

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, October 17, 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=RIU2WWDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Dial in: 929 205 6099

Password: 052648

Select Board in person: Victoria Capitani, Sarah Shippee, Scott Salway

Select Board via zoom: Joe Mahon, Dan Baliotti

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Eric Durocher, Jim McDevitt, Mike Eldred, Mike Arbogast, Bob Holland, Travis Briggs

Public present via zoom: Michelle Pinkham

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

**I. Public Comments:**

Mike Arbogast: Thank you to Jim McDevitt for his prompt assistance with phone line repair at the PD which was affecting ability to receive emergency calls; Outside emergency phone was also not working and he assisted in getting that repaired as well; much appreciation expressed by the Police Dept and Admin staff in what might have been a scary situation

Michelle Pinkham: GMP update on Harris Rd work, it went well all in all; great crew and efficient; one downside was that on the first night equipment was left blocking the road and also left one day in front of a driveway; Highway crew regraded the road; no news on the North Street project Vicki Capitani expressed congratulations to Travis on his recent marriage and wished him well Travis Briggs requested to add an Exec Session for Highway Personnel

Eric Durocher: Highway crew completed the handle road parking spaces; will be meeting with the USFS on October 31

**II. Unfinished Business:** Jeannette Eckert

A. Continue Discussion on Health Insurance for 2024

- Board not ready to make a decision based on new hires in the works
- Summary of the HRA contribution would be helpful
  - Comparison of HRA expenditures and premiums from last year and this year
- Library director and Transfer Station attendant numbers have been plugged in
- Library is considering different funding options than the Town
  - Trustees were meeting to discuss; have not had an update yet
  - After confirming with the HRA folks at Mymoney, it is possible to separate the Library as its own location under the Town's plan so that they can choose different funding for Library staff and also set up an ACH to cover costs directly from Library bank account
- Will revisit at the November 7 meeting for a definite decision

B. Consider Well Sampling Cost Estimate from KAS (\$3271.00)

- If approved, it looks like everything is lining up to have the new well sampled the week of October 30th, and have most of the travel costs and field time covered as part of the required environmental sampling event for this fall
- It typically takes about 2-3 weeks to get the test results back
- Currently working on the RFP scope for the 36-hour pump test, and should have it done this week
- A definitive answer on ARPA funds from Eric: any expenses incurred after March 3, 2021 and before Dec 31, 2024 are eligible

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On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to authorize KAS to do a well sampling in the amount of \$3271.00 that will be combined with the Fall testing to limit travel expenses

**III. Highway:**

- A. Consider Hiring of New Transfer Station Attendant
- Three applicants submitted interest
    - Two were interviewed; one withdrew his application because he was offered more money at his present position
  - Propose to hire Kenneth Hartman at \$21.50/hour
  - Kind, outgoing personality and willing to help people; able to operate a back hoe
  - Will work with him on training
  - References were listed but have not been contacted as of yet; will do so and relay results to Dan and Vicki
  - Potential start date of Friday, October 20

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to authorize Travis to hire Kenneth Hartman as new Transfer Station Attendant at \$21.50/hour subject to contacting references and that there are no red flags

**IV. Economic Development:**

- A. Horace Hill Trail Names Discussion
- Names were brought forward by the Trails & Rec Committee
  - Historically the Board has been involved in choosing names
    - How to proceed in this case?

Board comments:

- Connecting group of names with a theme would be preferable such as sugaring
- One theme for Bike Trails and another theme for Walking Trails
  - Separate one for Disc Golf Holes (short white lines on the map)
- Would appreciate seeing Earl Farm Rd as one of the selections
- Don't want to micro manage given the number of trails involved
- Final list of names will be submitted to the Board
- Appreciate the Trails Committee's input

- B. Eat, Sleep, Shop Local Participation
- Third year of participation
  - Recommendation is to fund for \$3000
  - Seems like a fair proposal
  - Organizers are seeking additional State funding for the project

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to authorize Eric to enroll Dover in the Eat, Sleep, Shop Local program for \$3000.00

**V. Local Liquor Control:**

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

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

- A. First Class License for OzVermont LLC d/b/a Deerfield Valley Inn
- B. Third Class Licenses for:
  - West Dover Flatbread LLC d/b/a American Flatbread
  - Southern Vermont Hospitality LLC d/b/a Black Diamond Bar & Grill

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

**VI. Consent Agenda:**

- A. Approve the Minutes of October 3, 2023  
On a motion by Sarah Shippee, seconded by Scott Salway, the Board voted 4-0-1 to approve the minutes of October 3, 2023 (Baliotti abstained)
- B. Approve the Warrants of October 14, 2023 for \$200,601.79  
On a motion by Sarah Shippee, seconded by Scott Salway, the Board voted 3-0-2 to approve the warrants of October 14, 2023 (Mahon and Baliotti abstained)

**VII. FYI:**

- A. Special Meeting on Short Term Rentals, Oct 19 at 6:30pm Town Hall
  - Possibly expecting a large turn out; Light refreshments will be served
- B. Dover Artisan Market, Fridays from 3-7pm thru Oct 20
- C. Planning Commission meets October 23 at 6:30pm
- D. Special Meeting on Use of ARPA Funds, Oct 24 at 6:30pm Town Hall
  - Town Depts and Public please bring ideas to Eric prior to the meeting
- E. Open Mic Night Oct 25 at 6pm Dover Town Hall (**cancelled**)
- F. Meet & Greet with New Library Director Allison Maynard, Oct 30, 4-7pm at the Library

**VIII. Liaison Reports:** none

**IX. Executive Session as needed:** Highway Personnel

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to move into Executive Session for Personnel at 6:57pm

Present: All five Board members, Travis Briggs, Jeannette Eckert

The Board moved out of Executive Session by unanimous consent at 7:09pm

**X. 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](http://www.doververmont.com)