

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, October 3, 2023**

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 in person: Victoria Capitani, Sarah Shippee, Joe Mahon, Scott Salway

Select Board absent: Dan Baliotti

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Randy Johnson, Mike Eldred, Mike Arbogast, Laura Sibilia, Amir Samar, Bob Holland, Jim McDevitt, Brian Suhadolc

Public present via zoom: Dana Sorice, Eric Durocher, Shannon Wheeler, Michelle Pinkham

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

I. Public Comments:

Mike Arbogast updated on the body worn camera 10-year plan—locked in price for 10 years

@\$7920 per year, a savings of at least \$15,000 over ten years

Sarah Shippee related that she prepared some minutes from Town Fair which she attended last week—topics were Short term rentals, Community Economic Development, First Amendment Rights--copies are available to the public if requested

Vicki Capitani related that there will be a change in the liaison appointments: Scott Salway will now be the liaison to the Assessor's office; Joe Mahon will remain as liaison to the rest of the Admin offices as well as the Library

II. New Business:

A. Review 2024 Health Insurance Rates (Jeannette Eckert)

- Green Mountain Care Board allows BC/BS and MVP to increase rates but did not allow UVM Medical Center to pass along those increases—this is a concern
- A brief overview of the 2024 rates presented to the Board
- Not expecting any decisions tonight
- Open enrollment begins Nov 1, 2023
- Basically, seeing a significant increase in our current Silver Reflective Plan – up 14.19% over last year
- However, keep in mind over the last three years there has been minimal increases so this probably shouldn't be a surprise
- There have been some changes with personnel that have affected the plan choices
- The overall monthly increase is roughly \$5000 over last year
- Out of pocket max is up slightly from \$9100 to \$9300
- Rx out of pocket max is also up slightly from \$1400 to \$1500
- Given these rates, HRA funding would go from \$9000 to \$9300 for singles; \$18,000 to \$18,600 for all others (**note: the single figures were stated incorrectly at the meeting as \$8050 to \$9000*)
- There are some unknowns as far as coverage for the new Transfer Station attendant and Library Director—those numbers have not been figured in
- Of 24 employees on the plan, the majority have \$5000 or more left in HRA funds
- The Board will evaluate the rates and consider the benefits as they relate to the hiring and maintaining of employees

B. Consider Setting Budget Meeting Dates

- Last year the 1st meeting with dept heads was Wed Nov 30 at 1pm

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- Capital plans were reviewed Thu Dec 8 at 1pm
- General and Capital review on Wed Jan 4 at 2pm
- Final Budget approval came on Jan 17
- Public is welcome at all budget meetings
- Schedule 1st meeting with dept heads for Wed Nov 29th at 1pm
- Budget spreadsheets will be sent to all dept heads

C. BDCC Annual Update Visit (Laura Sibilia and Amir Samar)

- Dover, Wilmington, Bellows Falls and Brattleboro voters have been consistent in investing in SeVeds funding
- CEDS update will be happening this year (Comprehensive Economic Development Strategy) 5-year plan in which programs are built; public meetings will occur
- Recent updates:
 - Flood recovery--Continue to assist those impacted, both municipalities and business owners
 - CEDS projects and priority projects—BDCC collects information annually to find vital projects and identify projects that fit state program priorities
 - Business Technical Assistance and Lending—supporting businesses at all stages as well as Windham County Economic Development Program business plan competition
 - Pipelines and Pathway program—connects students in Windham County high schools with career awareness and opportunities; annual 'Reality Fair' is a highlight
 - Welcoming Communities—welcoming refugees into the state and region from across the country and the globe
 - Southern VT Young Professionals—connects folks in the 20-40 age group to help advance careers and connections in the region
 - Community facilities technical assistance program—helps qualified applicants with USDA community facilities
 - Southern VT Economy project—helps towns and non-profits improve community vibrancy through local projects since 2017
- Awarded a \$1 million dollar grant to expand workforce projects including training for students, refugees and folks in transition; more details to come
- Amir Samar is an Afghanistan refugee and a new Vermonter since January 2022 and was hired by BDCC a month after arriving here
 - Background in working with refugees in Afghanistan
 - Role at BDCC is to find jobs for new Vermonters with various backgrounds from different countries
 - Finding jobs and engaging employers by hosting webinars and mutual understanding between new Vermonters and employers
 - Guiding and supporting individuals toward their desired pathways
 - Working on English language skills, trainings, early childhood education, CDL driver's licenses, nurses, midwives
 - Assisting newcomers with opportunities to transition from striving to thriving
 - Assisted 77 individuals with securing full-time jobs
 - Also assisted over 40 employers with hiring at least one new Vermonter
 - In addition to new Vermonters, also working with those who are already here and looking for work
 - Please reach out to BDCC if interested in any of the programs offered

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- Requesting appropriation funding from all communities; Dover is at \$3.00 per person based on 2010 census = \$3372.00
 - Welcome to discuss at Town Meeting in either an Article or budgeted item

III. Unfinished Business:

- A. Update on Handle Rd Trail Parking Area & Paving Certification
- As Travis is getting married this Sat, he is not in attendance tonight however he relayed information to Vicki
 - Keith Sullivan is also not able to attend
 - Parking lot should be completed by the end of the week after a stretch of good weather
 - Paving process is done for this year
 - Certification is moving forward and Travis will complete in the Fall
 - Doesn't feel comfortable taking core samples; difficult and costly for testing
 - Taking density samples and understanding mixes will be valuable tools

IV. Local Liquor Control:

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

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the following:

- A. 1st, 3rd and Outside Consumption Permits:
- Mountaineer OPS, LLC d/b/a Mountaineer Inn

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

V. Consent Agenda:

- A. Approve the Minutes of September 19, 2023
On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously approved the minutes of September 19, 2023
- B. Approve the Warrants of September 30, 2023 for \$2,373,664.16
On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously approved the warrants of September 23, 2023 (almost \$2 million is for State Education Tax)

VI. FYI:

- A. Dover Artisan Market, Fridays from 3-7pm
- B. Planning Commission meets Oct 9 at 6:30pm
- C. Trails & Rec Committee meets Oct 10 at 6:30pm
- D. Open Mic Night Oct 11 at 6pm
- E. Special Meeting on Short Term Rentals, Oct 19 at 6:30pm Dover Town Hall
- F. Special Meeting on ARPA Funding, Oct 24 at 6:30pm Dover Town Hall
- G. Laura Sibilia was awarded Legislative Service Award at Town Fair for the second year in a row—Congratulations Laura!

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VII. Liaison Reports:

Sarah Shippee relayed that Candace Cole has tendered her resignation as the Fire Dept. admin assistant; Rich has requested that the ad be placed in the paper once again. Sarah will be filling in on a temporary basis; difficult to hire someone with the limited hours needed (15-20 hours *per month*) involves taking minutes at Officer's meetings and compiling payroll
Possibility of combining the roles with Police Dept. admin? Depends on the dispatching role; this was not a part of the Police hiring discussions; consider a conversation with all parties to see about moving forward; Rich is training fire fighters to do some of the record keeping duties

VIII. Executive Session for Police Personnel

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to move into Executive Session for Personnel at 7:07pm

Present: Vicki Capitani, Sarah Shippee, Scott Salway, Joe Mahon, Randy Johnson, Mike Arbogast, Jeannette Eckert

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to move out of Executive Session for Personnel at 7:10pm

IX. Adjournment at 7:10pm 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