

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, July 18, 2017**

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

Select Board Members Present: Randall Terk, Victoria Capitani, Joe Mahon, Josh Cohen, Tom Baltrus
Also Present: Office Manager, Jeannette Eckert

Public: Ken & Joan Black, Adam Levine, Randy Johnson, Lauren Harkawik, Steve Neratko, Jim & Judy McDevitt, Jim Desrochers, Nicole Fernot, Rich Werner, Andy McLean, Wayne Estey, Jesus Navarro-Martinez, Sarah Shippee, Bob & Roberta Stone

Regular Meeting Call to Order at 6:30pm

- I. Public Comments:** Wayne Estey introduced Jesus Navarro-Martinez, an exchange student from Spain, whom he has been hosting at his home for the past month
A letter from Kevin Stine was read into the record regarding his opposition to the idea of video-taping the Select board meetings (a copy of the letter is available at the Town Office)
- II. Unfinished Business:**
- A. Trailhead Project @ Handle Rd Discussion with Neighbors (Andy McLean)
- Andy met with Bear's Crossing HOA and president Bob Stone as well as property owner Jacob Brown
 - All are in favor of having parking area on Handle Rd as opposed to the 800-ft. access road between Bear's Crossing and Jacob Brown's property up to the National Forest
 - This location would eliminate any head lights shining on property or noise disturbing the quiet of the area
 - Ranger has approved the plan
 - Andy would like approval to engage the town attorney to draw up easements
 - Original plan called for 10-15 parking spots—since it was on National Forest land, adding spaces would not be an issue
 - In this instance with easements & agreements from neighbors Andy would suggest building 15 spots
 - 150 feet wide—surface of parking lot; easements would be a bit bigger for the ditching etc.
 - Road Commissioner Bob Holland requests that there be room enough for a three-point turn in order for cars to pull out head first and not back up onto Handle Rd

Permission granted by the Board to move forward with easements

At this time, Bob Stone, President of the HOA, arrived to contribute to the discussion

- In favor of hiking trails
- Would like to make the portions more equal: presently offering 25 feet from Bear's Crossing and 75 feet from Jacob Brown
- Would prefer parking area at 35 ft. deep rather than 50 ft. Believe 50 ft. is excessive
- Not a busy street; offers some examples of other parking areas along Rte. 100 such as Police Dept. which are less than 50 ft.
- Also level more land for overflow parking on side of road

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, July 18, 2017**

Randy Terk suggests consulting Holden Engineering or another independent engineer to draft a parking plan that can accommodate the needs of the traffic; Town will pay for that study to be done; Intended to come from ED funds

Andy would like to consult the National Forest Service on the timeline requirements before going forward

- B. Review Letters of Interest for Select Board Position & Possible Appointment
 - Due to the fact that an official Notice of Vacancy was not posted announcing the open position, the Board will defer its decision until August 8 when a Special Meeting will be held at 6:30pm
 - Two letters of interest have been submitted from James Desrochers & Sarah Shippee
- C. Sign Resolution from Bank for Increase in Credit Limit to Police Credit Card
 - Increase credit limit to \$5000

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to have the Chair sign the resolution increasing the credit limit to \$5,000

III. New Business:

- A. Review Heating Oil/Fuel Bids
Three bids were rec'd:

	<u>Oil</u>	<u>Kerosene</u>	<u>Summer Diesel</u>	<u>Winter Diesel</u>
Barrows & Fisher	\$1.905	\$2.359	\$2.095	\$2.285
Guy Nido Inc.	\$1.84	\$2.35	\$1.92	\$2.12
Sandri	\$2.099	n/a	n/a	n/a

Credits coming back this year total \$1,265.34

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to award the 2017/18 bid to Guy Nido in the amounts of \$1.84 for heating oil; \$2.35 for kerosene; \$1.92 for summer diesel; \$2.12 for winter diesel

IV. Board of Health:

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to recess as Dover Select board and convene as Dover Board of Health

- A. Update on Nicole Fernet's Health Order
 - All is connected; need to finish back filling which should be done this week; then will receive letter from engineer
 - Substantial progress has been made; looks to be functioning very well
 - Believe two more weeks would be sufficient time to receive letter
 - Will revisit at meeting on August 1, 2017

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to adjourn as Dover Board of Health and reconvene as Dover Select board

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, July 18, 2017**

V. Economic Development:

A. Introduce Steve Neratko

Ken Black introduced Steve to the public and welcomed him to Dover

Steve shared a brief background on his experience

- Worked in planning and community development for the last 10 years
- Relocated here from Allentown, PA where he was director of planning & zoning
 - Managed 1 billion dollars of development in Allentown
- Main job is to bring projects to fruition whether own idea or someone else's
- Prior to that worked in Dunkirk, NY as director of development
 - 5-million-dollar sea wall project as well as numerous community dev. projects
- Previously worked in other up state NY cities as well as engineering firms
- Thankful and honored to be here and become part of the community
- Happy to discuss any questions in person or via telephone

**Folks will be able to meet Steve & wife Ashley on the 26th at Dover Forge from 5-7pm

B. Authorize the Chair to Sign a Letter to the Agency of Transportation Regarding Bridge 59 Project

- Met with John Kaplan (AOT) & Erica Roper (WRC) on the trails project
- Applied for B+ grants again but did not get either one
 - Edwards Village Loop to Stugger Road
- Discussed bridge project--a pathway is needed--it is dangerous to walk along this area due to car traffic
- John in favor of putting in a 4-ft. sidewalk on the bridge if the Town would agree to put in a sidewalk piece on one side from Edwards Village to Stugger Rd
- Only requirement is that the Town would have to keep it cleared
- Requests for a letter of support to be signed

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved having the Chair sign the letter of support to AOT for addition of 4 ft. sidewalk to the Bridge 59 project

C. Living History Event Summary Report Extension

- Living History grant was completed on April 2
- Jim Dassatti has requested an extension to file summary report to August 20
- Believe we should honor his request as he was upfront about it

Vicki Capitani: Don't believe there is any profit to Jim in this. Jim donates his time for the love of education and children's programs; would support a one-time extension

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to extend the summary report deadline to August 21st (a business day)

D. Bi-Town Replacement for Randy Terk

- Must be a Select board member; meets first Thursday of the month in Wilmington at 8am
- Will defer discussion until after a replacement Select Board member has been chosen

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, July 18, 2017**

E. Economic Development Credit Card

- Currently card is tied to Ken's name which will need to change when he leaves
- There are some items that are automatically placed on the current card
- Would need to submit a new application for another person to take it over
 - Apply for \$5000 credit limit equal to Police Dept. account
 - Board feels Marco should be the contact person for use of the card by the whole administrative office

VI. Consent Agenda:

A. Approve Minutes of June 20 & July 10, 2017

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board voted 4-0-1 to approve minutes of June 20 (Mahon abstained)

On a motion by Josh Cohen, seconded by Joe Mahon, the Board voted 3-0-2 to approve minutes of July 10 (Baltrus & Capitani abstained)

B. Approve Warrants of June 10 for \$1,000,000.00; June 24 for \$2,747.00
July 1 for \$257,804.84 & July 15 for \$1517.08 & \$258,058.02

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the warrants as stated above

VII. FYI:

A. Free Composting Workshop, July 20th at Dover School, 6pm

- Chris Larsen reports that single stream recycling is going well but requests informational hand-outs with details of the new program---Jeannette will aid in creating handouts

B. Welcome Reception for Steve Neratko, July 26th at Dover Forge, 5-7pm

- Residents and business owners alike are invited to stop by and say hello

VIII. Liaison Reports: none

IX. Executive Session, as needed: none

X. Adjournment at 7:11pm

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