

**Dover Select Board
Meeting Minutes
Dover Town Office
February 21, 2017**

THESE MINUTES ARE NOT OFFICIAL UNTIL THEY HAVE BEEN APPROVED BY THE DOVER SELECT BOARD

Select Board Members Present: Randall Terk, Victoria Capitani, Linda Holland, Tom Baltrus, Joe Mahon
Also Present: Recording Secretary, Jeannette Eckert

Public: Adam Levine, Wayne Estey, Dave Cerchio, Ken Black, Lauren Harkawik, Sharon Cunningham, Bob Holland, Kevin Stine, Jim & Judy McDevitt, Dan Baliotti, Pat & Al Weisbrich, Marco Tallini, Janet Boyd

Regular Meeting Called to Order at 6:30 PM by Chair Randall Terk

I. Public Comments:

Kevin Stine (WRC representative) spoke to the Board regarding Road Erosion Inventory relating to Act 64 which relates to improving the quality of State waters; he had discussed this at a previous meeting last fall; Had not heard of anything being done yet; a number of towns are well ahead of Dover: Weston & Stratton are wrapping up; also, Townshend, Grafton, Westminster, Halifax. Deadline is March 17th—20-page application; doubtful that WRC would be able to come in 2017 to work with the town; it would be good to get application in now, looking at 2018; will be required for every town; trained staff would come out and evaluate the roads; 20-year plan done in 5 year stages; municipal road permit process; believe it would benefit the town; will send email with WRC link to the permit application

Bob Holland informed the Board that he has the map provided by the State and is working on the inventory; State wants to spend a lot of money for ditching but unsure if grant money will be available after the fact.

Randy Terk will make a point to get more information on Act 64

Bob Holland: On another note, rented a skid steer for a month to clean up the sidewalk as the Ventrac was not able to clear the heavy accumulation of snow

I. Unfinished Business:

A. Hiring of Zoning Administrator Trainee

- Dave Cerchio introduced Wayne Estey to the Board
- Recommends bringing Wayne on as a trainee at \$20.00/hour
- Wayne is a retired attorney; excellent knowledge of zoning; will train on a weekly basis until Dave's retirement; has a prior commitment until mid-April at which time he may be appointed ZA

On a motion by Tom Baltrus, seconded Linda Holland, the Board unanimously agreed to hire Wayne Estey as a Zoning Administrator Trainee at \$20/hour

II. New Business:

A. Certification of Compliance for Town Road and Bridge Standards

- Standard document approved each year

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously agreed to sign the certificate

B. Certificate – No Appeal or Suit Pending (Lister's office)

- Standard document, approved when needed

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On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to sign the certificate

III. **Economic Development:** Ken Black

A. Barrels RFP Response 2017

- One response from Janet Boyd
- No changes to the number or placement of barrels
- Bid is for \$20,031.50

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously awarded the barrels RFP to Janet Boyd in the amount of \$20,031.50 & authorized the Chair to sign the contract

Motion amended to authorize Economic Development director to sign the contract; all in favor

B. Blueberry Parade (\$11,505)

- Increase participation to 11 bands, reduce marketing expenses
- Slight increase from 2016 funding of \$11,077
- Thought last year was the best year so far

Vicki Capitani: One change on the date—correct to “takes place July 29, 2017”

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to fund the 2017 Blueberry parade in the amount of \$11,505

Sharon Cunningham will make date change and resubmit

C. Do-It Guidelines

- Changes were made as discussed at last meeting
- Any new suggestions since the last session?

Pat Weisbrich: “*SB reserves the right to approve or deny any request*” How/when is this going to take place? Every project will be brought before the SB? A change from the way we have done business in the past.

Randy Terk: After applications are submitted, the Board reserves the right to approve or deny; Presume ED will provide a summary for the Board to review

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously approved the Do-It program guidelines as amended with a date of 2/21/2017

D. Bi-Town Charge Addition

- Town of Wilmington has submitted a change; believe Bi-Town Committee should review and either accept or deny; then the Dover SB will review at a future meeting

E. Vermont Community Development Grant

Pat Weisbrich has been researching & working with this project of block grants

This is a new process for her; Town Common plan included a redesign of the handicapped access ramp which was scrapped due to expense; since the Town is putting aside funds for a

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new ramp, explored this type of development block grant for its accessibility options; it is necessary to apply online, but *only* if the Chair of the SB applies for the grant; or give Pat authorization from the SB Chair to start the application; not sure it is worth it; need to complete an historic review & environmental review; can't seem to get past the first step "have to apply online"; Federal block grant which comes with Federal regulations.....; categorical exclusion is possible due to the small nature of the project; authorizing Pat to complete the application does not obligate the town in any way; won't know if any costs are involved until they get the intake form online; can work on the documents and present a review but unable to submit

Accessibility modification grant is up to \$75,000 with a 25% match
Planning grant is up to \$30,000

Board comments:

- Any authorization should come from the whole Board not just the Chair
- VCDG paperwork was very convoluted
- Seems contradictory as to who can apply for these grants
- Need a summary of the steps involved & what the grant is all about—need to understand the whole process before we go ahead
- Makes sense to apply for any grant that is available to us once we understand it

Adam Levine: Is this an economic development project or capital building project?
Capital building project....good question. But it seems Pat is the best person to pursue this since she has been working on it

Randy: Move to authorize Pat to investigate & move forward with VCDG program for Town Hall accessibility ramp?

Pat: Believe it should be the Board as a whole to authorize the Chair to send an email to authorize Pat to start the process

Merely authorization to get more information—Pat to send request to the whole Board via email; Not something we need to make a decision on at a meeting; no money is being spent; copy Jeannette on the email, Board will respond individually

IV. Consent Agenda:

- A. Approve Minutes of February 7, 2017
On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously approved the minutes of Feb 7, 2017
- B. Approve Warrants of Feb 11 for \$174,286.66
On a motion by Linda Holland, seconded by Victoria Capitani, the Board unanimously approved the warrants of Feb 11, 2017

V. Liquor Control:

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously agreed to recess and convene as local Liquor Control board

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On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously approved the following:

- A. Second Class License for A-Nice, LLC d/b/a Snow Mountain Market
- B. First Class License for Handlebar Hospitality, LLC d/b/a Valley View Saloon

On a motion by Victoria Capitani, seconded by Linda Holland, the Board unanimously agreed to adjourn as local Liquor Control board and reconvene as Dover Select board

VI. FYI:

- A. Act 46 Meeting, Feb 27th at 6:30pm, Dover Town Hall
 - Regarding school consolidation—will be voted on at Town Meeting
- B. Pre-Town Meeting, Feb 28th at 7pm, Dover Town Hall-- Meet the Candidates at 6:15pm
- C. Town Meeting, March 7th at 10am, Dover Town Hall
- D. Local Leadership in Economic Dev. Workshop: March 22nd in Montpelier
- E. Town Health Officer Workshops: March 29th and 31st in Montpelier
 - Joe Mahon suggests Wayne Estey consider attending one of these workshops

VII. Liaison Reports: none

VIII. Executive Sessions for Legal Matters

On a motion by Tom Baltrus, seconded by Linda Holland, the Board unanimously agreed to move into Executive Session for Legal matters at 7:15pm

Present: All five Board members, Marco Tallini, Ken Black respectively

- A. Marco Tallini
- B. Ken Black

On a motion by Linda Holland, seconded by Tom Baltrus, the Board unanimously agreed to move out of Executive Session at 7:57pm

Decision A.: None

Decision B.: Ken will contact Duncan Cable

IX. Adjournment at 7:59pm

Respectfully submitted by Jeannette Eckert
Select Board Recording Secretary

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