

**Dover Select Board
Special Meeting Minutes
December 18, 2020**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86800444071?pwd=RIU2WDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Password: 052648

Dial in: 929 205 6099

Select Board via Zoom: Victoria Capitani, Sarah Shippee Dan Baliotti, Scott Salway

Select Board member absent: Joe Mahon

Also, present: Jeannette Eckert, Andy McLean, Shannon Wheeler, Eric Durocher, Linda Sherman, Tabi Freedman, Marco Tallini

Special Meeting Called to Order at 10:02AM by Chair Capitani

I. Economic Development Budget Review (Eric Durocher and Shannon Wheeler)

Revenue figure is proposed down 15%

- Hoping the next quarter will be better once the Covid vaccine comes out and the economy will be opening back up
- Best guess, numbers are adjusted as money comes in

Expenses for payroll and benefits are down 21.6%

- Even with Shannon at full time status, these numbers are down from predecessors

Administration expenses up 50%

- Would like to convert ED Dept from PC's to MAC computers for Eric and Shannon; more comfortable with MAC; can still export files for accessibility to all
- Tabi would like to bounce it off Arcomm to ensure the antivirus protocols will be maintained on any MAC products
- Dan—MAC products are compatible and started with Microsoft products by all means check on the switch over; the tool that works the best for you is the tool to have; more internet based
- Scott—are you more comfortable with MAC computers? What is prompting the change? Recently switched back to PC from MAC. What is the cost compared to PC's?
- Eric—a bit more intuitive and can be more productive with MAC
- General budget includes computer maintenance; also built in the Capital Plans; ED PC's can be repurposed in other depts.
- Tabi would be more than happy to take a look at up cycling issues; please keep in the loop
- Vicki—the graphics are generally better on a MAC
- Will have time to research & explore this purchase before the end of the fiscal year

Business Development—down 4%

- \$40,000 for BDCC evolving loan program
- Don't foresee any Bi-Town expenses at this point
- \$30,000 for Community Development---projects brought to us by the residents or business community
- Removed cost of surveys—don't anticipate doing any in near future; can do them at no cost

Beautification—down 64%

- Increase barrels line item by \$1000--several need to be replaced this coming year
- Flags and Banners—\$5000--some are in need of updating as well as replacing worn ones
 - Potential to update some of the banners with current information

**Dover Select Board
Special Meeting Minutes
December 18, 2020**

- Replace worn/damaged banners—W&B takes care of changing those out and have created an inventory to consider
- Green Up day with the School in May @\$400
- Removed funding for Bright Lites, Memorial and Park Benches, also Rt 100 Landscape Project
- Seasonal decorations—good use of ED funds, nice to see around Town; reduced to \$5000
 - Still have light sets available for businesses

Marketing

- Database website funds were set aside for this fiscal year to update the website
 - RFP budget of \$14,000 max; have had many responses
 - \$2000 set aside for next budget for miscellaneous items
- DASP & DOIT—funds remaining stable at \$25,000 and \$55,000—have never exhausted those funds to date
- Welcome Center advertising—will hopefully have a credit moving forward since they have been closed; what do we get out of that money?
 - Need to address the placement of our display if we want it to work for us
 - Only handing out Vermont maps at this point during COVID 19
 - Route 100 Byway program is not being supported as it should
 - On the “to do” list but as they have been closed it has taken a back step
- Signage program—will maintain this at \$12,000; don’t come close to this cap
 - Starting to see more businesses express interest
- Chamber Community Arts—no funding moving forward; in process of being taken over by Rotary Club
- Marketing Plan—will be hearing the final presentation on this January 12
 - Implementation of marketing plan—\$75,000 has been budgeted
 - Taking a deeper dive into marketing especially due to Covid-19
- Business Paving Project--\$12,500
 - Implement guidelines and framework for this program; hope to jumpstart bigger projects rather than one business’s driveway
 - Rough number on how much of the DOIT money was for paving? Don’t have an exact number, at a guess, 3 or 4 projects each year
 - Some paving projects did not happen—investigate why
 - Will look more closely at paving in conjunction with Town paving projects
- Overall funding is down by 6.67%

Trails and Paths

- Marketing trails—keep it at \$4000, feel we need to let people know of all the wonderful trails that have been created; expand on these programs
 - Funding for the trails and rec committee; recommendations from the committee will come before ED and then before the Board
- Valley Trail printed maps—working with Windham Regional on updating maps to a newer version
- Actual ED expenditures are not usually reported but Marco will work with ED to get the proposed and actuals to the Board in a spreadsheet
- Trail signage—continue with \$5000
- Valley Trail A-: piece at One Bogle Rd
 - State won’t be building that part of the trail until 21/22 as that process has been delayed
- B+ and C funds are being taken off for this next fiscal year

**Dover Select Board
Special Meeting Minutes
December 18, 2020**

- Streetlights B match—looking into matching grant funds; Town never promised to pay 100% on this project but would like to see it accomplished
 - Will look at B+, A- at a later date
 - Not planning on lights on A-; that could undermine the agreement
- Trailhead project at Handle Rd (Andy McLean)
 - Greatly increased to \$110,000 in anticipation of creating roads to access trails
 - Engaged Merrill Mundell for engineering on the parking lots
 - The rest has been accomplished by the Forest Service
 - Trail from Handle Rd to the bottom of Sunbrook Lift will be accessible by mountain bikes—specific requirements for grade level are crucial
 - RFP will be sent out to assess the needs for State permits
 - Funding sources beside ED could come from the Forest Service, grants
 - Kudos to the ED dept for all their professional work on this project as well as many others
- Trails maintenance
 - Some money is budgeted through the Highway Dept., but ED would like to contribute to that as well
 - Consider resurfacing the bridge that is on the Valley Trail
 - Snowmobiles do tend to take a toll on that bridge
- Fall Clean up
 - Started late this year but would like to continue this program next year
- Trails and Rec implementation
 - Up to \$300,000 from \$100,000
 - Potential for Act 250 stickiness as it pertains to trails
- Overall, this line item is up by 42.24%

Telecommunications

- Wi-Fi gateways, equipment, web hosting
 - Equipment maintenance for potential Wi-Fi failings—will add in \$5000
- Bandwidth upgrade
 - Decreased the line-item number to \$250,000 to make it more palatable and realistic
 - CUD meeting today on this topic—possibly one hundred million dollars to the State of Vermont for rural broadband
- Overall, 74.99% down

Events:

- Maintaining the events grant program at \$75,000; want to see more events in Town once we can have them again
- Removed the event coordination grant—will reevaluate and revisit in the future
- Overall, down by 16%

Venue/Recreation:

- Venue-Dover Park
 - Replace swing set mats
 - Couple of inches of rubber mulch
 - Any plans to add new features to the Park? Would like to keep an eye out for adding some structures or expanding what we have there
 - Looking at improving the shade options
- Park concert expenses--\$35,000 moving forward, it is a great program, well attended
- Land purchases are in consideration for such things as a skate park, basketball court etc.
- Overall, up 14%

**Dover Select Board
Special Meeting Minutes
December 18, 2020**

Housing:

- Implementation of Housing Master Plan—setting aside \$50,000
- Overall, 0% change

Overall, total ED budget is down by 32.37%

Tabi Freedman related that one of the unfinished paving projects referred to earlier is in the process; just rec'd Act 250 to take down the round building; actively looking for someone to do that work

II. General Budget Review

- Most appropriation figures have come in; still waiting on EDFD and The Gathering Place
- Library came in a little bit lower; will warn as an article again
- Assessor assistant line item—was originally proposed at \$8,034, Linda would like to double that figure (\$16,068) for up to 20 hours per week as needed; at different times of the year more work is needed
 - Would like to see that in writing; will leave it as is would like Joe Mahon to weigh in on it
- Will wait on approval of the overall budget until more is known about Town Meeting options
 - Keep on agenda to revisit any changes

III. Adjournment at 11:27am

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