

**Dover Select Board
Special Meeting Minutes
November 20, 2020**

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. The meeting takes place on Friday, November 20, 2020 via Zoom and starts at 10:00AM.

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 present via zoom: Victoria Capitani, Sarah Shippee, Dan Baliotti, Scott Salway, Joe Mahon

Also, present: Jeannette Eckert, Marco Tallini, Tabi Freedman, Linda Sherman, Travis Briggs, Randy Johnson, Mike Arbogast, Rich Werner, Andy McLean

Chair Capitani called the meeting to order at 10:00am

I. Budget Review:

Chair Capitani: We need to take a very close look at everything this year given the world's circumstances; being as fiscally responsible as we can be; many people are struggling with employment & finances

A. Zoning & Health: Tabi Freedman

- Mostly the same budget numbers overall compared to last year
- Would like to extend hours to 4 days at 32 hours given the busyness of the office
 - Or Full time at 40 hours
 - Includes IT, inspections, and support with Linda
- Personnel policy states that full time is 35 hours or more per week
- Consider the Town to pay 100% on health care rather than Tabi paying 40%
- Willing to be flexible but often spending 4 to 5 days per week in the office
- Quite a bit of health officer issues; permitting issues; atypical questions; constantly trying to catch up
- Currently splitting the time out for zoning and IT hours
- Proposal for cloud back up software – digitizing and storing all zoning files and more, online storage subscription—proposed cost \$1524.66 for the first year
 - \$99/mo. for up to 5TB storage or \$199/mo. unlimited storage
- Fillable permit applications are online, but many are not equipped to submit digitally
- Scanning all the zoning files that are coming in presently; but all the back files will need to be scanned; there is currently no back up for these files
- Should look at a part time person to do the scanning at a lower rate of pay rather than having Tabi do it; this could be a very lengthy process
- Will look into the average hours worked and continue the conversation at the next budget meeting

B. Assessor: Linda Sherman

- Budget total is less than last year
 - Shifted some things around, some have more, some have less
 - General operational expenses are the same
- Mainly using the scanner for scanning; minimal expenses involved
- Lister education—the state is no longer giving money to Towns
 - However, can be reimbursed for any classes taken
 - If classes are taken through PVR, there is no cost
- Bumped expenses line item up by \$500
 - Attending more classes, will be taking more classes
- Town has their own subscription now for MLS—over \$600.00 annually
 - Used every day; rely on it heavily
 - Market is changing minute by minute
 - Was originally under Jeremiah who split the cost between three towns quarterly
- Break out the mileage, expenses, training figure (\$12,500)
 - Proval program is included in this figure at \$4541.00 annually
 - Annual fee of \$1115.76 for Marshall & Swift cost tables
 - Currently at 59% expended of Assessor line item
- Payroll—did not ask for an increase last year
 - Actual expenditure is at 42%
 - One-person department at present
 - Propose \$32.00/hour at 32 hours a week
 - Assistant Clerk (Assessor Clerk)—proposed at the higher number 18 hours @ \$20/hr.
 - Get numbers that Patty was making; she came into it with a lot of experience
 - Should revisit these in Executive Session Dec 1st
- Contracted Assessor fees—changed to **Consulting fees**; down from \$23,000 to \$10,000; part of this was moved to payroll
- Schedule Executive Session for Linda at Dec 1st meeting

C. Transfer Station/Highway: Travis Briggs

Transfer Station

- Would like to raise up the transfer station expenses from \$60,000 to \$70,000
- Busy at the transfer station; will have a few extra containers
- Don't anticipate increase costs per ton
- Revenue is budgeted at \$50,000 and currently at \$20,000
- Typically, Nov and Dec are busier months

Highway

- Salaries are down because fewer employees and lower hourly wage for new hire
- Would like to increase Brian Moore by 50 cents/hr.
 - Looking to make him Foreman once Bill Short leaves in April 2021
 - Transition this position in July 2021
 - Bob handed his cell phone in which we had to purchase to close the account; Intend to give that to Brian as well
- Overtime is based on wages
- Administration and equipment will stay as budgeted last year

- Roads
 - Upped the line painting from \$12,000 to \$14,000
 - Salt prices are lower this year but will have more paved roads
 - Up it 4% to \$125,000
- Overall highway budget is down 5%
- Working on the Capital plans—reworking the paving plans
- New hire will be officially announced at the Dec 1st meeting
 - Chris has accepted the offer of \$19.50/hr. and can start at any time

D. Treasurer: Marco Tallini

- Upped the treasurer line item from \$3600 to \$4000
 - Printer paper, tax bills, envelopes, ink—expenses are going up
- Salary—began to talk about during review; job has grown, busier, more transactions—asking a bit more than the 3% (8% to \$63,000)
 - Have not had an increase in the treasurer stipend (\$5000)
 - Possibly could use an assistant
- Salary figure discrepancies from 17/18 Town report
 - Need to note the error—that the number entered was a mistake
 - Budget figure was \$47,387; went up to \$53,000 per Randy Terk and supported by the Select board (15.5% raise)
 - Somehow the number was not reported correctly
 - Vicki will provide these pages from the reports for Marco to review
- Will schedule Exec Session for Dec 1 meeting
- Upon reflection from this discussion, Marco will leave the salary line item at 3%

E. Police: Randy Johnson & Mike Arbogast

- Salary line item is down from last year
 - Hiring process in delay—may have a part timer that is interested
 - Bill Manch will be retiring in June 2021
 - Reflects the expense for Academy training if needed in August
- Holidays and overtime figures have dropped as well
- Hard to anticipate overtime
- More call outs due to COVID-19? Possibly
 - Asking Police to do things that are not our responsibility
 - Monitor establishments to make sure they are in compliance when there are no complaints
 - There is no enforcement; all the onus is on the municipality
 - State troopers are getting paid to monitor
 - Is the State going to pay Dover PD to do this?
 - Could be potentially raising more issues
 - Talking about restaurants, bars, lodges
- Pay differential upped to \$13,520 at a maximum (61% increase)
 - Currently at \$1.00 per hour at night plus .25
 - Looking to up it to \$2.00/hr. for 7 nights including Sat, Sun
 - Added 4 extra shifts for a 2nd officer
 - \$1.00/hr. Monday to Thursday
 - Friday night to Sunday night--\$3.00/hr. for all hours worked
 - Working Mon thru Thu all are getting their regular rate
 - Based on Wilmington's pay scale

- It is hard to determine what will be needed
- Total amount is based on 8 shifts per weekend, majority of the year we are looking at 4 shifts per weekend
- Suggest adjusting appropriately to a more accurate number
- Will look at revising and present at next budget meeting
- Vehicles: equipment/fuel/parts: down by 1%
- Operational: overall down by 11%; lowered computer, training costs and equipment line items
- Building: maintained last year's numbers which includes telephone, pagers, fuel, building maintenance
 - Pagers are no longer used; replaced with cell phone stipend
 - Looking at replacing some siding on the back side of the station

Capital Plans at next budget meeting

- Cruiser money may be pushed off—would like to spend some of it on body cameras
- Will need to plan on mitigating the smell in the Police Station
 - Looking at some options that may be less expensive than anticipated
 - Very few sewer pipes that run under the building

FYI:

Dispatching bill in the legislature—billing to start in July 2022

Cannabis legislation—retail opt in will require a vote at a special Town meeting; Town does not have a choice if there is a lab, manufacturer, grower, processor coming in; Be aware of the potential issues

F. Fire: Rich Werner

- Budget was rec'd just prior to the meeting for Fire and Emergency services
 - Also, proposed hourly rates sent via email
- Salaries remained the same; still looking at hiring an office assistant
- Cut office expenses down to \$500 from \$1400
- Dispatching at a 3% increase—don't typically know that figure until later in the year
- Fees & Dues—increase by 60%
- Fuel & Oil—Trucks—down 33% as it doesn't seem to be used
- Training—way under budget for this year; only virtual training due to COVID-19
- Radio maintenance & Mileage reimbursement cut
- Hydrant maintenance cut down to \$100; not something that is really used
- Price went down on heating oil from \$2.35 to \$1.53 per gallon
 - Look at line items for heating oil and gas for all depts
- Overall budget is fairly flat over last year

Emergency Mgmt.:

- Stayed pretty much the same—level funded
- Electric for tower--\$1000 per quarter
- Equipment leases—may adjust if we can get our own power meter on the tower
- Materials & supplies--stock piled for road work during Irene
 - Balance highway budget at least for emergencies
- Stockpile MRE's and water jugs—can use the well water at the school to fill
- Consider storage trailer for these items rather than in the school
- Radios are not being used as often now given the use of cell phones

- G. Town Clerk/Asst. Clerk: Andy McLean
- Level funded—taking the current environment into consideration
 - Payroll at 3% increases
 - Jeannette was given 4% in the current 20/21 fiscal year
 - Note that in the Town report to make that clear
 - Proposing 3% increase in this coming fiscal year

II. Consent Agenda:

- A. Approve Warrant for 11/21/2020 for \$5,889,267.00

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrant of 11/21/2020

- III. FYI: Next Budget Meeting, Friday, Dec 4 at 10:00AM

- IV. Adjournment at 12:54pm by Chair Capitani

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