

**Dover Select Board
Special Meeting Minutes
December 4, 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, Joe Mahon, Scott Salway
Also, present: Office Manager, Jeannette Eckert

Public present via Zoom: Tabi Freedman, Travis Briggs, Marco Tallini, Randy Johnson, Mike Arbogast, Rich Werner (via phone), Linda Sherman

Meeting Called to Order at 10:03AM by Chair Victoria Capitani

I. Capital Plan Review

A. Building

Brick Building:

- In for a furnace this FY 21/22, upped to \$22,000 from \$20,000 based on updated pricing
- Water system: Definite expense will be coming
 - Currently in the investigative process on the well
 - Previous bids were upwards of \$30,000 to move the well
 - May have the option of a water treatment system to combat the PFAS
 - Current system needs to be updated
 - Will budget \$67,000 to include the water system and furnace expenses

Transfer Station:

- Replace stone with asphalt where the containers sit inside the building
 - \$3,000 to cover the cost of the mix
 - Road crew will be doing the work
- Jeannette rec'd word from KAS, Inc. who performs the semi-annual testing at the Landfill
 - Fall well testing showed a higher than minimum level of PFAS there
 - Will revisit in the Spring testing and proceed as directed by the State

Town Garage:

- Paving funds were left in the budget from last year
 - Can be put off if necessary
 - Around the fuel pumps and building up to the salt shed
 - Could be done in phases/sections
 - Will keep in \$25,000 for partial paving
 - Will move the rest out to 22/23 (\$20,000)

Town Hall:

- \$20,000 budgeted for the windows
- Ramp was not done this past year as proposed—hope to revisit next spring

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- Is a good time to get it done since the Hall is not being used as much
- Jeannette has been in touch with Peter Holden regarding the original plans which included a ramp
 - Hope to have confirmation on using those plans moving forward with adjustments for the smaller scope of work

Town Office:

- \$8,000 put in for sealing foundation
- Serious water issue out back; water is coming in the building
- Put in sump pump in the crawl space but water is still coming in
- There is no runoff; only place it can go is into the field; cleaned the ditch out from behind the Church

Police:

- Nothing needed at present capital wise
- Work has been completed on the smell issue; discovered broken pipe; approximate \$2,000 expense but will go under regular building maintenance
 - Kudos to the highway crew for their work: Travis, David, Jimmy, and Brian

Firehouse:

- Furnace: will move out to 22/23- \$25,000

Additional comments:

- Increase taxes raised going forward?
- Currently at \$80,000 (21/22) with \$50,000 for the next three fiscal years
- Suggest upping all to \$80,000 across the boards
- Normally anything that is not done carries over into the next year
- Emergency building fund in the amount of \$33,000 exists—perhaps the Police station issue could come from that fund

B. Equipment

Highway:

- Replace 10-wheeler truck—upped it \$5000 to cover extra equipment costs (\$225,000)
- Road Commissioner truck is due for replacement (\$50,000)
 - Has a different snowplow set up than David Smith's truck
 - Would like to make them the same so they can be interchangeable
 - Trade in values are good
 - Consider selling it outright for better value? Works well with Police vehicles
 - Is it possible to replace the plow only? Yes, but would not recommend
- Grader replacement is also due--\$215,000

Police:

- Potentially only buy one vehicle in 21/22
- Switch out EQ1 which has more mileage rather than EQ2 & EQ4
- Move \$41,000 to 21/22 and move 2 & 4 out to 23/24

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- Sedans are not made anymore—only SUV models which are hybrid
 - Looking into the pricing for updated numbers—base price is \$48,000
- Potential to not purchase any in 21/22; will know more in July
- Move EQ3 out to 23/24

PD Technology (\$32,425 budgeted 20/21)

- Not using the \$19,825 for fingerprinting device
- Issues with body cameras which are just over 4 years old (life expectancy)
 - Software is \$8,500
 - VLCT grants are a possibility (up to \$5000)

Fire:

- Has the 2005 pick-up been replaced?
- Consider possibly having the Fire Dept. purchase the Hwy pick up
- Travis spoke with Rich and he is not interested
- Can push it out to 21/22
 - \$70,000 is budgeted as he wants a crew cab to hold extra guys and gear

Additional comments:

- Looking at a lot of equipment replacement costs; Fire Dept. vehicles are large expenses, and we keep moving them out
- Will have to consider raising more than \$300,000 which was the figure in 20/21
- Consider \$450,000 for 21/22
- Make the public aware of the body camera purchases—as it was not the original intent of the funds allocated--will put on next agenda
- Will keep at \$500,000
- Set up sub fund for Fire vehicles? Another capital fund just for the ladder truck; perhaps as a warned article for any unexpected costs
 - Ladder truck proposed expense is \$950,000 in 25/26
 - Regardless of what account it is in, we still need to raise the funds

C. Paving

- Came up with two different plans:
 1. Overlay only
 - High maintenance roads that suck up a lot of materials
 2. New pavement
 - On existing dirt roads
 - Bluebrook Rd—is it ever going to be paved?
 - Not in the plan at present
 - There are others than tend to take up more materials each year
 - Ahmeek—right to bridge, up to Bluebrook, constant potholes
 - Capt. Copeland—quagmire, needs paving; do residents want it paved? PR issue: only a handful of residents where the paving will occur
 - There was pushback on paving upper section of Holland Rd
 - Handle Rd—also had a lot of pushback

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- Have not heard of any issues with Capt. Copeland
- Ellis Brook—where blacktop ends up to Johnson Hill
- Valley View—needs 2nd coat and section that needs to be ground & pave new with overlay

Additional comments:

- Drop taxes raised to \$600,000 for 21/22 and consecutive years
- Big surplus after 22/23

II. General Budget Review:

A. Revisit Zoning Administrator's Hours

- Consider moving from 24 to 35 hours per week
 - A lot of work that does not seem to fit in a 24-hour week
 - Digitizing projects
 - Consider working as assistant to Linda as the two depts. coincide frequently
 - Proposed rate is \$15/hr. which is acceptable
 - Can create another pay line item easily; keep track of hours
 - Is the need more specialized, rather than admin help?
- Being part time, spending a chunk on health insurance
- Goal is to be the most efficient with the personnel that we have

Additional comments:

- Could alleviate some of the stress in the Assessor dept.
- But is this alleviating the workload in the Zoning dept.?
- Another pair of eyes would be beneficial; increase in knowledge of Linda's position and act as a backup
- Looking at a time crunch with the budgeting
- As liaison, Joe will meet with Tabi & Linda to determine if this is an acceptable solution

B. Miscellaneous Budget Items as Needed

Police: Night Shift Differential scaled down to \$11,120 from \$13,520

- 1 officer for 9 shifts, (7 nights and 2 weekend days) for 52 weeks \$9,360
- 2nd officer 4 shifts, December - March, (Fri/Sat night, Sat/Sun day 18 weeks) \$1,440
- 2nd officer for 4 extra shifts, (Fri/Sat night, Sat/Sun day) for 4 weeks \$320

Assessor:

- Salary line items moved back to the 20/21 proposal
 - Withdrew request for increase—proposed 3% which would bring it to \$44,690
 - 35 hours per week would put at Full Time; currently at 75% with 32 hours/wk.
 - Assistant schedule left at 10 hours per week
 - Consulting Fees: back to \$23,000 (\$55/hr. x 8 hrs. x 52 weeks--Jeremiah)
 - Russ from Proval is usually the go to person now (\$70/hr.)
 - Tried to work within current budget without increasing it overall
 - Is the \$23,000 realistic to the needs?
 - Consider \$15,000 as a more level number

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- Many commercial properties have been renovated— will need help between now and next spring to evaluate them prior to 2021 Grand List
 - Veronique's
 - Doveberry
 - Snow Goose
 - Sawmill
 - Rich Caplan's building

Schedule an additional budget meeting: 8:30 to 9:30am on Friday, Dec 11th

Dan is unavailable but can provide any comments to Marco once the changes/updates have been circulated

III. Adjournment at 12:26pm

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