

**Dover Select Board
Meeting Agenda
Dover Town Hall
Tuesday, March 17, 2020**

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*, Sarah Shippee*, Joe Mahon
Also, present: Office Manager, Jeannette Eckert

Public: Bob Holland, Randy Johnson, Tabi Freedman, Lauren Harkawik, Rich Werner, Linda Sherman, Andy McLean, One Smith, Laura Dobbin, Kevin Stine, Marco Tallini, Travis Briggs, Becky Arbella, Jay Giarratana, Eric Durocher

Regular Meeting Called to Order at 6:32pm by Josh Cohen

***Dan arrived at 6:36pm & Sarah arrived at 6:42pm during public comments**

I. Public Comments:

Vicki requested that Shannon's review in Exec Session be postponed to another date

Continuity of Services in Response to Public Health Issue (Rich Werner)

- Held Emergency Mgmt. Meeting today (Please see minutes posted on the website) to make plans in response to the virus
- Town is on top of it
- Schools & day cares have closed; will still distribute breakfast and lunch food
- Working on a press release with local contact numbers
- If anyone knows of someone who is self-quarantining and needs assistance, please have them reach out
- Continuity plans in place for those who can't work
- State is working on unemployment benefits; want to make sure everyone has basics, and no one goes hungry
- Gathering Place in Dover has closed for a month
- Thankfully we have power and phone service, GMP will waive any shutoffs
- Asking that no one panic; Dial 2-1-1 for the latest updates on the virus
- Boston has shut down construction; many folks are not working
- Clean hands with soap and water
- Dept of Health has a website to answer questions; Information has been posted on the town website and Facebook page
- Food can be available through Vermont Foodbank & Shires Housing
- Health care workers are trying to flatten the curve and not be over-whelmed; those with immunity issues & elderly are more susceptible
- Town services will continue as usual; signs are posted on the Town Office doors to not enter if feeling unwell; call or email with any questions
- Limiting the number of people in one space
- Library closed—all in Windham County have closed; materials are available via phone call and delivery can be arranged
- Tabi has evaluated the WIFI hot spot services
 - DiscoverDover.net works by the park and Town hall & parking area; Library also has their connection; Doverguest is at the Town Office & parking area; trying to up the speed in these locations
 - School also has WIFI access; school will be staffed
- Things are changing daily; Will keep folks updated & informed

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II. Unfinished Business:

A. Assessor Assistant Job Description (Linda Sherman)

- Decided not to hire someone at this time
 - Will not be doing any interior inspections this spring
 - Will use the time to create a good solid job description
 - Would not be a good time for training
- Don't think the grand list deadline will be extended
- Will need help with filing and inspections
- Would like to consider hiring a college student to do this, my daughter for instance
 - Up to three months of work—beginning now to mid-June
 - Unsure of the number of hours, Patty worked 10 hours per week
- Tabi is willing to fill in a few hours as needed; need to figure out a pay wage
 - Will discuss further

Board comments:

- Concern about hiring family members; setting a precedent
- There are many people out of work who could use those hours
- There are part time people currently working for the Town who could possibly fill in
- Consider advertising for a temporary part time position

B. Open Bids Received for Sale of Town Owned Properties

6 bids rec'd on 4 properties:

- 50 Ellis Brook Rd: \$500.00 bank check from Doreen Eng
- 283 Blue Brook Rd: \$1004.00 personal check from Roland Clingenpeel
\$400.00 cash from Tabi Freedman
- 22 Buckboard: \$2500.00 bank check from Dana & Mark Sorice
- 72 Capt. Copeland: \$3184.00 from Michael Baxter--no check enclosed
\$3000.00 bank check from Joseph Giarratana

Comments:

- One bid did not have a check or cash enclosed—cannot accept without bank certification of funds as stated in the invitation to bid warning
- Linda Sherman—was any reserve put on these? *No*; believe the Town should not hang onto any portions of land; some of these the Town has had for a long time
- Andy McLean—should sell them for what was rec'd in the bids; folks who are bidding on these are typically abutters; believe we should take any bid
- Although the warning also states "*The Dover Selectboard reserves the right to waive irregularities, informalities and base the award decision on any criteria deemed in the best interest of the Town of Dover, including purchase price. The Town of Dover reserves the right to reject any and all bids.*"
- One bid was a personal check which was accepted
- Rich Werner—how fair is it to the person who did not submit a check?
- Jay Giarratana—what is the next step for the winning bidders?
- Marco Tallini—our attorneys will draw up a deed and we will get in touch
- Is the Town being charged for the legal fees? Marco will look into how it was handled last time

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to accept the bids of \$2500 for 22 Buckboard Drive from Dana & Mark Sorice,

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\$3,000 for 72 Capt. Copeland Rd from Jay Giarratana, \$500.00 for 50 Ellis Brook Rd from Doreen Eng, and \$1004.00 for 283 Bluebrook Rd from Roland Clinginpeel subject to the personal check clearing at the bank

- C. Continue Discussion on Economic Development Director Search
- Advertise statewide and locally; also suggest out of state as well
 - Previously had many applicants—which we had to put up and cover travel expenses
 - Priority should be local and statewide first but at least get all those bases covered at the same time
 - Not necessarily going to be someone from out of state but we should keep our options open
 - We may well get flooded with applicants given the economy
 - Randy Johnson—we actually paid to have people come here to interview?
 - That practice can also apply to Law Enforcement hiring; the pool is so small
 - If we are going to do this for town positions, then be prepared
 - Tabi is aware of some local people who could be a good fit
 - Andy—Steve did a great job, but he is not from here; would love to see us hire a local person
 - Marco--Please hire local person—there are a lot of good candidates that may not fit all the requirements; important that we invest in the community
 - Place ad as previously drafted with deadline of April 30, 2020; email resumes to Jeannette at admin@doververmont.com
 - Place on VLCT, in larger VT papers, Reformer, websites specifically geared toward this trade

III. New Business:

A. 2020 DRB Appointments

- A letter from DRB Chair Sarah Shippee was read into the record
- Appointments of Geraldine Golet and Heather Kelly as alternates and Jonathan Prial as Board member

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board voted 4-0-1 to accept the appointments as requested (Shippee abstained)

IV. Highway:

A. Certification of Compliance—Road & Bridge Standards

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to sign the certification of compliance

B. Adopt 2020 Road & Bridge Standards

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to adopt the road and bridge standards for 2020

C. Approve Annual Financial Plan—Town Highways

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve the annual financial plan

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V. Economic Development:

A. Wine & Harvest Event Sponsorship Application (Eric Durocher)

- Requesting \$8500
- Thank you for considering the request during this uncertain time
- What if the event is cancelled? Then the Chamber Board is aware that the money has to be paid back
- Event insurance has been purchased
- Expenses went up slightly, couple \$1,000's for tents and logistical items
- Admission price went up a few years ago but number of vendors went up too
- This and the guide are the things that keep the chamber afloat

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed to fund the Wine & Harvest Festival for \$8500.00

B. Beautification Project Proposal—Pollinator Pathway

- Liz Fryer and committee forwarded a proposal and funding request but was unable to attend the meeting
- Wanted to at least get the ball rolling with the idea
- Will revisit in April in more detail with recommendation and rubric from ED dept.

VI. Liquor Control:

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board recessed and convened as local Liquor Control

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board considered to approve the following:

A. 1st & 3rd Class Licenses:

- a. TWG Hospitality, LLC d/b/a Lodge at Mount Snow
- b. Brett John's Inc. d/b/a West Dover Joe's
- c. Handlebar Hospitality LLC d/b/a Valley View Saloon

Discussion:

Rich Werner--TWG Hospitality has outstanding violations with the inspection by the division of fire safety; most deal with the rooms but there are three or four that deal with the bar/kitchen area; Don't believe the license should be approved until these violations are resolved

Jeannette mentioned these in an email to the owners and they were hoping to have the violations resolved in March; Board will reconsider application when violations are resolved

Motion amended by Victoria Capitani, seconded by Sarah Shippee, to approve only Brett John's Inc and Handlebar Hospitality LLC, all in favor

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the 1st & 3rd class licenses for Brett John's Inc and Handlebar Hospitality LLC

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the following:

B. 2nd Class License:

- a. A-Nice LLC, d/b/a Snow Mountain Market
- b. Fryer Realty VT, LLC d/b/a Eco-tique

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- C. Outside Consumption Permits:
a. Handlebar Hospitality LLC d/b/a Valley View Saloon

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board adjourned as local Liquor Control and reconvened as Dover Select board

VII. Consent Agenda:

- A. Approve the Minutes of March 4, 2020 & March 10, 2020
On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board voted 4-0-1 to approve the March 4, 2020 minutes (Mahon abstained); voted unanimously to approve the March 10, 2020 minutes
- B. Approve the Warrants of March 8, 2020 for \$166,425.70
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of March 8, 2020

VIII. FYI: All items to be cancelled until further notice

- A. Upcoming Events at Town Hall
- Trailer Park Concert, March 18 at 6pm
 - Open Mic Night, March 25 at 6pm
 - Groove Prophet Concert, April 1 at 6pm
 - Miles Band, April 15 at 6pm
- B. Local Project Stewardship, March 27 at Old School Community Center, Wilm. 1-4pm
- C. Joint Select Board Meeting, March 31 at 6pm in Wilmington—Vicki will reach out to Gretchen to postpone

Are payments still being made to the bands? Typically get paid on the night of the event; on the hook for the set-up fees; the March 18th band initiated the cancellation

Looking into the potential for virtual meetings where people can call in or video

There may be some changes to the open meeting law coming as well

IX. Liaison Reports: none

X. Executive Sessions for Personnel & Legal

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to move into Executive Session at 7:52pm

Present: all five Board members, Rich Werner, Bob Holland

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to move out of Executive Session at 8:10pm

Decisions:

Personnel - Bob Holland will keep us posted on the personnel matter.

Legal - with Rich Werner, he will keep the Board posted on the legal matter.

XI. Adjournment at 8:11pm

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