

**Dover Select Board  
Re-Organizational Meeting Minutes  
Dover Town Office  
Wednesday, March 6, 2024**

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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>

Select Board present: Victoria Capitani, Sarah Shippee, Scott Salway, Dan Baliotti, Joe Mahon

Also present in person: Jeannette Eckert, Mike Arbogast

Public present via zoom: Tabi Freedman, Eric Durocher, Linda Sherman

**Re-Organizational Meeting Called to order at 6:30 PM by Office Manager Jeannette Eckert**

- I. Welcome Newly Re-Elected Select board Members: Sarah Shippee and Daniel Baliotti were reelected to a 3-year and 2-year term respectively as Select board members  
Jeannette Eckert administered the oath of office to both members and then entertained a motion for Select board Chair
- II. Select board Chair Appointment:  
On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously appointed Vicki Capitani as Select Board Chair  
Chair Capitani took over the running of the meeting and entertained a motion for Vice Chair
- III. Select board Vice Chair Appointment:  
On a motion by Scott Salway, seconded by Dan Baliotti, the Board unanimously appointed Sarah Shippee as Select Board Vice Chair
- IV. Select board Meeting Rules & Procedures:
  - A. Adoption of Select Board Duties and Guidelines  
On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously adopted the Select board duties and guidelines  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously adopted the Select board meeting rules and procedures
- V. Meeting Schedule: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 6:30pm  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to maintain the meeting schedule of 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 6:30pm
  - The Board agreed that if only one meeting per month was needed, especially during the summer months, that schedule would be considered
- VI. Selection of Official Newspaper: (Deerfield Valley News)  
On a motion by Dan Baliotti, seconded by Sarah Shippee, the Board voted 4-0-1 to select the Deerfield Valley News as official newspaper (Capitani abstained)
- VII. Town Attorneys: (Cady & Dugan, and Stitzel, Page & Fletcher)  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously selected Cady & Dugan and Stitzel, Page & Fletcher as Town Attorneys
- VIII. Town Officer Appointments (current appointments)
  - A. Assessor: (Linda Sherman)
  - B. Civil Defense Officer: (Select board)

**Dover Select Board  
Re-Organizational Meeting Minutes  
Dover Town Office  
Wednesday, March 6, 2024**

- C. Conservation Commission: (Chris Cady)
- D. Council on Aging Representative: (Becky Arbella)
- E. Energy Coordinator: (Joe Mahon \*\* change to Sarah Shippee)
- F. Exposure Control Officer: (Richard Werner)
- G. Green Up Day Coordinator: (Lori O'Hern)
- H. Animal Control Officers: (Meaghan Audet & Richard Sedlack)
- I. Road Commissioner: (Travis Briggs)
- J. Health Officer and Zoning Administrator: (Tabi Freedman)
- K. Town Service Officer: (Linda Holland)
- L. Town Agent: (Linda Holland)
- M. Tree Warden: (Andy McLean)
- N. West Dover Fire Chief: (Richard Werner)
- O. Windham Solid Waste Representative: (Dan Baliotti & Kevin Stine)
- P. Windham Regional Commissioners: (Sarah Shippee & Kevin Stine)

Questions arose as to what the Energy Coordinator and Town Service Officer do

- Energy Coordinator could be one to organize an energy fair with the \$4000 grant the Town was awarded through MERP (municipal energy resilience program)
- Town Service Officer – assists with emergency food, shelter, fuel when VT dept of social welfare is not available – most is covered by Rich Werner with emergency mgmt.

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to the above Town Officer appointments as presented

IX. Appoint Department, Committee, Board and Commission Liaisons (current appointments)

- A. Administration: (Joe)
- B. Assessor: (Scott)
- C. Bi-Town Committee: (Vicki)
- D. Development Review Board: (Dan)
- E. Economic Development: (Vicki)
- F. Fire Department: (Sarah)
- G. Highway Department: (Dan)
- H. Library: (**Joe**) **\*\*corrected**, previously Scott
- I. Planning Commission: (**Sarah**) **\*\*corrected**, previously Vicki
- J. Police Department: (Sarah)
- K. School Board Liaison: (Scott)
- L. Zoning Office: (Joe)

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to the above liaison appointments as presented or corrected

**Regular Meeting Called to Order immediately following Re-Organizational Meeting**

- I. **Public Comments:** add Executive Session for Police at the end of the meeting

**Dover Select Board  
Re-Organizational Meeting Minutes  
Dover Town Office  
Wednesday, March 6, 2024**

**II. Highway:**

- A. Certification of Compliance for Town Road and Bridge Standards
- This document is approved annually

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the certification of compliance for town road and bridge standards

- B. Adoption of Town Road and Bridge Standards
- This document is approved annually

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously adopted the town road and bridge standards

**III. New Business:**

- A. Confirm Appointments to WSWMD (Representative & Alternate) Dan Baliotti & Kevin Stine  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously appointed Dan Baliotti as WSWMD representative and Kevin Stine as alternate

- B. Confirm Appointments to DVFiber (Representative & 2 Alternates) TJ Sibilias, Diane McCormick, Shannon Wheeler  
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously appointed TJ Sibilias as representative and Shannon Wheeler and Diane McCormick as alternates

**IV. Unfinished Business:**

- A. Review Agreement Between Town and West Dover Congregational Church
- Question arose over the wording of the sentence involving snow removal of “parking areas used by both buildings” – concluded that as the two buildings share the parking areas, the wording is fine as is

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the agreement between the Town and West Dover Congregational Church as presented

**V. Economic Development: Eric Durocher**

- A. Consider Sale of Town Hall PA System
- The PA system was originally used for the Open Mic nights at the Town Hall
    - No longer holding them there but now take place in Williamsville
  - Linda Sherman has requested to purchase the PA system for \$500
    - Purchased by the Town in 2018 for just under \$2000
  - Suggested that it be used at Town Meeting but at the time it was thought that using a microphone would not encourage people to speak up
  - This equipment is no longer made and it may not be fixable if something goes wrong with it
  - A used one was recently being sold at a cost of \$600
  - Linda thanked the Board for its consideration

Board comments:

- Topic came up at yesterday’s Town Meeting about using microphones for better audio during large gatherings when it can be hard to hear what people are saying
- Accessibility for everyone is important
- If it was needed, it could have been pulled out yesterday
- Not in favor of selling it at this time

**Dover Select Board  
Re-Organizational Meeting Minutes  
Dover Town Office  
Wednesday, March 6, 2024**

- Could be other uses for the equipment besides at the Town Hall – openings or other events around town
- Consensus of the Board is to maintain the PA system for the Town's use

**VI. Board of Liquor Control:**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to recess as Select board and convene as local liquor control

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously approved the following:

A. Liquor Licenses for:

- a. 7-Eleven, Inc. (2<sup>nd</sup> class and Tobacco)
- b. Hermitage Inn Vermont LLC (3<sup>rd</sup> class and Tobacco)
- c. American Flatbread (1<sup>st</sup> class and Outside Consumption)

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to adjourn as local liquor control and reconvene as Select board

**VII. Consent Agenda:**

A. Approve the Minutes of February 20, February 27, February 28, 2024

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the minutes of February 20 and 27, 2024

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the minutes of February 28, 2024 (Salway abstained)

B. Approve the Warrants of March 2, 2024 for \$203,138.44

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the warrants of March 2, 2024 (Salway abstained)

**VIII. FYI:**

- A. Planning Commission Monday, March 11 at 6:30pm
- B. Trails and Rec Committee Tuesday March 12 at 6:30pm
- C. Cat & Dog Clinic, Sat, March 16 from 10am to noon, EDFD
- D. Planning Commission Public Hearing on Town Plan March 25 at 6:30pm

**IX. Liaison Reports:** none

**X. Executive Session for Legal Matters/Personnel (Rich Werner WDFD) (Mike Arbogast PD)**

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously entered Executive Sessions with Mike Arbogast at 7:01pm and Rich Werner at 7:07pm  
The Board moved out of Executive Sessions at 7:07pm and 7:13pm  
Chief Arbogast and Chief Werner will keep the Board informed on each matter

**XI. Adjournment at 7:14pm by unanimous consent**

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)