

**Dover Select Board
Organizational & Regular Meeting Minutes
Dover Town Office
Wednesday, March 4, 2020
8am**

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, Sarah Shippee

Select Board members absent: Joe Mahon

Also, present: Office Manager, Jeannette Eckert

Public: Bob Holland, Travis Briggs, Shannon Wheeler, Randy Johnson, Jim McDevitt, Marco Tallini, Linda Sherman, Merrill Mundell, Andy McLean

Organizational Meeting Called to order at 8:00am by Office Manager Jeannette Eckert

I. Welcome Newly Re-Elected Select board Members:

- Jeannette welcomed newly re-elected board members Josh Cohen and Sarah Shippee

II. Select board Chair Appointment:

- Jeannette requested a motion to appoint a Board Chair

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to appoint Josh Cohen as Chair. Josh accepted the appointment

Josh Cohen took over the running of the meeting at this point as newly appointed Chair

III. Select board Vice Chair Appointment:

- Josh requested a motion to appoint a Vice Chair

On a motion by Sarah Shippee, seconded by Josh Cohen, the Board unanimously agreed to appoint Victoria Capitani as Vice Chair. Vicki accepted the appointment

IV. Select board Meeting Rules & Procedures:

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to remain using Roberts Rules of Order as its meeting rules and procedures

V. Meeting Schedule:

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to maintain the 1st & 3rd Tuesdays at 6:30pm as its meeting schedule

VI. Selection of Official Newspaper: (Deerfield Valley News)

On a motion by Sarah Shippee, seconded by Dan Balitotti, the Board voted 3-0-1 to maintain the Deerfield Valley News as its official newspaper (Capitani abstained)

VII. Town Attorneys: (Cady & Dugan, Stitzel, Page & Fletcher)

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to maintain Cady & Dugan and Stitzel, Page & Fletcher as Town Attorneys

VIII. Town Officer Appointments (current appointments)

- A. Civil Defense Officer: (Select board)
- B. Council on Aging Representative: (Becky Arbella)
- C. Energy Coordinator: (Joe Mahon)
- D. Exposure Control Officer: (Richard Werner)

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- E. Green Up Day Coordinator: (Lori O’Hern)
- F. Animal Control Officer: (Sandy MacDougall)
- G. Road Commissioner: (Bob Holland)
- H. Town Service Officer: (Linda Holland)
 - I. Tree Warden: (Andy McLean)
- J. West Dover Fire Chief: (Richard Werner)
- K. Windham Solid Waste Representative: (Dan Baliotti & Kevin Stine)
- L. Windham Regional Commissioners: (Sarah Shippee & Kevin Stine)

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to maintain all of the above appointments

IX. Appoint Department, Committee, Board and Commission Liaisons

- A. Administration: (Joe)
- B. Bi-Town Committee: (Vicki)
- C. Development Review Board: (Dan)
- D. Economic Development: (Vicki)
- E. Fire Department: (Sarah)
- F. Highway Department: (Josh)
- G. **Library: (Josh)***
- H. Planning Commission: (Vicki)
- I. Police Department: (Sarah)
- J. **School Board Liaison: (Dan)***
- K. Zoning Office: (Joe)

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed to the above appointments with one change as noted above in bold

Regular Meeting Called to Order immediately following Organizational Meeting at 8:09am

I. Public Comments:

- Shannon will be going to Dover School on Friday to get feedback from kids as requested by Weston & Sampson in their recreation study—kids will view 9 pictures and pick their three favorites
- Sarah noted that DRB appointments will be submitted for the March 17th meeting

II. Assessor: Linda Sherman

- A. Tax Map Maintenance Contract 4/2020 to 3/2021
 - Annual contract for \$1750
 - Wide format scanner allows for some savings—we can create our own maps

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to sign 2020-2021 tax map maintenance contract

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B. Resignation of Assistant to the Assessor

- Josh Cohen read a letter into the record from Patty Westlake who is resigning her position as Assessor Assistant; she is relocating to NY
- Patty also ran for Auditor—so that position is now open again
- Linda has started working on a new job description
- Will advertise the opening once a description is complete

The Board accepted the resignation with regret and thanks

III. Unfinished Business:

A. Quote for Water Filter System at Town Office

- Rec'd a quote from Lynde Well Drilling
- Waiting on a second quote from Mountain Plumbing
- Will defer decision until the well at the Library/Town Hall issue is resolved

B. Review Estimates on Library/Daycare/Town Hall Well Replacement

- Rec'd two quotes so far, waiting on a third one
- Engineer & Surveyor, Merrill Mundell was consulted on the issue
 - Proposes a new location for the well further down Holland Road
 - Will involve clearing a small path into the wooded area
 - A matter of getting permits from the State—potentially a two-month process—believes the State will realize the urgency because there is already a contamination issue—albeit a very small percentage
- Testing is expensive
 - Jeannette commented that the cost was \$975.00 per visit for testing last fall by Aquaterra; will look into some less expensive testing options
- Goal is to seal off groundwater
- Existing well has been there a long time at 135 feet deep; who knows how long the contamination has been there; has saturated every crack
- Probably contamination at the site of the present well
- EPA guidelines state within 70 ppm is acceptable; Vermont standards state within 20 ppm is acceptable
- Steve Bartlett does the quarterly testing at the site; Vermont Rural Water has also been involved
- A lot of the survey work has already been done which will present a savings

Comments:

- Concerns with spending the money to move the well and finding the same contamination issue
- Any opportunity to test other wells in surrounding area to see if they are affected?
- Level of contamination---is it unacceptable because it is a public water system? Or would it still be unacceptable for a private system?

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move forward with relocating the well at Dover Common with consultation by Merrill Mundell

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C. Update on New Economic Development Director Search

- Move forward with hiring; have a conversation with Shannon regarding the transition
- Jeannette will forward current job description to the Board for review
- Steve has created a contact list of potential candidates
- Schedule an Exec. Session for March 17 to discuss

IV. Local Board of Liquor Control:

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

Discussion:

Vicki informed the Board of a newspaper article on an amendment to Act 250 permit by Leatherneck Associates (owners of Snow Republic, LLC) and expressed concern about approving this liquor license application if the Act 250 permit is not complete.

Sarah (DRB Chair) commented that the DRB issued an approved Change of Use permit in 2019 for a brew pub, serving and potentially brewing on site. These are two separate issues. The Town does not have purview on Act 250 decisions and that should not affect the liquor licensing. The liquor license is for serving and does not involve the brewing aspect.

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

- A. 1st & 3rd Class Liquor Licenses for:
 - a. Snow Republic, LLC
 - b. 1MT, LLC d/b/a Dover Forge
 - c. KPLC, LLC d/b/a West Dover Inn
- B. Outside Consumption Permits for:
 - a. (2) 1MT, LLC d/b/a Dover Forge
 - b. KPLC, LLC d/b/a West Dover Inn

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

V. Consent Agenda:

A. Approve Minutes of February 18, 2020 & February 25, 2020

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 3-0-1 to approve the Feb 18, 2020 minutes (Shippee abstained) and voted unanimously to approve the Feb 25, 2020 minutes

B. Affirm Warrant Approval of February 22, 2020 for \$131,739.74

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously affirmed its approval of the warrants of Feb 22, 2020 that were viewed at Pre-Town Meeting

VI. FYI:

A. Upcoming Events at Town Hall

- Open Mic Night, 2nd and 4th Wednesdays at 6pm
- Trailer Park in Concert, March 18 at 6pm
- Groove Prophet in Concert, April 1 at 6pm

B. Dog & Cat Clinic, March 15 from 11 to 1 at EDFD

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- C. Broadband survey—Shannon entered about 30 responses last night
- 1500 completed so far but that does not cover just Dover
 - Vicki has a volunteer lined up to go to Transfer Station on Saturday to invite folks to complete the survey; surveys are available at Dover School
 - Shannon will provide paper copies; digital link has been updated
- D. Bi Town—hoping to have a quorum on Thursday; attendance has been disheartening

VII. Liaison Reports:

Trails: Andy McLean was informed by Steve Petrik that the main trail of Horace Hill had been plowed; Dover Watch has an easement to this land; Jim Sweeney and Mountain Plumbing needed access due to well issues, flooding problems at Dover Watch. They were unaware they had caused any problems and desire to be a good neighbor

- Steve has done a lot of work on this trail and was upset, believes the Town needs to sue; He needs to be brought into the fold with the Town & communication is key
- Perhaps need a gate to access the area with permission
- An informal event had been planned for a demo day but was postponed due to the condition of the trail; no one at the Town level was aware of the event
- How much damage was done? No damage, the road is ancient and maintained to support the kind of use to maintain Dover Watch's well; snow was removed which hindered the outdoor activities
- Just a matter of communication—need a central hub; consider the use of snowmobiles to access it; need to talk about it; growing pains; include everyone in the planning and maintenance issue
- Perhaps it is time to organize a parks & recreation arm of the ED dept.; events & publicity coordination; redefine the dept.
- Andy will include Sarah in an email conversation with Steve Petrik; if you have not used the trails this winter, Steve has done an amazing job on them

VIII. Executive Sessions for Personnel (Select Board) & Legal (Marco Tallini)

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to move into Executive Sessions for Legal and Personnel at 8:52am

Present for Legal: Josh Cohen, Vicki Capitani, Sarah Shippee, Dan Baliotti, Marco Tallini

Present for Personnel: Josh Cohen, Vicki Capitani, Sarah Shippee, Dan Baliotti

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move out of Executive Sessions for Legal and Personnel at 9:04am

Decisions:

- Marco will talk to the taxpayer regarding penalty issue
- Board to plan public meeting for March 10th at 6pm to review Economic Development Director job description

IX. Adjournment at 9:05am

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