

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, September 19, 2017**

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

Select Board Members Present: Josh Cohen, Victoria Capitani, Sarah Shippee, Joe Mahon

Select Board Members Absent: Tom Baltrus

Also Present: Office Manager, Jeannette Eckert

Public: Joan & Ken Black, Ralph Meima, Marion Major, Steve Neratko, Adam Levine, Randy Johnson, Lauren Harkawik, Linda Sherman, Jeremiah Sund, Bob Holland, David Hammack

Special Presentation by Windham Regional Commission commenced at 6:11pm

Marion Major provided an overview regarding Act 174: Enhanced Energy Planning

- Integrated land use and energy planning policies
- Voluntary process: municipalities can opt in or out of adopting the enhanced energy planning requirements
 - Opt in: if plan meets standard, the town receives “**substantial deference**” before Public Service Board hearings. Technical support from RPC (regional planning commission)
 - Opt out: continue to receive **due consideration** for their plans
- Same presentation that was given in Dover in May where there were few in attendance
- Current Town plan does have an energy element—this would expand it across all energy sectors—an in-depth process
- Basic Plan requirements
 - Link on the WRC website to Dover’s specific data & checklist for the plan
- Funding is available to assist 6 towns in this process
- Need to submit a joint letter of support
- Energy Element Template is also available
- Vermont’s goal is to be 90% renewable energy by 2050—private and public entities—Act 174 is a step in this direction
- Land use and energy plan incorporation for a more renewable energy future
- WRC is available for technical support
- Rule 5.100: pertaining to construction & operation of net metering systems
 - Quicker version for potential preferred sites for renewable energy

Board comments:

- Believe it is a great idea but the interest may not be there—a lot of work involved
- Receiving conflicting information on whether it is an ‘option’ or not; whether we are in non-compliance---but now it sounds like it is a voluntary process, town’s choice
- See if the Planning Commission is willing to take this on—it was on their agenda for 9/18

Ralph Meima from Green Lantern Group—previously submitted a proposal for solar feasibility study on the Dover landfill; appreciate the reference to net metering rules; preferred sites such as gravel pits, closed landfills, decking on parking lots, etc. Dover already has a preferred site without implementing Act 174; if the town wants the power to designate for example, a runway on a closed airport or an agricultural field, does it have to implement Act 174 into its town plan first?

Marion Major: *Yes, or they can do a joint letter of support*

Regular Meeting Call to Order at 6:32pm

I. **Public Comments:** Hearing none, the Board moved on to Agenda Item II.

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II. Assessor: Linda Sherman & Jeremiah Sund

A. Proposal for Wide Format Printer, Scanner, Copier

Linda introduced Jeremiah who is our contracted assessor

- The device would allow for digital copies of all surveys that are located in the vault
 - There are presently no digitized copies of surveys
- Enables them to be sent to the mapping company

Assessor's Office:

- Building plans that are oversized could be scanned and used in the field on a laptop for new construction.
- Would enable the Town to scan and digitize all Mylar's in the vault. Currently there are 600+ Mylar's. CAI would charge \$5 per survey to scan and key for the tax map. Granted not all the Mylar's are surveys but for example $5 \times 600 = \$3000$. That is already nearly half of the cost of the scanner, plus the Mylar's would be out of the office for a time which is not ideal as these are recorded documents.
- Currently, any survey needing to be sent to the mapping company is photo copied, taped together and mailed.
- For the current ongoing mapping project, this would save the town money in the long run as we wouldn't need to pay the mapping company for the scanning and indexing of the surveys.

Zoning office: The zoning officer often receives surveys and building plans that are oversized. We would now be able to print, scan or copy them.

Economic Development:

- Promote economic development plans and programs.
- Wayfinding and marketing of trails, events and venues.
- Promotion of beautification and marketing projects.
- Scan, copy, or print larger event posters, maps, development and project plans, and signage.
- Scanned maps and plans could then be digitized, placed into a GIS and used for analysis.

Fire Department: for use in search & rescue mapping—incident command situations

- Coming to the Board now because the salesman is offering a deal to purchase
- Benefit to more than just the Assessor's office
- Total Cost = Option #1: \$7699 with 3year Ecarepak service plan. (This quote is based on purchase by September 25, 2017
- Otherwise purchase price would be \$7099 for 1year Ecarepak plan)
- 2017 EEGL Funds = \$3,462
 - Propose that this funding go into Assessor's budget to help pay for this
- Remaining Needed Funds = \$4,300
- Training will be provided by Cannon
- There is \$335,000 in the reappraisal fund which is used for maintenance of the Grand List—believe updated maps would fall under such maintenance

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Jeremiah Sund: Important tool for determining acreage discrepancies on parcels; scanner would be quicker and more efficient to the process; creates pdf of surveys; better to have the scanner in house rather than pay \$5.00 per scan

Board comments:

- Not in the budget for this fiscal year; believe you should wait until July 2018
- Would our current computer capabilities be able to handle this program?
- Are there added costs to the purchase—software etc.? Server--hard drive capacity?
Verify with Arcomm
- Not an emergency like the Library roof—need to try to plan ahead for this in the budget—however in support of the equipment
- Confirm with Marco on the use of reappraisal funds
- Could be used by a variety of depts. and save money; don't believe we should wait

Adam Levine: If you have the needed equipment, what is the timeline to get these surveys scanned and available for the public? *Unsure of the timing for completion*

Board of Abatement Meeting on Sept 27th—suggest dovetailing with that meeting to confirm whether we can use the reappraisal funds; Warn a special meeting and defer decision until then

III. New Business:

~~A. North Branch Fire District / Property Taxes~~ Sandy MacDougall was not present—item deferred

B. Credit Card Resolution Agreement to Raise Limit to \$5000

- Increase Town Office credit limit to match the Police Dept.—motion carried on June 20, 2017

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to have the Chair sign the resolution agreement for the Town Office credit card

C. Appointment of Brendan McGrail to Planning Commission

- Letter of recommendation rec'd from Nicolas Wallaert

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously accepted the appointment of Brendan McGrail to the Planning Commission for a term expiring 9/19/2021

~~D. Dover Free Library Proposal for Pavement Painting and Signage~~—item deferred

IV. Unfinished Business:

A. Revisit Employee Vacation Policy—Review Audit Results

- Jeannette reviewed employee's vacation time according to the prior policy back to year 2006 as those calendar sheets were readily available
- It was determined that NO employees rec'd an Additional 80 hours on their anniversary date prior to entering 2nd year of employment
- Policy in effect basically allotted 5 years at 80 hours per year; 5 years at 120 hours per year; 9 years at 160 hours per year and remainder years of service at 200 hours per year
- Believe it to have been done fairly and equally for each employee

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- Do not believe it was the intent of the policy to give 80 hours accrued time through 1st year plus an additional 80 hours at beginning of 2nd year

Discussion:

- Originally employees did not receive any vacation time for their first year of employment
- At some point, an employee asked to use vacation time in the first year and the Board at that time, granted the use of accrued time
- Agreed to go back 6 years and it is what it is
- Policy was amended on August 15th and this is what is in effect going forward
- This will affect anyone who jumped to the next vacation level
- An additional 80 hours at the end of your first year on top of the 80 hours accrued throughout the first year should have been applied but we can't go back
- In favor of benefits for employees but what happens for one employee should extend to all employees
- Suggest starting fresh from August and moving forward
- Each amendment to the policies kept taking more and more information out of them
- It appears to be a windfall as employees are getting a bonus on the start of 2nd year
- 80 hours for 24 months of service—don't believe that was the intent
- Obviously, it was done fairly & accurately over the years under the previous policy
- How does that affect employees hired prior to August decision?
- From August forward, if you are in a year moving from one category to another, you will jump up to the next level; this includes new employees who are currently accruing in their first year

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 3-0-1 to accept the vacation policy as amended going forward from the August 15, 2017 meeting decision (Mahon abstained) motion passes

- B. Town Office Renovation Plans—Schedule Date for RFP's
Moving forward with the Town Office renovation plans, Keith Dewey had requested potential dates for bid requirements, bid receipts, project start and completion etc.

Based on Keith's original timeline for earlier project dates, Jeannette offered the following:

- Submittal of qualifications: November 10 at 5pm
- Pre-bid walk through: November 20 at 1pm
- Bid submittal and opening: Dec 4 at 3pm to be opened at the Dec 5 SB meeting
- Project commence: April 2, 2018
- Project complete: June 1, 2018

Jeannette will submit the date proposal to Keith and keep the Board posted

- C. Reaffirm 9/5/17 Motion for Hot Water Heater Purchase at Daycare
- Lane Plumbing: \$1175.00; J&J Electric: \$477.12 for a total of \$1652.12
 - Installed and running as of 9/8/17

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to reaffirm the motion to purchase & install the water heater at the Library/Day care in the amount of \$1652.12

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D. WSWMD—Confirm Withdrawal for July 1, 2018

- Jeannette spoke with Bob Spencer at WSWMD. He provided a copy of their Charter which indicates in subsection 417-57 the procedure for “withdrawal of member municipality”
- If Dover intends to withdraw, WSWMD needs to be informed, and a vote taken prior to October 31st to be effective July 1, 2018
- Notice of withdrawal must be in writing sent via certified mail, return receipt
- No less than 30 days after notice to withdraw, a duly warned special meeting must take place to vote on the termination of membership by a majority vote
- Termination shall take place once notice of the certification of the vote is delivered by certified mail, return receipt
- Mr. Spencer also indicated that there is a fee to withdraw which is prorated by population
 - Whitingham’s fee was ~\$4000; Winhall’s was ~\$7000
- There is also a fee to return to the District if once terminated, Dover decides to rejoin

Suggest signing a letter on Oct 3rd; Oct 17th special meeting warning prior to regular meeting for a vote on an article to withdraw from WSWMD

Jeannette will reach out to Bob Spencer to confirm process details

V. Economic Development: Steve Neratko

A. The Bicycle and Pedestrian Scoping Study for Valley Trail C

- Approved by Vtrans and ready to move forward; preferred alignment is the west side of Rte. 100; allows us to access grant funds for the \$1.2 million cost

B. Response from Jon Kaplan regarding Bridge #59

- Came back with these options:
 - Build shared use path & continue black top path that we have been requesting funding for—would look positively on this in terms of grant funding including a separate bridge
 - Build a sidewalk the whole length from where we have left off all the way up to Mt Snow—at our expense on top of \$50,000 to build bridge

Board comments:

- Don’t think a sidewalk is the best way; needs to be a multi-use path
- Disappointed that they are playing this game but it does allow us federal grant money
- Heavy duty cost to have a sidewalk all the way up to the mountain
- Seems we are being put in a strong hold having to pay money to make this happen
- Bridges are being widened all over the state
- Option 1 seems to be the best option

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

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

A. Outside Consumption Permit for Handlebar Hospitality for Nov 4, 12pm to 10pm

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

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VII. Consent Agenda:

- A. Approve Minutes of September 5, 2017
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of September 5, 2017

- B. Approve Warrants of Sept 9, 2017 for \$152,492.45 ~~and Sept 16, 2017~~
On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the warrants of September 9, 2017

VIII. FYI:

- A. Notice of Petitions to Prudential Committee
- B. Town Fair—Oct 5th in Killington (Josh, Sarah, Randy & Steve attending)
- C. Duties of a Town Health Officer Trainings—Oct 17 in Fairlee or Oct 24 in Brattleboro

**Nomination for Successful Aging Award has been submitted by Sarah Shippee

IX. Liaison Reports: Josh Cohen informed all that the School is trying to get rid of the portable unit—if anyone knows someone who can use it, please pass the info on

X. Executive Session, as needed: none

XI. Adjournment at 7:52pm

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