

**Dover Select Board
Special Meeting Minutes
Dover Town Office
November 30, 2018**

The Dover Select Board is meeting with department heads and public officials for the purpose of reviewing their budgets. The meeting takes place on Friday, November 30, 2018 at the Town Office and starts at 8:30am

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, Dan Baliotti**, Joe Mahon**

Also, Present: Office Manager, Jeannette Eckert & Treasurer, Marco Tallini

Public: none

Meeting called to order at 8:35am by Chair Josh Cohen

- I. Zoning & Health: 8:30am (Tabi Freedman)
 - Considered legal fees that may come up
 - There are two possible legal items that may come up
 - Currently budgeted at \$15,000, have spent \$1800 so far; perhaps bump it up to \$25,000—includes all depts. not just Zoning
 - Mileage expenses upped to \$1400 from \$1050—October was a busy training month
 - Also need to keep up with inspections on every town road—considering a road inventory to keep track

**Dan arrived at 8:43am during this discussion

- IT services that Tabi is performing—begin to track this and add to budget
 - Also look at computer line item in Capital Equipment
 - Purchased new computer through Dell and set up a town account with them
 - Re-inventory the town office computers to bring up to date
 - Technology line item: Computers, servers, hardware etc.
 - Six-month review in February—plugged in 3% increase for July 1st
- II. Highway: 9:00am (Bob Holland, Travis Briggs)
 - Culvert on Taft Brook Rd
 - FEMA will pay 75%; Town pays 25%--of that 25% the State will pay 12.5%
 - Will create a line item for Taft Brook Rd Culvert Grant Expense at \$35,000
 - 3% increases built in to salaries—note there has been an increase in staff
 - HRA funding decrease—suggest budgeting 50% of max as suggested by auditors
 - Something to consider; it is not given back in the tax rate
 - Professional development—please use; i.e.: mgmt. training for Travis
 - Uniform rental—up to \$7000; more employees, rates have gone up
 - Up the Salt line up—need to stock pile; prices are up and down; increase to \$120,000
 - Green Lantern Solar payments go into revenue—when will those begin?
 - Capital Equipment—potential to fund heavily—in need of reliable dump trucks
 - 5 year turn around is better than 6 year
 - Presently down three trucks
 - Waiting on new truck that was ordered back in May
 - Heating fuel—keep at \$10,500; already at 97% because this is a pre-buy
 - Line Painting—never came; will have to wait until spring now
 - Capital Building—if gate is left open to garage, anyone can come in and fuel up; recommend to budget \$10,000 for chip sensor with password that will be attached to town vehicles; will keep track of fuel used and for which vehicle

- Capital Paving: Circle View, Cooper Hill, Dorr Fitch, Jockey Hollow, Lower Highlands, Maple Hill Loop, North St, Spruce Haven, Upper Handle Rd are currently on the schedule for 19/20
 - Ideally would like to also do Holland Rd down to Steve Bartlett's and Capt. Copeland
 - Grant to do the culvert work in those areas

III. Assessor: 9:30am (Linda Sherman)

- Assessor Assistant—up to \$15.00/hr. from \$13.25; increase to 10 hours per week for a total of \$7800—Board can't justify a 13% raise—Linda to compile a list of responsibilities/duties that Patty does now and revisit wages
- Leave Appraiser at \$23,000 based on what is coming up. Already at 50% of budget
- Need to start thinking about a reappraisal
 - Last year new base lodge was 40% complete and added 7.5 million to grand list; Current value for Mt Snow would add 17.5 million; projected value of 80 million; lack of training in this type of work; more commercial properties are valued on an income approach
 - Consulting a professional appraiser from Georgia; estimate to reappraise Mount Snow at \$50,000
 - Person who has done these in the past has retired
 - Bank appraisals come in very differently—could reach out to them for contacts
 - Brian DeCesare—Wilmington hired out to do Haystack, the same person who retired
 - Other ski towns who have had this done? Pull together resort towns to discuss; Okemo just sold
 - Plan is a three-year step process: new Base lodge; remainder of Mt Snow; Town
 - Last re-appraisal was in 2009
 - Mt Snow may come before the Town at Town Meeting with a stabilization package
 - Value inactive parcels—\$378,000 in reappraisal fund; looking at a cost of \$450,000
 - Receive \$30,000 per year from the State to supplement reappraisals
 - Believe the town should be matching that every year
 - Should have a separate meeting to discuss this topic
 - Reappraisal funding should come up as an article at Town Meeting; write up in Town report to inform folks about the topic
 - Linda will forward some information to the Board on the appraiser she would like to hire

Revisit Appraiser salary & Lister Education line items at next budget meeting

** Joe Mahon arrived at 9:53pm during this discussion

IV. Treasurer: 10:00am (Marco Tallini)

- Build in 3% raise to Finance Officer
- Bump up mileage and expenses line item to \$3550
- Postage falls under general for all depts.
- Biggest expense is in postage and envelopes for tax bills
 - 5 cent postage increase coming in January—need to build this in

V. Town Clerk: 10:30am (Andy McLean)

- Pretty straight forward budget
- New copier has been ordered
- Take in approximately \$5000-\$10,000 in copy fees per year

- Land record fees are \$10.00 per page; copies of vault items are \$1.00/page by statute
- Funds for office furniture left in—Jeannette needs new office furniture
- Dump passes—next time fee is raised, consider a whole dollar amount
 - Add to next SB agenda to consider changing fee back to an even \$7.00

VI. Police: 10:45am (Randy Johnson)

- Equipment radio maintenance—lower from \$2000 to \$1700
- Fees and dues are up because of additional admin for VT Chiefs
- Computer purchase/repair—MDT's (mobile data terminals) are \$5000 each for car computers; replacing older ones, 7 to 8-year life span; consider in 2019/20—add line item to Capital Equip for “Police Technology”
 - Put in for one this year
- Computer VIBRS/VLETS—up \$200 due to extra vehicle
- Uniforms & equipment dropped back down, \$1500 and \$500 respectively
 - Shotguns and body cameras purchased last year
- Up heating oil? Remain the same due to pre-buy
- Generator maintenance--\$500 annual service contract
- Capital building—2019/20 floor tile, exterior doors; was under on the roof expense; 2020/21: \$14,000 for ceiling tiles, lighting on 1st floor
- Capital equip—Morfo Trac is a new finger printing digital device: \$18,500; yearly maintenance \$2900; grants are no longer provide for these
 - Dover still does ink rolling fingerprint processing
 - Consider in 20/21 at the earliest—prices may go down by then
 - Add maintenance line item to PD budget
 - One-year warranty, set up, installation and training included in \$2900
 - No cruisers scheduled until 21/22
- Salaries:
 - Sam Morris—DRE program, already processed 21 drug related evaluations
 - \$7,000-\$14,000 for a dog—could also help with search & rescue
 - Contract with officer to stay on for a certain period of time
 - Outfit the vehicle to house the dog; equipment, training for dog
 - Commended by the State Police
 - Statewide Recommitment to Public Safety from VLCT
 - Staying competitive with other depts. on salary, health insurance, retirement, longevity
 - New Wilmington Chief Murano is almost making what the former chief was making upon retirement
 - Officers: \$21-24; plus 10% of hourly rate for being on call
 - Dover: currently at \$23-24 with experience
 - Bennington: starting pay \$24-28
 - Brattleboro: starting pay \$25-28
 - Pay differential: Bratt/Benn .50 cents more/hr. night; .85 an hour for evening shift; .25 to .30 cents per hour more for weekend day
 - Both Bratt and Benn are 24-7 stations; teens to twenties in work force
 - Can Dover compare to these bigger towns? Perhaps not, but there is competition with these towns
 - Dover officers have been approached to go to these bigger towns
 - Minimum wage in Vermont may be going up to \$15.00/hr.
 - Consider longevity bonuses for those who have been on the job for substantial years
 - Health insurance:

- Wilmington has Platinum Plan; Dover has the Silver plan and employees are thankful for funding this
- 3% increase with no extra: \$415,486.34
- 3% increase in salaries plus 10% differential for on call; call out pay is not additional would bring the total to \$420,636.34
 - Plus 25 cents more an hour—would bring it to \$418,000; with Randy: \$419,162.70
 - Consider 3% plus 50 cents, 75 cents, \$1.00 for all including admin would range from \$422,273.70 to \$429,036.82
- Consider signing bonus—will have to look at in the near future to retain the great force that we have
- What is the difference between Brattleboro force and Dover force?
 - Is the job itself easier in Bratt? Call volume is higher; larger force to support it

A lot of information to grasp. Randy will submit the options in total figures to the Board along with his recommendation ***please see attached sheet for details***

VII. Fire: 11:55am (Rich Werner)

- Salaries down 3%
- VMERS added \$500 for Andy McLean for retirement deductions
- Dispatching is up 3%
- Fees and dues up from \$1000 to \$1500 for text/phone notification program
- Vehicles kept the same—some towing involved this year which was unusual
- Trainings down—Rescue Inc is paid out of payroll
- Mileage reimbursement down—not using it much
- Vehicle maintenance—in house by highway dept.? See Bob Holland on this
 - Repairs are getting more and more expensive
- Small Equipment—thermal imager at \$8,000-\$10,000; gear for new staff
 - Trying to be frugal but if something is needed down the road....
- Hydrant maintenance—funds for parts only; used to be \$7,000 but now \$250
- Emergency mgmt.—cut back a little on this
- Capital Equip:
 - 1984 Mack Fire Truck put off to 21/22
 - 2005 F250 replacement scheduled for 20/21
- Capital Building:
 - \$50,000 for bunk room
- Manning station? Tried it but didn't really work out; consider Officers taking turns manning it

Next meeting for continued discussion with Assessor, Police and Transfer Station as well as Capital plans to be determined

Adjourned at 12:23pm

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