

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, June 20, 2017**

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

Select Board Members Present: Randall Terk, Victoria Capitani, Tom Baltrus, Josh Cohen*

Select Board Members Absent: Joe Mahon

Also Present: Office Manager, Jeannette Eckert

Public: Jim & Judy McDevitt, Randy Johnson, Ginny Reed, Nicole Fernet, Jean Marchese, Bob Holland, Wayne Estey, Andy McLean, Tim Dolan, Mike Eldred

Regular Meeting Call to Order at 6:30pm

I. Public Comments:

Wayne Estey requested an amendment to the agenda to consider an expenditure for road barriers for a portion of Dover Hill Rd which was washed out

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to amend the agenda under New Business to add an item "To Install Barriers for Safety Purposes"

II. New Business:

A. To Install Barriers for Safety Purposes: Wayne Estey

Portion of the road has had some excavation and with recent rains a portion of the shoulder has collapsed into a ravine; several complaints about that piece of road; safety issue, on the border of So. Newfane and Dover; turn around for Dover trucks--section is entirely in Dover; may even be owned by the Town, at the least in Dover's right of way; approximate cost for each barrier is \$40 each for 7 foot lengths

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board voted 3-0-1 to expend up to \$500 for purposes of purchasing and installing jersey barriers to protect that section of road (Cohen abstained)

*Josh Cohen arrived just after discussion of this item

B. Dover Trails Committee: Andy McLean

a. Volunteer Trail Day, July 15th

- Dover Trails Committee is extending an invite for volunteers to help maintain mountain biking trails; Contacted VLCT and all would be covered under Town's insurance
- Seeking blessing from the Board

b. Landowner Permission Form

- Group came together with the purpose of creating a trails network similar to Kingdom Trails in Burke, VT—connects local businesses & provides mountain biking and hiking opportunities; has become a destination spot in the off season
- To do that here, need to connect a bunch of trail systems
- No easements required; follows VAST model with landowner permission forms; VMBA forms (Vermont Mountain Bike Association)
- Requesting permission to give sample forms to Attorney Dave Rugh to compose a landowner permission form specific to Dover trails
- Trails can be used for any non-motorized use

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The Board had no issues with the permission form or the volunteer day
There is no request for funds for any materials for the Volunteer Day; however, that may come into play in the future

Heads up on July 18th agenda item—briefly met with abutting property owners for the Trails Head project; Bears Crossing Condos have concerns about parking lot; solution is to offer easements to the Town for a parking area on Handle Rd; spoke with National Forest but need to get ok from District Ranger David Francomb; looks like a workable solution; they would like to come to July 18th session to meet with the Board & Bob Holland

Will it allow the same number of parking spaces? Yes, but there are concerns on the size. Initial plan was for 10-15 cars; new plan will be configured a bit differently; location is 800 feet from original parking site

C. Earned Sick Time Law

As requested by Vicki, Jeannette had distributed information from VLCT on this law; Dover has already been in compliance by allotting 40 hours of sick time per year for full time employees

Vicki pointed out that there are several reasons under the law for which employees must be allowed to use paid sick leave—one of them being if a school/daycare or business is closed for public health or safety reasons

No changes will be made to personnel policy at this time

D. Annual Contract with Windham County Humane Society

- Same contract as last year; \$300.00 fee is also the same

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to have the Chair sign the annual contract with WCHS for 7/1/2017 to 6/30/18

III. Unfinished Business:

A. Reception for Steve Neratko (New Economic Dev. Director)

- Steve has found a house to purchase but cannot close until July 17th
 - Requests to push off his start date until July 17th
- Therefore, will push off the date of the welcome reception to Wed, July 26th
 - Jeannette requests a dollar amount that the Board desires to expend

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to allow Jeannette to plan & expend up to \$1600 on the welcome reception with funds to come from Economic Development

B. Approve Technology Policy

- Draft has been rewritten to include changes from last meeting
- Randy Johnson advises that the Police Dept. should be exempt from this policy as their own policy is in place

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the technology policy as amended to exclude the Police Dept.

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C. Hazardous Material Inspection Estimates

Two estimates were received out of the three companies contacted

Catamount Environmental, Inc. of Wilmington @ \$625.00

Includes 20 bulk samples throughout entire building and 3 hours consulting time
Local business

Crothers Environmental Group LLC of Morrisville @ \$1200.00

Includes 30 samples throughout entire building

Higher cost due to travel distance to and from Dover

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to hire Catamount Environmental for hazardous material inspection at the Town Office building in the amount \$625.00

IV. Police: Randy Johnson

A. Request to Increase Credit Limit for Credit Card (currently at \$2000)

Randy Johnson advised that costs for the Police Academy are requiring credit card payments
Also, other training costs/expenses may exceed the current limit

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to increase credit limit on the Police Dept. credit card to \$5000

FYI: Randy was asked to participate in the Readsboro 4th of July parade, to appear on the Cub Scouts float—our hero Chief Johnson!

V. Liquor Control:

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

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the following:

A. Outside Consumption Permit for Mt Snow Ltd for July 3rd, 5-10pm, "Fireworks for Freedom Event"

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board recessed as local Liquor Control and reconvened as Dover Select Board

VI. Board of Health:

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously agreed to recess and convene as Dover Board of Health

A. Consider Health Order for Fernot Property on Negus Road

Notice of intent to issue a health order to Nicole Fernot

- Nicole Fernot states that she has an excavator coming to the property on Saturday along with three truckloads of sand; backfill is in the yard already
- Everything just needs to be reconnected & back filled
- Merrill Mundell is working on this as he was the original designer
- Waste Mgmt. will inspect after its completion

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- Confident that it will be completed in 2 weeks
- Nicole is not living there but is there quite often to attend to cat/move belongings; home is not inhabited
- Defer a decision to the July 18th meeting

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board recessed as Dover Board of Health and reconvened as Dover Select Board

VII. Consent Agenda:

A. Approve Minutes of June 6 & June 12, 2017

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board voted 3-0-1 to approve the minutes of June 6 & 12, 2017 (Baltrus abstained)

B. Approve Warrants of June 17, 2017 for \$207,369.98

On a motion by Victoria Capitani, seconded by Josh Cohen, the Board unanimously approved the warrants of June 17, 2017

VIII. Liaison Reports: Tom Baltrus inquired if Bob was ready to have Triple T in place July 1st. *Yes, they should be moving in next week*

IX. Executive Session for Personnel (Bob Holland)

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to move into Executive Session for Personnel at 6:59pm

Present: All four Board members, Bob Holland

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to move out of Executive Session for Personnel at 7:05pm

Decision: none

X. Adjournment at 7:05 pm

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