

**Dover Select Board  
Meeting Minutes  
Tuesday, January 19, 2021**

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*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, Dan Baliotti, Joe Mahon\*, Scott Salway

Also, present: Office Manager, Jeannette Eckert

\*Joe Mahon arrived at 6:50pm

Public present via Zoom: Tabi Freedman, Marco Tallini, Marc Schaubert, Jim McDevitt, Andy McLean, Shannon Wheeler, Paul Fisher, Eric Durocher, Mike Eldred, Dana Sorice, Richard Sedlack, Jodi Keeler, Randy Johnson, Diane McCormick, Paul Hanson, Rich Werner, Candace Cole, Michelle Pinkham, Becky Arbella, Randy Capitani, Stacey Lavelle, Jessica Lee Smith

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

**I. Public Comments:** Hearing none, the Board moved on to Fire Dept. business

**II. Fire Dept.:** Rich Werner

A. Review Local Hazard Mitigation Plan Responses

- In response to the RFP to update the local hazard mitigation plan
- It is a specialized process
- Only one rec'd from Windham Regional Commission's Alyssa Sabetto
- Recommend hiring WRC
- Expenses are covered by a grant
- There will be public hearings held
- Quote is for \$7,560.00

On a motion by Dan Baliotti, seconded by Sarah Shippee, the Board unanimously agreed to hire WRC to update the local hazard mitigation plan for \$7,560.00

B. Introduce New Admin Asst. Candace Cole

- The Board welcomed Candace to Dover
- Candace is looking forward to meeting everyone in person soon; she has begun becoming familiar with Fire Dept. business

C. Renovations at Firehouse

- Hired John Guminak to draw up plans for a new bunk room
  - Location would be in the upstairs gym area
  - Was approved by the Fire Marshall's office
- Would be helpful if we have another storm like Irene and Sandy
  - Have had overnight coverage at times
- 2 Bathrooms—one with shower
- Discussed at the last officer's meeting and all were in agreement to bring it before the Select board
- Would like to put it out as an RFP to get pricing on the work to be done

\*The plans had not been reviewed by the Select board ahead of time so will defer a decision to the next meeting

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**III. Police Dept.: Randy Johnson**

A. Bill Manch's Retirement/Begin New Hire Process

- A letter of resignation effective June 26, 2021 was read into the record by Randy Johnson
- Will keep Bill on the payroll until he moves to Florida; don't foresee using him but will be there if needed
- Will start the hiring process with advertising
- There are 41 police agencies in the State of Vermont looking for officers
- Last hiring process, only had two applicants
- Back in February 2019 a sign on bonus was implemented in increments; approved by the Board and Attorney Chris Dugan
  - \$5000 for full time certified
  - \$2500 for part time certified
    - 30% after 90 days
    - 30% after one year
    - 40% after two years
- Unsure of the Academy schedule due to Covid-19
- Funds have been budgeted for a new hire
- Will this bonus process move forward or does it have to come before the Board each time?
- Pay differential changes will also need to be added to the Police section of Personnel Policy

\*Joe Mahon arrived at 6:50pm during this discussion

Board comments:

- Believe we need to be competitive in the hiring process
- Wilmington has a comparable sign on bonus as many other towns do as well
- As it was approved in 2019, go ahead and add it to the advertising wording "up to \$5000"
- Should add to the Personal Policy under the PD section so we don't have to revisit with every hire
- Will plan to get the changes to the Personal Policy done this year once the budgets get approved

**IV. Unfinished Business:**

A. Review KAS, Inc's Initial Site Investigation Report on KITC Water System

Rebecca Treat from KAS was in attendance to answer any questions

- Substantial investigation into the soil, ground water and drinking water
  - Soil all came back as undetect
  - Limited ground water data due to shallow overburdened bedrock
  - Drinking water showed fairly low concentrations in adjacent private water supplies—these will continue to be monitored
  - More investigation to be done due to the unclear nature of the extent of the contamination at the site
- Provided recommendations moving forward:
  - Drilled and installed temporary wells—several did not produce enough groundwater
    - Would like to install more permanent wells to assess contaminant trends

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- Evaluate potential source areas such as direct discharge locations that might have been directly from wash water to the soil or actually going thru the septic system
- Continue to monitor the private drinking water supplies of the adjacent wells
- Continue efforts by the Town to remedy the impacts to the public supply well either through the installation of a remedial system or drilling a new well on Town owned property to the north

Moving forward:

- Rebecca will work with Jeannette on a ballpark of the supplemental costs associated with these remedies and a clearer understanding of the remedies
- Will wait on the formal response from the State to confirm they are in agreement with KAS's recommendations
- Board will review the State's opinion and if there are any questions, may ask them to attend a future meeting

B. Update on Town Meeting Options

- Governor signed H.48 bill into law which allows:
  - Individual Towns to move the Town meeting date to later in 2021
  - Towns may also require the Clerk to mail registered voters the Australian ballot to be used at Town meeting
  - Terms of office would extend until the next Town meeting is held
- Vicki spoke with Andy McLean and Marco Tallini about timelines involved in potentially moving the date to a more summery time when we could have an outdoor in person meeting—perhaps mid-May and it doesn't have to be on a Tuesday
- Need to decide today whether we are not going to do an Australian ballot for all items the first Tuesday in March or push the date off for an in person meeting with discussion
- Andy is in favor of an in-person meeting if at all possible which means postponing it
  - Australian ballot for all articles should be a last resort if in person is totally out of the question
  - Quoting from the book *All Those In Favor: "The Australian ballot hurts town meeting. In a well-intentioned effort to include more people in decision making an increasing number of Vermont towns are destroying their town meetings in the process."*
    - By pulling the vote out of the process of a floor meeting you lose the give and take of citizens listening, offering opinions, hearing explanations, making amendments, etc.
  - Definitely not in favor of mailing ballots to all voters, especially for public questions; perhaps for elected officers but it may not be worth the expense
- Would need to decide by special meeting next week if it were to remain on March 2 in order to get all the balls rolling; approve budget etc.
- Joe Mahon: Decide within the next two weeks with a date and revisit at Feb 2 meeting
- Scott Salway: Civics in action is important—all in favor of postponing
- Marco: Don't want to push it too far into June; Mid May is better; the later it gets, the harder it becomes regarding tax bills etc.
- Affirm tonight that we will not be having Town Meeting on March 2

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On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to postpone Town Meeting to sometime before June 1<sup>st</sup>, 2021.

- C. Revisit Planning Commission Vacancy
- 4 candidates expressed interest in the vacancy
  - Suggest having the current 2 PC members Kevin Stine and Brendan McGrail and 2 SB members gather to interview the candidates
  - Dan and Sarah volunteered to be the Select Board members
  - Sarah suggests ZA Tabi Freedman also take part in the interviews
  - Jeannette will reach out to all on their schedules
  - Jeannette will research the process for an appointment of a 5 person versus 3-person Board with alternates

**V. Zoning:** Tabi Freedman

- A. Review of the Rental of Single-Family Homes in Dover
- Tabi Freedman read the following letter into the record as confirmed by Town Attorney David Rugh: **please see attached link**
  - Hard copy of the letter will be mailed to Richard Sedlack
  - There are no restrictions in the Bylaw regarding the rental of a single family dwelling and no violations of the Bylaw can be found
  - There may be private legal agreements but the Town cannot enforce such agreements
  - The Town does not have a standing in this issue; it is the hope that neighbors can get along and thrive together

**VI. Economic Development:** Eric Durocher and Shannon Wheeler

- A. Signage Grant Application: Doveberry Inn
- Approved sign permit application by ZA Freedman
  - New signage; One sign on the road
  - Estimate of \$2200, seeking an \$1100 rebate

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to approve the Doveberry Inn's sign application

- B. Q2 ED Update
- For the quarter July to Sept 2020, received \$62,472.81 in 1% tax revenue; a decrease of 21% over last year
  - Was a busy quarter for grants
    - Restart VT grant: \$10,000 rec'd in October
    - LGER grant: \$211,396.23 rec'd in December
  - DASP—just under 30%
  - DO IT projects—4 completed, 6 outstanding
  - Charrette presented the Bi-Town Marketing report
  - Website RFP closed Dec 31 and scored 55 applicants
  - Trails and Rec Committee had 13 applicants

Board comments:

- Highlights are great, don't need a 10 page report every quarter

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- Great news on the grant recoupments
- Only down 21% for the summer quarter? *Seems lower than expected but not as surprising as you would think, many business owners still had a busy summer*
- Dan's business was up 58%, best year in 8 years
- Joe's business was up over last year—would be helpful to have Air BnB data
  - \$39.00 a month for a subscription to have access to Air BnB data
- Sarah: Construction was up, and they paid taxes on materials
- Eric: Perhaps consult Gretchen Havreluk on her recommendation as she is using it for Bi-Town marketing
- Richard: Was Police Dept. showing an uptake in activity over the summer?
  - Randy: the traffic was here; some of the COVID-19 complaints we were getting came from Air BnB's.

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board considered authorizing Eric to obtain a subscription for \$39.00 to Air DNA.

On an amended motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to authorize Eric to obtain a subscription for \$39.95 to Air DNA after reviewing usefulness with Gretchen Havreluk and move forward with her recommendation.

C. Website RFP Scoring Update and Possible Selection

- 55 responses rec'd
- Many impressive responses
- Narrowed it down to 6 top selections
- Scoring process used throughout all applicants
- Municode is the one being recommended
- Reasonably priced across the boards
- Several Board members did not have a chance to review all the applicants but all had faith in Eric and Shannon's recommendation
- All respondents will be notified of the selection

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to hire *Municode* for \$10,500 for the 1<sup>st</sup> year.

On an amended motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to hire ***Municode*** for \$10,500 for the 1<sup>st</sup> year.

D. Trails and Rec Committee Appointment Announcements

- The Board met in Executive Session to review the 13 applicants
  - Would hope that those who were not selected, would continue to attend meetings and participate
- Those selected for the committee:
- Rep from Mt Snow: Brian Donovan
  - Rep from DVSJ: Paul Fisher
  - Rep from SoVTA: Steve Petrik
  - Select Board member: Sarah Shippee
  - Dover business owner reps: Patricia Sweeney of Dandelion Apothecary & Mike Purcell of Berkley Veller & Greenwood Country Realtors
- Dover resident reps: Alison Ferris & Kristen Muncford

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- Still looking for a youth member who is a Dover resident between the ages of 12-18

**VII. Consent Agenda:**

- A. Approve the Minutes of January 5, 2021, Jan 12, 2021, Jan 14, 2021  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of Jan 5, 12 and 14, 2021
  
- B. Approve the Warrants of January 9, 2021 for \$173,823.69  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of January 9, 2021

**VIII. FYI:**

- Need to warn an Executive Session for Legal Matters on January 25 with River Valley School Board from 6pm to 7pm prior to their regular meeting

**IX. Liaison Reports:**

- Scott on the Library—attended the trustee meeting today; Library feels singled out on the article for appropriation on their budget; still working on the lighting situation

**X. Executive Session as needed: None**

**XI. Adjournment at 7:46pm**

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)