

**Dover Select Board  
Meeting Minutes  
Dover Town Office  
Tuesday, September 7, 2021**

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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

Password: 052648

Dial in: 929 205 6099

Meeting ID: 868 0044 4071

Password: 052648

Select Board in person: Vicki Capitani, Sarah Shippee, Dan Baliotti, Joe Mahon

Select Board via zoom: Scott Salway

Also, present in person: Shannon Wheeler

Public present in person: Eric Durocher, Randy Johnson, Jim McDevitt, Tracy Bartels, Rickey Harrington, Mike Eldred, Linda Sherman, Travis Briggs, Marco Tallini, Rich Werner

Public present via Zoom: Dana Sorice, Michelle Pinkham

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

**I. Public Comments:**

- Vicki Capitani requested we move Town of Somerset MOU up to first item.

**II. New Business:**

A. Request for Memorandum of Understanding with Town of Somerset:

- Somerset is one of two unorganized Towns in the state, Mr. Harrington is also the supervisor for the other, Glastonbury. State has asked them to formalize agreements with neighboring town Shaftsbury in writing with MOU.
- New Somerset residents prompted this ask for a MOU with Dover. What he has presented is based off the Glastonbury/Shaftsbury agreement.
- Asking for Somerset residents to be able to vote at our polling station for statewide/national elections and use transfer station paying fees as a Dover resident. They will provide a biannual payment of \$500.
- Does a Somerset resident voting here create additional work for Andy? *No, there are very few voters in Somerset, some are already on our rolls. It is maybe 5 voters. This would help clarify things for Somerset voters, it is a good partnership that won't cost us much money and the top of Mount Snow is Somerset.*
- Linda was appointed by Governor as one of the assessors for Somerset and it doesn't entail much work at all.
- Was curious why Dover and not Wilmington but your info has addressed that.
- Biannual stipend is appreciated and can go into the transfer station budget.
- Jeannette will invoice for July 1 every other year.

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to authorize the Chair to sign the memorandum of understanding with Somerset, which covers and includes use of our transfer station and polling places for a fee of \$500 every other year.

(Mr. Harrington left the meeting at the conclusion of this item.)

**III. Assessor: Linda Sherman**

A. Consider Assistant to the Assessor Position

- Linda updated the job description sent to the board to include 18 hours per week.

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- Vicki strikes out that this assistant will be hired and supervised by the Assessor, as the Selectboard hires.
  - With this position, Tabi will no longer be helping in the Assessor's office.
  - This position has been budgeted for this year.
  - This candidate is someone to assist administratively, not at a higher level having the knowledge of an Assessor, but Linda would like to take them on inspections.
  - Since department no longer has a consultant, do you feel confident only needed administrative help? *Not 100% but confident, and Linda Kersten is here until midNovember. Use district advisor and other towns for advisement. Getting closer to reappraisal I would probably have a different answer for that.*
  - Reappraisal timeline is within three years to begin process. Not something Linda would take on herself.
  - This is a permanent position and believe the department needs at least these 2 people. Possible future consultant work but now Linda feels she has a better handle on commercial property and subsidized housing and feels confident moving forward without a more permanent basis consultant.
  - Look at Errors & Omissions to get a handle on what's going on in your office so Board can make best decision on assistant position.
  - Nine on the list. Some are not Linda's fault but come to her so she has to make those corrections. The majority say needed to be combined so two parcels, one needs to be made inactive. The process was followed up until inactivating the abutting parcel. It's gone step by step but if there's a distraction, those get waylaid. There were a couple of attorney errors, a transfer that didn't get to the office. Surprised with over 400 transfers last year that there weren't more than this.
  - Did go over these with district advisor and there's not a lot we can do, it is what it is. Downside is there is going to be loss of revenue to the Town.
  - The two biggest on here are Butterfield. They got mixed into the commercial reappraisal and those can not be valued on their buildings, it's a straight income approach. We are provided with that information and when you go to the state website at the time that these were done the cap rate set by the state was not available. So Butterfield and Butterfield Senior are the largest loss.
  - Returning to job description, says salary will be negotiated based on experience. Do you know how much you can afford to pay someone based on 18 hours a week and your budget?
  - Board requests job description be updated with a salary range as it is a very competitive job market currently and will revisit at a future meeting.
- B. Errors and Omissions
- List of 9 did not have dollar figures so Board asked Linda step away to her office to calculate and return to the meeting with that information where they would revisit the topic for possible approval as did not want to delay past tax due date for next Board meeting.

**IV. Police: Randy Johnson**

A. Update on Capital Budget for Computers

- After budgets were complete received word the state is changing the CAD (computer aided dispatch) from Spillman Reporting to Valcour so it is the same statewide. We were buying the computers for the cruisers one every year, but we now need to update 2 of them as Valcour requires Windows 10. We had to order to meet a mid September change date, the two totaled \$8,344.00 whereas this year's budget allocation was \$6,300.00. Will be over budget this year but next year we won't need to buy one and it will wash out in the capital budget.

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B. Update on Sign on Bonus

- The sentence “The sign-on bonus is not considered ‘salary’ and shall not be included for purposes of retirement benefit calculations or salary increases.” needs to come out of the sign-on bonus agreement. Language was borrowed from another agency and okayed by our attorney but in using it recently Marco discovered it needed updated due to VMERs.

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously voted to remove the line “The sign-on bonus is not considered “salary” and shall not be included for purposes of retirement benefit calculations or salary increases.” from the sign on bonus agreement for the Police Department.

**V. Unfinished Business:**

A. Review Library Sign Proposal

- Scott received estimate of \$745.00 and new rendering of sign with Dover Common on top and Kids in the Country on bottom. We will provide new taller posts and will try to reuse the current ones.
- Scott will check with Kids in the Country and make sure they are ok with sign and we will get info and permit started with Tabi, we can probably waive the fee as it is the Town. Will revisit to approve at next meeting.

B. Possible Quotes for Town Hall Ramp Project

- Still no numbers, has not heard back from anyone else.
- New grader is in and working great.

**VI. New Business:**

A. Request to Use Money from Restoration & Digitization Funds up to \$54,000: Andy McLean

- Digitization of land records: When first elected clerk and began thinking about it recording fees were \$10 per page with \$1 going to a restoration of records fund authorized as an option by State statute for Towns that wanted to. At the time, that funding didn’t cover the process and didn’t want to ask the taxpayers to pay for it. A couple of years ago the legislature decided it was no longer an optional fund and Town Clerks required we needed a new restoration & digitization fund for this and recording fees increased to \$15 per page with \$4 going to that new fund. Now there’s more than enough funding to pay for the process. COVID increased demand for having the land records available digitally.
- Users will be able to access index, images of the land records and print. The vendor collects the \$1 per page copy fee and remits that to the town so we do not lose out on that income. The user interface is very friendly. Professionals and general public can purchase a subscription or a day login.
- Cott Systems is who Wilmington uses (server Based), Whitingham uses (new cloud based) and 52 other clerks in Vermont as well as many other Northeast States. The research Andy’s done show they are the top choice.
- Hiring Cott is a \$20,000 fee for records today – forward. They’ll give us a scanner & workstation. Will involve Tabi and Arcomm in the details as needed. May need to upgrade some of our equipment. Downstairs public computers will be upgraded in any case, but we may no longer need two work stations.
- A title search is 40 years back. Cott can take NEMRC files from 1989 to today and import it into their system. Then will take land record books and scan them and link every document back to that index. Feels this is the best value and is the additional \$34,000.

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- Prior to 1989 is card files going back to 1969 which can be done for an additional fee and at a later date. Prior to 1969 is a ledger. Andy would like to see how the 1989-today process goes and what the cost benefit will be before adding those.
- Monthly fee for this service is \$300, but several local Town Clerks are coming together for a reduced price of \$170 monthly for a five year contract.
- Many Town Clerks using ARPA money for this, but we have the funds in our digitization fund now.
- Would like the Board to authorize moving forward with Cott. Andy has looked at other companies CIS and ACS in Brattleboro and taken field trips to Wilmington when they used CIS and again with Cott. Jeannette and Andy will go to Whitingham to look at the cloud based version if approved.
- Can add on other documents like Board minutes and word search them *New Town website already has this capability.*
- Agreement means need to be signed by late October for group pricing.
- They will complete this Fall, setting up a central place to scan all 10 group towns at once.
- Currently the R&D fund is just \$25 short of \$54,000. We have over \$100,000 in the restoration account as well. To keep up with the \$300 monthly fee, we need to record 75 pages which we do in some days.
- We own the images and can migrate to another service if needed.
- Included in monthly fee is adding new records moving forward.
- Feel we need to do this as a service to our taxpayers and residents of Dover.
- Scott appreciates how thorough and thoughtful Andy has been on this topic.

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board voted unanimously to authorize payment to Cott Systems of an amount not to exceed \$54,000 for digitizing our land records. Payment coming from the restoration and digitization fund.

**VII. Assessor:** Linda Sherman – return to Errors & Omissions

- If these changes are authorized, once they are made it will change the Grand List so a copy of these will go in the vault.
- Total loss of revenue of these nine E&O is \$12,100.29. A tax gain of \$3,893.64 for a net loss of \$8,206.65.
- When a loss to the town is shown, it is from an error but not actually tax revenue lost, only corrections to what we were actually entitled to for the town. For instance, combining properties where two tax bills were generated, one was for the correct total amount but the other parcel was billed too, so double billed in that example. So not losing money because of our mistakes but just corrections of the transactions.
- Some are a matter of others not informing or misinforming Assessor's office.
- In the future Board would like to always see the numbers and details before approval.

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to approve the nine errors and omissions as detailed for a total loss to the town \$8,206.65.

1. FSA14 Mensch to Griffin
  - a. PTTR did not get to Assessors Office +\$3,790.88
2. DR041 A Bowen to Balutski
  - a. Abutting parcel not inactivated. -\$1,514.75
3. XS010 Strong to Montello
  - a. Parcel wasn't combined to XS008 -\$665.40

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4. BY007/BY005 Jenkin/Coppola
  - a. Both parcels should have been combined, addendum from Lawyer adding party to both parcels. -\$107.74
5. TV016/TV005/TV006 Conte
  - a. Attorney error left name off deed, once corrected all parcels combined. +\$102.76
6. TR018.A Butterfield 15
  - a. Wrong information used in calculating valuation, should have been Act 68 subsidized housing sheet and not information provided by Stewart Property Management. -\$3,627.28
7. TR018.B Butterfield 6-12
  - a. Cap rate on state spreadsheet incorrect at time of calculation. -\$5,329.38
8. SL007 Turner-Inari
  - a. Abutting parcel not inactivated. -\$658.42
9. NV014 Fennessey
  - a. Was not in new Grand List from prior year. -\$197.32

**VIII. Economic Development:**

- A. Signage Program Applications: Invasion Board Shop, Timber Creek – Shannon Wheeler
  - Both have approved sign permits, photos and drawings. Invasion seeking \$695.50 and Timber Creek \$2,000.00

On a motion by Dan Baliotti, seconded by Joe Mahon, the Board voted unanimously to approve the signage program applications for Invasion for \$695.50 and Timber Creek for \$2,000.00.

- B. Trails and Recreation Committee Appointment Change - Eric Durocher
  - When Trails and Recreation Committee was formed recommendations were made to the Board and you approved and appointed them. The SoVTA representative Steve Petrik will be stepping down and being replaced by Tom Oakley and need Board to approve that change on our recommendation.

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board voted unanimously to accept the appointment of Tom Oakley to replace Steve Petrik on the Trails and Recreation Committee.

- C. General Economic Development Department Updates
  - Very successful Dover Launch brainstorming event last week with 26 attendees plus our department. Media exposure to the program is growing, WCAX covered Dover Launch and were in the Commons this week.
  - New Town Website launching September 17, Eric, Shannon & Jeannette attended a 2.5 hour training session.
  - Trails & Recreation grant letters have been submitted on behalf of the town in partnership with SoVTA. Applied for VOREC grant for Horace Hill for around \$300,000.00 which would get the hiking, disc golf course and mountain bike trails covered in the Weston & Sampson plan. If we get invited for the full grant submission more information will follow. Should hear back by end of month. ERSA grant for \$30,000.00. That would be going to the Dover Town Forest to expand current parking lot, place pavilions and new Phil Bartlett signage.

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- Notified additional ARPA money that was supposed to go to counties has been split in Vermont to towns. Original allocation was \$110,864.33, we've received the first half of that. Our secondary allocation is an additional \$205,712.96, for a total of \$316,577.29. First half of that has also been received. We'll get the other halves next year. Still no definitive answers on how to spend. A separate account was created for these funds.

**IX. Board of Liquor Control:**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously recessed and convened as local Liquor Control.

- New festival permit instituted by State within last year, but Town and others were unaware.
- Jeannette, Andy, Randy have all spoken with DLC and if approved as listed; the DLC will take care of them and moving forward we now know a Festival Permit covers all the tastings and the Special Event permits would be for retail of bottles at said Festival.

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

- A. Special Event Permit for White Mountain Distillery d/b/a Stowe Cider, Wine & Harvest Festival, Sept 25, 9 to 6
- B. Special Event Permit for North Branch Vineyards LLC, W&H, Sept 25, 10 to 5
- C. Special Event Permit for Cold Spring Spirits d/b/a Mad River Distillers, W&H, Sept 25
- D. Festival Permit Wine & Harvest Festival, September 25, 9-6
- E. Outside Consumption Permit for Vail Mount Snow, Oktoberfest, Oct 9, 10 to 6

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously adjourned as local Liquor Control and reconvened as Select board.

**X. Consent Agenda:**

- A. Approve the Minutes of August 17, 2021

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of August 17, 2021.

- B. Approve the Warrants of August 21, 2021, for \$310,482.72 & September 4, 2021, for \$98,336.27.

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of August 21, 2021, for \$310,482.72 & September 4, 2021, for \$98,336.27.

**XI. FYI:**

- A. Thank you letter from HCRS
- B. Planning Commission meets Sept 13 at 6pm
- C. Trails & Rec Committee meets Sept 14 at 6:30pm

**XII. Liaison Reports:** None

**XIII. Executive Session for Legal Matters (Rich Werner & Travis Briggs)**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move into Executive Session for legal matters at 7:56 PM.

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Present: All board members, Rich Werner, Travis Briggs

Came out of executive session at 8:09 PM by unanimous consent.

Decision: Rich and Travis will keep the Board updated on topic discussed.

**XIV. Adjournment at 8:10pm**

Respectfully submitted by Shannon Wheeler

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)