

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, July 18, 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 Password: 052648 Dial in: 929 205 6099

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

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Tabi Freedman, Travis Briggs, Jim McDevitt, Marco Tallini, Mike Arbogast, Eric Durocher, Randy Johnson, Mike Eldred, Bob Holland, Jake Roberts, Brian Suhadolc, Linda Sherman, Jim Dassatti

Public present via zoom: Michelle Mann, Bethaney LaClair, Randy Capitani, Lucinda Tillis

Regular Meeting Called to Order at

I. Public Comments:

Randy Johnson introduced Officer in training Jake Roberts who just finished part time academy and will begin full time academy the 1st week of August

Dan Baliotti informed all about the Dover Historical Society's blueberry pie sale going on during the Blueberry parade and Teddy Bear Tea takes place on the 29th at 2pm at the Coffee Barn, Apple pie sale on Columbus Day Weekend

II. Police: Randy Johnson

A. Approve Outside Employment Rates \$80/hr. supervisor & \$65/hr. officers

- Randy had supplied the Board with the recommended rate breakdown per officer
- With this fiscal year's pay increase, the OE rates should be \$80/hr. per supervisor and \$65/hr. per officer which is up \$10.00/hr.
- Most times will be using Dover's own cruisers

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to set the OE rates at 80/hr. per supervisor and 65/hr. per officer for the Dover Police Dept.

B. Review/Award Cruiser Bids

4 bids rec'd and opened this evening by Select board members

- Phil Bowen: \$8,550.00
- Peter Mola: \$8,826.00
- Bob Edwards: \$8,766.51
- Ringwood Motors: \$6,000—not a valid bid, there was a min. bid of \$8500

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously accepted the bid from Peter Mola in the amount of \$8,826.00 for the 2017 Ford Explorer with a back-up bid from Bob Edwards in the amount of \$8,766.51

C. Consider Transition for New E-911 Coordinator for Dover (Michelle Mann & Tabi Freedman)

- Michelle was appointed by the SB years ago
- Thought this position ideally belonged in the Zoning office where the information is more readily available
- Tabi is agreeable to taking on the position as she is the 1st person to be approached when a home is being built
- Some training is involved; once up to speed, the Board could appoint in September
- Not much overhead, don't have that many parcels that don't have 911 numbers
- A couple hours a month of work is all that is involved

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- Instead of going back and forth between the PD and Zoning, this would expedite the process
- Board is in agreement to have Tabi trained and will consider appointment when ready

III. Highway: Travis Briggs

A. Update on Flood Damage

- Had some road damage with wash outs
- Some places will need reinforcement
- Reached out to Patrick Wilson at AOT and Scott Jensen from ANR to make a plan of action
- Everything is back open
- A lot of surface wash outs
- Rock River was impacted the most in our area
- Keeping track of expenses and work hours that were done

B. Update on Garage Roof Quotes

- Board asked to review the quotes and check references
- Due to that process view changed on which vendor to hire
- Seal coating option seems the best
- All were available fairly soon
- Closest reference was from Deerfield MA on the Aztec coating with good results
- Will pay out in increments
- Three quotes rec'd that were reviewed at the June 20th meeting
 - Brattleboro Roofing and Sheet Metal
 - United Asphalt Coating system on main shop
 - 28ga metal replacement over office/breakroom
 - \$83,315.00
 - 2nd option All 28ga metal roofing on whole thing
 - \$81,730.00 includes removal and insulation

Walker and Company – owned by Ray Reed

- Metal replacement whole thing main shop and break/office
 - \$40,625.00

Adam Quenneville Roofing and Siding

- Apply 2 coats of Aztec top coat roofing energy star rated
- 10-year manufacturer warranty
- Company warranty 3 years
- Renewable 10-year warranty after 10 years with another topcoat.
 - \$21,999.00

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to award the bid to Adam Quenneville Roofing and Siding for \$21,999.00 with a 10-year renewable warranty after 10 years with another topcoat

C. Purchase of 14 Ton Equipment Trailer as Budgeted

Three bids rec'd:

- Pittsfield Lawn and Tractor

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- 2023 CAM 14K Xtra Wide 19' \$12,399.00
- Orchard Hill Farm Equipment
 - 2022 CAM 14K 19' \$13,299.00
- Tri-State Truck and Trailer
 - 2023 B Wise 14K 20' \$12,695.00

- Actually, it is a 7-ton, 14,000-pound trailer
- Recommend going with Pittsfield Lawn and Tractor as extra wide would be the best option
- Budgeted \$14,000

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to purchase the 2023 CAM 14K Xtra Wide 19' from Pittsfield Lawn and Tractor for \$12,399.00

FYI: Travis would like to put the ad for road crew position back out now; given the storm clean up, it would be helpful to have another person on board sooner than later
Thanks to all the road crew for their hard work with the flood damage!

IV. Treasurer: Marco Tallini

A. Set the 2023 Tax Rate

- 3.7 cent increase over the prior year
- Education rate came in 11 cents higher on homestead - \$1.8013
- Education rate came in 15 cents higher on non-resident
- Homestead rate would be \$2.2968 (14.69 cents higher)
- Non-Resident rate would be \$2.2056 (.1908 increase)
- CLA is at 81.34%
- Need to increase our denominator
- Grand List increased by \$22 million

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to set the tax rate at 2.2968 for Homestead and \$2.2056 for Non-Resident

V. New Business:

A. Review Heating Oil Bids

- Pricing is down significantly over last year
- 5 bids received:
 - Barrows and Fisher: \$3.89 per gallon heating oil
 - Cota & Cota: \$3.39
 - Guy Nido: \$3.16
 - Sandri: \$3.269
 - Dead River: \$3.095
- Nido appears to be the only fixed price on summer and winter diesel at \$3.23 and \$3.53 respectively
- Dead River had the lowest price for oil but could not confirm if fixed pricing
 - Does not provide kerosene but may be able to connect with them for propane only
- With Nido's credits from last year, their bid is the lowest overall
 - The only item it did not bid on is propane
- Inclined to move forward with Nido given the credits and long-standing good relationship

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- Our propane is currently provided by Suburban who owns our tanks
 - Another company may not service it unless we buy our own tanks; only looking at 730 gallons

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to award the bid to Guy Nido for heating oil at \$3.16/gallon, summer diesel at \$3.23, winter diesel at \$3.53, kerosene at \$3.30 for a total of \$161,913.80 with pre-buy after credits of \$42,348.94

- B. Consider Adding POW/MIA Flag to Town Office Flagpole
- Dennis Starr, 2nd homeowner in Dover and an American Legion Post Commander wrote a letter to Jeannette requesting that the Select board consider placing the POW/MIA flag at the Town Office along with the American flag

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to purchase and install POW/MIA flags at the Town Office and Town Common

VI. Economic Development: Eric Durocher

- A. Signage Program Application Review/Approval—**DEFER to another meeting**

- B. Reopened DOIT Applications Review/Selection

- Reopened with additional \$15,000
- Rec'd 10 applications
- Believe all projects are worthy of the program
- Recommend moving forward with Danda Electric, EL Dobbin Excavation, & Dover the Moon projects in the amount of \$5000 each
- Excited that many more people are applying for this program

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve three applications: Danda Electric, EL Dobbin Excavation, Dover the Moon for \$5000 each (Salway abstained)

- C. Q4 ED Update

- The Town received \$383,585.48 in 1% tax revenue on May 8 for the period of February 3 – May 5. The same payment last year was \$265,043.65 (a 45% increase)
- Largest payment ever received for that quarter
- Unfortunately, no explanation of where the funds are coming from
- Everything is either at budget or just over
- DASP was a little over but not much is put in that line item to begin with

- D. Living History Association Funding Request (Jim Dassatti)

- Seeking funding for a program committee meeting in August for leaders of Holocaust educational programming
- In May a successful Holocaust remembrance program was held at Twin Valley Middle/High School
- Would like to repeat that event on or about January 27, 2024 in honor of International Holocaust Remembrance Day
 - Program to take place on Shelly Sousa's property in Wilmington – Jim caretakes for this property

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- Leaders will be staying at an Air BnB in North Adams while cataloging Holocaust artifacts between the Historical Society and the Wilmington site
- Leaders are from Shadow Light which is a Canadian based program
 - Own a reproduction railroad cattle car like those used to transport people sent to death camps
 - Very much in favor of making this event happen
- Hope to have an event at Mt Snow as well in the fall of 2024
- Seeking to expanding the event with several different types of activities
- Realize it is stepping out of the normal channels but wanted to give it a shot

Board comments:

- More inclined to support the larger event in Dover at a future date which sounds great rather than fund a preliminary meeting that is not in Dover
- Attended the Holocaust event at Twin Valley which was very well done
- Would like to support it but it does not fit into the parameters of Dover's ED programs
- Suggest submitting an event application under which this would fall

E. Bridge Decking RFP

- 4 bids rec'd and reviewed by Eric and Travis
 - Chesterfield Associates of Westport Island Maine: \$125,035.00
 - Renaud Brothers of Vernon, VT: \$123,650.00
 - CD Davenport of Greenfield, MA: \$114,000.00
 - Daniels Construction of Ascutney, VT: \$175,000.00
- Summer prices seem high but this work needs to be done sooner than later
- Recommend Renaud Brothers at \$123,500
 - One lower bid but believe Renaud's materials will hold up better
- Standard structural decking will be topped with pressure treated topcoat
 - Plowing will be much easier and cause less wear and tear
- Snow mobiles should not be allowed to cross the bridge
 - Will work on better signage so that it doesn't continue
- Consider stanchions in the middle of the bridge to discourage vehicle travel?
 - Difficult to plow around; may freeze in place

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to award the bid to Renaud Brothers in the amount of \$123,500.00

F. Wine & Harvest Funding Request (Bethaney LaClair)

- Submitted application well in time
- In favor of entire funding request of \$10,000
- Event that grows every year
- Would like to keep it in Dover
- Hope it is the best year yet; tickets sales are up

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to fund the \$10,000 request to fund the Wine and Harvest Festival

G. Short Term Rental Housing Subcommittee Meeting Request

- Joint meeting with Wilmington and Dover
- 6 months of committee meetings and a report has been generated to present

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- Request for it to take place at Old School in Wilmington on Monday July 31 at 6:30pm
- In person and Zoom options

VII. 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

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the following:

A. Liquor License Renewals:

- Outside Consumption Permit for O&B Hospitality d/b/a Deerhill Inn
- Special Event Permit for Zero Gravity Craft Brewing at Mt Snow Golf Course July 28

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

VIII. Consent Agenda:

A. Approve the Minutes of June 20, 2023

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of June 20, 2023

B. Approve the Warrants of June 24, 2023 for \$160,279.22 and July 8, 2023 for \$454,117.27

On a motion by Sarah Shippee, seconded by the Board unanimously approved the warrants of June 24 and July 8, 2023

IX. FYI:

A. Thank You Letter from DVCC—in appreciation of annual appropriation

B. Upcoming Summer Concerts:

- Wed, July 19 at 6:30pm—Picket Fence
- Sun, July 23 at 2pm—Steel Rail
- Sun, August 6 at 2pm—Jacksonville Blues Band

C. Planning Commission meets July 24 at 6:30pm

D. Trails and Rec Committee meets Aug 8 if needed

E. VLCT Annual Report & Town Fair 2023 September 26-27 South Burlington

X. Liaison Reports: none

XI. Executive Session for Personnel (Police Chief Candidate)

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to move into Executive Session for Personnel with Police Chief candidate Mike Arbogast at 7:38pm

Present: All five Board members, Mike Arbogast

The Board came out of Executive Session by unanimous consent at 8:05 pm

Decision: Offer of employment was made to the prospective police chief and he is considering the offer

XII. Adjournment at 8:07pm

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