

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, March 21, 2017**

---

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

Select Board Members Present: Randall Terk, Tom Baltrus & Josh Cohen

Select Board Members Absent: Victoria Capitani, Joe Mahon

Also Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Randy Johnson, Ken Black, Jim & Judy McDevitt, Wayne Estey, Dave Cerchio, Marc Schaubert, Rich Werner

**Regular Meeting Called to Order at 6:30pm by Chair Randall Terk**

**I. Public Comments:** Hearing none, the Board moved on to Unfinished Business

**II. Unfinished Business:**

A. Zoning Administrator Letter of Resignation & New Appointment

Dave Cerchio presented his letter of resignation to the Board effective March 31, 2017

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously agreed to accept the resignation with regret

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously agreed to appoint Wayne Estey to the office of Zoning Administrator, Health Officer, Keeper of the Septic Records and Sign Ordinance Officer at a rate of \$22.00/hour effective April 1, 2017

B. Generator Bid Proposals (Rich Werner)

- Generators to be installed at the Police Station, ED Firehouse, & Town Garage
- All are Kohler generators: PD: 24RCL; EDVFD: 24RCL; Highway: 38RCLB

Three bids rec'd:

- A. Powers Equipment of NH (\$55,170)
  - B. Brook Field Service of Northfield, VT (\$52,020)
  - C. Cota & Cota of Brattleboro, VT (\$68,400)
- Recommend bidder B in the amount of \$52,020.00
  - Still in the process of checking references—hopefully will be acceptable
  - All three are certified Kohler service providers—these bids are just for the generator and installation, not service. But any can service the equipment going forward
  - Oil pan heater versus block heater
  - Pricing includes all installation and electrical work
  - These are automatic when the power goes out; begins operating within a few minutes
  - Grant amount is \$46,725 with a match of \$15,575
  - East Dover Fire may kick in some funds
  - Request to use Emergency Mgmt. line item
  - This is an Emergency Mgmt. Grant not included in Capital Items
  - Reviewed with Bob Holland & Randy Johnson
  - Approximately \$10,000 left to cover digging of propane lines by Dover Highway crew

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously awarded the bid to Brook Field Service at \$52,020.00 subject to satisfactory reference checks by Rich Werner

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, March 21, 2017**

- Suggest donating the current generator that is at the Police Station
- Not automatic but manually operated; diesel model

**III. New Business:**

A. DFL Request for Appointment of Trustee Jason Staloff

On a motion by Josh Cohen, seconded by Tom Baltrus, the Board unanimously agreed to appoint Jason Staloff to the Library Board of Trustees until the March 2018 election

**IV. Economic Development: Ken Black**

A. Rich Caplan's Tent Use for Summer Concert/Blueberry Festival Rain Dates

- Tent at the Dover Forge has been used free of charge in the past as a rain venue for the park concerts
- Rich is not sure he wants to put it up given the cost & the fact that ITV Fest no longer in Dover
- Spoke with Rich about the amount of \$1500 to help with the cost of the tent for the summer months; he was in favor
- Musicians are still paid even if the concert is rained out
- There are 10 Sunday concerts and 1 Wednesday concert for the 2017 season

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously agreed to contract with Rich Caplan for the use of his tent in the amount of \$1500 for the upcoming concert season with funds to come from Economic Development

**V. Police: Randy Johnson**

A. Consider Conditions Letter for Outside Consumption Permits

- Select Board has broad authority to place conditions on liquor permits
- There have been complaints about noise disturbances in the past
- Composed a letter to go out to all liquor license holders
- Lowering the music level will be at the discretion of the Police dept.

B. FYI: Police Cruiser Accident 3/14/17

- On March 14th, the new 2017 cruiser was involved in an accident while Mike Arbogast was driving a resident home after his car caught fire on Dover Rd
- The Dept. is therefore down another cruiser; thankfully no injuries involved
- 2010 cruiser—which should have been gone; should it now be kept for town use?
- Insurance through VLCT is \$760.00 per year for liability and physical damage
- Randy will be using the 2010 vehicle until the 2017 cruiser is back in use
- Could be used by town employees to travel to conferences, inspections etc.
- Request that the Board consider the options

Board requests for next meeting:

- List of pros and cons on the use of the vehicle
- What would be the uses? How is it determined? What is the amount of mileage reimbursement over the course of a year? Where would it be garaged?

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, March 21, 2017**

**VI. Local Board of Liquor Control:**

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

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously approved the following on the condition that Four R Associates submit the required documents to Jeannette

- A. 1st Class Liquor License for:
  - a. Brett John's Inc. d/b/a West Dover Joe's
  - b. First Wok Inc.
  - c. Four-R-Associates, Inc. d/b/a Dots Too (*in need of fire inspection & liquor seminar*)
  - d. 1MT, LLC d/b/a/ Dover Forge
  - e. TTR, LLC d/b/a Two Tannery Road
- B. 2<sup>nd</sup> Class Liquor License for:
  - a. Fryer Realty VT, LLC d/b/a Eco-tique
  - b. GMMG, Inc. d/b/a The Hub
- C. Outside Consumption Permits for:
  - a. 1MT, LLC d/b/a Dover Forge (2)

**VII. Consent Agenda:**

- A. Approve Minutes of March 8, 2017  
On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously approved the minutes of March 8, 2017
  
- B. Approve Warrants of March 11, 2017 for \$128,043.03 & March 18, 2017 for \$130,900  
On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously approved the warrants of March 11 and 18, 2017

**VIII. FYI:**

- A. Dog & Cat Clinic, Licensing & Rabies Shots, Friday, March 24<sup>th</sup> 10am to Noon, EDFH
  - Jeannette usually holds on a Saturday, but this was a date Miles Powers suggested as he was already scheduled for Sat's in March. May be beneficial to those who work on weekends...will see how the turnout is. **\*\*Note: very good turn-out--24 dogs were vaccinated and/or licensed and 5 cats also vaccinated\*\* Thank you to Miles Powers, Sherry Moran & Jason Staloff for their assistance!!**
  
- B. Reminder: SeVEDS Meeting, March 29<sup>th</sup> 4-6pm at Dover Town Hall
  - Contact Sarah Lang to RSVP @ [slang@brattleborodevelopment.com](mailto:slang@brattleborodevelopment.com)
  
- C. Letter from Michael Kirkland in Reference to North Branch Fire District
  - Board rec'd a letter in response from Bart Howes of North Branch

**IX. Liaison Reports:**

Tom Baltrus: Vote failed to keep the MRF at WSWM; will be closing it effective July 1, 2017; WSWM would not be keeping single stream recycling, therefore Tom voted to close  
Jeannette will inform Bob Holland to proceed with Triple T services for single stream recycling

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, March 21, 2017**

**X. Executive Session for Personnel (Randy Johnson) Legal (Ken Black)**

On a motion by Tom Baltrus, seconded by Josh Cohen, the Board unanimously agreed to move into Executive Session for Legal at 7:04pm

Present: Randall Terk, Tom Baltrus, Josh Cohen, Ken Black

Out of Executive Session for Legal at 7:15pm

Decision: None

Executive Session for Personnel at 7:15pm

Present: Randall Terk, Tom Baltrus, Josh Cohen, Randy Johnson

Out of Executive Session for Personnel at 7:30pm

Decision: On a motion by Tom Baltrus, seconded by Randall Terk, the Board unanimously accepted the recommendation of Police Chief Johnson for the promotion of Rebecca Morris, Samuel Morris and William Manch to Senior Patrol Officers

**XI. Adjournment at 7:30pm**

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](http://www.doververmont.com)