

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, November 7, 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 in person: Victoria Capitani, Sarah Shippee, Joe Mahon, Scott Salway, Dan Baliotti

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Randy Johnson, Mike Eldred, Mike Arbogast, Jim McDevitt, Ed Blackburn, Mike Garber, Tom Oakley, Andy McLean, Tabi Freedman, Brian Suhadolc

Public present via zoom: Linda Sherman, Chip Fredette, Ian Schrauf, Sue Rand, Shannon Wheeler, Dana Sorice, Michelle Pinkham

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

**I. Public Comments:**

Mike Garber: Would like to discuss the snowmobile trails at Horace Hill; have not heard from the people involved; hope it will be dealt with this year before snowmobile season

Eric had some feedback: Has passed on Mike's contact info; Still working in there; Will be informed when work is completed

Vicki: Changes to agenda: Removing item B under Library; Moving ARPA item from Police to Unfinished business; Adding brief Exec Session for Personnel

Jeannette relayed that the 4-hour pump test was completed on the new well on Oct 31; should have results in 2 to 3 weeks and hope to have that information for the next meeting

**II. Library:**

A. Consider Town Funding for Short Library Tax Audit (\$250-\$270/hour)

- Will be conducted by Sullivan, Powers who is the Town's auditor
- Expect it to take about a day
- Library has not been audited for some time
- In future Library will be included in the Town's audit

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to fund the short Library tax audit for \$250-\$270/hour by Sullivan, Powers for an estimated 8 hours

~~B. Discuss Library Benefits and Pay~~ Removed this item

**III. Assessor:** Linda Sherman

A. Errors & Omissions for Sophie Properties LLC (161 Rte. 100) and Ganzi (18 Overlook Dr)

Sophie Properties:

- Duplex was purchased with 1.06 acres with additional commercial land parcel 2.12 acres. (Tennis court lot)
- Sold Tennis CT parcel RT061.B
- RT061.B was billed for 2.12 ac.
- Sophie Properties was billed for both lots 3.12ac.
- Original Assessment \$359,580 x 2.2056 = \$7,930.54
- New Assessment \$335,780 x 2.2056= \$7,405.62
- **Amount to be refunded \$524.92**

Ganzi:

- All parcels were combined. PK006, PK005, PK007, PK012
- 2022, PK012 was separated from the other parcels. It received a separate tax bill.
- The 2.15 ac. was not deducted from the main PK006 parcel. They were double billed for that acreage.

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- 2023 Same error occurred.
- It was brought to my attention, just this year that the error had occurred.
- Mr. Ganzi has requested an abatement for 2022.  
For 2023, I am requesting the board approve the change to the 2023 Grand list.
- Previous value: \$1,503,550 (PK006) Value corrected is \$1,472,910 a difference of \$30,640.
- **Tax amount \$675.80 to be refunded**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to authorize the Chair to sign the E & O changes to the 2023 Grand List for refunds for RT061B in the amount of \$524.92 and for PK006 in the amount of \$675.80

Andy McLean requested Board responses about attending the Board of Abatement hearing on Nov 29. A budget meeting is scheduled for 1pm, perhaps change the time on BOA to follow that meeting. Andy will resend email notice.

Linda will have information at the next meeting on the amendment to Bill H480 (reappraisal)  
Consensus of the Board is that all will be in attendance for the Nov 21 meeting

**IV. New Business:** Chip Fredette on behalf of Verizon Wireless

A. Consider Approval to Deploy a Temporary Cell on Wheels (COW)

- Verizon has determined that the existing network serving the resort area is not poised to handle the demand of the upcoming 23-24 ski season
- Heavy influx of visitors over the winter season brings incredible demand on the existing system
- System may work fine during off season but struggles with the demand placed on it during the winter season
- Temporary cell on wheels can be deployed in these cases
  - Mid Nov to end of March 2024
- May have seen these units at events such as fairs, concerts, air shows, parades, sporting events, emergency matters
  - 9-1-1 calls can still go through without the COW
- Verizon & Mt Snow have identified the parking area of the former pump house beside Snow Lake as a viable location for deployment
- Several factors come together in that decision:
  - Network service transmission - clear line of sight to the intended area
  - The landowner must be willing to lease ground space
  - Access to site must be attainable
  - Power must be readily available to serve the COW
  - Fiber service must be readily available as well
  - No ground excavation can take place; no generator will be used
- Mt Snow is on board; sees it as an aid to cell service which many times lock up
- Will this affect service in the surrounding area as well? often find Verizon service doesn't work in East Dover
- Verizon COW will provide coverage for the base area of the resort; current footprint will be improved
- What is the long-term situation? Verizon is considering a permanent situation; doesn't make sense to keep deploying year after year
- No cost to the Town or Mt Snow
- COW will be raised to 50 feet in the air via two telescoping masts

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- Will landing helicopters in emergency situations be affected by the placement? Landing can still take place at the golf course or Lot E

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved placement of the COW by Verizon Wireless on Snow Lake Rd at the driveway of the former pumphouse

**V. Unfinished Business:**

A. Consider Decision on 2024 Health Insurance Plan Funding

- Believe we should stick with the same plan even if a bit more money

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to fund the employee health care for 2024/25 fiscal year with the BC/BS standard Silver Reflective plan; premiums in the amount of \$761.82/month for singles; \$1,523.64/month for two-person; \$1,470.31/month for adult & child(ren); \$2,140.71/month for family; with HRA funding in the amount of \$9,300 for singles & \$18,600 for all others, while leaving the out of pocket maximum at \$1,500 for singles and \$3,000 for all others.

B. Discuss MERP Mini Grant Options for Use of Funds (\$4000)

- Energy resiliency program offered by the State
- Options could include:
  - Hiring consultants, community engagement through energy fair, ADA assessment, technical assistance, energy materials including posters, mailers, community meetings, enhancing website or social media presence
- Perhaps create a questionnaire to poll townsfolk on areas of interest regarding energy topics
- Involve the school kids for ideas on an energy fair; possible prizes
- Form MERP sub committee
- Keep it in town rather than hire an outsider
- Brainstorm ideas and revisit in the new year
- Public please bring ideas forward

C. Continue Discussion on ARPA Funding Proposals

- Using ARPA Funds for a New Telephone System—additional item that was not discussed at the first ARPA meeting
- Jim McDevitt brought this up as the current system is outdated and unreliable
- Mike Arbogast rec'd quotes
  - First Choice at just over \$6000
  - Mountain Telecom: no labor charge \$4734.06
  - 2-3 weeks for installation timeline
  - Believe a new system is needed and it should be a priority
- \$7920.00 for 1<sup>st</sup> year of body worn cameras and cloud storage
- Tabi is continuing to work on the wireless reports and can email those to the Board as far as amount of usage is concerned
- Biggest expenses were for the PFAS at the Common and Town Garage/Landfill; those will be ongoing
  - Will this spending with ARPA funds affect other grant money in future?
  - WRC believed it would not be a problem
- Provisions in the ARPA language that it can be used for matching funds for Federal & State grants; paying for work that is already done; should not preclude us for other funds

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- Designating PFAS expenses at both locations, body cameras, and phone system would still leave us with over \$160,000 to spend

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to use ARPA funds for PFAS expenses at Town Common at \$108,547.85 to date, PFAS expenses at the garage/landfill at \$32,286.85, year one of body cameras/cloud storage at \$7920.00, phone system for Police Dept. from Mountain Telecom at \$4734.06 for a total of \$153,488.76

**VI. Police:**

- A. Updating and Enforcing Town Alarm Ordinance
- Most up to date one is from 2008-2009
    - Would like to update the language
  - There are 164 known alarm systems that have been registered in previous years
    - Only 12 alarms registered currently
  - Needs to be a bit more streamlined
  - New Admin Susan Luchsinger is heading this up; has experience with this matter
    - Desire is to send out letters to homeowners
    - Registration fee of \$25.00 annually at time of new alarm registration
      - \$25.00 at time of annual renewal of alarm registration
    - Change to charge on 2<sup>nd</sup> false alarm
    - \$75.00 for 2<sup>nd</sup> false alarm offense; \$100 for each subsequent false alarm
    - Waiver fee shall be established at \$50.00 for the 2<sup>nd</sup> offense and \$75.00 for the 3<sup>rd</sup> and subsequent offenses
    - Similar penalties for unregistered alarm systems
  - Happened at the Historical Society many times; was not aware of the registration; believe it's a good idea
  - Fire Dept has to respond to false alarms; Police do not
  - How many calls are attended each year? Do not have those numbers
  - Fines on the 1<sup>st</sup> false alarm; goal is to encourage registration
  - Changes to the Ordinance would need to be warned 45 days out
  - Looking to make the change for July 1, 2024 to run on a fiscal year
  - Appreciate that this is being looked into and changes being made
  - Affords a good amount of time to educate people

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to adopt the changes to the Dover burglar alarm ordinance, schedule of fees and fines, and alarm registration

- B. Brief Update on Body Worn Cameras and Cloud Storage System—all is installed and working well; will fund for the 1<sup>st</sup> year since it was not budgeted; believe it appropriate use of the ARPA funding

**VII. Economic Development: Eric Durocher**

Update on earlier snowmobile trails question from Mike Garber: Brook plans to speak with Mike, plans are to improve the drainage and fix some of the lower spots with crushed stone, clear brush and cut fallen trees

- A. SOVTA Maintenance in Town Forest
- Tom Oakley is now the president of SoVTA
  - Opening in schedule to tackle maintenance in Town Forest
  - Propose to spend \$1000 for 40 hours of work at \$25/hour
  - Skin tracks maintenance; clear fallen trees and debris
  - Record some photos of the before and after to be able to see what has been done

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- Provide GPS maps and an update on when the work is completed
- Appreciate the time being spent on this project
- Funds to come from Trails maintenance budget—will look overspent due to unexpected bridge repairs

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board agreed to expend \$1000 for maintenance by SoVTA in the town forest before this winter season to come from trails maintenance budget

**B. Parking Lot Maintenance for Horace Hill**

- Contacted by Rich Caplan
- Quote from Plimpton Excavating for existing parking lot repair is for \$5800
- Propose to assist with the expense in the amount of \$2000 which is deemed to be a reasonable amount
- This does not include plowing over the winter season
- Rich has been generous in allowing usage of the parking area
  - Town also assisted in the parking lot across from the Park to use for concerts
- Andy McLean expressed favor in doing this; Horace Hill is awesome; once word gets out will need lots of parking
- This will be funded by trails maintenance line item also

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to expend \$2000 to assist with parking lot repairs for Horace Hill at 171 Route 100 owned by Rich Caplan with funds coming from trails maintenance line item

Eric will bring up the plowing costs once the numbers are in; last year was \$1100

**C. Short Term Rentals Next Steps**

- Seek an approval to take a deeper dive into implementation and move forward
- Feedback from public meeting has been very positive
- Believe owners are in favor of something being done
- If specific information is needed from the companies, please reach out to Eric
- Request to provide references for similar towns that the companies have served
- Agree we need to move on this, some anxiety among townspeople
- Hoped to partner with Wilmington but that doesn't look likely
- Board consensus is to move forward

**D. Q1 Economic Development Update**

- Revenue
  - Town rec'd \$198,274.52 in 1% revenue for the period May 6-August 1 – a 31% decrease – same payment last year was the 2<sup>nd</sup> largest ever – this payment is up considerably over all other years
- Marketing
  - Business Development
    - Approved 5 DTAP applications in its 2<sup>nd</sup> year
  - Bi Town Marketing
    - Campaign update presented in August, working on new budget for November presentation
  - DOIT and Signage
    - 2<sup>nd</sup> round closed July 10 with 3 additional projects awarded; 6 out of 14 have submitted for payment; 3 signage applications approved and have all been installed

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- Events
  - Approved funding for Wine & Harvest, Blueberry Festival and Fireworks
- Concerts
  - Last one held 8/27; only 3 cancellations due to weather
- Housing
  - STR/LTR committee presented report to joint Selectboards, moving forward
- Trails
  - RFP for bridge went out, repairs completed. Horace Hill work continues; will be reaching out to the Stumpjumper

**VIII. Consent Agenda:**

- A. Approve the Minutes of October 17, 19 & 24, 2023

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to approve the minutes of Oct 17 and 19, 2023

On a motion by Sarah Shippee, seconded by Vicki Capitani, the Board voted 4-0-1 to approve the minutes of Oct 24, 2023 (Baliotti abstained)

- B. Approve the Warrants of October 28, 2023 for \$111,218.63

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the warrants of Oct 28, 2023

**IX. FYI:**

- A. Thank you Letters from SEVCA and The Gathering Place
- B. Planning Commission meets Nov 13 at 6:30pm
- C. Trails and Rec Committee meets Nov 14 at 6:30pm--\*\*note this mtg has been cancelled\*\*
- D. Budget Meeting with Dept. Heads Nov 29 at 1pm Town Office
- E. Board of Abatement meeting also on Nov 29 possibly directly following the budget meeting

**X. Liaison Reports:** Plans are being made for retirement celebrations for Police and Highway

**XI. Executive Session for Personnel:**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move into Executive Session for Personnel at 7:35pm

Present: All five Board members, Jeannette Eckert

The Board moved out of Executive Session at 7:52pm by unanimous consent

**XII. Adjournment at 7:52pm**

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)