

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
January 17, 2017**

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

Select Board Members Present: Randall Terk, Victoria Capitani, Linda Holland, Joe Mahon\*, Tom Baltrus  
Also Present: Recording Secretary, Jeannette Eckert

Public: Adam Levine, Lauren Harkawik, Jim McDevitt, Judy McDevitt, Randy Johnson, Ken & Joan Black, Bob Holland, Linda Sherman, David Cerchio, Dan Baliotti, Rich Werner, Sean Allen and Peter from Triple T, Laurie Newton, Carina Hellstrom

**Regular Meeting Called to Order at 6:30 PM by Chair Randall Terk**

**I. Public Comments:**

Linda Sherman expressed thanks to the Dover road crew for their awesome work our roads!

**II. Assessor's Office: Linda Sherman**

**A. Agreement with CAI Technologies for Additional Services (\$2,350)**

- Would recommend all three services:
  - Staff Site access \$950.00
  - Images Batch Upload Utility \$800.00
  - Sketches Batch Upload Utility \$600.00
- Will provide additional tools and better access to them
  - Link error reports; abutter pages
  - Proval program links to GIS (maps) with running reports to detect any discrepancies
  - Upload images at any time; without this service, it is \$250.00 a pop
- One-time fee; will pay for itself
- Annual fee is budgeted—will not add to this fee

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to sign the agreement with CAI Technologies for \$2,350 & appoint Linda Sherman to be the town contact person with CAI Technologies

**B. Recommendation for New Appraiser Contract**

- Had two persons interested in taking over Jim Boyle's contract
- Recommend Jeremiah Sund
  - Has extensive experience but open to learning more
  - Currently works for Nemrc and as a Lister in Guilford & Vernon
- Anticipate starting in Dover the first week of February
- \$55.00 per hour @ 8 hours a week in the beginning; hours may vary throughout the year
  - Covered in budget figures @\$23,000

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously agreed to contract with Jeremiah Sund as the new town appraiser at \$55.00/hr. plus mileage at the current standard rate

\*\*Linda will update the Board on the transition

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**III. Police Dept.:**

- A. Review Generator Bid Proposals (\*Joe Mahon arrived at 6:47pm during this discussion)
- Three bids rec'd from companies out of the area; also spoke with locals but did not receive any bids from them
  - Generators are to be located at the Police station, EDVFD & Hwy garage
  - Bids seem to be all over the place; some details are difficult to understand; did some research but would like to postpone a decision for clarification purposes
  - One company included tanks that we own; another left us on our own
    - Looking into owning the propane tank; would be above ground tanks

**IV. New Business:**

- A. Approve/Sign 2017 Certificate of Highway Mileage  
On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously approved the certificate of highway mileage for year ending Feb 10, 2017
- B. Request to Appoint Kevin Stine as Library Trustee  
On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously appointed Kevin Stine as Library Trustee to fill the term expiring in 2020

**V. Unfinished Business:**

- A. Triple T Trucking Recycling Options/Pricing (Sean Allen & Peter)
- We can provide everything the WSWM district does now except for hazardous waste collections which is provided through an outside company
  - Provide single stream recycling
  - Collected in a larger box—reducing the number of hauls
  - Compactor for recyclables? Can be purchased or rented
    - Cardboard, glass, metal and all plastics 1-7; everything that is recyclable
  - Can assist in getting the SWIP in place—there is a template online to follow
  - Once the plan is accepted and approved it will be in place for 10 years
  - Facilitating the HW collections; cooperation with area towns; but not set up to be a solid waste district
  - It would behoove the town to stay in the district until June 30<sup>th</sup>
  - Dover has the advantage of oversight at the Transfer Station
  - Move a larger package in one move; rather than several smaller moves

**Board comments:**

- WSWMD will cease operations June 30, 2017
- SWIP items: need to evaluate our participation--education; hazardous waste; public policy on how to recycle; to stay legal we need to keep doing it
- Believe the cost will go down due to solar array
- Dover is one of the cleanest towns in the district; is there a benefit to keeping it that way?
- Not as convinced that the district is going to be cheaper; could still change how they assess
- Need to have an option to come down to at the end of the year
- Can share the hazardous waste collections with other towns—4 per year
- Don't think we want to manage that but contract with a company to oversee it

\*\*Triple T will report back with available options

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- B. Approve 2017/2018 Budget
1. Total Operational Cost: \$2,204,674.73
  2. Total Highway Expenses: \$1,383,843.52
  3. Grand Total of \$ \$3,588,518.24

Victoria Capitani: These numbers represent a .9% increase; savings of \$18,000 over last year

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously approved the 17/18 budget: operational of \$2,204,674.73 & highway expenses of \$1,383,843.52 for a grand total of \$3,588,518.24

- C. Approve 2017 Town Meeting Warning
- On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously approved & signed the 2017 Town Meeting warning for the Town side

**VI. Economic Development:**

- A. Gigabit Internet RFP Opening
- Only one bid rec'd: Fairpoint
  - Priced two different pieces:
    - First piece--fiber to the neighborhood; most expensive and probably least desirable @\$5.9 million
    - Second piece—fiber to the premise (home or business); looked at two ways:
      - 100% funded by Town of Dover-connection to the pole @\$4.8 million
      - If Dover funds 90% and Fairpoint 10%--\$4.3 million
  - Rates based on 100% funding:
    - 50-megabit down/25 up: \$32.00 per month for residents
    - 150-megabit down/75 up: \$52.80
    - 1 gigabit down/1 gigabit up: \$80.00
  - Rates based on 90% funding:
    - \$40.00; \$65.99; \$100.00 respectively
  - Shared service
  - \$29.99 activation fee includes connection from pole to building; purchase or rent router
  - Prices are guaranteed for the first three years
  - In home professional installation fee is waived for first three years
  - There is much more to the proposal

\*\*Ken will forward copies of the proposal to the Board for review; very thorough & complete proposal

- B. Economic Development Director Interviewing Process
- 5 applicants; period of acceptance is through the end of the month
  - Need to set up an interview committee; suggest two board members and Ken
    - Primary committee will be Vicki, Ken and Randy (Joe, Tom & Linda will act as alternates)
  - Ken will send all the resumes to each Board member individually
  - Ken will coordinate dates for interviewing

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C. Do-It Revitalization Guidelines' Amendments (*Put on agenda for Feb 7<sup>th</sup>*)

- Assist commercial property owners only, not tenants
- Application period is the whole month of April
  - Work to be completed by June 30
- Only considering front façade upgrades such as painting, siding, outdoor dining deck
- Signage; paving is restricted to areas located in front of the building & those that border Rte. 100
- 75/25 match; total cost of project between \$1,000 up to max of \$4,000
- Covers materials & labor by an outside contractor

Public comments:

- Seems extremely unfair on the surface to eliminate tenants over property owners
- Those who have been doing this every year....will they be put on the back burner to new people? *Depends on how many apply*

Board comments:

- Board did not receive amendments to review prior to meeting
- Will entertain more comments at next meeting
- Should there be more effective outreach to get more people to be aware of the program?

Ken Black:

- It seems the same people apply all the time
- There could perhaps be a better outreach program but some I have reached out have not taken advantage

D. Bi-Town Economic Development Permitting Process Study (\$15,000)

- Bi Town has come to a conclusion that permitting through Act 250 is somewhat of an unfair process; northern counties get better treatment versus southern counties
- Would like to see a study done sponsored by Dover & Wilmington to look into the problem and try to improve the process (\$15,000 each—an estimate)
- Recommended at last week's Bi Town meeting

Board comments:

- What is the origin of this idea?
- Came up in conversation at Jan 12 meeting
  - That there hasn't been fair treatment?
- There may be differences between districts on the ease from the beginning to the end of an Act 250 permit
- How do we find out if that is the case? By doing a study
- Who would perform such a study?
  - At this point, unknown
- Should be brought up to legislators about unfair treatment in Act 250 process
- Shouldn't spend money on something that a legislator could do
- How would anyone know how to do such a study?

Laurie Newton: Can only speak to my own experience in permitting; how *long* a permit takes may not be the answer; variety of different permits of plans that figure into the time frame; not

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sure a study like this would be that helpful because of all the variables; not just the district, also working with ANR, Vtrans, etc; not sure what other districts do

Joe Mahon: Turn-around time from various agencies, does it seem like too long? More than necessary? Could there be a better way to shorten those lengths of time?

Laurie Newton: Depends on the relationship with the agencies and those you hire to do permits. Don't believe a study is going to be helpful

Tom Baltrus: Notion of fairness is a subjective thing; once you have statistics, what do you do? What would the next step be?

Laurie Newton: Some projects are simple, others are extremely complicated

Adam Levine: This why we have our legislators; reach out directly to the agencies. Ask the powers that be for help

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board voted 0-5-0 to fund the permitting process study. Motion does not pass

**VII. Consent Agenda:**

A. Approve Minutes of December 30, 2016 & January 3, 2017

On a motion by Victoria Capitani, seconded by Linda Holland, the Board voted 3-0-2 to approve the Dec 30 minutes (Mahon & Baltrus abstain) and 5-0-0 to approve the Jan 3 minutes

B. Approve Warrants of December 31, 2016 (A/P only) for \$55,969.44 & \$3,000 & for January 14, 2017 for \$34,546.04 & \$439,733.42

On a motion by Linda Holland, seconded by Victoria Capitani, the Board unanimously approved the warrants of Dec 31 2016 and Jan 14 2017

**VIII. FYI:**

A. Town Meeting Tune Up, February 8 in Montpelier

B. Local Govt Day & VLCT Special Meeting, February 15 in Montpelier

**IX. Liaison Reports:** none

**X. Executive Session for Personnel (Dave Cerchio)**

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously agreed to move into Executive Session at 7:46pm

Present: Dave Cerchio and all five Board members

On a motion by Linda Holland, seconded by Victoria Capitani, the Board unanimously agreed to move out of Executive Session at 8:12pm

Decision: None

**XI. Adjournment at 8:12pm**

Respectfully submitted by Jeannette Eckert  
Select Board Assistant Recording Secretary

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)