

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, November 13, 2018**

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

Select Board Members Present: Josh Cohen, Victoria Capitani, Joe Mahon, Sarah Shippee, Dan Baliotti
Wilmington Select Board Members Present: Tom Fitzgerald, Vince Rice, Sarah Fisher, John Gannon, Ann Manwaring
Also, Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Bob Holland, Randy Johnson, Erik Rosenbauer, Tabi Freedman, Steve Neratko, Travis Briggs, Rich Werner, Jim & Judy McDevitt, David Hammack, Linda Holland, Chris Mays, Jessica DeFrancesco, Linda Sherman, Matt Murano, Shawn Hammond, Jason Perlmutter, Scott Tucker, Shelly Mann, Marco Tallini, Jimmy Sprague, Sam Morris, Bob Edwards, Travis Briggs, Brian Moore, Maggie Lewis, Dylan Bell, Janice Stuart, Bill Short, Tim Dolan

Special Meeting with Wilmington Select Board

I. Joint Discussion on Unified Police Services

Tom Fitzgerald: a letter was sent to the Dover Board requesting a discussion on this topic; about 25 years ago, talks had taken place with no decision; now long time 36 year Chief has retired from Wilmington; Dover is quite flush with officers; agreeing to move forward could take years; Town votes in agreement would need to happen; have had indications from a number of voters on whether a unified force is possible; perhaps focus on consolidating dispatch at first—slow steps but could take a year or so; lot of pros and cons; not looking for an answer tonight; here to kick things around, exploratory round; not sure it's a good idea or not; facilitators are available in the state of Vermont that can assist & guide; if it is something of interest—perhaps continue by forming a committee; goal is to improve public safety; although each town has dispatch during the day, State police take over for both towns at night; opportunity to be proactive

Vicki Capitani: Discussion should include all emergency services; longer time line; finding specially trained people is a difficult process; perhaps embrace other communities like Wardsboro or Whitingham; not limit it to Wilmington and Dover; Randy J has been warning us about dispatch costs going up; need to look at the whole but it may be too much to take on in one bite

Tom: Taking small steps; just trying to see whether this is feasible or not; perhaps a non-binding resolution at Town Meeting—could be voted down

Dan Baliotti: How does dispatch work now? Is there some connectivity with the depts?

Randy Johnson: Automatically dispatched if needed in another town; just attended a meeting with Police Commissioner Anderson and he feels there are 4 options to consider: 1) keep status quo—some pay; some don't 2) make everyone pay—which towns pay how much? 3) each county responsible for its own dispatching 4) give decision back to the Legislature

Ann Manwaring: Moving from general fund obligation to property tax should not happen and it should be talked about

Tom: We do not want the State to dictate which way we go

Just asking the Board to consider joint training; joint pool; a list of pros and cons

Scott Tucker: Statutorily a survey committee would need to be formed first; a pilot program may be of interest; bring together senators and representatives; funds for professional help; if nothing happens, both committees would come away with more information than they have now, pluses; retaining workforce is important

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Ann Manwaring: Based on school consolidation of Wilmington and Whitingham: allow for the cultural parts of each town; start at a lower level; ask two chiefs to discuss among themselves, identify the win wins and come back to the boards; this needs room to breathe and gain conversational support; long and short-term wins

Sarah Shippee: There are so many aspects to this; create some sort of timeline of what our next steps are; create a framework so that we are not just having ideas and then they dissipate

Tom Fitzgerald: Agreed but the clock won't start ticking until you folks have a discussion. Years ago, meeting with the Fire Depts--ladder truck meeting; it fizzled out; follow up never happened. Schedule it right off the bat so we can all meet

Vicki: No voters from Dover have approached the Board on this subject; people of Dover are not ready; no desire for this; educate people on the pros and cons; coming from different places—Dover has a separate well-maintained police dept.; perhaps looking at dispatching as a first step—may be a good way to start the conversation; bringing it home to our communities

Tom: Absolutely right, don't believe it has ever come from Dover but from Wilmington

Randy: Wilmington PD dispatched for Dover at one time; antennas did not reach all of Dover and that is why State police took over for Dover

Dan: In my experience, when two organizations merged it was always under the promise that it would be cheaper; merging does not always mean cheaper; however, communication is important in public safety, in favor of dispatching

Josh Cohen: Dover will talk to our people and get back in touch

Tom Fitzgerald thanked the Board for addressing the topic

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

I. Public Comments:

Randy Johnson introduced Jason Perlmutter, part time police officer; completed PT Academy; still doing some additional training; should be ready to go after first of the year

Linda Holland reminded the Board that the War memorial at Town Hall has not been brought up to date; during bi-centennial it was updated through Vietnam War; funds are set aside; perhaps create a committee to have it updated; folks are willing to donate once it is active again

Board: Forming a committee is a great idea; let's get the word out

Maggie Lewis, director of The Gathering Place, presented a flyer for the Ugly Sweater Fun Run on Dec 15th; there will be prizes; hoping to make it an annual event; participants could snowshoe or walk it; community event for fun; proceeds will go to The Gathering Place

Board: Trail will be plowed but not sanded; only after roads are plowed—roads are given priority

Erik Rosenbauer re-enforced that he was still not in favor of diluting our police force; slippery slope when talking about involving other towns; our force sets us apart from other towns; community policing and trust exists; have not heard anyone clamoring about it; however, interested in looking at dispatching cost comparisons

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Shelly Mann suggested that if exploring dispatching—it should include rescue and fire in that comparison

Josh Cohen has also not heard of anyone asking about this; Sarah has had people approach her—at bare minimum it is a conversation that should be explored

Jeannette Eckert requested to add an Exec Session for Bob Holland for Personnel

II. Unfinished Business:

A. 2019 Health Insurance Plan Decision (Jeannette Eckert)

- Jeannette reminded the Board about the numerous spreadsheets comparing the options on health care pricing; still recommending staying with the current plan as it is a smooth transition and employees continue to be happy with it as in the past 4 years
- Vicki and several employees also attended the session with Larry Smith of VLCT and came away with the same feeling about staying with current plan; employees have been great about not using the HRA (only ~\$75,000 spent out of \$244,000 budgeted) Association Plans made things more complicated than they needed to be & they may not be around next year; VACE would require extra fee per month to maintain HRA provider: \$69.00/month; BRS would require membership fee as well as use of a broker

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 5-0-0 to fund the employee health care for 2019 with the BC/BS Silver standard plan; premiums in the amount of \$570.96/month for singles; two-person at \$1,141.92/month; adult & child(ren) at \$1,101.95/month; family at \$1,604.40/month; with HRA funding in the amount of \$7,350 for singles & \$14,700 for all others, while leaving the out of pocket maximum at \$1,500 for singles and \$3,000 for all others.

B. Review Internet Provider Options (Tabi Freedman)

- Duncan Cable
 - \$99.00 installation charge
 - Platinum Plus 100Mb/60Mb
 - \$119.95 per month with one-year contract
 - \$199.95 per month without contract
 - 60-day trial is offered
 - Within 14-day installation period
- First Light—no installation charge
 - 20Mb x 20Mb
 - \$220/mo. on a 5-year contract
 - \$258/mo. with 3-year contract
 - More structure and robust company; solid corporate background
 - Willing to put more skin in the game and higher end service
 - 14-40 days installation period
- Consolidated—prices were higher; installation--\$1500

Arcomm was here today to connect wireless internet; 'Dover Guest' is available now; three access points in the building

Consolidate with police, library, school through First Light who currently provides fiber internet to these town depts.

Duncan will not put anything in writing; not capping the amount of data; no historical reference

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Vicki would like references from other companies that Duncan services with Platinum or Platinum Plus; he is less in price and local; is he really dedicated to Dover—been promising fiber to the town
Josh: First Light has a no down time guarantee; Duncan does not
Shelly—very rare downtime with the fiber optic— goes down maybe four times a year

Tabi will reach out to Cliff Duncan for references and make the calls; revisit on Nov 20th

III. New Business:

A. Recommendation for Library Trustee

- Letter from Kevin Stine was read into the record recommending Diane Guminak for the position vacated by Meredith Anton

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to appoint Diane Guminak as Library Trustee for remainder of 5-year term expiring March 2019

IV. Highway: Bob Holland & Travis Briggs

A. Request for Highway Town Credit Card Account

- Idea started from request for Tractor Supply account—which is only available as a credit card
- Would be helpful to use with vendors that don't allow invoicing
- Tax exempt certificate would be submitted with any order
- Something to fall back on—does not need to be a large amount
- Two credit cards already set up for Police and Town Office

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to allow a \$5000 credit account for Highway Dept.

V. Economic Development: Steve Neratko

A. Revisit Electric Charging Stations Grant

- Several stipulations to consider on location
 - Must designate 2 spots next to each other
 - Must be against the building as it needs to be wired
 - Must have night time illumination and curbing & ballyards; ADA accessible
 - Plowed year round and less than 10% down time
- Create a site plan
- Coordinate with electric utility and make sure we have the power
- Project review sheet to be signed off by ANR
- Initial fee and cost schedule set up
- Decide on equipment and budget it—wide ranging prices--\$20,000 to \$100,000
 - Covered 90% if on municipal property; on private but publicly accessible land—80% covered
- 2 application periods—by Nov 30 or April 30

Comments:

- Mt Snow has some by Sundance—Tim Dolan suggests reaching out to Tesla directly
- Is there a demand for this?
- Any businesses that would be interested in partnering?
 - Steve will send an email blast to area business community

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- Mt Snow's stations are newly installed but pretty well used on weekends—charging periods are an extended length of time; makes sense to place where people are going to spend some time—restaurant or retail store
- Private partnership is probably the best way to go with this

B. Hiring of Intern

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to hire Tesfa Jacobs as an Economic Development intern at \$12.00/hour from Economic Development funds for a max of 20 hours per week

C. Trails & Recreation Plan RFP

- Working groups came together and came up with the RFP for a master plan
- Beginning stages--RFP available by Nov 30
- Establish the direction for trails and recreation expenditures and functions based on a 25-year plan
- Purpose is to seek proposals from consulting firms to provide for professional services to develop a trails & recreation master plan
- Due by January 7, 2019; award in February 2019
- Plan's scope of work
 - Take inventory of our current situation and identify and assess it
 - Identify public & private land and its possible uses
 - Needs assessment with public/community involvement
 - Demographic analysis
 - Evaluation of current and future operations
 - Visioning sessions
 - Financial plans
 - Implementation plans

Steve will move forward on RFP process

One other item not on the agenda....

Beautification committee is looking to put together a new package of decorations for the holiday season

List includes:

- Large holiday tree, new lights, wreaths for all the poles (300 in number) where banners are usually hung
- Wreaths would be reusable; but storage would be needed
- Cost \$15,000-\$20,000
- These are in addition to current holiday decorations
- Tree location possibilities: Park, Laylas...
 - Large enough tree to need a crane to place it

Comments:

- This is coming way too fast and way too much given the timing to accomplish it
- Understand the enthusiasm but the timing is too soon and over the top
- Could see perhaps \$1000-\$2000 edited down for this year
- Jeannette has already ordered wreaths from Habitat for Humanity as usual for town buildings and street lights on Valley Trail; holiday tree is usually placed a Town Hall

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- Lot of money for wreaths that will not last—banners would be a better option
- Committees need to plan these better prior to the event timing
- Not on the agenda so a motion for funding cannot be made tonight—suggest committee entertain \$2500 amount

Steve will bring it back to the committee

VI. Liquor Control:

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

Discussion with Janice Stuart of Honora Winery on whether she has to come back each time for special event permit dates; she will contact DLC about obtaining a letter from the Town authorizing such permits & whether that is agreeable to DLC

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

- A. First Class License Renewal for TAC Associates d/b/a TC's Tavern
- B. Amendment to Existing License for Post & Beam, LLC d/b/a Last Chair at Mt Snow
- C. Special Event Permits for Honora Winery & Vineyard Inc d/b/a Honora/J'Ville Tasting Room
 - a. Nov 23-25; Nov 29-Dec 2; Dec 6-9; Dec 13-16; Dec 20-23; Dec 29-Jan 1 (12-9pm)

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to adjourn as local Liquor Control and reconvene as Dover Select board

VII. Consent Agenda:

- A. Approve Minutes of Oct 16, 2018
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of Oct 16, 2018
- B. Approve Warrants of Oct 20 for \$151,313.95 & Nov 3, 2018 for \$123,723.25
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of Oct 20 and Nov 3, 2018

VIII. FYI:

- A. Budget Meeting with Dept. Heads, Friday, Nov 30th at 8:30am
 - a. Will schedule Zoning first so that Tabi may attend the Connectivity Summit
- B. Connectivity Summit on Nov 30th from 9am to noon at Grand Summit
- C. Letter from John Woodcock, 34 Alpine Loop was read into the record; Board believes it to be a dispute between neighbors as it is not on town land or in its right of way; Jeannette will compose a letter in response to Mr. Woodcock for Josh to sign
- D. Letter from VMCTA—thanking the Board for nominating Jeannette for Assistant Clerk of the Year
- E. Thank You Letter from Windham County Humane Society for yearly appropriation of \$500

IX. Liaison Reports: Library requests an additional handicap parking sign

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- X. Executive Sessions for Legal Matters & Personnel:** (Randy Johnson, Linda Sherman, & Bob Holland)
- On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Legal Matters at 7:50pm
Present: All five Board members, Randy Johnson, Tim Dolan
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Legal Matters at 8:02pm
Decision: Tim & Randy will keep the Board posted on legal matter
- On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Legal Matters at 8:02pm
Present: All five Board members, Linda Sherman
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Legal Matters at 8:23pm
Decision: Linda to contact the Attorney and keep Board posted
- On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Personnel at 8:23pm
Present: All five Board members, Bob Holland, Travis Briggs
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Personnel at 8:25pm
Decision: On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to a 50 cent raise for Dylan Bell to \$17.00/hour at his 90-day review

XI. Adjournment at 8:26pm

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