

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, May 2, 2023**

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*These minutes are not official until approved by the Dover Select Board*

Select Board in person: Victoria Capitani, Sarah Shippee, Dan Baliotti, Scott Salway

Select Board member absent: Joe Mahon

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Eric Durocher, Travis Briggs, Jim McDevitt, Mike Arbogast, Brian Suhadolc

Public present via zoom: Bethaney LaClair

**Regular Meeting Called to Order at 6:30pm by Chair Capitani**

**I. Public Comments:**

Eric Durocher addressed a recently reported fall by a resident on the Valley Trail green bridge which has increased the desire to release the request for bids for repairing the bridge; even if it starts before July 1, ED funds are set aside \$75,000 in trails maintenance; replace the decking and make it easier for David to maintain; Board's consensus is to begin the process immediately

Sarah Shippee reported that the Dover Propane Group invitations went out, this program helps with fuel assistance and Deerfield Valley Rescue

Vicki Capitani requested two additions to the Highway agenda: road crew opening, mowing around Town Office/Church area

**II. Highway:** Travis Briggs

A. Review & Award Paving Bids—4 quotes received

- |                           |                   |
|---------------------------|-------------------|
| • Peckham Road corp.      | \$110.00 per ton. |
| ○ Milling Price           | \$30,272.00       |
| • Springfield Paving      | \$92.55 per ton.  |
| ○ Milling Price           | \$36,950.00       |
| • Pike Industries.        | \$105.00 per ton. |
| ○ Milling Price           | \$33,720.00       |
| • All States Construction | \$94.10 per ton.  |
| ○ Milling price           | \$18,784.00       |

Considered best options, timeliness of completing the job

Desire is to award the milling bid separate from the paving bid

Recommend Springfield Paving @ \$92.55 per ton (lowest bidder)

- 5900 tons figured and they had 5872 tons in their bid
- Others were short on tonnage

Recommend Peckham Road Corp. for Milling at \$30,272.00 (second lowest)

- Figured at 3 days around \$10,000 per day
- Would rather it take 3 days and do a good job at it instead of rushing it in 2 days
- Milling and grinding are two separate pieces
- Contacted companies and Travis was happy with the timeline proposed between the milling and the paving

Board comments/questions:

- Will there be training done prior to the paving job?
  - Travis has started the training; almost completed
- Another road crew member will be taking the training as well once Travis has completed it
- Tonnage is based on width and thickness

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved purchasing the paving from Springfield Paving at \$92.55 per ton and the milling from Peckham Road Corp. in the amount of \$30,272.00

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- B. Revision to Town Hall Window Quote (**Replacement** Windows at \$43,280.64)
- At the last meeting the purchase of full framed windows was approved
  - Came to light that the full frame windows are 8 inches shorter because Anderson doesn't make that size window
  - Smaller windows would alter the look of the building
  - Replacement windows will fit exactly in the current window space
  - PVC trim on the outside was included in all the quotes
  - Would have to make up space both inside and outside if going with the full frame windows
    - There would be 8 inches of gap
    - As such recommend the replacement windows
  - Travis Wendell recommended Marvin Windows which we don't have a quote from
    - Still waiting on him to finish the work on the front door and side steps
  - We should have someone who can come in and get it done well and move on
  - A 10% deposit check has been generated which Travis will hand deliver

On a motion by Scott Salway, seconded by Sarah Shippee, the Board unanimously agreed to purchase the replacement windows from Home Depot at \$43,280.64

- C. Review Quotes for Guard Rail Replacement at Taft Brook Corner
- Tragic accident had just occurred the night of our last meeting and was not the first one to happen at that curve
    - Another accident occurred the night before
  - Should see some insurance funds coming back—two claims submitted
  - One quote from Lafayette Highway Specialties of Essex Junction, VT
  - They can get this right in as they are currently working on Route 30

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to expend \$6460.00 with Lafayette Highway Specialties to replace the guardrail plus flaggers at \$51.00/hr. plus \$150/day for sign package

- Discuss Letter of Concern from Susan Rand
  - Letter was read into the record by Chair Capitani
  - Her letter expresses concern about the number of accidents & fatalities that have taken place at what she calls "Deadman's Curve" at Taft Brook Corner and seeks Town input for preventing future accidents

Comments:

- Dan Baliotti's driveway becomes an escape ramp for some coming down Dover Hill
- Unsure who owns the property where the accident occurred
- Signage is one easy thing to try; possibly starting at Dover School
- Certainly, can add more signage
  - There are three signs just below Snow Road on to Taft Brook Corner
  - Brakes were potentially gone before that spot
- Flashing light should get drivers attention that this is a serious curve
- Attach a flashing light to a warning sign—perhaps on both sides of the road
- There is money in the budget for signage
- Start warning drivers earlier about the risks
- Consider some other alternatives for long term solutions
  - Escape ramp?

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- Perhaps ask the State about alternatives to try to prevent accidents—Travis will do some research & report back to the Board

D. Discussion on road crew opening

- Anthony Covey tendered his resignation and his last day will be May 13
  - Tony thanks the Town for the opportunity but has accepted a job working on motorcycles on the sea coast
  - Road crew started the 4-day work week this week
  - Ad will be in this week's paper
  - There is a short list of previous candidates who will be contacted

E. Discussion on mowing the lawn around the Town Office

- Mickey Kersten is no longer going to do the mowing around the Town Office and the West Dover Cong. Church lawn—need to consider alternatives
- Would like to know where the property line is between the two buildings
- The Town plows in front of the Church and on its walkway/steps
- Will do some research
  - What does the Church want—would like a formal request from them

\*\*Note on discussion that happened after the meeting: The Church is going to take care of it and it is trying to secure someone to do the mowing and weed whacking for both locations. The Church will be paying for all charges involved. In the process of meeting with a few local folks to get pricing and availability. The Town will not be responsible for any lawn care.

**III. Economic Development: Eric Durocher & Bethaney LaClair**

A. Event Sponsorship Program Application - Deerfield Valley Blueberry Festival

- Asking for a little more money than last year--\$15,000 request
- Did not use all of the funds from last year and would like to use them for expansion
- Expanding on the street fair activities: bouncy houses, selling cotton candy, craft fair, magicians & circus performers, teddy bear picnic, touch a truck
  - Family friendly fun activities
- Would like to go back to the parade as many people expressed interest in its return
  - Exploring more options for musicians, perhaps on floats
  - Assembling a committee to help with this
  - Businesses will be sponsoring floats
  - Plans to pull it off at a more reasonable cost
  - Parade will start at 10am on July 29 and segway into other activities
- Advertising and promotion of the festival was lacking in the past
  - Increasing social media, ad in the DVN in January
  - Will continue to promote the event and grow the attendance through visibility and advertising
  - July 29 is the first Saturday of the festival
  - Listing of all the events will be available so people can plan ahead
    - Focus on each event like the Block Party, Street Fair etc.
  - Timeline of what to expect well ahead of the events
  - Appreciate the helpful feedback and continued support

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Board comments:

- Glad to hear that you are trying to improve on last year
- Events should be less scattered out along the trail; didn't look like much was going on; craft fair got lost in the corner
- Concerts/activities should be in a more visible location
- Rotate the business participation along the trail so it's not always the same ones
- Wishing you a successful year for the event
- Glad the parade is returning

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to expend \$15,000 from Economic Development funds for the Blueberry Festival Street Fair

FYI:

Eric and Jeannette are meeting with ANR on Wed about the Library well project & possible funding options

ARPA reporting has been submitted for this year; will see what we can obtain from the State before pursuing any ARPA funds for the well/PFAS issues

Horace Hill is moving forward in the design stage—updated project review sheet has been sent to Act 250; once approved will be getting shovels in the ground; really amazing, hope to complete by end of summer

Tommy Hathaway will be mounting the plaque for Phil any day now; has signed waivers from VLCT removing the Town from any responsibility

Well testing has not been completed yet; KAS is waiting on the State to get back to them on the State's request for a 36-hour continuous pump test which KAS is hoping to avoid due to the time and cost involved; this cost may be covered by the ANR, will know more after the meeting

**IV. Local Liquor Control:**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to recess as Dover Select Board and convene as local Liquor Control Board

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved:

A. Liquor License Renewals:

- Special Event Permit for SC Distillation, Wine & Harvest Festival, Sept 23

Bethaney LaClair confirmed that all liquor vendors for this festival will be submitting separate special event permits for approval consistent with changes to Liquor Control permitting

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to adjourn as local Liquor Control and reconvene as Dover Select Board

**V. Consent Agenda:**

- Approve the Minutes of April 18, 2023
  - Correction to Motion on Planning Grant Agreement (not to exceed \$28,205)
  - Recording of the motion was very difficult to hear. What was heard was \$2,820.00 which was only the 10% match

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of April 18, 2023 as corrected

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- Approve the Warrants of April 29, 2023 for \$198,350.21, \$10,820.17, \$73,041.00
  - Three separate warrants
  - The first figure is for the payroll and initial check run
  - Travis came forward with a check request for the window deposit which is the second figure
  - Richard came forward with a check request for the FD's pick-up truck which is the third figure
    - Both requests came after the initial check run

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of April 29, 2023

Vicki commented on the one submission of a large mileage reimbursement by an employee who attended a week-long conference. Board would appreciate prior notice of such a proposed expense in future; also questioned the number of overtime hours. Significant cost to the Town and not budgeted. Will discuss with employee for clarification. May consider a change to Personnel Policy to address this.

**VI. FYI:**

- A. Green Up Day is May 6—this Saturday; bags are available at Town Office and School
- B. Planning Commission May 8 and 22 at 6:30pm—not meeting on the 8<sup>th</sup> as they will be attending a Windham Regional Commission seminar via zoom on flood plains
- C. Trails & Rec Committee May 9 at 6:30pm
  - If there are no agenda items, this meeting may be cancelled
- D. Open Mic Night May 10 at 6:00pm
- E. Holocaust Remembrance Program May 12 & 13 at Twin Valley Middle/High School
  - Free admission passes were extended to all Town employees and officials
- F. Joint Meeting with the SB/PC/WRC on the Town Plan on June 12 at Town Hall at 6:30pm—public is welcome to open discussion on Town Plans—taking the place of regular PC mtg

\*\*FYI note Jeannette will be on vacation May 10-19 and will be absent from the next SB meeting; Shannon will be taking minutes

**VII. Liaison Reports:** none

**VIII. Executive Session for Personnel (Mike Arbogast, Dover PD)**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move into Executive Session for Personnel at 7:31pm

Present: Vicki Capitani, Sarah Shippee, Scott Salway, Dan Baliotti, Mike Arbogast

By unanimous consent, the Board agreed to move out of Executive Session at 7:48 pm

Decision: Mike Arbogast updated the SB on the hiring process for the PD admin position

**IX. Adjournment at 7:48pm**

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](http://www.doververmont.com)