

**Dover Select Board  
Organizational & Regular Meeting Minutes  
Dover Town Office  
March 8, 2017**

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

Select Board Members Present: Randall Terk, Victoria Capitani, Tom Baltrus, Joe Mahon & Josh Cohen  
Also Present: Office Manager, Jeannette Eckert

Public: Adam Levine, Ken Black, Linda Sherman, Bob Holland, Randy Johnson, Jim Dassatti, Jim McDevitt, Marco Tallini

**Organizational Meeting Called to order at 6:30 PM by Jeannette Eckert**

I. Welcome New Select Board Member

Jeannette Eckert expressed congratulations to Josh Cohen as the newly elected Select board member and welcomed him to the Board. This was followed by a round of applause from those in attendance.

II. Select board Chair Appointment

Jeannette Eckert entertained a motion to appoint a Select Board Chair

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to appoint Randall Terk as Select Board Chair

The meeting was then turned over to Chair Terk

III. Select board Vice Chair Appointment:

On a motion by Tom Baltrus, seconded by Randall Terk, the Board unanimously agreed to appoint Victoria Capitani as Select Board Vice Chair

IV. Select board Meeting Rules & Procedures:

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to adopt the Meeting Rules and Procedures as originally adopted on May 3, 2011

V. Meeting Schedule:

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to maintain the meeting schedule of 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 6:30pm

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

On a motion by Tom Baltrus, seconded by Joe Mahon, the Board voted 4-0-1 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 Tom Baltrus, the Board unanimously appointed 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: (Jill Robart)
- C. Energy Coordinator: (Joe Mahon)
- D. Exposure Control Officer: (Richard Werner)
- E. Green Up Day Coordinator: (Lori O'Hern)
- F. Animal Control Officer: (Sandy MacDougall)
- G. Road Commissioner: (Bob Holland)

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- H. Town Service Officer: (Linda Holland)
- I. Tree Warden: (Andy McLean)
- J. West Dover Fire Chief: (Richard Werner)
- K. Windham Solid Waste Representative: (Tom Baltrus & Kevin Stine)
- L. Windham Regional Commissioners: (Nicolas Wallaert & Kevin Stine)

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to maintain the above appointments as presented

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

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

On a motion by Tom Baltrus, seconded by Randall Terk, the Board unanimously agreed to maintain the above liaison appointments except for Highway & Library which will be taken over by new board member Josh Cohen

**Regular Meeting Called to Order at 6:45pm**

I. **Public Comments:** Hearing none, the Board moved on to consent agenda

II. **Consent Agenda:**

- A. Approve Minutes of February 20 & 21, 2017 & February 28, 2017

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board voted 4-0-1 to approve Feb 20 & 21 minutes (Cohen abstained) and voted 3-0-2 to approve Feb 28 minutes (Baltrus & Cohen abstained)

- B. Approve Warrants of February 25, 2017 for \$120,062.75

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously approved the warrants of Feb 25, 2017

III. **Unfinished Business:**

- A. Sign Letter of Understanding with Appraiser Jeremiah Sund

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to authorize the Chair to sign the letter of understanding

- In the event that Mr. Sund forms an LLC, the document can be amended

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B. Update on Act 64 Permit Process

- Bob Holland is working with WRC on the road inventory & grant process
- Will be applying for a Category A grant with a max award of \$8000
- Following up with Emily Davis of WRC, there is no immediate urgency to complete the process. Dover is where it should be at present.

**IV. New Business:**

A. LHA & DHS Request for Space at Town Hall (Jim Dassatti)

- The DHS asked Jim if he could locate a place for a shed that would be adjacent to an area where school classes could be held
- It was suggested by a number of people that a section of lawn at the Town Hall may be available at the back right-hand side of the property
- Propose to erect a shed in that area—to contain tents, stakes, cooking equipment
- Letters have been sent to other potential sites; some not in Dover
- Did look at the TH property—may be a bit tight; may have to clear a few trees
- Would need to have a site visit to determine the feasibility
- Regarding using School property--Did not want to interfere with other Dover School activities; some school groups would not be from Dover
- Living History Association provides liability insurance
- Use would be 8-12 days out of the year, midweek in the spring
- Would love to hear another alternative if you have one to offer

Board comments:

- Not sure that area is conducive for camping or a mess hall; overnight visits
- Would permits be necessary for overnight camping on town property?
- Explore possibility of using Dover School land
- Would be sharing the site with KITC daycare kids
- Previously there were a multitude of sheds on the site—could be debris left on site
- Prepare a site plan with shed and camping areas defined for any potential location
- Do not think the Town Hall is an appropriate space for this given fire pits etc.
- There is a lot of wooded area behind the school above the solar array that could be utilized; might be useful to put a plan together involving the school
- Ask Andy McLean about Town Forest land

Public comments:

- There is already a shed at TH used by the Town for lawn equipment
- What about one of the unbuildable parcels that was acquired by tax sale?
  - Could be purchased by DHS for a minimal fee or donated by the Town; a shed could be built on it
- Explore possibility of utilizing Town Forest property—it would be a great place to camp

B. Request from DFL to Appoint Library Trustee

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to appoint Darcy Canu to the Library trustee position vacated by Pat LaRosa until the next election

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**V. Economic Development:**

A. Bi-Town Charge Approval

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously approved the 2017 Bi-Town charge as submitted

**VI. Local Board of Liquor Control:**

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

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously approved the following:

A. 1st Class Liquor License for:

- a. KPLC, Inc. d/b/a West Dover Inn
- b. H & A Group 3, LLC d/b/a Marketplace Kitchen & Bar

B. 2<sup>nd</sup> Class Liquor License for:

- a. Guest Convenience Stores, Inc. d/b/a 7-11

C. Outside Consumption Permits for:

- a. KPLC, Inc. d/b/a West Dover Inn

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously agreed to adjourn as local Liquor Control board and reconvene as Dover Select board

**VII. FYI:**

- A. Invitation to SeVEDS Meeting, March 29<sup>th</sup> 4-6pm at Dover Town Hall

**VIII. Liaison Reports:**

Tom Baltrus: will attend WSWM director's meeting Thursday—effort to postpone their recycling facility; movement to sequester the equipment for possible future use; will vote that Dover is not going to 'play' if single stream recycling isn't offered

**IX. Executive Sessions for Personnel**

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to move into Executive Session for Personnel at 7:09pm

Present at Session 1: All five Board members, Ken Black

On a motion by Tom Baltrus, seconded by Joe Mahon, the Board unanimously agreed to move out of Executive Session 1 at 7:54pm

Decision: Ken will advertise for the Economic Development Director; resumes due March 31, 2017

Present at Session 2: All five Board members, Marco Tallini

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously agreed to move out of Executive Session at 8:56pm

Decision: On a motion by Randall Terk, seconded by Josh Cohen, the Board unanimously agreed to pay Marco Tallini \$58,000/year effective 3/12/17

**X. Adjournment at 8:56pm**

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)