

**Dover Select Board
Organizational Meeting Minutes
Dover Town Office
Wednesday, March 7, 2018**

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

Select Board Members Present: Josh Cohen, Victoria Capitani, Sarah Shippee, Dan Baliotti

Select Board Member Absent: Joe Mahon

Also Present: Office Manager, Jeannette Eckert

Public: None

Organizational Meeting Called to Order at 11:06AM by Jeannette Eckert—time changed due to impending snowstorm

- I. Welcome Newly Elected Select Board Members: At Town Meeting, Sarah Shippee was elected to fill a 2-year term & Dan Baliotti was elected to fill a 3-year term. Congratulations to both!
- II. Select board Chair Appointment:
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to appoint Josh Cohen as Select Board Chair
- III. Select board Vice Chair Appointment:
On a motion by Josh Cohen, seconded by Sarah Shippee, the Board unanimously agreed to appoint Victoria Capitani as Select Board Vice-Chair
- IV. Select board Meeting Rules of Procedures:
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agree to continue to abide by the Meeting Rules of Procedures adopted in 2011
The Board will review and update if needed
- V. Meeting Schedule:
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to continue the current meeting schedule on the 1st & 3rd Tuesdays at 6:30pm
- VI. Selection of Official Newspaper: (Deerfield Valley News)
On a motion by Sarah Shippee, seconded by Josh Cohen, the Board voted 3-0-1 to select 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
 - A. Civil Defense Officer: (Select board)
 - B. Council on Aging Representative: (vacant)*
 - C. Energy Coordinator: (Joe Mahon)
 - D. Exposure Control Officer: (Richard Werner)
 - E. Green Up Day Coordinator: (Lori O'Hern)

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- 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)*

*Jeannette has reached out to Becky Arbella to see if she may be interested in the Council on Aging appointment—will hold off on appt for now

*Dan Baliotti agreed to take over WSWM Rep. appointment previously held by Tom Baltrus and Sarah Shippee agreed to take over WRC previously held by Nicolas Wallaert

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to the above appointments as listed; waiting on Council on Aging Rep.

IX. Appoint Department, Committee, Board and Commission Liaisons (current appointments)

- 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: (Sarah)
- H. Planning Commission: (Vicki)
- I. Police Department: (Dan)
- J. School Board Liaison: (Josh)
- K. Zoning Office: (Joe)

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to the above appointments as listed

Due to major winter storm forecast, the regular meeting scheduled for this evening is postponed until March 20th at 6:30pm

Adjourned at 11:22am

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