

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82449567379>

**Meeting ID: 824 4956 7379**

**Dial 929 205 6099 US**

Select Board present via Zoom: Josh Cohen, Victoria Capitani, Dan Baliotti, Sarah Shippee, Joe Mahon  
Also, present via Zoom: Office Manager, Jeannette Eckert

Public via Zoom: Bob Holland, Jim McDevitt, Tamara Allen, Dana Riccoboni, Becky Arbella, Shannon Wheeler, Randy Johnson, Lauren Harkawik, Paul Fisher, Eric Durocher, Marco Tallini, Laura & TJ Sibia, Linda Sherman, Marc Schaubert, Tim Dolan, Maggie Lewis

**Regular Meeting Called to Order at 6:30pm by Joshua Cohen**

**I. Public Comments:**

Becky Arbella typed in a comment on the chat screen

- Great turn out at the Dover Food Shelf. We served 27 families last week and are expecting more this week. I have raised enough funds to pay for all food without requesting additional funds

**II. Assessor:** Linda Sherman

A. Request for Extension on Grand List Filing

- Have pushed back the deadline for filing the Grand List statewide
- Linda had technical glitches with the sound on her computer
- She does not anticipate needing the extension, but it would be in place if needed
- She would like to keep to the current filing date of June 4

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to have the Chair sign the extension request from the Vermont Dept of Taxes on the 2020 Grand List filing

**III. Highway:** Bob Holland

A. Review 2020 Paving Bids

- 5 bids rec'd:
  - Vermont Road Works: \$83.00/ton
  - Peckham: \$80.37/ton
  - Bazin Bros: \$68.95/ton
  - All States Asphalt: \$67.80/ton
  - Springfield (Sunapee) Paving: \$66.20/ton
- No reclamation is needed this year
- Approximately 9000 tons of paving needed
- Springfield agreed to honor this year's price on the unfinished paving which is 3 cents cheaper per ton over last year

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to award the 2020 paving bid to Springfield (Sunapee) Paving at \$66.20/ton for 9000 tons equaling \$595,800

B. Consider Guard Rail Replacement on Dorr Fitch Rd

- Had hoped to get a grant for this but that went away

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

- Guardrails need to be replaced, especially on Tannery Rd bridge
- With the repaving, they will need to be reset; will be shorter than they need to be
- Not in the budget specifically, but could find it
- Will hold off until we have budgeted for it; concerned that people may not be able to pay their taxes; need to watch every penny we spend

FYI on the Town Hall steeple: received a quote from a steeple and restoration company  
Would like the Board's opinion on whether to go with just painting it or wrapping with aluminum coil stock

- We have budgeted \$95,000 in Capital plan which included the ramp
- Board's consensus is to go with the full restoration process
- This a specialized professional company that deals with historic restoration
- Will be putting it out to bid; should include a recommendation from the bidders as to the best way to address this
- Bob will work on a bid proposal

**IV. Unfinished Business:**

**A. Revisit COVID-19 Grand List Mailing**

- Sarah drafted a card with a variety of information but not completely happy with it: request email address, current standards for COVID-19, picking up after dogs, link to most recent website activity etc.
- Do not think we should do this; save the \$2000
- Information could get stale rather quickly; don't see the value in it
- We do need to capture email addresses, especially from 2<sup>nd</sup> homeowners
- Simple facts about face coverings, social distancing
- Primary point is to communicate better with 2<sup>nd</sup> homeowners
- \$2000 included postage; A smaller postcard placed in the tax bills?
- Include in tax bills—can get a quote on an additional page in the tax bill
  - We can print in house along with the tax bills
  - Minuteman Press will do the mailing

**B. Consider Joining Deerfield Valley CUD**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to join the Deerfield Valley CUD

**a. Select Representative & Alternate (s)**

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board considered appointing TJ Sibilis as rep and Kim Montello as alternate (motion withdrawn)

**Discussion:**

- Would like a member of our Economic Development dept. involved
- Do not know Kim Montello, would like to know her better before appointing her
- Concerns with having an Econ Dev person as alternate is it gives the perception that it is the Town weighing in on the vote
- Still an open meeting, Econ Dev should be there to witness but do we want them to have potential voting power if they show up as alternate?
- Several SB members from other towns are either Reps or Alternates

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

- Believe we can have a Rep and Two alternates; several other towns have listed two alternates

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board considered to amend the earlier motion to only select TJ as rep and select an alternate at a later date (motion withdrawn)

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-1-0 to appoint TJ Sibilia as representative and Shannon Wheeler as alternate with another alternate appointment at a future date (motion passes)

Discussion:

- This is early stages; believe having Shannon *not* going to meetings right now but being kept informed would be more in our favor
- TJ has no problem communicating with ED dept after every meeting
- Is it expected that both attend every meeting? As long as someone represents the Town at the meeting, both need not be present
- Kim & Steve Montello have ties to the community; Sarah knows Kim from Rotary and would recommend her & support her appointment as alternate

C. Update on Well Project at Library/Daycare/Town Hall

- Merrill Mundell and Jeannette worked on the State permit application and it was submitted to the State, not sure exactly how long that will take to be approved, Merrill is in the process of revising the spec sheet and will be sending out proposals to the two companies that bid previously, ad will be in the paper this week, hope to review bid proposals at May 21 meeting

D. Update on VOSHA Training Session

A. Appoint Safety Officer—*not necessary; each dept will maintain*

Jeannette: So far, all of the Town Office employees have read the training material and I have their certificates of completion; I believe all but one highway crew has completed it; and I believe all the Police have as well (Randy confirmed)

Quoting the Vtrans mandatory health & safety requirements: *All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.*

As far as appointing a safety officer—I believe it should be handled as one per building or location. Each dept can maintain their own safety regulations for incidents that should arise. Police interpretation is that the highest-ranking officer per shift would make any needed decision. Each dept will maintain the same protocol

**V. New Business:**

A. Determine Process for Moving Forward in Economic Development Director Search

- 18 submissions have been rec'd
- Believe we should set up a process in open session
- Establish a timeline for the process
- Full board to review?

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

- Each board member can choose their top five candidates
- Hope to be interviewing at least by the end of May
- Consider having someone from the business community be part of the process
- Cull down list into something manageable
- Perhaps group the candidates tonight in Exec Session & narrow it down
- Gets very clunky with all five board members sitting in on interviews; would need to be warned every time; having a smaller group is easier to manage
- Perhaps have two board members and an employee at first interviews
- Need to think about scheduling the next round after tonight; will have to juggle schedules to make it work for all 5 board members; must be warned as Executive Session
- Involve the business community after Board has narrowed it down to 3 candidates

**VI. Economic Development:** Shannon Wheeler

- A. Commercial Signage Improvement Program Application: Deerfield Valley Inn
- Repair of existing signs
  - Asking for reimbursement of \$390.00
  - Total project cost is \$780.00

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve the signage application for Deerfield Valley Inn

B. CEAP

a. New Applicants

- 1 sole proprietor
- 6 complete applications
- One to review is Snow & Clay (Ridgeways)—operate as sole proprietors, rent out to groups; do not have a filed corporation
  - Cannot deny on the basis of tax payments
  - Not any different than others that have been approved

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve the applications as submitted for \$6300

b. CEAP follow up on previously approved applications

- Thank you notes from two of the applicants: Laurie Griffin and Suzanne Bauer
- 4 have left the program from the first batch
- Second payment going out this week

c. CEAP additional funding?

- Allocated enough to cover the second round of payments
- There are still new applications coming in
- Once applicants are approved, they are set to receive payments
- Will be checking in with folks before new check rounds go out
- Funds expended so far: \$162,740 out of \$180,000

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

Board comments:

- Hold off until the next meeting to see where we are at
- Believe we should stop and consider something different
- We only have it funded for a certain amount of dollars
- Going past what our capabilities are for writing out checks
- Month of May could be the last one
- Revisit it at next meeting to determine going forward or not

C. Recreation Plan Draft Comments

- Very large document: Need time to digest it
- Send comments to Shannon and she will get it to Weston & Sampson by end of the month; Andy has already sent his comments
- Will make some paper copies available
- Potential to put it off presentation until we can meet in person; consider setting it up at the Park with a Zoom set up for those who can't be there
- May not be ready for a presentation until mid-June

D. Summer Concert Rain Backup Location Discussion

- 2020 Concerts have been booked for the summer
- Previous years the rain back up has been at the Dover Forge tent
  - Kevin Parry is asking not to do that, but leave it up to the artist to decide whether to cancel for bad weather
  - Prefer not to be in the tent, concerns with the stage
- Band must perform to be paid as per the contracts
- \$1500 was typically paid to Dover Forge for use of the tent
- Potential to use Town Hall as back up
  - Reservations are already in place for Town Hall use so it may not be available at short notice
- Park is preferred place
- First concert is June 28, last one is scheduled for Aug 30
- No back up location will be designated

E. Do IT Program – Updates FY 20/21

- May 1<sup>st</sup> is the usual opening date for this program
- Proposed changes to make some of these projects more of an impact—a few less of them but raising the limit
- Updated the application form to require paid, dated, itemized receipts for costs
- Submissions accepted through May 31
- Submit for Board review at June 2 meeting

Board comments:

- Really tough to change it this year as many businesses are struggling this year
- Not in favor of making changes this year
- Keep it under the same guidelines as 2019
- Would like to see applications before approval—more detail, more oversight on the Board's part
- Make decisions on the applications before we spend the money
- In the past we got less than stellar details on the costs, supplies, final project, itemized invoices, photos of completed work

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

- F. Non-Profit Emergency Appropriation Program (NEAP)
- Non-Profits operating in the Town of Dover
  - May 31 deadline to apply—one-time appropriation amount up to: *to be determined*
  - Will reach out to the Non-Profits that had applied and get the word out to others

Board comments:

- Use up to the Community line item dollar amount
- Still \$30,000 in the 20/21 proposed budget
- Press release to get the word out
- Believe it should be \$20,000 cap
- Believe we should look at the applicants before deciding on dollar amount; Do not know how many may apply

- G. Consider up to \$2000 Funding Request for Local Business Training (Eric Durocher)
- Deerfield Valley Resiliency Team
    - Eric Durocher, Meg Staloff, Gretchen Havreduk and keeping Shannon in the loop as well for Dover
  - Intent is to give the business community as much information & guidance as possible
  - Provide local small businesses with some tools to get them thru re-starting operations in a time that will require changes in operations for every sector
  - Chamber hosted a COVID-19 Town Hall
    - Followed up with sector specific calls
  - Getting a lot of positive feedback
  - Gave a better understanding of the questions that have not been answered
  - Money would be appropriated for sector specific consultants to host three sessions with business owners ~\$1500 per consultant
    - Dining (Keith Arnold), Lodging (Jack Derby), Retail (Sam Markovich) specific sessions
  - Wilmington has approved their request of \$2000
  - Looking to get this program going for our local businesses
  - Real Estate sector has also been spoken to, but they are already getting support thru other groups
  - Dover will be named as a sponsor
  - Personal phone calls will take place; want it to benefit as many as possible; spread valley wide from Wardsboro down to Readsboro
  - Will be a tremendous resource
  - Money will be allocated directly to Wilmington Works

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to fund up to \$2000 for the business program

Board comments:

- Think it's a great thing; appreciate the opportunity
- Had very little buy-in from the community in past project offerings, what is the notification process to get business owners involved? Making it an easy process is key

**Dover Select Board  
Virtual Meeting Minutes  
Tuesday, May 5, 2020**

- Dan participated based on the Chamber email but only 2 were from Dover; will reach out to restaurant businesses by phone, it's important to all of us

**VII. Consent Agenda:**

- A. Approve the Minutes of April 21 & April 28, 2020  
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 4-0-1 to approve minutes of April 21 and April 28 (Baliotti abstained)  
\*Vicki requested that it be noted on the April 21 minutes that Dan attempted to be part of the meeting but was unable to re-connect when it had to be changed from GotoMeeting back to Zoom at the last minute\*
- B. Approve the Warrants of April 25, 2020 for **\$14,500** & May 2, 2020 for \$73,940 & \$96,597.00  
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously amended the amount of the warrants of April 25 to \$14,500 and approved the warrants of May 2 as stated above

**VIII. FYI:** none

**IX. Liaison Reports:** none

**X. Executive Sessions for Personnel:**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session at 8:21pm  
Present: All five Board members, Shannon Wheeler (session A)

- A. Shannon Wheeler Review  
B. Review ED Director Applications

On a motion Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session at 9:17pm

Decisions:

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board voted unanimously to give Shannon Wheeler a raise of \$1.50/hr., effective 3/6/20 (6 months from her hire date), and to allow her to work up to 40 hours a week as needed until the new ED is hired.

The board selected several candidates to interview for the ED position and will begin the process.

**XI. Adjournment:** On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board agreed to adjourn at 9:18pm

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)