

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, February 6, 2024**

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, Sarah Shippee, Joe Mahon, Dan Baliotti

Select Board absent: Scott Salway

Also present in person: Jeannette Eckert, Richard Werner, Patrick LaGrange, Mike Eldred, Bob Holland, Andy McLean, Jim McDevitt, Travis Briggs, Marlaine McLean, Sara Bourne, Mike Arbogast

Public present via zoom: Eric Durocher, Michelle Pinkham, Dana Sorice, Diane McCormick, Tim Dolan

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

I. Public Comments: hearing none, the Board moved onto the next item

II. Planning Commission: Patrick LaGrange, Chair

A. Consider Revising Membership to Comprise of 5 Board Members & 2 Alternates

B. Consider Appointing Jack Conway as Board Member (currently Alternate)

C. Consider Appointing Becky Arbella as Alternate (currently Board member)

D. Consider Appointing Diane McCormick as Alternate

- Currently have 5 board members and 1 alternate – would like to expand to 2 alternates
- Trying to reorganize the commission to accommodate people's time constraints
 - Move Becky Arbella to an alternate position, move Jack Conway to board member
 - All members are in favor of the changes
- Had a volunteer come forward expressing interest in serving as an alternate (Diane McCormick)
 - She is looking forward to the opportunity of working with Patrick

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to revise the membership of the Planning Commission to 5 board members and 2 alternates

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to move Becky Arbella from a board member to an alternate position

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to move Jack Conway from an alternate to a board member position

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to appoint Diane McCormick to an alternate position

III. Highway: Travis Briggs

A. Consider New Hire for Road Crew

- Employee resigned a few weeks ago
- Two applicants came forward
- One is currently employed with the Town of Halifax and has a CDL license
 - References were checked and had positive responses
 - Would like to hire Blake Janovsky at \$22.00/hr. effective Feb 25, 2024

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to hire Blake Janovsky for the highway dept. at a rate of \$22.00/hr. effective February 25, 2024

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- B. Consider Ordering New Budgeted Truck
- Budgeted for the 24-25 fiscal year
 - Would like to order the chassis now as the lead time is over a year to complete
 - No money down just need approval to order

Quotes:

Package truck prices:

- International CV515 with Viking equipment pkg. \$173,745
- International CV515 with HP Fairfield Everest equipment pkg. \$180,470

Individual truck and equipment pricing:

- Chevrolet 6500 cab and chassis only - \$74,777.28 (Brattleboro Automall)
- International CV 515 cab and chassis only - \$92,500 (SG Reed Truck services)
- Viking equipment \$78,900

- Same warranty on all
- Would like to purchase Chev 6500 cab and chassis from Brattleboro Automall at \$74,777.28 with Viking equipment at \$78,900
 - Total comes to \$153, 677.28, budgeted \$160,000
- No trade in – selling outright

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to authorize Travis to purchase the Chevrolet 6500 cab and chassis from Brattleboro Automall for \$74,777.28 and the Viking equipment \$78,900 for a total of \$153,677.28

FYI:

- Had some water seep into the gas tanks at the highway dept.
- 5 out of 6 Police cruisers had filled up with gas before it was noticed
- Alarms in the tanks did not sense the water until it was too late
- Vehicles were experiencing some issues stalling out – may have to spend \$\$ on repairs to replace plugs – unsure of the cost at present
- Changed the sensors, pumped out the water, installed extra precautions to close the pumps if it should ever happen again

C. Discuss West Dover Church Snow Removal (Marlaine McLean, Sara Bourne)

- Travis had not known that David was shoveling the snow, walkways, steps at the Church – no issue with him doing it, just was not aware of it
- Long history of the reciprocal agreement– that it has been in place for many years according to Merrill Mundell, a long-time trustee
- Church understands that it may be prudent in 2024 to sever the agreement
- Church had historically paid for the mowing of the whole property and spring clean up
- Town had historically been responsible for the snow removal, clearing the fire lane and handicap ramp and steps for the Church
 - Always been included in this reciprocal agreement
- Mickey Kersten used to do all the mowing and spring clean up which he gave up last year, the Town never did the mowing
- A new person was hired by the Church to take over the mowing to the road last summer

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- Always a cooperative effort between the Church and Town with mowing and snow removal
- Town's property line is very close to the Church's property line
- Looking at the tax map, most of the walkway is on the Church's land but that also allows access to the Town Office handicap ramp
- Insurance concerns – proof of insurance from current lawn mower should be obtained
- Need to be careful of the insurance – worker's comp would cover town employees
- Formalize the agreement between the two parties
- Parking lot is shared as well between Town and Church
- Makes sense that the Town take care of the snow removal
- Need to sign off on a formal agreement so there is no confusion in years to come
- Can't be the maintenance man's priority but at the discretion of the Town
 - Would not expect him to come out on a Sunday in a storm
 - But on a regular day when it is needed and he is doing his normal snow removal would expect it to be done
- Important to have a cooperative good relationship between the two parties as it always has been
- Marlaine and Jeannette will work together to create a document and obtain the Board's & Trustee's approval at a future meeting

IV. Fire Department: Richard Werner

A. Consider Hiring New Admin Assistant

- Two applicants applied
- Candace Cole and Sarah Shippee interviewed both candidates
- Asking to hire both people temporarily
- Recommend Eric St. Denis as the permanent hire at \$18/hr.
 - And Kyla Plath at \$18/hr. as the temporary hire to get the dept. caught up
 - Total number of hours worked will be the same
- Back log of fire alarms to catch up on and get up to speed
- Hiring two people is not creating a situation by spending more money
 - Not duplicating the work
 - References for both were excellent
 - Both have relationships with the Fire Dept.
- Not specific office hours, both candidates have full time jobs
- Although hired, Sarah did not perform any work at the Fire Dept. given the timing for training

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to hire Eric St. Denis as permanent part time admin assistant at \$18/hr. up to 20 hours per month initially and between 5 -10 hours going forward once backlog has been addressed

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to hire Kyla Plath as temporary part time admin assistant at \$18/hr. as needed to address back log, once met her services will no longer be needed

B. Approve Spec Sheet for Budgeted Fire Truck

- To replace Engine 2 Mack which is getting really old, hard to find replacement parts
- Put together a spec sheet for a replacement pumper truck
- Looking for a new supply truck, single axle

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- An FYI for the Board, WDFD will put it out for bid

V. New Business: Jeannette Eckert

- A. Review Proposals for Constant Discharge Well Testing (36-hour pump test)
- Three proposals came in for this RFP
 - Hoffer Consulting - \$28,258 (not to exceed \$30,000)
 - Waite Heindel Environmental Mgmt. - \$32,665
 - DuBois & King- \$35,400 (not to exceed \$38,940)
 - Stephen Diglio at KAS, Inc. reviewed the proposals and recommends selecting Hoffer Consulting's proposal being the lowest bid although all qualified candidates
 - Once selected by the Board, and a contract is drawn up, the proposal then goes to the State for approval
 - Jeannette will consult with Hoffer regarding a waiver of payment if the State should not approve its proposal
 - There may be grant opportunities available for funding assistance
 - Hoffer will also prepare a source testing application for State approval
 - Testing of the water will be ongoing regardless of the well outcome

On a motion by Sarah Shippee, Dan Baliotti, the Board unanimously agreed to accept the proposal by Hoffer Consulting not to exceed \$30,000 and subject to State approval

VI. Economic Development: Eric Durocher

- A. Event Sponsorship Program Application Review - Farm Road Estate
- Budget sent was for the concert only - \$6,750.00 represents Town's portion
 - Two separate budgets for one weekend event
 - Total event budget is \$37,420.00
 - Budget for 5K road race is \$5,125.00 with request for \$1,575.00 from the Town
 - Total Town portion for both concert and road race is \$8,325.00
 - Donation of proceeds will go to the Rotary Club this year and subsequent non-profits in the Valley
 - In favor of this event, can see it growing, would like to support it
 - Moving to the 4th of July weekend
 - Road access for 5K?
 - AOT contacts regarding Route 100 access for the road race have been passed on to the organizers
 - ED doesn't plan the events but helps to facilitate
 - Separate events: Concert and 5K run if Route 100 access or race should not happen
 - Separate motions for each part of the event
 - Organizers know that funds would be returned to the Town if event doesn't happen

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to approve the expenditure of \$6,750 for July 4th concert at Farm Road Estate

On a motion by Dan Baliotti, seconded by Joe Mahon, the Board voted 3-0-1 to approve the expenditure of \$1575.00 for 5K road race at Farm Road Estate (Shippee abstained)

B. Possible Adoption of Signage Standard for Dover

- Tim Dolan presented the changes/updates at the last meeting
- Looking for an adoption of this standard so it will be in place for future reference

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- Dark green color – similar to signage color at Dover Library - would be preferred rather than the light green
- Will update the color sheet and present at the next meeting for approval

VII. Local 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 Joe Mahon, the Board unanimously approved the following:

- A. 1st Class License for Southern Vermont Hospitality LLC d/b/a Last Chair Pizza & Grill (formerly La Toscanella)

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

VIII. Consent Agenda:

- A. Approve the Minutes of January 16, 2024 all & January 24, 2024

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of January 16, 2024

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board voted 3-0-1 to approve the minutes of January 24, 2024 (Baliotti abstained)

- B. Approve the Warrants of January 20, 2024 for \$222,016.62 & February 3, 2024 for \$265,853.35

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of January 20 and February 3, 2024

IX. FYI:

- A. Town Meeting Day Zoom Trainings 2/7 www.vlct.org/events (Sarah, Andy and Rich attending)
- B. Planning Commission meets February 12 at 6:30pm
- C. Trails and Rec Committee meets February 13 at 6:30pm
- D. Pre-Town Meeting February 27 at 6pm Dover Town Hall
- E. Town Meeting March 5 at 10am Dover Town Hall
- F. Re-Organizational meeting March 6 at 6:30pm

X. Liaison Reports: none

XI. Executive Session as needed: none

XII. Adjournment at 7:37pm 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