

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

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

Select Board Members Present: Randall Terk, Victoria Capitani, Joe Mahon, Josh Cohen

Select Board Members Absent: Tom Baltrus

Also Present: Office Manager, Jeannette Eckert

Public: Ken & Joan Black, Randy Johnson, Bob Holland, Adam Levine, Lauren Harkawik, Linda Holland, Tom Ferrazza, Bruce Wyman, Jim Desrochers, Sandy MacDougall, Sarah Shippee, Linda Sherman, Cliff Duncan

Regular Meeting Called to Order at 6:30pm

I. **Public Comments:** Hearing none, the Board moved onto Highway agenda items

II. **Highway: Bob Holland**

A. Consider Future of Skid Steer: Purchase/Rent/Return

- Been renting for 4 months now
- If decide to buy, 100% of rental will go towards purchase
- Paid \$9800 so far for rental
- 100 miles, last year's model--was brand new
- Comes with snow blower with truck shoot, plow and snow bucket
- Believe it to be budgeted at \$70,000 (actual was \$65,000)

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to purchase the John Deere skid steer from Nortrax @ \$66,700

B. Review Truck Bids

Three bids rec'd:

Trucks:

- Delurey (International): \$55,895.00 after trade in
- Patriot (Western Star): \$63,700.00 after trade in
- McDevitt (Mack): \$62,983.00 after trade in

Plow Frame and Body:

- Tenco: \$59,091.00
- Fairfield: \$61,358.00
- Viking: \$62,400.00
- International has changed their motors back—had problems in the past but willing to try it again
 - Recommend International with a Tenco body; is the lowest bid
- Budgeted at \$135,000
- Also had good luck with Macks; Mack that is running now have had for 5 years and only put \$3300 in on repairs which is not much
- ~\$7000 cost difference between Mack and International

On a motion by Victoria Capitani, seconded by Randall Terk, the Board unanimously agreed to purchase a Mack truck at \$62,983.00 with Tenco body at \$59,091.00 to come from capital equipment reserve fund (total of \$122,074.00)

*Going forward look for feedback on the new Internationals

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

III. New Business:

- A. Conversation with North Branch Prudential Committee (Tom Ferrazza representing) Select Board was concerned after viewing the minutes
- Long standing policy was to not charge the school or town for any sewer/water usage
 - At your meeting, there was a motion from the floor to change that
 - Wanted to hear from the committee; have never had a meeting of the two boards
 - Why was there no consideration to hold off on the decision; review the implications; given what the school/town does for the district...
 - Perhaps defer the decision until such communication could take place

Tom Ferrazza:

- Article was put up for a vote which was amended on the floor
- Amendment passed on the floor; have never pulled an article back from the floor— not sure it is possible under Roberts Rules
- Once it is voted on; nothing can be done except argue against it
- Minutes are posted and placed in the newspaper
- Members were polled and would be willing to revote on the article at bond meeting
- Will be discussed at next Thursday's regular meeting
- Article has always been on the agenda; it has never passed before

Board comments:

- Three bills in this week's warrants totaling \$101.70
- When it comes up for discussion consider:
 - Town provides for the North Branch—sand/salt, garbage removal; School's solar array; all benefit the district
- Would have been nice to have a letter of what the outcome was; just an FYI would be appreciated

Public comments:

- What prompted this to pass this year? Isn't the town and the district both separate municipalities? I guess I am missing something here
- Based on the vote, is it the intention to also mandate that the Town put in new meters and pay towards the bond if it should pass?

Tom Ferrazza:

- When you vote and it is amended from the floor and passes based on the amendment; that is the vote you have to live with; nothing we can change internally
- Bond meeting potentially in October
- At Thursday's meeting, this will all be discussed; you are welcome to send a representative, doesn't have to be a SB member
 - Thursday at noon on the 15th
 - Usually at 1pm and recently changed to noon
 - Letters are sent out to inform people of the meetings; attendance is still low
- Linda Holland has worked for NB since 1986, meetings were held at 7pm every week and attendance was pretty much the same
- Town is still being taxed/billed until the next vote occurs

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

Additional comments:

- What is the attendance like? Timing is absurd
- Personal recommendation is to change the meeting time; almost as if it is designed to prevent public from attending
- There is interest now.....people may be more inclined to attend at a better time
- If the vote is upheld, we'll discuss the options at that time

The Board thanked Tom for coming on behalf of North Branch

B. Duncan Cable Proposal for Video Taping Meetings (Cliff Duncan representing)

- Wilmington meetings were taped for a number of years—8 years or so
- Lost time to be able to do it
- People seemed to like viewing it
- Spoke with Wilmington and they are in support of doing it again
- Would be video-taped live in the meeting room and replayed afterwards
- Cameras would be mounted in place permanently, not necessary to have a cameraman here in person; would be accessed from remote location
 - Need to address a few issues of where to place them and be able to turn off cameras when in Executive Session or not in use
 - Only on for meetings
- Digital format
- Inner workings are done wirelessly
- Will be some wiring in the meeting room; small cameras; no bigger than a soccer ball
- No cost—all at Duncan Cable expense—but hopefully Town would benefit from it

Comments:

- Is there a way to see the replays if not on Duncan Cable—*will be working on that*
- Not a customer of yours, I object because I can't see it from my house so why should the cameras be here? In this day and age, why aren't we live streaming the meetings which would just go out over the internet?
- Have them viewable on demand? Access on the Dover website?
- Believe recordings would become a public document and be retained in the vault
- People may be inhibited to approach the Board knowing they are being taped
- What about taping Town Meeting? *Has never been asked but is a good suggestion*

Cliff Duncan:

- Could have a hard copy available
- Would be available to view for a period of time after each meeting
- Here to gather information on what is important to the Board and public as well
- Happy to try to accommodate the wants and needs
- Will come back in 30-45 days with what the technology looks like
- Will look into streaming options
- Surprised by how many people wanted to view; especially second home owners
- May be uncomfortable for some at first
- Start out with a simple plan and let it evolve into where the interest/demand is

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

Board comments:

- Have no objection
- Believe it would be a good service

The Board thanked Cliff for his information

C. Letters of Agreement with Sullivan & Powers

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to sign letters of agreements with Sullivan, Powers for annual audit and VMERS retirement system

D. SeVEDS Letter of Support

- As requested by SeVEDS, Jeannette drafted a letter based on their sample

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to sign the letter of support as submitted

IV. Unfinished Business:

A. Town Office Renovation Update (Jeannette Eckert)

- Keith Dewey stopped by last week with preliminary sketches of the bathroom and kitchenette
- Feedback was received from Town Office staff which was passed on to Keith
- Met with two of the hazardous material inspectors; each will be providing estimates; Board can then choose which one to proceed with at which point samples would be taken throughout the building
 - A couple of areas noted where there are potential for issues are the drop ceiling in the back entryway and the tile floor in the back supply closet
- Going forward, I think Keith is on a different time table; expecting to start work this summer
- Believe it should be re-emphasized that fall would be best to put out to bid & have all in place by December for next spring's construction

B. Considerations for Moving Forward following Randy Terk's Resignation

- Question is whether to hold a special election or appoint a replacement?
- Would like to see letters of interest and potentially appoint someone for the six-month period
- Believe Andy said a special election can cost \$5,000; not sure if that was for a regular election or a special one but there is a cost involved....to simply fill out the remainder of the term may not be cost effective to hold an election
- Advertise the opening for a term which ends in March 2018; the SB is going to appoint a replacement; send letters if interested
- Review letters as they come in and make a decision on July the 18th

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to appoint a Select Board member after Randy's resignation from the Board

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

C. Economic Development Director Update

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to hire Steve Neratko as Economic Development Director beginning July 3, 2017 at a compensation of \$82,500 a year

On a motion by Randall Terk, seconded by Joe Mahon, the Board unanimously agreed to eliminate the position of Assistant Economic Development Director and provide Pat with 2 week's severance compensation, effective immediately

V. Board of Health:

~~A. Consider Health Order for Fernot Property on Negus Road~~ Deferred until next meeting

VI. Police:

A. Appointment of David Hammack

- Will be rehiring David Hammack as a full-time patrol officer; Starting July 9th
- Request that the Board sign the appointment form

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to appoint David E. Hammack as a full-time patrol officer at a minimum rate of pay of \$21.68 per hour

B. Letter of Concern Regarding Dorr Fitch/Rte. 100 Intersection

Laurie Newton sent a letter to the Board and Police expressing concerns

- Heading southbound on Rte. 100, very difficult to see when turning left onto Dorr Fitch Rd; trees and brush are obstructing view
- Recommend cutting back of trees/brush and possibly putting a mirror up

Randy Johnson:

- Always a concern even before the change was made to the intersection
- Trees are on the Kersten property
- State Right of Way—may need to contact Vtrans
- Have not had any accidents there either before or after the change but there could be
- Had to have permission from the State to put up speed sign; so, doing anything may need permission

Randy Terk: Not a very long line of sight; Can we clear trees and brush on State right of way?

Bob Holland: Only on our own Town right of way; if you get permission, we can cut the trees. Need to get permission from the Kerstens who own the trees—Bob Holland will speak with them

Ken Black: Next year's section of Valley Trail will most likely be impacting those trees; Only problematic in the summer

Jim Desrochers: Is there any way to get a downtown speed limit--25 or 30 speed limit?

Ken Black: Based on traffic study, was told not enough traffic to warrant the change in speed limit

Randy Terk: Wilmington is more congested; has a traffic light

Could re-ask the question; Ken will look at the dates that the study was done

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

VII. Economic Development: Ken Black

A. Technology Policy

- Distributed the policy at the Town Office; no objections
- Would like to propose it go from draft to permanent status

Comments:

- Under Use Guidelines (paragraph 1)
 - Strike “in general”—**must** be job related and not for personal use or convenience
- Paragraph 2: Data “**is**” kept in fire proof vault
- Paragraph 3: Add “The preceding is not intended to be an exhaustive list”
- Paragraph 7: “Downloaded files must be checked for possible infection...”
- Paragraph 10: Instead of maybe “are” subject to public records search
- Add date adopted and signature line at bottom of last page
- Will have the Police Dept. review the policy—may not follow the guidelines used in their office; communication is through the State; may need to be exempt
- Address whether some items are “procedures” or “policies”—employees are not personally responsible for the technology or software

Need to address who will take over the monitoring of technology when Ken is gone
Ken to compile a list of tasks involved; responsibilities etc. to be discussed at next meeting

B. Letter of Support for Bicycle & Pedestrian Grant for B+ (Mountain Park Plaza to Stugger Road)

C. Letter of Support for Street Lights between Layla’s Riverside Lodge and the Deerfield River Bridge as part of the Small=Scale Construction Project

- \$10,000 and \$40,000 available in grants—50% match
- Not obligated to accept if awarded

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to have the Chair sign letters of support for B+ & small=scale construction grant project

VIII. Liquor Control:

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to recess and convene as local Liquor Control

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the Outside Consumption permit for Handlebar Hospitality and signed the Outside Consumption permit for Dover Bar & Grill

A. Outside Consumption Permit for Handlebar Hospitality d/b/a Valley View Saloon for Aug 26, 8am to 9pm (Food Pantry Benefit)

B. Outside Consumption Permit for Dover Bar & Grill Corporation

On a motion by Randall Terk, seconded by Victoria Capitani, the Board adjourned as local Liquor Control and reconvened as Select board

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 6, 2017**

IX. Consent Agenda:

- A. Approve Minutes of May 16, 2017 & June 1, 2017
On a motion by Victoria Capitani, seconded by Randall Terk, the Board voted of 3-0-1 to approve the minutes of May 16 & June 1, 2017 (Cohen abstained)
- B. Approve Warrants of May 20, 2017 for \$5,548,831.91 & June 3, 2017 for \$167,999.52
On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the warrants of May 20 and June 3, 2017

X. FYI:

- A. Notice of Cross Appeal re: Comtuck LLC East Tract Road Jurisdictional Opinion
- B. Evaluation Meeting: June 12th at 8am, Dover Town Hall
- C. Strawberry Supper, June 17th at Dover Town Hall

XI. Liaison Reports:

Victoria Capitani: As liaison to Economic Dev. Dept., would like to propose a reception for the new ED Director; open to anyone; to help him to meet business owners, townspeople & staff
****Wed July 19th from 5-7 pm; looking for hors d'oeuvres & soft drinks to be paid by the Town; liquor to be paid on one's own**
Jeannette will look into locations that can accommodate this type of event; perhaps Valley View Saloon?
Adam Levine appreciates the consideration but may not be large enough. Also believes it to be a good suggestion but why not do it for other new town employees? There is a new police officer, new zoning person....
Understand the point....this is a baby step to reach out to businesses/community; agree it would be a good idea to welcome all new employees periodically

Randy Terk: Rich informed him that the propane tanks will be added to the generator installations in the next few days

XII. Executive Session for Personnel & Legal Matters (Randy Johnson)

On a motion by Randy Terk, seconded by Josh Cohen, the Board unanimously agreed to move into Executive Session at 7:59pm

Present: Randy Terk, Victoria Capitani, Josh Cohen, Joe Mahon, Randy Johnson

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to move out of Executive Session at 8:40pm

Decision: None, Randy will keep the Board posted

XIII. Adjournment at 8:41pm

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