

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, July 16, 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, Dan Baliotti, Joe Mahon, Sarah Shippee  
Also, present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Bob Holland, Jim & Judy McDevitt, Willa & Elliott Cohen, Rachelle McKnight and Dan Biggs from Weston & Sampson, Steve Neratko, Philip Waller, Marco Tallini, Jan Whitney, Pat Bowen, Kevin Stine, Thomas Hoskins, Paul Fisher

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

**I. Public Comments:**

Randy Johnson: New hire Ed Dornburgh passed recent testing and will be admitted to the police academy, attending in August. Also, part time officer Jason Perlmutter will be starting as well

Dan Baliotti: Route 30 will be closed in Manchester starting July 19-22

Marco Tallini requested an executive session for legal matters

**II. New Business:**

A. Traffic Speed Concerns on Dover Hill Rd (Jan Whitney & Pat Bowen)

- Sonny Brown's baby but he is not coming tonight although he is the most impacted as his house is so close to the road
- Very easy to pick up speed going down the hill
- New "Wayz" app—GPS on steroids, not only gives directions but also traffic situations
- Concerns about speed; Mostly in the winter
- People who aren't familiar with the road who come flying down the hill into the bad corner; may result in very serious accidents
- People also have trouble coming in & out of their driveways
- Know the signage is out there and the speed flasher; how much do people pay attention to the signage
- Not sure what the solution is
- Frightening situation while getting the mail recently, a truck from NH was flying up the hill; must have been doing at least 85

Randy Johnson has collected information from the radar speed sign

- Did receive a phone call from Jan; initially thought it was a complaint about too much police presence
- Patrol cars have been situated in that area running radar
  - Finding average speeds have been 40mph
- Set radar from July 5 to July 14, average speed was between 33.5 to 41.5mph
  - Violator is anyone going over 35 mph
  - 16.4% were going 35 and below
  - 60.3% were going 36 to 45
  - 21.1% were going 46 and over
  - Only 5% of the above were going over 50
- July 6 to July 12, approximately 3,261 cars went down the hill, averaging 465-543 cars per day
- There is a lot of traffic; we are out there; whether we are seen or not.....
- 11am to 5pm was the heaviest traffic period

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- Can situate the sign on the other side of the road to register cars heading up the hill
- Can post it on an additional speed limit sign
- Some people won't even bother to slow down when they see the sign
- Open to any better ideas.... could put in speed bumps

Tabi Freedman: Put up a warning sign to say speed limit is dropping?

Josh Cohen: Think it would be nice on Dorr Fitch but don't know that it will make a difference

Randy: If you can grab a plate number, we can run them; keep in mind estimates of speed while watching cars go by can be deceiving

Kevin Stine: I think Police presence definitely made a difference; never saw the traffic so timid going by my house

Dan Baliotti: I've learned to downshift my car going down the hill; maybe a "test your brakes" sign?

**B. Review Oil Bid Proposals (Jeannette Eckert)**

4 bids rec'd:

	<u>Heating oil</u>	<u>summer diesel</u>	<u>winter diesel</u>	<u>kerosene</u>
• Barrows & Fisher	\$2.495	\$2.455	\$2.585	\$2.905
• Cota and Cota	\$2.65	n/a	n/a	n/a
• Guy Nido	\$2.35	\$2.41	\$2.58	\$2.77
• Sandri	\$2.479	\$2.919	\$2.919	\$2.999

- Nido's prices did drop over last year, from \$2.44 for heating oil; \$2.55 & \$2.76 for summer/winter diesel & kerosene at \$2.79
- Sandri bid for the first time this year
- Propane companies such as Suburban & Synergy did not bid
- Three of the building's gallonage was upped as they had been going over on the pre-buy for the last two years: Library, Fire, Town Hall

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed to award the fuel oil bid to Guy Nido at \$2.35/gal for heating oil, \$2.41/gal for summer diesel, \$2.58/gal for winter diesel and \$2.77/gal for kerosene for the 2019/2020 fiscal year

**III. Unfinished Business:**

**A. Review/Adopt Updated Personnel Policy**

One question that came up from Michelle Mann regarding the number of hours eligible for part time employees refers to page 2 under **benefits eligible employees**: should both sections state 18 hours? What happens to the person who works 19 hours?

- **PART TIME Employees**: Part-time employees are employees who work fewer than 18 hours per week (except as noted as Section 13: c, d, and g) and are not eligible for employee benefits provided by this policy except as required by state and federal law.
- **BENEFITS-ELIGIBLE Part-time Employees**: Benefits-eligible part-time employees are employees so designated by the Selectboard that regularly work less than 35 hours but 20 or more hours per week

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Board comments:

- Only going to 18 hours because the State mandated it for sick leave and every other benefit at 20 hours
- Benefit of sick pay as mandated by the State of Vermont is offered to any employee working 18 or more hours; all other benefits are offered to employees working 20 or more hours
- 18 hours is also dependent on the number of weeks per year
- Sick policy follows the State mandated standard

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously approved the revised personnel policy

**IV. Economic Development: Steve Neratko**

A. Revisit Do-It Program

- There was a question regarding the commercial property of a business
- The business owner is here if there are any questions
- It is a commercial property and business is done there
- Biggest concern is that the driveway paving really is in good shape; the need is not great for the project; would put the budget over

Board's consensus is to let the previous motion stand with funding of 13 projects

B. Economic Development Assistant Job Description

- Was not able to get this out to the Board ahead of time due to technical difficulty
- Similar to other job descriptions for positions that have been hired in the past
- \$15-18 an hour depending on experience
- Part time 25 hours per week
- Desire to advertise it as soon as possible

Board comments:

- Not employed by the Town in any other capacity? What if someone was open to doing the DRB minutes? Conflict of interest with other Town depts?
- Could be a budget issue but as long as the hours are monitored
- Bachelor's degree necessary? Good to ask but should not be contingent on employment
- Experience with software programs is more important

Steve will reword the description and begin the advertising process

C. Trails and Recreational Venue Presentation by Weston & Sampson (Rachelle McKnight & Dan Biggs)

- Had meetings all day today and rec'd a lot of input
- Weston & Sampson does a lot of parks and trails design planning; thank you for awarding us the project
- Every project is unique

Project goals: Create a comprehensive trails and venues master plan to meet the recreational economic and community needs of the Town of Dover  
Develop a 10-15-year horizon, working document

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Process:

- Inventory & assessment—getting a good understanding of Dover; tailoring this to Dover
- Community engagement
  - Stakeholder meetings
  - Online surveys and possibly paper form—rolling out end of August, Sept.
- Visioning draft master plan
- Financial plan/ final master plan

Desktop review

- Previous Town plans
- Economic assessments
- USFS documents
- Mapping
  - Town mapping
  - Regional planning
  - SoVTA
  - Mapping from a variety of different sources
  - Tailored to Dover

Field Assessments: John Morton accompanied W&S on these assessments

- Ettlinger property
- Town Forest
- Town Park
- Dover School
- Valley Trail

Public engagement overview

- Kickoff meeting a few months ago
- Stakeholder interviews with a grand total of 17 participants

Strengths from stakeholder meetings:

- Wide variety of trail types
- Beautiful area
- Adjacent to USFS lands
- A lot of different trail systems: back country ski, ATV, etc.
- Proximity to NY and larger cities
- Excellent relationships with Mt Snow
- Existing tourism/ residential infrastructure
- Invested community
- Town Forest
- High usership of Town park
- Tons of potential for varied recreation

Areas of improvement:

- Maintenance of existing trails; very wet in spots
- Wayfinding; signage can be a bit of a challenge, not consistent
- Accessibility of trails for all users

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- Connectivity from one trail to another is lacking
  - Recreational facilities
  - Commercial facilities
  - Residential areas
- Need good partnerships with private landowners
- Economic diversity
- 4 season use
- Identity
- Marketing strategy—how to explain to people why to come to Dover

Improvements:

- Wash outs/ wet areas
- Surface durability
- Rerouting of trails away from wet and steep areas
- Informational signage
- Create vistas
- Education to inform visitors of resources in the area
- Expansion of sidewalk facilities
- Apply skill levels to existing trails systems

New facilities:

- Facilities for 4 seasons
- Accessible trails for all abilities
- Loop trails designed to accommodate different user types
- Connected trails
- Activities for families/small children
- Teens
- Older generations
- Town green
- Amphitheater venue
- Recreational complex
- Historic interpretation
- Skateboard facility
- Disc golf
- Gravel biking

Key issues:

- Multi-purpose trails
- Accessibility
- Family friendly
- Economic drivers—diversity
- Dover's sense of identity
- Marketing strategy
- Venues
- Scalability
- Nodes of interest
- Add recreational opportunities

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- Openness to different types of recreation
- Many different types of user groups within the town and they are all important
- Becoming a family friendly trail town is the way to go

Timeline:

August & September—online surveys

October—findings presentation

November-- draft presentation & recommendations

December-- final presentation

Thomas Hoskins: Growing of the trails? Spinoff parks conversation? Think those are great opportunities to review

Rachelle: There are a lot of trails but unsure whether they are all available for use and are best for family friendly activities  
Particularly pieces adjacent to Ettlinger property which are flat, great spots for disc golf, skate parks, indoor athletic complex  
All just ideas at this stage; need more thought on the data collected so far  
Creating a brand for the Town of Dover—what makes it unique; how to properly market it to make people come here

Steve: Send out survey to whom? Did not set aside funding for surveys. Perhaps put the survey on Facebook and sponsor it to get out to more people

Vicki: Try to capture day visitors. Why are they here, what would they like to do more of?

Dan: People come primarily to hike and bike in the summertime; skiing in the winter  
Wonderful opportunity to keep people here; Second homeowners who eventually decide to stay here because it's a wonderful place to live

Vicki: Water venue? Dover doesn't have that except for a small swimming hole in E. Dover. People go to Wilmington or Grout Pond to get that; Dover misses out on those people

Dan: Day trippers also come from CT and MA for holiday events/specials

Steve: Trails committee has offered time to communicate with people at different events; to help fill out surveys

Marco: Associations like Timber Creek, Greensprings could include the survey in their newsletters; Realtors? Include with Historical society membership drives? Tie in with Mt Snow's efforts?

The Board thanked Rachelle and Dan for being here

**V. Consent Agenda:**

A. Approve Minutes of July 2, 2019 & July 8, 2019

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of July 2 and July 8, 2019

B. Approve Warrants of July 13, 2019 for \$130,759.38

- Vicki: Appropriations that are coming in already prior to tax money coming in...Will we be tapping into any resources? Marco: generally small amounts so far, can make it to Sept 15; Tax bills will be going out in the next week

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- DASP program—Steve to look into what businesses are eligible for funds if they are not in Dover

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously approved the warrants of July 13, 2019

**VI. FYI:**

- A. Blueberry Parade July 27<sup>th</sup>
- B. Newsletter from Valley Cares
- C. Correspondence from SeVEDS/BDCC
- D. Risk Mgmt. 2.0: Beyond Safety, July 23 in Peru, July 30 in Norwich, 9am-12:30pm
- E. Duties of a Health Officer training, July 18 in Rutland, 9am-12pm
- F. Town Fair, Oct 2-3 in Killington

Vicki pointed out that there are Mark Dooley event signs up illegally in Dover that should not be there; Tabi will look in it

**VII. Liaison Reports:** Sarah is still trying to connect with Rich Werner about evaluation

**VIII. Executive Session (Marco Tallini, for Legal Matters)**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Legal matters at 7:41pm

Present: All five board members, Marco Tallini

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to move out of Executive Session for Legal matters at 7:50pm

Decision: None, Marco will keep the Board posted on the legal matter

**IX. Adjournment at 7:51pm**

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)