

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, November 7, 2017**

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*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, Tom Baltrus

Select Board Member Absent: Sarah Shippee

Also Present: Office Manager, Jeannette Eckert

Public: Adam Levine, Lauren Harkawik, Steve Neratko, Jim & Judy McDevitt, Sharon Cunningham & Thad Quimby, Randy Johnson, Carol Baltrus, Wayne Estey, Bob Holland, Jim Desrochers, Sandy MacDougall, Marco Tallini, Dan Baliotti, Sam & Becky Morris, Mike Arbogast, Mike Chase

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

**I. Public Comments:**

Jim Desrochers brought to light a Brattleboro Reformer article on Economic Dashboard program that has been abandoned by the area because of lack of participation; perhaps need to schedule a separate meeting on this topic; most businesses in Dover were never shown or trained in the program; appalling that the Bi -Town committee meets at an obscure time when many cannot attend; recent meeting held at the Town Hall on connectivity—no one knew about it; \$83,000 was spent to raise the chamber's website by 21%?; disgusting that \$50,000 was spent on a program that is being throw out; urgency for ED—in the year 2000, 13 million tax revenue for Dover; State was 307 million; State of VT is growing and we are not—desperate need of ED; let's try to clean this up and make this better; resources in place that can be coordinated—provided we get the right people doing it--I am not seeing it

Dan Baliotti visited the new West River Railroad Museum in Newfane; Connected with Laura who works for the Dept. of Historic Preservation of Vermont about restoring the school house on North Street; it is a salvageable building built in 1790's; owner is willing to give it to us if we restore it; is the Town willing to help with restoration; place on Town Meeting warning for discussion; provide some estimates on the cost of restoring; Habit for Humanity is willing to help

**II. Unfinished Business:**

**A. Health Insurance Funding Decision**

Board comments:

- Inclined to keep the 100% funding of the premiums as we have in the past
- HRA is the concern: 13.2% increase in funding on top of 7.7% on the premiums
  - Realize we get most of that back only as a result of employees' history but the whole still needs to be budgeted
- Need to start looking harder at a different approach; this is a big increase this year
- Insurance rates are going up; suggest keeping HRA the same as last year (\$6,050 & \$12,100) which would result in out of pocket max at \$2,050 for singles and \$4,100 for all others
- Propose max out of pocket at \$1,500 for singles up from \$1,250; \$3,000 for all others up from \$2,500—wonder how the employees would feel about this

Randy Johnson suggests keeping status quo for this year and allow the employees to keep this increase in mind for next year; even this little amount could be substantial; appreciate all the Board's support in the past; still competing with other agencies (Police); Wilmington is maintaining what they have; some employees are not here—suggest putting the vote off

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, November 7, 2017**

Additional Board comments:

- Believe this is a fair proposal
- Employees have been very prudent in the use of the funding—only one employee maxed out the HRA last year
- Would like to bring this up at Town Meeting and have the taxpayers have a say
- Town still has the majority of the risk & is willing to keep that position for some consideration

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board voted 3-1-0 to fund the employee health care for 2018 with the BC/BS Silver standard plan; premiums in the amount of \$561.02/month for singles; couples at \$1,122.04/month; family at \$1,576.47/month; parent & child(ren) at \$1,082.77/month; with HRA funding in the amount of \$6850 for singles & \$13,200 for all others, while leaving the out of pocket maximum at \$1,500 for singles and \$3000 for all others.

**B. Appointment of Select Board Member to Fill Tom Baltrus' Vacancy**

- No petitions for a special election were submitted
- Sandy MacDougall, Dan Baliotti & Edward Barber are the three interested candidates
- Appointment will be effective at the next meeting once the member has been sworn in

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to conduct the appointment via a paper ballot

Dan Baliotti was appointed to fill the term until Town Meeting election March 2018

The Town presented Tom with a gift basket to thanked him for his service on the Select board and wished him & Carol much happiness in their new home in Arizona

**III. Economic Development:**

**A. Bi Town Economic Development Committee Update (Sharon Cunningham & Thad Quimby)**

*Bi-Town Marketing campaign update—costs were shared between Wilmington and Dover  
At the end of three years but not all funding has been spent*

*For example: \$50,000 projected for Adbuy--\$7,104.15 balance of funding; complete financials available from Sharon*

*Economic Dashboard:*

- *Software development complete; Chamber has ownership of the software*
- *Feedback was sought from restaurant & inn owners on the criteria to look at*
- *Meetings offered for businesses as well as trainings—poorly attended*
- *Lack of engagement from the business community required for success of the platform*
  - *Desire to help business owners; process is easy to learn & input but realize businesses need to prioritize their time*
- *Project has been shelved and can be revisited once there is an interest from the business community*
- *No further investment planned*

Jim Desrochers: Basic data that should be collected by any business; very simple to do; people were told about it but no follow through; someone dropped the ball

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, November 7, 2017**

Josh Cohen: Communication is down but email may not be the way to reach out; texting may be an alternative

Dan Baliotti: What is the purpose of giving you this data?

Sharon & Thad:

*It was to increase our brand presence in the economic community; another tool in our toolbox to measure return on investment; in theory to give us more real-time data; tracking how many people are in town, where are they staying, dining; actual driving dollars—this was a better way to measure these*

Adam Levine: Is it to help determine where to spend the marketing dollars? Yours or ours? Do we really need to spend hours and dollars to figure that we are busy on a Saturday as opposed to a Tuesday? Just driving around, or talking to owners, one can figure it out

Josh: Looking for trends—are certain non-snow type events bringing people in?

Steve: This would give us a long term look at this—so you can remember on a week to week basis when an ad campaign went out & what was the result; need 10-12 businesses to partake in it and this is a way to track it

*Summer increase in business is the desire—this is a way to help us; Hiking and lake traffic has significantly increased; Putting an actual number to that increase or decrease so we know truly how much it is increasing*

Vicki: Disappointed that reaching out to businesses was not attempted; new to Bi-Town committee—only 2 recent meetings where this was not discussed; should have had more heads up that this was happening; funding partners were not informed about pulling the plug, towns weren't consulted; pick up the phone and talk to businesses; effort at outreach has to be made

*Plug has not been pulled. Trying to figure out the best way to get people to engage*

Jim: Reformer stated that the plug was pulled—horrible article, you should get that retracted; need participation; involve high school students; set up a table at the bank or grocery store; simple, great program but going about it the wrong way; amount of money spent is significant

*Guilford Welcome Center Displays: Jan, June, Sept 2017; welcome feedback on what should be in these displays; next one is Feb, Aug 2018; utilizing a big glass case with large display board*

Dan stops by the welcome center regularly and Dover's poster is way in the back; also out of brochures; 650,000 people visit every year; make sure you have literature for people to take; take advantage of promotions to get folks to Dover & Route 100

Joe has looked into this poster placement but not getting any answers

Wayne: Route 91 signage—points to Manchester none for Dover; opportunities exist on the highways to promote Dover

Dan: Our representatives & VTTrans need to know that we need to be noticed

Tom: There could be plenty of signs if there was not a billboard law; these are directional signs

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, November 7, 2017**

Adam: This meeting is turning into the example of why programs are failing; no decisiveness; Chamber still doesn't know what the members want them to do; this goes back 10 years to when 1% was voted in; need to focus on specific objectives

Joe: A lot of money being spent on Facebook.....

*Three channels were chosen to display ads: TripAdvisor, Facebook and Instagram  
Effective way to reach potential guests about the valley; target specific; geographically focused on MA, CT, RI, Albany, Philadelphia, Baltimore, DC  
Interest targets: leisure & personal traveler, family vacations, nature & outdoor recreation, fine dining and newly engaged*

**B. Event Coordination Discussion (Steve Neratko)**

- A lot of groups doing event coordination in the community
  - Would like to see more events but do not have the capacity to run the events
- Perhaps run through another organization or an event coordinator rather than the Town
- Budget in place for the dollars to be used this year—go forward in the next budget year
  - Many have come forward about doing things sooner
- Conduct survey on what the community and board would like to spend their money on
- Come up with additional ideas of how the money can be utilized
- Timeframe of next summer to change things up
- In the meantime, if there is something the Town can do to help organizations to plan events, more than willing to do that
- Seek feedback on how to use the money, how to leverage it to the best of our ability
  - Any ideas for funding of new projects
  - How to obtain that data
  - Will include on an upcoming survey

**IV. Board of Health: (Wayne Estey)**

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to move into the Board of Health

**A. Request to Contact Town Attorney Regarding Health Order--Veronique Czechorowski**

- Aim is to encourage landlord to complete repairs on lead paint, unsanitary conditions, smoke detectors, faulty wiring
- Issue since Aug 7<sup>th</sup>—no substantial compliance has been made
- State Fire Marshal was called in
- Deadlines for compliance have passed
- Health Officer denied access for re-inspection
- Request the Select board's permission to contact the attorney
  - Could issue a health order on own but would be more effective if Town attorney helps with it
- Many conversations were had over three months with the owner
- Complaints from several of the tenants
- Mandatory annual compliance to be filed with State on lead paint tests, on any building built before 1978; one was not filed as of yet by this landlord
- Believe the State will come down and do the testing; Health Officer cannot do the testing

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, November 7, 2017**

Board's consensus is to allow Wayne to proceed by contacting the Town attorney

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to move out of Board of Health

**V. Liquor Control:**

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

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to approve the following:

A. First Class License Renewal for TAC Associates d/b/a TC's Tavern

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

**VI. Consent Agenda:**

A. Approve Minutes of October 17, 2017

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously approved the minutes of October 17, 2017

B. Approve Warrants of October 21, 2017 for \$82,886.34 & November 4, 2017 for \$86,834.12

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the warrants of October 21 and November 4, 2017

**VII. FYI:**

A. Budget Review Meeting, Wed, Nov 29<sup>th</sup> at 1pm

**VIII. Liaison Reports:** none

**IX. Executive Session for Legal Matters**

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to move into Executive Session for Legal Matters at 7:50pm

Present: Victoria Capitani, Josh Cohen, Tom Baltrus, Joe Mahon, Jeannette Eckert

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to move out of Executive Session for Legal Matters at 8:11pm

Decision: none, Jeannette will gather some information & update the Board at the next meeting

**X. Adjournment at 8:11pm**

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)