

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, Dec 17, 2019**

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

Select Board members present: Josh Cohen, Victoria Capitani, Joe Mahon\*\*, Sarah Shippee, Dan Baliotti  
Also, present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Jim McDevitt, Steve Neratko, Marco Tallini, Bob Holland, Paul Fisher, Randy Johnson, Linda Sherman, Ben Joyce, Shannon & Sadie Wheeler, Rich Werner

**Regular Meeting Called to Order at 6:30pm by Chair Josh Cohen**

**I. Public Comments:**

- Josh Cohen requested that an item be added to the agenda after public comments regarding an open auditor position
- Linda Sherman shared that the last Open Mic night was the best so far; well attended by participants, fun and at one point everyone was singing together

**II. Auditor position opening**

- A letter from Linda Sherman was read, she is resigning from her position as auditor effective immediately
- Term expires March of 2021
- Recommends a replacement to fill out the position until Town Meeting, the Board will consider
- Will post and discuss appointment at next meeting

**III. Fire Dept: Rich Werner**

- A. Request to Transfer Use of Highway Dept. Snowmobile to Fire Dept. Search & Rescue
- Bob Holland mentioned it to Andy McLean that he was going to sell it and Andy thought it could be utilized for Search & Rescue
  - Will be housed at Fire House
  - Good chance to have one and see how well it works
    - If it does, will add it to the fleet
  - 2013 model with 66 miles on it, in good working condition
  - S&R came up and tried it out—nothing wrong with it, Hwy has no use for it right now

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to transfer the snowmobile from the Highway Dept. to the Fire Dept. for search and rescue

B. Off Road Equipment—4 wheeler

- Town currently owns a 4-wheeler that the Fire Dept. uses
- Ask that it be given back to the Fire Fighter's Association, Inc. so that they can use it to offset the new 4-wheeler
- Will transfer the old one when the new one arrives
- New one has been ordered—about 4 weeks out for delivery

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed that upon receipt of the new replacement 4-wheeler from the West Dover Volunteer Fire Fighter's Association, the Town shall give the currently owned 4-wheeler back to the Association

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**IV. Unfinished Business:**

**A. Revisit Commercial Reappraisal (Linda Sherman)**

- Information packets were handed out to the Board in November explaining the three approaches to reappraisal
- In addition to the packet, basic guidelines were given on these three approaches
- An appraiser would come to the best suited approach for that property
- Commercial properties are usually appraised on the income approach
- Last Town wide appraisal—was not here, so do not know which approach was used
- The income approach is used around the world
- It has been a month since the information packet was given out
- Thought it was unprofessional that there was no response from the Board; more effort could have been put forth
- Will reach out to the companies to inform them that we are on hold for now
- Would have to be applied to 2022 Grand List
- Not fair to commercial owners to find out their property is 30% overvalued
  - This was presented when discussing the RFP
  - Facts on the CLA and COD were from IAAO (International Assoc. of Assessment Officers)
- Owe my Town this time to make sure everyone has an understanding of this process
- Not being mandated by the State, we need a reappraisal
- Looking at 2010 cost tables, using a band aid effect to move things current
- This was to be the first piece of the Town wide reappraisal
- Requesting a special meeting to devote time and energy to the topic; to ask questions and find answers; questions ahead of time are preferred in order to have answers ready
- Firms that responded to the RFP are more than willing to set up a meeting
- Will be available for questions from the Board

**Board comments:**

- 2022 Grand List is the goal as the deadline for 2021 has passed
- Does that mean that not every property is appraised using the same approach?
- Concerns about income approach; volatility if you have a bad year
  - As a Wilmington business owner, we have never been valued on an income approach; never been asked to provide that information
  - Everyone should be valued with the same approach
  - Why is the State pushing this approach?
- Not fair to the businesses that are over valued
- Was not aware that there were properties that were 30% overvalued; must have missed this point
- Owned a retail store since the 90's, income approach was never done; would be a big pain in the neck to put this through
- Could it be put in a grid to better explain it? A glossary of basic terms because not everyone deals with this on a daily basis
- Need to set a firm date; to hold an informational meeting with the public
- Feel the need for the Board to understand this first before holding a special public meeting
- Include on agenda for January 7<sup>th</sup> meeting; and then plan one for the Town at a later date

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B. Review 2020/21 Budget/Capital Plans

Capital Paving was updated to add new portions being considered—will be prepared to discuss at Town Meeting

Capital Building—Town Hall

- Steeple
  - One quote for \$8800—Travis Wendel—to get rid of rot, paint it
  - Waiting on another quote—Ray Reed—hoping to have by Thurs.
  - Both indicated that it was structurally sound
- Ramp
  - Digital plans were found by Steve for the original town common project
  - John Guminak reviewed those plans as well
    - Felt the Holden Engineering plans involved the whole parking lot; singling out just the ramp portion would not work
    - Is willing to move forward with new plans at the Board's discretion
  - Rich Werner informed the Board that a waiver exists on the ramp because its an Historic building; ramp is not exactly built to code; may be better to rebuild what we have
  - Snow falls from the roof onto the ramp causing damage every time it snows
  - Could the ramp be repaired and cover it to protect it from damage?
  - Need to look into the waiver's location
  - Holden's quote from 2016 was for \$29,000
  - Put in \$35,000 just for the ramp
  - Dan Baliotti forwarded a link to historic preservation grants—perhaps there is one that can be applied for
  - Is the Town Hall listed on the Historic Register? We need a plaque!
- Windows
  - WW quote of \$1700 per window—seems a bit high; not including installation
  - With the Wed concerts—are we losing a lot of heat
- \$60,000 to \$75,000 for Town Hall building; push windows out to following year

Building inventory

- Nido recommends that a new furnace is needed for Fire House (1989)
  - \$25,000 for 21/22
- Brick Building's replacement is also recommended (1985)
  - \$20,000 also for 21/22
- Lynde Well Drilling is coming to look at the Town Office water situation
- Request from Library for more lighting in the parking area—perhaps a motion sensor on the building for the moment

Capital Equipment—

- Fire Dept Pickup Truck for \$70,000
- Utility Truck for 21/22 --could push it off
- Ladder Truck-- added some new items—refurbished
- Can push them all out if needed

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\*\*Joe Mahon arrived at 7:24pm

**V. Economic Development: Steve Neratko**

**A. Review Business Signage Grant Program**

- Commercial signage program—set aside \$12,000 in budget
- Help to improve signage on buildings or next to road
- All grants would require that it meets the sign ordinance
- Any additional requirements?
- Certain type of sign if we are paying for it?
- 50/50 grant to be applied for
- Very similar to the DO IT program
- Can apply once every three years
- Preference given for first time requests
- Rendering of the sign—need to require a scaled technical drawing clearly displaying the proposed text
- Provide copy of approved sign permit application
- Determine that the work was performed as per the application

Marco questioned whether the approval could be contingent on property owner being current with taxes

Josh remarked that we had gone down that road with liquor licenses, but it is not in the Board's authority

Steve will make the changes, send to the Board and move forward

**B. Review 2020/21 Budget**

- Not a lot of change over last year; Revenue is fairly similar
- \$1,796,000 dollars in the current account
- Website expenses—put aside for last year but not used; would still like the money kept in there to roll forward—explain it in notes on budget
- Money set aside for Business Development—still working through that with BDCC
  - Not sure they will be assisting; either way would like to utilize the funds
  - Work group will have to make some decisions
  - Hope to have an answer by Jan/Feb from BDCC
- Bi Town expenditures removed from Business Development and placed in Marketing
  - Wilmington is willing to put in \$12,000 if Dover will do the same
  - Community Development will be a new focus
  - Surveys for business community
  - Training seminars and employee training—will put off for now
- Beautification
  - 3-year agreement for barrel program in place
  - Route 100 landscaping—would like to roll those funds over; looking for grant programs other than through VTrans
  - Looking for new members for this work group
- Marketing
  - DASP and DO-IT—very popular programs
  - Additional opportunities at the Welcome Center; refresh what we have

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- Signage—have 6 businesses ready to go right away
- Trails and Paths
  - New maps and signage
  - Valley Trail
    - Left funds there for A-, B+, C
    - Street lights as well
  - Trail head project at Handle Rd continues to move forward
  - Implementation plan--\$100,000 estimate from Weston & Sampson
- Telecommunications
  - Bandwidth upgrade
  - Union Districts--on some Town's Town Meeting agendas
  - State finally hired someone to help municipalities
  - January 16 meeting in Newfane with WRC
- Events grant program
  - Not a lot of interest for new events; hoping to cultivate some new events
- Venue and recreation
  - Year-round concerts and open mic nights will continue
- Housing Master plan—complete implementation
  - Put some funds aside
  - Encourage owners to add some accessory dwelling units to existing properties
  - Work in progress
  - No seasonal workforce rentals available; there is a real need

**VI. Liquor Control:**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board recessed and convened as local Liquor Control

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the following:

- A. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Class and Outside Consumption Permit for Matilda's LLC d/b/a Betsey's Dots of Dover

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board adjourned as local Liquor Control and reconvened as Dover Select board

**VII. Consent Agenda:**

- A. Approve Minutes of December 3 and December 5, 2019

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 4-0-1 to approve the minutes of Dec 3, 2019 (Baliotti abstained)

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve the minutes of Dec 5, 2019

- B. Approve Warrants of Dec 14, 2019 for \$154,709.09

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve the warrants of Dec 14, 2019

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**VIII. FYI:**

- A. Continue Budget meeting, Dec 19 at 3pm, as needed—not needed; will approve final budget on January 7
- B. Next Concerts at Town Hall:
  - Open Mic nights, 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays
  - Wyld Nightz, Dec 18 from 6-8pm
  - Social Medication, Jan 15 from 6-8pm

**IX. Liaison Reports:** none

**X. Executive Session for Personnel**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Exec. Session for Personnel at 8:04pm

Present: All five board members

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move out of Exec. Session at 8:53pm

Decision: The Board assigned members to talk to the appropriate personnel and report back to the Board

**XI. Adjournment at 8:54pm**

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](http://www.doververmont.com)