

**Dover Select Board
Virtual Meeting Minutes
Tuesday, June 16, 2020**

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 via Zoom: Josh Cohen, Victoria Capitani, Dan Baliotti, Sarah Shippee, Joe Mahon
Also, present via Zoom: Office Manager, Jeannette Eckert

Public via Zoom: Tabi Freedman, Jim McDevitt, Shannon Wheeler, Tracy Bartels, Michael Garber, Randy Johnson, Marco Tallini, Lauren Harkawik, Paul Fisher, Eric Durocher, Bob Holland

Regular Meeting Call to Order at 6:30pm

I. Public Comments:

Randy Johnson updated on the food drop taking place in Dover tomorrow, June 17th at Mt Snow. Roughly 200 families have registered which is about half of what they usually do; any leftover food can be given to Becky Arbella but some needs refrigeration; call Rich Werner for more details; Tracy Bartels of Mt Snow indicated they were willing to provide refrigeration Did anyone contact the school to see if walk in refrigerator can be used? Large quantity of food.

Tabi Freedman asked the Board to approve a temporary sign permit application from Deerfield Valley Community Partnership and to waive the fee; Community effort; Will be at the Dover Park for a week; encourage people to take photos in front of it

On a motion by Vicki Capitani, seconded by Sarah Shippee, the Board unanimously agreed to waive the \$10.00 fee

II. Unfinished Business:

A. Affirm the Hiring of Eric Durocher as the New Economic Development Director

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed to hire Eric Durocher as the new Economic Dev. Director for \$50,000 per year
Congratulations to Eric!

B. Consider Meeting Schedule Moving Forward: In Person vs. Virtual

- Suggest meeting in person at Town Hall on July 7th
 - Will also offer a zoom meeting for those who prefer not to attend yet
 - Will maintain social distancing

C. Review Bids for Steeple Work at Town Hall

- Two bids rec'd:
 - Robert Morgan for \$14,700
 - Pioneer Timber Frames for \$15,600

Comments:

- Pioneer Timber did not recommend wrapping as it tends to rot the wood underneath
 - Has done structural work at the Wilmington Health Center and Whitingham School
 - PVC molding is recommended and will last longer
 - Is a local business too
- Town Hall is on the Historic Register—will this type of material fit in with the historic character of the building?
 - However, there is already vinyl siding on the building

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- Steve had notes on the historic register—Shannon found it listed on the Historic Registry
- Better to get this approved now as everyone is so busy and at least get it scheduled; pending information from historic register
- National Park Service Gov't site has information on acceptable materials

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board agreed to award the bid to Pioneer Timber Frames in the amount of \$15,600 pending the historic approval of the PVC molding

D. Consider Site Investigation Work Plan (Library/Daycare/Town Hall) Costs/Bid Process

- KAS, Inc. is one of the consultants on the State' listing and they have expertise in this field of work
- Have worked with them for years with the Landfill certifications and testing
- Submitted an estimate of \$14,000-\$16,000 to consider
- Propose obtaining their services rather than putting out to bid from other consultants given the time element for this work to be completed
- Realize the purchasing policy requests three bids for this level of expense but given the urgency and need, as well as the level of service given in the past by KAS, Inc. consider deferring to one proposal
- The Town has history with KAS; reasonably priced for this type of work
- We need to move forward on this

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to have KAS perform the scope of preliminary work for Kids in the Country/ Library/Town Hall well and contamination, not to exceed \$16,000

E. Consider Point of Entry Treatment System for Well Issues

- The well permit was finally approved by the State after the gallonage was recalculated to include the Town Hall
- KAS, Inc. has had success with this type of treatment system in other locations
- May be an option rather than drilling a new well location which may have the same contamination results
- Potential cost between \$10,000-\$12,000 with a yearly maintenance fee of ~\$2000
- Propose pursuing the site investigation work plan, obtain those results and then revisit well project or consider treatment system
- Filtering system needs to be replaced anyways regardless of the well relocation
 - Need to determine whether this will replace the current system and how much space is needed
 - Potentially two tanks roughly 2 feet by 6 feet
- Jeannette will continue to research this with KAS

III. New Business:

A. Employee Vacation Time During Covid-19

- Due to Covid-19, some town employees had planned vacations that they were unable to take
- Potential to lose time because they were unable to use it by anniversary dates in May/June
- Can only carry over 80 hours
- Suggest allowing another 6 months to use time; is a reasonable amount of time to extend

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- Keep it well documented
- Will apply to all town employees

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to allow Dover Town employees who lost vacation time during Covid or who had anniversary dates during Covid to extend use of vacation time to Dec 31, 2020

B. Vermont Television/Duncan Cable Request for Zoom Audio Recording

- Ryan Todd had reached out to Jeannette about this; he said that they currently do Wilmington's recordings
 - The agenda was sent but he has not come on to the meeting yet
- The Board had many questions before making any decisions
- Jeannette will contact him again and defer to July 7th meeting

C. Census Scavenger Hunt (Sarah Shippee)

- Census bureau is doing a scavenger hunt starting in Readsboro and heading north
- Want one of the stops to be in Dover
- Census schwag to give away—games for the kids etc.
- Considering a drive into the parking lot at Town Office and out the driveway in front of the Church
 - Church council will be voting on it this week
- Also looking at Mt Snow but there is conflict on the site agreement legality
- Wed July 1st from 3 to 7pm; can't do a circle in the parking lot as it is during normal business hours
- Census workers will provide information on the census; not filling it out then but giving out contact phone numbers; trying to get the numbers up, Dover is at 14.4%; 61.4% nationwide and Vermont is at 54.4%
- Second homeowners can fill out the census
- Will hold other events throughout the summer to provide drive up assistance
- Banner sign is up at the W Dover P.O.; also, lawn sign is in front of Town Office along with handout materials; Andy is in favor of the plan to get numbers up
- Working on an insert for the tax bills
- A couple of volunteers needed along with census workers
- Mike Garber asked whether flyers could be given out at the food drop
 - Not all participants will be Dover residents but those from other Vermont towns can take the census; it will boost the overall State numbers
- Tabi indicated they have already delivered the form to all the doorknobs in Dover
- Believe we should support the effort, it is good for Vermont
- Census is behind the 8 ball on this
- Will move forward as soon as the Church's decision is made

IV. Economic Development: (Shannon Wheeler)

A. Deerfield Valley Stump Jumpers - Permission for Maintenance on Town Trails including C100, Cheney Brook & Hathaway Trail. Maintenance includes: Drainage, Grading, De-brushing

- Mike Garber & Paul Fisher asked permission to access these trails
- DVSJ has a grant going out to partner VAST for \$11,000 to possibly do maintenance on town trails specifically C100 which runs from the Sitzmark up to Somerset Reservoir; includes bringing a grading machine and maintenance materials
- Want to be sure the Town is on board with this and grants permission

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- Will keep the Board posted on the progress

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to allow DVSJ access to C100, Cheney Brook and Hathaway Trail & maintenance will include drainage, grading, and de-brushing

B. Resolution for Route 9 Signage

- Additional signage on Auger Hole Rd
- Already approved by Marlboro, on Wilmington's agenda for tonight
- Will be submitted all together to hopefully carry more weight

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the resolution for Route 9 signage

C. DASP Program for FY 20-21 Update

- Advertising support program has not been updated in quite some time
- Suggested some changes to the guidelines to make things clearer & improve the program

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the 2020 DASP program that goes into effect July 1, 2020

D. Recreation Plan Update

- Board comments were submitted to the consulting firm
- The comments were appreciated and will help speed up the process
- Do not have a timeline in place for that yet

E. "Dover Parade" Plan Updates

- Set for Saturday, August 15 at 11am, three-mile loop, starting in lower lot of Mt Snow and ending at Town Office
- Hoping for 30-40 participants
- Sign up form is being set up by Tim Dolan
- Contest for participants and spectators; floats; vehicles
- Still working on a formal name
- Randy, Rich, Sarah, Shannon, Jeannette, and Tim have met twice so far to discuss

F. Sector webinars update from Deerfield Valley Resiliency Team: Eric Durocher (Wilmington Works, Chamber, Econ Dev. Depts of Wilmington and Dover)

- Have been putting together these sector calls which Dover helped fund for \$2000
- So far have done 4 restaurant calls with Keith Arnold
- Restaurant owners are planning to continue the calls without Keith
 - Keeps everyone talking about future plans, Positive series
- Other calls have included Sam Markewich, Jack Derby, Lyn Falk who are internationally renowned consultants which have led to in person one on one visits to businesses
- Looking to spend the money allocated through the summer and fall as long as the interest is still there
 - Have spent \$2950 to date
- Julia Wilk will be hosting a two-part webinar on web design, e-marketing
- Appreciate the participation; believe it has been very welcome & beneficial

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V. Board of Liquor Control:

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

- Lodge is looking to re-open July 1st
- Has been working on renovations and resolving their inspection violations
- Hope to make receipt of the fire inspection a condition of approval

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to approve the following pending receipt of an updated, satisfactory fire inspection report:

A. First & Third-Class Licenses for:

- TWG Hospitality, LLC d/b/a Lodge at Mount Snow

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

VI. Consent Agenda:

- Approve the Minutes of June 2, 2020 & June 9, 2020
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of June 2 and 9, 2020
- Approve the Warrants of June 13, 2020 for \$ 554,510.15
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of June 13, 2020

VII. FYI:

- A. Thank You Letter from The Gathering Place—letter from Maggie Lewis was read into the record regarding her appreciation for the emergency funding of non-profits
- B. State Food Drop, June 17 at Mt Snow <https://humanresources.vermont.gov/food-help>
- C. Executive Session for Personnel (Evaluations Review) June 19 at 9am, Town Hall
- D. Joint Select Board Zoom Meeting with Wilmington on Bi-Town Marketing, June 23 at 6pm
- E. Executive Session for Personnel (Evaluations) June 26 at 9am, Town Hall

VIII. Liaison Reports: none

IX. Executive Session, as needed: Sarah requested a session for Personnel

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session at 7:31pm

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session at 7:43 pm

Decision: On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 4-0-0 to allow Shannon Wheeler to work up to 40 hours/week temporarily, as required, until the Select board determines otherwise. (Dan left prior to the vote)

X. Adjournment at 7:46pm

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