

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 18, 2019**

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

Select Board members present: Josh Cohen, Victoria Capitani, Dan Baliotti, Joe Mahon, Sarah Shippee
Also, present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Bob Holland, Jim & Judy McDevitt, Randy Johnson, Paul Fisher, Frank & Angie Dornburgh & family, Tabi Freedman, Paul Mendelsohn, Linda Sherman

Regular Meeting Called to Order at 6:30pm by Chair Josh Cohen

I. Public Comments: Vicki requests that an item be added to the agenda: Vermont Council on Rural Development Community Leader Nomination

II. Police:

- A. Appointment of New Police Officer: Frank E. Dornburgh
Randy Johnson introduced Frank E. Dornburgh (known as Ed) along with his wife & children and requested that the Board sign his appointment as a Patrol Officer with the Dover Police Dept.

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to appoint Frank Dornburgh as a Dover Patrol Officer

Officer Dornburgh was then sworn in by Jeannette Eckert and welcomed by all in attendance

III. Unfinished Business:

- A. Continue Review of Personnel Policy
Section 8.a. Appointments and Probationary Period
- Current policy: accrual is based on 20 hours worked per week
 - Vermont paid leave law states an average of at least 18 hours per week
 - Recommend changing that threshold to 18 hours per week for sick leave benefits according to the law, leaving all other benefits as is based on 20 hours per week
 - Tracking would now need to be maintained on part time employees who work 18 hours or more per week and more than 20 weeks per year

Section 10.e. Pay and Holiday Compensation Police Differential Pay

- When this wording was presented it was not clarified that differential only applies to hours worked
- Differential pay rates shall be applied to hours **worked** on holidays. For example: Regular rate of pay is \$20/hr. Officer is paid \$20/hr. holiday pay, whether the holiday is worked or not. Officer receives time-and-a-half pay for hours worked on a holiday, including differential.
- Holiday falls on a Saturday, officer works 8 hours, all between 0700-1700 hours: \$20/hr. regular rate of pay plus .25/hr. weekend differential pay=20.25/hr. x 1.5=30.38/hr. for 8 hours PLUS any standard holiday pay.

Section 11.d. Holidays/Vacation/Leaves

- Holidays occurring during a vacation—leave wording as is “*may be charged to vacation time*”

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 18, 2019**

- 11.j. Personal Leave—historically have paid out personal leave upon separation
- 20 hours per year is allotted each year; it is not that much time
 - Just because it has been done historically, doesn't mean it can't be changed
 - Some prior employees who were not with us very long, were paid out personal leave; others who have been with us for many years are expecting it, hate to change things mid-stream
 - Seems odd to get paid when you leave but not when you stay
 - VLCT agreed that it was odd to pay out personal days at separation
 - Employees normally take those hours so in a sense are getting paid for them
 - Employees that are being let go—those are the ones I'm concerned about
 - Suggest rewording the last sentence to read "Employees shall be entitled to compensation for any unused personal leave upon **voluntary** separation from the town's employ."
 - Should there be a statement under disciplinary action: If dismissed for cause, forfeit your benefits?

Section 12. Parental and Family Leave

- Current policy uses the federal law which only covers employers who have 50 or more employees.
- VLCT recommends using Vermont law which applies to 10 or more employees
- Concerns arose at the last meeting regarding the law's wording: "for the serious illness of the employee or the employee's child, stepchild or ward of the employee who lives with the employee, foster child, parent, spouse, or parent of the employee's spouse."
- Believe the language refers to "children" who would naturally *live* with the employee
- Should not matter where the ill person lives, employee should be able to care for them regardless of the living situation
- Strike "who lives with"; not the intent, don't feel it is appropriate to pigeonhole
- If you have a family member who is sick and you need to care for them, you should be entitled to this leave
- Don't want someone to lose their job over this

12.b. Employment Benefits

- The Town shall continue employment **benefits** for the duration of the leave under the conditions that coverage would be provided if the employee were to return to work
- Supreme Court case ruled that this in this situation benefits means group insurance coverage
- Should our policy be rewritten to benefits "*including but not limited to....*"

Section 14. Employee Conduct

- Police Department has two policies that cover its dept.: Ethics Code of Conduct and Internal Affairs Policy
- Insert footnote: "*Police Dept. please reference additional policies specific to Police Dept. employees*"

Section 15.c. Workplace Health and Safety Drug Testing

- Current CDL Drug & Alcohol Policy is also being reviewed/updated with VLCT
- This section is specific to those employees with CDL licenses

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 18, 2019**

Section 17.c. Disciplinary Actions Suspension

- Insert suspension “with or” without pay

The policy will be cleaned up according to VLCT’s and the Board’s input for review by Board and employees prior to acceptance

IV. New Business:

A. Vermont Council on Rural Development Community Leader Nomination

- Needs to be submitted by July 5, 2019
- Recommend Josh Cohen for the nomination
- Opportunity to attend Council on Rural Development Summit on Aug 12 in Randolph, VT

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to nominate Josh Cohen

V. Economic Development:

A. ~~DO-IT Program~~ deferred to a future meeting

B. ~~Deerfield Valley Stumpjumper Request~~ deferred to a future meeting

VI. Liquor Control:

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to recess as Dover Select Board and convene as Local Liquor Control

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

A. Outside Consumption Permits for Mt Snow Ltd. d/b/a Cuzzins

- 1) July 5th Fireworks, 3 to 10pm
- 2) Blueberry Bash, July 27, 10am to 7pm
- 3) Brewers Fest, 8/31-9/1, 9am to 7pm
- 4) Summit Lodge Extension for Brewers Fest, 8/31-9/1, 9am to 7pm
- 5) Wildlife Festival, 9/22, 9am-7pm
- 6) Oktoberfest, 10/12-10/13, 9am to 7pm
- 7) Summit Lodge Extension for Oktoberfest, 10/12-10/13, 9am to 7pm

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

VII. Consent Agenda:

A. Approve Minutes of June 4, 2019

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of June 4, 2019

B. Approve Warrants of June 15, 2019 for \$1,211,478.53

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously approved the warrants of June 15, 2019

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 18, 2019**

VIII. FYI:

- A. Solid Waste Facility Certification Amendment—Vicki pointed out a portion of the amendment that refers to annual inspections....at whose cost? Green Lantern to pay? Bob also wonders who is going to do the lawn mowing around the panels? Request Ralph Meima come to a meeting with an update on the project; Jeannette will reach out to Ralph
- B. Employee Evaluations, June 21 at 10am, Town Hall
- C. Summer Concerts in the Park begin June 26
- D. Governor signing telecommunications bill June 20 at 11:30 at Town Hall

IX. Liaison Reports:

Vicki: Bi Town Housing Committee has hired company to do housing assessment study; attorneys are in place; Dover is taking the lead on this; hoping to sign contract & start the process soon

X. Executive Session for Personnel (evaluation for Linda Sherman)

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to move into Executive Session for Personnel at 7:30pm to conduct evaluation for Linda Sherman

Present: All five Board members, Linda Sherman

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to recess Executive Session for Personnel at 8:20pm & resume at 10am Friday at the Dover Town Hall

XI. Adjournment at 8:21pm

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