

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, May 21, 2019**

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

Select Board members present Victoria Capitani, Dan Baliotti, Joe Mahon

Select Board members absent: Josh Cohen, Sarah Shippee

Also, present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Steve Neratko, Bob Holland, Jim McDevitt, Randy Johnson, Jim Desrochers

**Regular Meeting Called to Order at 6:30pm by Vice Chair Victoria Capitani**

**I. Public Comments:**

Randy Johnson: Bill Manch's final effective date will be the end of June 2020 rather than August due to the way the VMERS retirement plan works

Dan Baliotti: Whats in Your Attic & Airing of the Quilts at the Dover Historical Society this weekend

Bob Holland: Recycling costs have increased; getting inquiries from non-residents since Wilmington closed one of their recycling locations; start charging out of towners to use Dover's facility? Remain only open to Dover residents with a pass?

*Board agrees- only open to Dover residents/taxpayers who purchase a pass;  
Wilmington's transfer station is still open three days per week*

**II. Highway: Bob Holland**

A. Review Quotes on Tree Replacement

Two bids rec'd for planting of 3 five-foot balsam trees:

- Carr Tree: \$1575.00 (believe trees died due to disease not the planting)
- Boyd's: \$750.00

On a motion by Joe Mahon, seconded by Dan Baliotti, the Board unanimously agreed to accept the bid from Boyd's for \$750.00 for the three new trees

**III. Unfinished Business:**

A. Review Personnel Policy Suggested Revisions

- VLCT's Jill Muhr provided feedback on our current policy—her comments are in italicized below
- A number of changes were suggested due to need for updated wording; State law as opposed to Federal requirements

Comments:

Section 8. Appointments & Probationary Period under permanent part time employees Consider reducing benefits threshold from 20 hours/week to 18 hours/week for permanent part time employees as Vermont paid leave law states. *If you don't want to reduce the overall threshold for receiving employee benefits, the wording "except as required by state or federal law" should cover it, along with mentioning the 18-hour threshold in your accrued paid leave section.*

- Retain 20 hours for other benefits but for accrued paid leave, have to go with 18

Comments:

Section 11. Holidays/Vacation/Leaves  
d. Holidays occurring during a vacation

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Official holidays, or the days observed as such holidays, that occur during a vacation period may be charged to vacation time: *Why would an employee choose to use vacation, rather than holiday time?*

- This wording came about from a previous Board's interpretation; an older policy stated that if you used vacation time during a holiday, the employee lost the holiday. And if an employee was going to lose a vacation day, he would choose to float the holiday and use the vacation day. That is the reasoning of the present wording. Believe it should stay as is.

j. Personal Leave Employees shall be entitled to compensation for any unused personal leave upon separation from the town's employ.

*It is unusual to pay out personal days at separation, especially when it is "use it or lose it" for employees who stay employed with the Town*

Comments:

- We have always paid out any unused personal leave at separation
- Again, this was from a previous Board, done for one employee and has carried forward
- Like the comment; don't believe we should be paying out at separation; personal time is there if needed; just because we have been doing it this way, doesn't mean we can't change it
- In general, how are these comments going to be incorporated? If it's the law then that is good; if it is something that benefits the employee, highly recommend leaving it. One more plus for employees looking to work here.
- A lot of potential employees ask to see our personnel policy before hiring
- Don't have a full Board tonight; Would like to hear the rest of the Board's opinion on this
- We have a lot of long-term employees who are getting close to retiring; not fair to withdraw that benefit now
- Can we make it retroactive for long term employees and a new set of rules for future employees?
- Only talking about a max of 20 hours in any given year

#### 12. Parental & Family Leave

Family Leave: for the serious illness of the employee or the employee's child, stepchild or ward of the employee who lives with the employee, foster child, parent, spouse, or parent of the employee's spouse.

- According to VT Dept of Labor, the words who lives is not included in their write up of Family Leave
- Jeannette will ask VLCT to clarify this wording
- Also want to make this draft available to employees to review as well so they may bring any comments to the Board
- Will revisit on June 4th

#### IV. Economic Development: Steve Neratko

##### A. Business Development and Community Organization Fund

- Funds have been set aside: \$40,000 in each of the past three years for business development purposes

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- Brought before the business development work group for its comments
- Several businesses are inquiring about the loan process
- Grants available to new or expanding businesses?
  - Max--\$5000 or 25% of project? What about bigger projects?
  - Consider on a case by case basis
- Have BDCC manage a program for us?
  - They do a more formal application and vetting process
- Does the Board want it to be more of a general program working with an outside source or have them manage the whole program for us?

Board comments:

- Don't want it to create more work for Steve, if BDCC can manage it & take the reins
- BDCC can also advertise that if you move your business to Dover, you have the ability to get this grant money
- Even if it is only \$5000, there are not a lot of grants for businesses

Additional comments:

- How long has the loan program been going and what is the default rate?
  - Fairly new program....not sure what the default rate is? Steve will look into it and get an answer
- How was Make it on Main Street funded? Private funding from a lottery winner
- Wilmington has had a loan fund...Steve to look into it
- Have someone from BDCC come and talk to the Board
  - What would be their fees to administer the plan?

Eligible use of funds:

- Interior or exterior property upgrades
- Equipment, supplies, acquisition of property
- Training
- Personnel

Priorities:

- New employment opportunities
- New recreational activities
- Brings economic activity to the region
- Will cause an increase to 1% fund
  - Additional rooms, meals, etc.

Community Development Projects

- \$30,000 set aside for community dev. purposes
- Grants to community groups and organizations
- Again, max is \$5000; what about more expensive projects?
- BDCC would not operate a program like this
  - Dover would have to vet the applicants/projects ourselves
- Must business be a 501©3 non-profit only? Not sure that it has to be non-profit
  - Thought is that it confirms it is a "real" organization, insured etc.
  - Given to Church groups? As long as project is open to the general public
  - School groups have reached out; not necessarily a 501©3 but perhaps could work with the school district to be the financial agent—Steve to look into this; educational projects are always non-profit if you are teaching someone

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- Food Hub from Brattleboro—partners with schools
- Mt Snow Academy project—unsure of status—will look into it
- Available throughout the year, only one award per business per year
  - Only one open project at a time
- Eligible use of funds
  - Interior or exterior property upgrades; equipment; personnel; project specific costs
- Ineligible use of funds
  - Overhead or administration costs
- Priorities
  - Brings economic activity to the area
  - Expanded offerings to residents/visitors
  - School/educational projects
  - Smaller community events
- \$5000 limit? Set guidelines for anything over and above that amount
- Steve will get in touch with RT at BDCC about a presentation to the Board

**V. Consent Agenda:**

- A. Approve Minutes of May 7, 2019  
On a motion by Joe Mahon, seconded by Dan Baliotti, the Board unanimously approved the minutes of May 7, 2019
- B. Approve Warrants of May 18, 2019 for \$5,821,716.39  
On a motion by Joe Mahon, seconded by Dan Baliotti, the Board unanimously approved the warrants of May 18, 2019

**VI. FYI:**

- A. VLCT Annual Reports
- B. Southern VT Economy Summit, Thursday at Mt Snow—Josh and Steve are attending
- C. Governmental Accounting & Auditing Symposium, May 29 in Fairlee
- D. Municipal Employment Law and Human Resources Workshop, June 5 in Stowe
- E. Executive Session for Evaluation Review, June 14 at 10am, Town Hall
  - Vicki is unable to make this date but will work on the evaluation forms
- F. Spring Planning & Zoning Forum, June 18 in Fairlee
- G. Employee Evaluations, June 21 at 10am, Town Hall
  - Joe is unable to make this date
- H. Summer Concerts in the Park begin June 26—12 concerts; three on Wednesdays

**VII. Liaison Reports:** none

**VIII. Executive Session, as needed:** none

**IX. Adjournment at 7:18pm by Vice Chair Capitani**

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)