

**Dover Select Board
Special Meeting Agenda
Dover Town Office
December 10, 2018**

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

The Dover Select Board is meeting with department heads and public officials for the purpose of reviewing their budgets & capital plans. The meeting takes place on Monday, December 10, 2018 at the Town Office and starts at 8:00am.

Select Board members present: Josh Cohen, Victoria Capitani, Sarah Shippee, Joe Mahon**

Select Board members absent: Dan Baliotti

Also present: Jeannette Eckert and Marco Tallini, Bob Holland, Travis Briggs, Linda Sherman, Randy Johnson**via phone

Public: none

Meeting called to order by Chair Josh Cohen at 8:00am

Highway/Transfer Station: 8:00am

- Fuel pumps at garage—added \$15,000 for new chip device
- Paving on upper Holland Rd—will notify property owners and highlight at Town Meeting
 - Will pursue State paving grants for class 2 roads
- Capital: Dump truck and pick-up truck for next year; loader and dump truck 20/21; possibly bulldozer as well, only used during flood; consider a skid steer instead to take its place (will research costs for next budget year)
- Recycling expenses: commodities market rate has gone up from \$47/ton to \$115/ton; up the budget to \$35,000 from \$17,000 (research other recyclers such as TAM to see how their costs compare) Compactor is owned by the Town
- E-cycle program is going strong
- Bob will be on vacation Feb 4-9, won a cruise!! 😊 Travis will take over while he is away

❖ Marco noted that the multi-peril insurance through PACIF went down from \$146,233 to \$131,133

Assessor: 8:20am

- Revisit Assistant's wage increase request
 - Responsibilities have increased; began with scanning the surveys and filing & will also include updating addresses for mailings as well as assist in inspections; position is worth the \$15.00/hour at 10 hours per week; believe it to be a fair wage for a reliable and qualified individual who knows the town and its people
 - Consider pulling back on Jeremiah's hours and he is fine with that
 - Auditors are at \$17.43/hour
- Consider matching State funding for the re-appraisal fund; should be a regular article on Town Meeting warning; Linda will be prepared to speak on this
- Tax Stabilization—Mt Snow is preparing a petition for Town Meeting

❖ Joe asked the Board to consider an increase in the select board stipend by \$500 per member; consensus that with all the other increases in this budget, perhaps not the best timing

**Joe Mahon left the meeting at 8:49am

Police: 8:50am

- Revisit Randy's proposal for salary options
 - Budget is going to be up—capital items, wage increases will raise taxes; will need to be explained in detail at Town Meeting
 - Our Police force is valuable, and it needs to be retained; officers are being vetted by other towns
 - Shift differential versus hourly pay increase? Differential could be more complicated as far as accounting goes but it is manageable
 - Less than \$3000 per year if we give a dollar an hour more in shift differential
 - Overall budget figure for hours is down since Rich Werner retired; PT Officer Perlmutter has limited number of hours
 - Board is in favor of a blending of the options presented: 3% with 25 cent increase across the board, plus \$5,150 (10% of hourly rate) for being on call plus shift differential of \$1.00/hr. for overnight shift, .25/hr. for weekend day
 - Officers should be compensated for working the less desirable shifts; offers an incentive to step up and take these less than desirable shifts
 - \$14,650 increase to budget; for a total of \$430,136.00 in salary line item
 - Adds a max of \$15,392 if someone works every non day shift hour at full rate
 - Randy suggests one figure for doing the 'night shift' and one for the 'weekend day'
Day shift: 7am-5pm; Night shift: 4:30pm-2:30am; each are 10-hour shifts
 - Officers will have more pay types added in payroll system
 - Whenever working within a particular shift, that is the rate that will be applied
 - Randy will work up a written summary of the above to make it less complicated
 - Increase overtime line item by \$5000 to \$37,500
 - Trade in values on cruisers in capital equipment plan raise to \$5000
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- ❖ Jeannette expressed needs for Town Hall in order to effectively clean the floors; also, steam table needs warming pans; entryway rug should be replaced. Capital building or maintenance line item? Place an additional \$700 in Town Hall maintenance to cover incidental items

 - ❖ Capital building—good with \$80,000
 - ❖ Capital equipment—move up to \$300,000
 - ❖ Capital paving—stay at \$600,000

 - ❖ Tabi's IT services/pay will be on the agenda for the 18th
 - ❖ Marco will send out budget with updates--Possible budget approval on the 18th

 - ❖ HRA budget line items per dept: consider *budgeting* at 75% for all depts. rather than 100% because we don't tend to spend 100%
 - ❖ FYI from Linda about tax stabilization plan. She has obtained a copy of Wilmington's plan

Adjourned at 9:42am by Chair Cohen

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