

**Dover Select Board
Special Meeting Agenda
Dover Town Office
November 21, 2019**

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, Sarah Shippee, Dan Baliotti
Also, present: Office Manager, Jeannette Eckert, Treasurer Marco Tallini, Bob Holland, Travis Briggs, Randy Johnson, Tabi Freedman, Andy McLean, Rich Werner

Public: none

Special Meeting Called to Order at 1:00pm by Chair Josh Cohen

I. Budget Review:

A. Assessor: Linda was attending a training, so Marco presented her budget

- Not much has changed
- Addition to mileage, training, expenses—plan to attend more trainings
- Appraiser fee remains the same
- Need to discuss increase in hours to 35 per week which makes her a full-time employee
 - Why are we budgeting for 35 hours when they are not being used?
 - Need a realistic number.... average of actual hours worked

B. Highway: Bob Holland & Travis Briggs

- Salaries: Put in 3% plus \$8000 for new hire to replace Bob who is retiring in October 2020--**make a note on line item
 - Will attempt to hire new person in July to begin training
 - Bill Short is planning to retire in April 2021
- Who else can operate the grader? Will need to train someone this summer
- Perhaps from within house or hire someone who has that experience
- Emergency Work—applies to emergency work needed at end of budget time such as when Handle Rd needed repairs; hardly ever used but there when needed
- Diesel prices are about the same
- Salt prices went up
- Did not get all the paving done this year; will revisit in the spring
- Overall budget is down over last year by about 1%
- Uniform line item upped; prices keep going up; increased staff

Looking at funding the HRA at 60% rather than 75%

Spent so far in each dept from what was budgeted:

- Admin: 42%
- Police: 24%
- TS: 6%
- Hwy: 17.5%

Consider setting up a fund for the HRA? Capital HRA account? Use surplus for that fund?

Transfer Station:

- Substitutes salary: raised to \$4500.00
 - Currently at 93%
- Recycling costs are continually going up
 - Leave line item at \$35,000
 - Passes are required to use recycle services in Dover

Note on Capital Building Plans—Steeple at the Town Hall; getting quotes for repair/paint Steeple—hope to do it sooner than later

C. Treasurer: Marco Tallini

- Stayed about the same
- Heating buildings—Town Hall is being used more often with the concerts
 - Pre-buy figures are indicated in the budget status for each building; pay for fuel upfront in August and are credited down with every delivery
- Library building/budget—should have more discussion on their budget; consider a warned article at Town Meeting to open up discussion with the voters

D. Zoning & Health: Tabi Freedman

- Salary at 3% increase; trending at \$25,000
- Mileage fees went over but attended a lot of trainings at some distance
- Legal fees—have not tracked time with attorneys
 - Short term rental Ordinance
 - Trash/Nuisance Ordinance
 - Doverhof has cleaned up
 - Sign at Snow Republic was taken care of
 - Sign Ordinance updates
 - Keep it at \$15,000
- More Health Issues are coming—bears getting into trash this time of year
- Computer services—some updates needed at FH and TS
 - \$15,000—covers NEMRC and Arcomm etc.
- Increase ZA hours? With the Vail acquisition and other developments...may need more time put in

Employee Appreciation Day fund

- Would like to encompass more employees including all boards, fire dept etc.
- Up to \$2500 from \$1500

E. Police: Randy Johnson

- Built in 3% for salaries; only a 2% increase given Hammack/Dornburgh difference in pay
- On-call and Pay differential are budgeted at a maximum
 - Will be broken out into own line items going forward
- Outside employment—can be grant money or Mt Snow events
- Computer line item up by 9%--VLETS fee is set by the State; Sovernet email makes up \$4800 of that figure
- Equipment—up \$500; last year of Taser contract assurance program
 - Getting all new tasers in August at no charge by being in that program
- Capital Plan
 - Fingerprint scanner—put off from last year; may have to increase funds due to maintenance (Capital plans are for acquiring, not maintaining)

F. Town Clerk/Asst. Clerk: Andy McLean

- Budget pretty much as last year
- Reduced office furniture to \$1000. Jeannette still needs a new desk but can be purchased in this year's fiscal budget
- State has increased the recording fees from \$10/page to \$15/page. This means a \$12,000 to \$30,000 increase in revenue without an impact on tax rate
 - Originally Town Clerks worked for these fees
 - Some of this increase goes to restoration of records funding
- Salary: requesting a 3% raise plus merit: Have never asked for an increase above the cost of living
 - Took on many other projects including the Town Report; Ancient Roads; trails projects; training new ZA's; all elections
 - Very busy clerk's office with recording; as busy as Montpelier and well liked by attorneys & title searchers; high standard of excellence
 - Very knowledgeable and experienced in Town affairs: 12 years as Town Clerk, 6 years as ZA; looking out for the interests of Dover
 - Raise is voted on by the people at Town Meeting
 - If you feel you agree with this, please feel free to speak up at Town Meeting, as I am prepared to do
- Also requesting the same 3% plus merit increase for Jeannette
 - Started out as a part time position in 2011 and now encompasses Asst. Town Clerk and Administrator as a full-time position
 - Currently performs all the duties that the former two Administrators handled whose salary was much more
 - A lot of paperwork with Highway grants etc.
 - Accounts payable and payroll duties
 - Doing the work that we used to pay two people to do
 - Even with an increase, still saving the Town money plus the cost of a part time benefits package
 - Appreciate the raises that have been given but believe we missed the degree to which she has taken on responsibility
 - Believe raise should be given in conjunction with the title of Administrator

Marco will plug in the proposed numbers and the Board will consider it overall

G. Fire: Rich Werner

- Salary line item stays the same
- Office expenses are down along with fees and dues
- Dispatching is up a bit
- Hefty equipment line item
- Upped mileage for search & rescue for training
 - More S&R than firefighters
 - But some have become firefighters which is a plus
- Cut Bldg. Maint. from \$12500 to \$10,000
- Emergency Mgmt.:
 - Cut the materials by ½
 - Been stockpiling material
 - Rotating supply of MRE's; purchase a small amount every year
 - Need a trailer to transport supplies & materials
 - Water containers: 1 gallon and 5-gallon sizes
- Evaluation—would like Fire Chief to be included in annual reviews; have not rec'd a raise as Chief in 10 years

- Feel the fire dept can't handle all the calls that are happening
- Harder and harder to say with confidence that we can protect the Town of Dover
- Looking for the Board to consider these ideas and possibly develop:
 - 100-man department
 - Made up of part time and seasonal residents
 - Receive basic training and gear
 - May be firefighters already in other areas
 - Bunk room/winter firemen
 - Free room with the understanding to be available for calls
 - Station renovations
 - Town employee bonus
 - Town employees to be entitled to call pay even if working for the Town at the time (with supervisor permission)
 - Those who attend trainings and calls to receive \$1000 bonus the first pay period of December
 - Police Assistance/clearance for calls
 - Equipped to respond to calls if not tied up with police related function
 - Especially false fire alarms/CO2 detectors
 - Administrative Assistance
 - Struggled with it as part time work; Justifies a full-time position in conjunction with police dept. to supply dispatch coverage
- Recent layoffs at Mt Snow in a number of areas
 - Peak was very supportive of community involvement
 - New corporation may not be as supportive
- Need to get our reps to voice the concerns
- Killington has seen an increase in business with new base lodge
- New development—don't want to say no but we must be able to protect people
 - Could tax our infrastructure
- Dover numbers from the Bi-Town Housing Survey--Sobering time for the whole valley

- I. Decision on 2020 Health Insurance Coverage—decision was made at the Nov 19 meeting
 - Schedule review of Capital Plans for Dec 5--time to be determined
- II. Adjournment at 4:00pm

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