

**Dover Select Board  
Meeting Minutes  
Tuesday, August 18, 2020  
Dover Town Hall**

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*THESE MINUTES ARE NOT OFFICIAL UNTIL THEY HAVE BEEN 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 present: Victoria Capitani, Sarah Shippee, Dan Baliotti, Joe Mahon

Also, present: Office Manager, Jeannette Eckert

Public present: Tabi Freedman, Bob Holland, Rich Werner, Randy Johnson, Eric Durocher, Jim McDevitt, Travis Briggs, Marco Tallini, Laura Sibilila, TJ Sibilila, Steven O'Hern & Mike Levesque

Public via Zoom: Geri Golet, Marc Schaubert, Lauren Harkawik, Shannon Wheeler, Edie Mas, Michael Garber, Jeremy Kirk, Cliff Duncan

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

**I. Public Comments:**

Dan Baliotti: Dover Historical Society will be presenting films on Aug 29 related to the women's right to vote; under a tent at Town Hall and refreshments will be served; all are welcome, free of charge (see town website for all the details)

Vicki Capitani: Board has made a decision on the dog hearing, a protective order; would like a motion for the Vice Chair to sign so that it may be sent out to the parties involved  
On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to have Vice Chair Vicki Capitani sign the protective order

Vicki Capitani asked that a resolution be read into the record by Sarah Shippee, condemning the painting of a swastika on August 14 on Route 100 in West Dover near Ahmeek Rd.  
Vicki requests a motion for the Board to sign it  
On a motion by Dan Baliotti, seconded by Sarah Shippee, the Board unanimously agreed to sign the resolution

The Board welcomes anyone to sign it along with them

Laura Sibilila also spoke to the topic: other incidents of hate speech occurring in Windham County; encourage the community to engage in public discussions between residents, newcomers, visitors; Economic Development dept is already working on welcome wagon initiatives

Laura also brought up the 2020 census; realizes the Town has been active in this process  
Low rate of response—will that low percentage rate of response penalize us? Encourage the use of a postcard mailing to increase response numbers

Sarah Shippee indicates that 2<sup>nd</sup> homeowners are now able to take part; deadline has been moved up to September

Comments:

- Take another look at doing a mailing to push the participation level up
- State is trying to find funds
- Information is on the Town website as well as the Facebook page with the links to the census website
- Signage is up in front of the Town Office and Post Office

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- There is a high percentage of Dover residents that have participated
- It seems the 2<sup>nd</sup> homeowners have not submitted but this is the first time they have been allowed to participate
- Suggest reaching out to Dover residents who are also census workers
- Can sort the Grand List to create a 2<sup>nd</sup> homeowner mailing list
- Okay with spending the money but don't think we will make any difference
- Appreciate the fact that folks want to try
- DHS has an email list that they can reach out to
- Text 2<sup>nd</sup> homeowners that you know
- May need to expend some funds on a mailing; \$1600 was quoted but that was for the whole Grand List
- Create a comprehensive list with emails and phone numbers for town's purposes
- Is there a way to monitor the census takers? Seems residents have been visited more than once

**II. New Business:**

A. Resignation of Joshua Cohen—Considerations Moving Forward

- Vicki Capitani read his letter dated August 11, 2020 into the record
- Josh expressed enjoyment and honor at serving the Town but simply cannot continue as a Board member; intends to still be an active community member

On a motion by Dan Baliotti, seconded by Sarah Shippee, the Board unanimously accepted Josh's resignation with regret and thanked him for his service

Board comments:

- The Board will be at a loss without Josh's input; he made great strides during his time on the Board; he will be missed
- Moving forward—fill the vacancy by special election or appointment?
- General Election is November 3 and we could have someone in place prior to that
- Appointment would be for 6 months until Town Meeting, don't believe it warrants a special election given the time, effort involved and the cost
- A notice of vacancy has been created & will be posted and published this week
- Potential to interview interested parties
- Interested persons should submit a letter by August 31<sup>st</sup> with a possible appointment to be made at the Sept 15<sup>th</sup> meeting

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to sign the notice of vacancy

Pastor Jeremy Kirk expressed an interest in stating a public comment on the Recreation Plan, specifically on the disc golf course. He was asked to hold onto his comments to discuss under the Economic Development agenda item

B. Restoration and Digitization Fund

- Andy McLean's request—letter sent to the Board outlining the need for the fund retroactive to July 1, 2019 which was when the account with Brattleboro Savings & Loan was established
- There is a grant available for digitization of records which is unrelated to this request
- Defer until the next meeting to answer questions from the Board

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**III. Assessor: Linda Sherman**

A. Errors and Omissions: Giarratana and McCarthy Properties

Joseph Giarratana Jr.

- Regarding parcels SL015, SL007, SL019, CP015, CP019 Beechtree Lane
- The parcels were combined, the box was not checked to make the additional parcels inactive. Subsequently, Mr. Giarratana received five tax bills instead of one. The values are correct, no change to the Grand List.
- Total tax \$17,369.90; was billed at \$19,465.79 for a difference of \$2095.89

Stephen J Henry & Linda McCarthy DR065 285 Dover Hill Rd. (former Stubb Thomas).

- The current owners purchased 5 abutting sub-divided lots, to be combined. The parcels had been combined, did not make them inactive which generated two tax bills instead of one.
- Value: \$490,380
- Acreage 83.05
- Total tax \$10,008.65, was billed at \$16,603.74 for a difference of \$6595.09

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to have the Vice Chair sign the Errors and Omissions

**IV. Emergency Mgmt./Dover School.: Rich Werner**

A. Pre-Disaster Mitigation Grant Program

- Applied for this grant almost 3 years ago
- Grant offered by Windham Regional for a hazard mitigation plan
- Total cost is \$10,000 for program; grant is for \$7650.00; in kind is 25%
- Budgeted in Emergency Mgmt.

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously approved the grant program and agreed to have Rich Werner sign it

B. Mask Program

- State of VT donated masks to every Town—25% of voter list
- They were distributed to the Town Office; they will be made available on the clothesline outside the office; they are white cloth masks packaged in packs of 5 each; Town Office rec'd 53 packs of 5 for a total of 265 masks
- Believe we need to keep track of who takes them—that may be difficult to track!
- Jon Abel notified the Town Office that he has 500 of these masks which will be distributed to Dover residents on Sundays from 10-12 at the East Dover Fire House until they run out—unsure if this is the same program

C. Work on the Firehouse

- Money set aside in the budget for a bunk room
- Met with John Guminak and the design process has begun
- Plans were hard to find, Joseph Cincotta originally designed the building and is working on getting a set of plans

D. Town Over Paid Dover School District by \$8813.00

- Auditors discovered an adjustment was needed; it was picked up in 2019 but occurred at the end of FY 2018

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- Was not aware of it until a couple weeks ago
- Can't really pay the Town back as there is no Dover School any longer

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to excuse the overpayment

**V. Unfinished Business:**

A. Revisit Duncan Cable Request for Pole Placement in East Dover

- Previously the Board had requested feedback from Cliff regarding contact with the abutting landowners
- Three poles to be placed along Dover Hill Rd in East Dover between Yeaw Rd and Brickyard Rd; one appears to be quite close to a driveway
- Cliff was under the impression that notification was not necessary if the project was solely in the Town right of way, not directly on a landowner's property
- Jeannette reached out to GMP to get their perspective; Nikki Howe responded that GMP does not need to come before the Board if all parties are in agreement but that they do reach out to the road foreman for approval in the Town ROW as well as reach out to any landowner and request approval for any new pole located on their property which is in the Town ROW.
- Cliff is in the process of contacting the abutting property owners; hope to have that confirmation for the next meeting; looking for clarity on requirements
- Board would like a letter signed & dated by the property owners stating they have been notified of the pole placement and are in agreement with it
- The Board receives letters from GMP when there is a problem; rather not get to that point but be on the front end by letting everyone know
- Moving forward the Town will request it of any company requesting pole placement

B. Review Quotes for Improved Board Meeting Audio/Visual Issues (Tabi Freedman)

- Is the town interested in making a **permanent** video conferencing site at the Town Hall
  - i.e. permanent mount for large screen tv or projector, possible wired connection to audio system & video connections etc
  - Fairly costly and would need decisions about hardware mounting, directionality
- Would town prefer **movable, flexible** solution until requirements for social distancing and masking change?
- Viewing options for dais – laptops/small monitors? Large screens and cameras facing both directions (dais & audience)?

Upgrade connectivity speeds

- If we use more bandwidth and are using more video/audio streaming, a faster connection would be important.
- Consolidated Communications to upgrade existing DSL – to 25/2 DLS cost \$ 79/mo.

Fiber Products:

- Business One: Best effort Fiber product. Up to 100/100 speeds. Cost: \$184.43
- Dedicated Internet comes with a Full-Service Level Agreement
  - 20/20 Ethernet Dedicated Internet Access: \$173.46
  - 10/10 Ethernet Dedicated Internet Access: \$111.50

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Board comments:

- Dan has a cart, screen and microphones that can be utilized
- Hanging large electronic devices in the Town Hall would be hindering to other events
- Town purchased a PA system for the concerts which is available for use
- Bandwidth increase might be the best option

On a motion by Dan Baliotti, seconded by Sarah Shippee, the Board agreed to upgrade the DSL with Consolidated to 25/2 for \$79/mo.

**VI. Economic Development:**

A. Do-It Application

- On behalf of the owner of Green Mountain Interiors building
- Looking to replace shingled porch roof; vital project, defining aspect of the bldg.
- This will be the last full project with the DO-IT program
- Seeking \$4500 out of a cost of \$9700

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to fund the DO-IT application as submitted

B. Schedule ED Work Session with Board

- Mornings are better for most Board members
- Schedule work session for Thursday the 27<sup>th</sup> at 8am at Town Hall and via Zoom
- Will be warned and open to the public as well

C. Schedule Weston & Sampson Presentation on Rec Plan

- Jeremy Kirk presented some information on disc golf course as part of the rec plan
  - Poised to make it happen; best conditions to design are after the leaves have fallen but before snow falls; hope to have in place as early as next spring
  - Designer is on board and ready to discuss; would hope the Board would be ready to act quickly
  - Design quotes were obtained last year by the disc golf group; best option was for \$3000; \$5500 for design and ½ equipment

Board/ED comments:

- According to policy, Town would have to request its own bids/proposals
- Excited about the projects but there is a process needing to be followed
- Need to meet to review the plan and allow for public comments first
- Schedule final presentation with Weston & Sampson for either the 8<sup>th</sup> or 22<sup>nd</sup> of September at 6:30pm
- Eric will reach out to Weston & Sampson to confirm dates

**VII. Liquor Control**

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

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

- A. 1<sup>st</sup> and 3<sup>rd</sup> Class Licenses & Outside Consumption Permit for The Sawmill Farm, LLC  
d/b/a Sawmill Bar and Table

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Motion amended by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to approve pending completion of final inspection report

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

**VIII. Consent Agenda:**

A. Approve the Minutes of August 4, 2020

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the minutes of August 4, 2020

B. Approve the Warrants of August 8, 2020 for \$350,217.14

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of August 8, 2020

**IX. FYI:**

A. Summer Concerts at Dover Park

- Aug 23, 2-4pm – Wyld Nightz
- Aug 30, 2-4pm—Miss Paula & the Twangbusters

**X. Liaison Reports: none**

**XI. Executive Session for Personnel (Rich Werner-Fire Dept.)**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move into Executive Session for Personnel at 7:53pm

Present: Vicki Capitani, Sarah Shippee, Dan Baliotti, Joe Mahon, Rich Werner

On a motion by Vicki Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Personnel at 8:20pm

Decision: Rich Werner will provide a written summary of proposed pay changes for the fire department

**XII. Adjournment at 8:21pm by Vice 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)