of the interviewers, would like to hire Candace Cole for the position at \$16.00/hour
- She is willing to take the position and is open to more responsibility as it becomes available
- 10-15 hours per week with no more than 20 hours per week to start

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to hire Candace Cole as WDFD admin assistant at \$16.00/hour for not more than 20 hours per week

B. Review Fire Dept. Wages

- Sent via email Nov 20th
 - Figures are included in salary line item in Fire Dept budget for fiscal year 21/22
 - Chief: \$8400 per year; Deputy Chief: \$2500 per year; Captains: \$1000 per year; Lieutenants: \$750 per year
 - Officers: \$18/hr.; Firefighter 1: \$16.00/hr.; Firefighter 2: \$15.00/hr.; less than 2 years: \$14.00/hr.
 - Billable calls: officers-\$30/hr.; firemen--\$25/hr.
 - Fire calls: \$30 per call up to 1.5 hours then hourly rate
 - Administrative: \$15-\$18/hr.

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III. Police: Randy Johnson

A. Update on Police Station Issue

- Believe to have resolved the issue after repairing the broken pipe
- Spent approximately \$1400 so far; looks to be under \$2000 total
- Coming out of police building maintenance line item

B. Update on PD Technology Purchases

- Had budgeted previously for fingerprint program—won't be spending that \$19,000
 - State may be going to a smaller version
- Would like to use \$8,290.00 to update the body cameras & software
 - Can get grant money from VLCT to update old equipment

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously authorized the Police Dept. to purchase the body cameras at \$8,290.00

C. Permission to Access Town Roads—Deerfield Valley Stump Jumpers

- Town road list that is approved annually
- Nothing has changed from the list since last year

On a motion by Vicki Capitani, seconded by Joe Mahon, the Board unanimously agreed to grant permission to open roads to DVSJ during 2020/2021 snowmobile season

IV. New Business:

A. Appoint Alternate to CUD—Diane McCormick

- Sarah Shippee recommends Diane McCormick who has interest in being an alternate
- Not limited in the number of alternates each town can have
- TJ Sibilia is Dover's representative and agreed that another alternate would be beneficial; will reach out to Diane on receipt of her contact info
- Shannon Wheeler is the 1st alternate

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board considered to appoint Diane McCormick as **3rd** alternate to the CUD board

On an amended motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to appoint Diane McCormick as **2nd** alternate to the CUD Board

B. Authorize Tax Sale for Wed. January 13, 2021 (Marco Tallini)

- a. Authorize Town Agent Linda Holland to Act on the Town's Behalf
 - Right now, have 8 or 9 properties: 3 are land, 6 are homes or condos
 - \$30,000 in principal interest

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to authorize Linda Holland as Town agent to act on the Town's behalf at the tax sale scheduled for January 13, 2021

V. Unfinished Business:

A. Revisit Hiring of Assessor Assistant (Job Description) (Linda Sherman)

- Linda sent a list of job duties that Patty Westlake was performing
 - Did not materialize into a job description after the conversation with Joe Mahon

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- She could use admin assistance right now until the next Grand List is out
- Letters go out to every buyer and seller, updated information goes to Marco and Linda Holland; most of the responses provided are helpful, good return on them
- Would like to move forward; don't believe there will be many grievances
 - Many properties were sold over assessed value
 - Would like to have Tabi assist starting after the first of the year

Board comments:

- At the time, the Board was unsure whether Tabi would fill the position or if we wanted to advertise the position
- Need to make the best choice for Linda and the Town
- The list is good but would like to have it refined with the qualities needed moving forward; what duties Linda would like to see accomplished
- After discussion between Joe, Tabi & Linda, Tabi is willing to assist, working for Linda

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to hire Tabi Freedman as Assessor assistant 6-8 hours a week at \$15.00/hour on a trial basis for the remainder of the fiscal year

- B. Revisit Grateful Hearts Program (Becky Arbella)—defer to January as Becky could not be present
- C. Revisit Landowner Agreement for Snowmobile Bridges (Paul Fisher & Michael Garber)
- Allows maintenance/repair to the Bridge in Dover Hills (Cheney Brook)
 - Also allows for grants from VAST
 - Two options when signing:
 - 1. If the Town takes the trail away, the bridge would no longer be the responsibility of the Town
 - 2. Town can pay \$1.00 to own it
 - Bridge is used by other folks other than snowmobilers: bikers, hikers, dog walkers
 - Suggest keeping the bridge, Highway Dept does maintain these type of structures
 - 25-foot bridge that goes over Cheney Brook
 - DVSJ has maintained it for the past 40 years without this form
 - Only comes into play if permission was revoked by the landowner to use the trail
 - Some form of agreement aids in getting funding from VAST
 - Believe we should buy it for \$1.00

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to purchase the bridge for \$1.00 and have DVSJ maintain it

- Vicki will sign it as Chair, send to Jeannette and she will get it to Mike & Paul

- D. Revisit Richard Sedlack's Concerns Regarding Zoning Issues
- Power point presentation link from Richard Sedlack was sent just prior to the meeting
 - Original complaint about the house next store goes back to July 2019 & has not been addressed
 - Will be going thru the Christmas & New Year holiday with this house rented again
 - Had to have the Police come last week for an aerial fireworks display coming from the same house
 - Don't feel the Select board is acting on the complaint in a timely manner

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Board comments:

- The Board was hoping to see this in advance; a lot to digest in a short amount of time
 - Going thru this amount of information in a meeting without prior knowledge is not a good use of our time
 - Aerial fireworks happen all the time in this town, sorry if they disturbed you or were dangerous
- Will defer to January 5th meeting when the Board has had time to properly review the information
- Jeannette will forward the link for the power point to the Board & Tabi for review

ZA Tabi Freedman also sent a large file this afternoon addressing the other zoning issue with Mr. Sedlack

Board comments:

- Will defer that as well to January 5th meeting to allow proper time to review
- Tabi will share this document with Mr. Sedlack

E. Revisit Town Meeting Options (Andy McLean)

- Legislature is looking at making some changes in mid-January
- Petitions: do not need to get signatures—consent forms are available for candidates: Vicki, Dan and Scott who need to run in 2021
- May be able to push the Town reports off but for now reports are due by January 15
- Looked into mailing Town reports; voted a few years ago not to mail them and it has saved money
 - However, with the COVID-19 issues may want to reconsider—could be an additional \$8000 on top of the usual printing costs
 - If too expensive perhaps sending out a postcard or flyer instead
- If the decision is made to hold Town Meeting in March, will want to approve the warning at the Jan 19th meeting
 - Warning needs to be posted at least 30 days prior to Town Meeting date
- Discussed some parameters and feasibility about larger meeting space with Tracy Bartels at Mt Snow; will reach out to Mike Giorgio as well to continue talks on it

Board comments:

- Not in favor of spending that kind of money on mailing the reports
- Consider some sort of communication to allow people to request one by mail
- Have a link available for people to view it online
 - Jeannette mentioned that the reports from several previous years are already on the town website and accessible that way
- Mailing would not be a good use of taxpayer's money; perhaps an ad alerting folks to the website access
- Perhaps having locations around town where folks can pick up a report
- Would like to see what the Legislature comes up with; advocate not making a decision tonight
- As far as elections go, would terms be extended to the actual date of Town Meeting? *Believe terms would extend to whenever we decide to hold it*

The Board offered congratulations to Andy on all the trail work he has accomplished

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VI. Economic Development: Eric Durocher & Shannon Wheeler

- A. Signage Program Application - Betsey's Dots of Dover
- Adding three signs
 - \$2000 request
 - Approved sign application is included
 - Signs that were previously permitted but never put back up after the fire
 - There is no artwork on the signage

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to approve the \$2000 signage application

- B. DV Fiber - Hub Location Selection (TJ Sibilia)
- Getting ready to put out an RFP to design a system to cover all the towns
 - Trying to identify potential spots in each town
 - Prefer a spot with a generator but it will have a battery backup
 - Nothing is finalized at this point
 - Listing of optional places in East Dover & West Dover was submitted for review
 - Would involve site visits; all equipment will be outside so there is no need for access to Town buildings
 - Town Garage is in a central location to East and West Dover
 - Remove EDFD as it is in a flood zone, also Mt Snow Academy & Town Office as space is tight there
 - Envision it will be on a cement pad in an enclosed box
 - TJ will bring the updated list back to DV Fiber
- C. Additional LGER Grant Update
- Rec'd an additional \$6000 from Jeannette's account of spending at the Town Office for COVID-19 relief which had been denied by FEMA
 - The total now is \$211,000
 - Rec'd notification that since we were one of the first applicants, a check should be coming by the end of the month

VII. Board of Health: Tabi Freedman

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to move into the Board of Health

- A. Health Order—Doverhof RT033
- Continuing issues with this property at 11 Waldwinkle Rd for several years
 - Landlord and operator removed the hot water heater with little to no notice to the tenants and has not replaced it
 - No heat to the building which does not meet the rental housing health code regulations
 - Working with legal aid to obtain emergency housing for tenants
 - Jeffrey and Steven Michaud were both served on this health violation
 - Nothing has been done by them to resolve the issues
 - As such the next step is to issue a health order which mandates dates that these violations must be corrected or result in fines
 - Jeffrey is the owner of record; Steve has been the operator/manager; the property has not been sold

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- This a repeat offender; seems to be trying to get the tenants out by removing services which is illegal
 - He could file eviction procedures which is legal
 - They can be evicted at this point even during COVID-19
 - But heat & hot water must be provided
 - Seemingly owner was looking for aid to purchase a new water heater

Board comments:

- Handwritten piece of paper noted an eviction date, not exactly a legal form
- This is a tough time for both landlords and tenants but there are laws to protect renters and there are programs to help with the cost of equipment
- Believe we have no other option but to issue this order
- There have been many options due to COVID-19 since March for rent relief, building modifications, etc. There is really no excuse for the landlord's action

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to authorize the health officer to issue the health order to Jeffrey & Steve Michaud for RT033, the Doverhof Inn

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to move out of the Board of Health

VIII. Consent Agenda:

- A. Approve the Minutes of Dec 1, Dec 4, & Dec 11, 2020

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously approved the minutes of Dec 1 and Dec 4, 2020

Will defer the Dec 11 minutes approval until Dan can be present (only Vicki, Sarah & Dan in attendance at that meeting)

- B. Approve the Warrants of December 12, 2020 for \$176,157.60

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the warrants of Dec 12, 2020

IX. FYI:

- A. Next Budget Meeting, Friday, Dec 18 at 10am (Econ Dev. & Gen. Review)

X. Liaison Reports: none

XI. Executive Session as needed: none

XII. Adjournment at 7:58pm

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