

**Dover Select Board  
Special Meeting Minutes  
Dover Town Office  
Wednesday, November 29, 2023**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86800444071?pwd=RIU2WDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Dial in: 929 205 6099

Password: 052648

Select Board present: Victoria Capitani, Dan Baliotti, Sarah Shippee

Select Board via zoom: Scott Salway, Joe Mahon\*arrived at 2:09pm

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

Public present via zoom: none

**Special Meeting Called to Order at 1:07pm by Chair Capitani**

**I. General Budget Meeting with Dept. Heads**

**A. Assessor: Linda Sherman**

- File cabinets need replacing - added \$1000 to expenses
- Looking at moving forward toward the reappraisal and any added expenses that may be incurred
- Assessor Clerk wages was left the same at \$28,080
  - Brief contact with Katie about her position going forward
  - Has been out for several months due to having a baby
  - Will reach out to her and get some answers on her return date
    - Document with a registered letter
  - Original discussion was that she would be back in early November
- Budget is up from \$105,032.08 to \$107,664.15

**B. Zoning & Health: Tabi Freedman**

- Not much has changed with one exception
- \$300 added to expenses for mileage and trainings as the fees have gone up
- Continuing the project of digitizing all the zoning documents
- Some have been scanned already and available on our server
- End goal was to have everything backed up into the cloud and have an automated process
- Researching various software programs
- One company mentioned is IWORQ—most reasonably priced for what we want to accomplish
- Annual license is \$3700 with a portal involved
  - Someone doing a title search could access the information
  - Streamline the process with a guaranteed back up and fully compliant
- Addressing the Bylaw revisions and updates
  - Town Plan updates are budgeted for by a grant from the State
  - Grant for Bylaw update is a possibility thru a different program
    - Or go thru a municipal grant program
  - Budgeted \$25,000 per Matt Bachler's (WRC) recommendation
  - Increase to Legal fees for Planning Commission
  - Add funds to Zoning legal fees as well (perhaps \$200 per application)
  - Legal fees were separated out: General, Zoning and Planning)
- Just rec'd word from the State board of health on fire safety team on all rental housing health codes
  - Will start as of Dec 31 with State Fire Commissioner
  - Will send details to Eric and the Board

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- Zoning will be supporting them as needed
- Back up shelter for dog bite issues
  - Recently had an issue with quarantining dogs and Windham County Humane Society was not open due to Covid outbreak
  - Dogs ended up being quarantined in owner's house appropriately
  - Unusual situation, may not happen again, but it was a challenge

**C. Fire: Rich Werner**

- Payroll subtotal \$146,362.00
  - Educated guess based on number of trainings, fire calls etc.
  - No rate increases
  - Three busiest months are Dec, Jan, Feb
  - False fire alarms – number is unknown
  - At 48% so far this fiscal year on payroll – 1/3 of the year
  - Online training is being capped at 6 hour per fireman per month
    - Video training classes are helping
    - Allowing drills to be more hands on
- New line items added breaking everything out:
- Calls: \$54,030 based on average number of calls
  - Base calls
  - Extended calls
- Maintenance: \$3,168
  - Building
  - Equipment: certified person who does the air packs
  - Vehicle
- Officers: \$24,920
  - Stipends: depending on position once a year
  - Meetings: two meetings per month
- SAR training: \$12,960
  - Drills, online training, outside classes, area wide drill
- SAR calls: \$4,160
  - Base calls, extended calls
- SAR officers: \$2,584
  - Officer stipends, meetings
- Admin: \$11,760
  - Admin assistant – Candace and Sarah are helping out
  - Behind on sending out the alarm fees notices – need a committed person who will stay with it
  - Two people have applied for the position – one is a fireman and the other is a significant other of a fireman
- Special: \$1000
  - Fire warden stipend
  - Town employee stipend
- Consider simple PACIF grant to cover training costs
  - One of the officers has taken this over and it is going well
- Administration: \$68,622
  - Office expense, dispatching – up 3.5%, fees and dues – mutual aid software program fees have gone up
- Vehicles: \$21,000
  - Oil and fuel \$4300

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- Vehicle parts and supplies—retain at \$20,000
  - Operational: \$36,700
    - Trainings came down a bit since doing more inhouse
    - Hydrant maint.
    - Radio maint.
    - Sm. equip maint. Up to \$30,600 which includes \$5600 for SAR: GPS, blankets etc.
    - Mileage reimbursement
    - Misc
  - Firehouse: \$32,680
    - Electric
    - Net solar
    - Telephone
    - Heating fuel: had a credit of \$5200 from last year; bump up to \$15,000
    - Sewer
    - Bldg. maint.
  - Capital equipment
    - Fire gear—put it in a yearly line item \$6300
    - Rotating staff, replacing as needed
    - Put together a proposed plan in a spreadsheet to review during Capital meeting
- D. Clerk/Asst. Clerk: Andy McLean/Jeannette Eckert** (\*\*Joe Mahon arrived at 2:09pm during this discussion)
- \$148,173.87 total including wages for both
  - Pretty straight forward
  - A couple of changes
    - BCA and election expense was beefed up due to Covid related supplies but took it down a bit as things have slowed down but still want to be ready for anything
    - Recording has dropped since Covid
    - File cabinets for Jeannette
    - Binding and archiving of Town Reports
    - Using less index cards etc.
    - Mileage reimbursement rate upped
    - Slightly up on toner
- E. Highway/Transfer Station: Travis Briggs**  
Transfer Station: \$210,979.70 total
- Payroll is down due to new attendant's rate being lower
  - Operational expenses continue to go up – increase of \$42,000
  - Trucking fees continue to go up
  - Single stream recycling – very expensive since there is no market for it
    - Look into what is happening to all this stuff
  - Change in composting containers – removing front loader and replacing with small roadside containers
  - Kevin Stine attends the WSWMD meetings and relays information to Travis
  - Switched hands between Triple T and Casella which is now a monopoly
  - Building maintenance: up to \$3500
  - Selling passes up at the Transfer Station

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- Will start this process; will not involve an extra attendant
- Stickers will be available for purchase there as well as Town Office
- Looking into using a square further down the road to allow debit/credit card sales
  - Municipal based credit card system has 3% fee as well as minimum purchase
  - Capture more revenue as it will be easier for people
- Budget for technology at the TS roughly \$2000 – add a line item
- May need updating on WIFI and additional electrical outlets

Highway: \$1,805,134.89

- Payroll 3% plus \$1.00 across the boards
  - Want to keep the good crew that we have—new ones are doing well
- Administration
  - Uniform Rental up from \$10,000 to \$15000
- Fuel & Oil – up by \$10,000
  - Can track it and determine the usage; costs have gone down a bit
- Equipment
  - Parts and tires up by \$8000 to \$90,000
- Roads – up \$63,000 over last year
  - Construction, culverts, guard rails & signs, line painting
  - Gravel, sand, salt –all pricing is going up
    - Newfane pit should be up in 2024—will inquire about obtaining product from them
    - Revisit in Capital paving discussion
  - Maintenance that can't be done in house – hourly costs are up

**F. Treasurer: Marco Tallini**

- Mileage reimbursement - \$4750 – mailings, mileage
- Minuteman – inter year mailings – looking at getting the folding machine fixed
- 5% on proposed salary increases based on research with peers

**G. Police: Randy Johnson/Mike Arbogast**

- Payroll is down 11% - total police budget down 9%
  - Transitioning from senior members
  - New office admin
- Equipment is down by \$600 due to body camera purchase and some fees have gone down
- Fees and Dues are down (only need one person)
- Training costs are down – most are mandatory State training which is free
- Overall budget is \$890,397.42

**II. Approve Warrants of November 25, 2023 for \$295,545.90** –will defer vote to next meeting

**III. Adjournment at 2:43pm**

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)