

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 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, Joe Mahon

Select Board Members Absent: Josh Cohen

Also Present: Office Manager, Jeannette Eckert

Public: Lenny Howe, Lorraine Tully, Bob Fisher, Adam Levine, Lauren Harkawik, Marc Schaubert, Andy McLean, Randy Johnson, Bob Holland, Ken Black, Jennifer & Tim Davison, Becky Snow, Mike Hescocock, Marco Tallini, Joe Kruszewski, Jim & Judy McDevitt, Jim Desrochers, Wayne Estey, Mark Sprague, Mike Chase, Kerry MacDonald-Cady, Deidre Bensin, Courtney Perkins, 4th graders: Stefan Tallini, Jack Cady, Skye Twining, Olivia Chase, Eddie Oakley, Breck Bensin

Public Hearing Called to Order at 6:00pm by Randall Terk

A quorum of members was not present until 6:10pm when Joe Mahon arrived; Tom Baltrus arrived at 6:15pm Randall Terk clarifies that rather than being a hearing & taking testimony, it's purpose is to gather information from interested parties regarding the proposed improvements in order to aid the Board in making a decision when it convenes in regular session.

I. To Consider Request by Marc Schaubert for Improvements to Johnson Hill Trail

Bob Fisher representing Marc Schaubert presented the following:

- Mr. Schaubert has a purchase & sale contract to buy the property contingent on approval by the Board for access to the trail
 - Have had good conversations with snowmobile clubs
 - The trail is accessed by snowshoers, snowmobilers, hikers etc. as well as access to camps & gets a fair amount of good use
 - Propose to improve road to where it intersects with Hathaway Trail
 - Idea is to coexist with snowmobiles and Mr. Schaubert can use these trails in unison
 - Plan is to build one private home on the northern piece of the property for the Schaubert family
 - Improve the road so that vehicles can pass and also maintain the integrity of the trail
 - Improve the trail to access at intersection of Hathaway Trail
 - Concerns were voiced by Stump Jumpers on grooming access as well as allowing Mr. Schaubert passage to his property
 - Parties need to meet at the site to determine this
 - Clearing of approximately 28 feet
 - Valley Excavating will be doing the work
- Lorraine Tully: Thanked the Board for holding the meeting; homeowner on 22 Ledge Rd and has easy access to VAST trail; concerns for keeping integrity of the trail; want to be sure that the SB be in agreement with the scope of work; needs to be wider than current trail; if it needs to be plowed, then snowmobiles won't have a chance to use it; going from 14 feet to 26-30 feet—where is this extra width going to come from?
- Bob Fisher:
- Will be wide enough
 - Extend culverts to two lengths; may need to request this of VAST by June to receive funding in the fall
- Randall Terk:
- Can only be built up on the side that you have authority to do so—on the town side our granting permission is sufficient
 - How is the annual authorization of snowmobile traffic different from what is being asked?

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

Joe Kruszewski: If we can work on it together and make access easier for all parties; Any work to be done should maintain access

Randall Terk: Sounds like this can be decided between the improver and the accessors; we are not going to be specifically approving a design

Bob Fisher: All the work will be done in the Town right of way; no issue of going over into Forest land Town right of way overlays the property

Small turn around will be created to allow parking of trailers etc.; plow would create the berm on which to groom

Mr. Schauber's purchase is not complete—Tom Baltrus will continue to recuse himself from the discussion/motion

Marc Schauber: Will work with the club and the Town—expecting to expend some money to make sure you have what you need

Regular Meeting Called to Order immediately following the Public Hearing at 6:19pm

I. Decision following Public Hearing

On a motion by Victoria Capitani, seconded by Randall Terk, the Board voted 3-0-1 to approve improvements to Johnson Hill Trail from the end of Johnson Hill Rd up to its intersection with Hathaway Trail (Baltrus abstained)

Joe Mahon: Concerns that up to that intersection, people are going to drive down it as it looks improved; won't want people driving up to his house; should maintain the turn-around year-round; perhaps a private drive sign?

Victoria Capitani: It is a town trail, if it's improved, people can drive down it; that's not for us to decide

Adam Levine: Shouldn't the motion be specific in writing as to the improvements having to be x amount of the feet wide?

Randall Terk: No it's my understanding that it can be improved within the town's right of way. Not building a road, can be improved by a homeowner requesting access to his property. Would hope the conversation would continue to see that the expectations expressed at this meeting are taken into consideration

Bob Fisher: Regulations state that the SB must grant permission for the work to be done. It is unlike the town taking over a road. In this case, the details will be worked out with the snowmobilers

Randall Terk: I would suggest that if there is some disagreement, you could come back to this Board

Adam Levine: But if you vote in the affirmative, Marc could turn around and make it 14 feet wide and call it a day. I would hope that it would state "x amount of feet wide"

Marc Schauber: You have my word

Adam Levine: What if you build and then sell it and the next owner is not so willing?

Bob Fisher: Nothing is changing it from a town trail; still a 50 foot right of way; the Board has absolute control of it; I think we are all working in unison on this; improvements are being paid for by Marc and/or VAST, Snowmobile Club

Randall Terk: We are not giving anything up, we are just allowing for improvements. The town is not going to be plowing it. Snowmobile Club may want to enter into an agreement with Marc

Bob Fisher: That agreement could be binding on his heirs and assigns. We are happy to put that in writing.

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

II. Public Comments:

Jim Desrochers: Motorcycle season: public announcement on distracted driving? Vermont has the most distracted driving in the country. To make people aware; it is hard to enforce. Signage on Moover? Newspaper ad?

Randall Terk: Happy to do a public announcement but not sure what the value would be. If people appreciated the message, they wouldn't do it in the first place. It is dangerous and it drives me nuts

Tom Baltrus: Portable signs on Rte. 9 with messages, VTrans may put them up; that could be an option

Randy Johnson: Request information from Jim via email and will research, place on Police Facebook page; there are grants/agencies out there to help officers enforce these concerns

Victoria Capitani: Perhaps Ms. Perkins and her class could address this on how to educate our local people

Jim Desrochers: On another note, dealing with the opiate problem does not seem to be addressed in Economic Development studies; it has to be part of the model

III. Assessor:

A. CAI Technologies 2017-2018 WebGis Support Agreement (\$2400)

- Annual agreement which runs from 8/1/2017 to 7/31/2018
- Price increase includes upgrades to the mapping program as a whole
- Was mentioned at budget time

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously approved the expense in the amount of \$2400 for WebGis support agreement

B. Revisit Arcomm Quotes for Re-Wiring Town Office

Linda Sherman presented the quotes rec'd from Arcomm for Ethernet Cabling Clean Up

- Basement only: \$1,728.00
- Complete building: \$5,075.00

Originally brought this to the Board back in October

There are continuous issues with both *intranet* and *internet* access in the Town office building

This addresses the *intranet* issues which occur mainly in the basement but also in other locations in the office

Original wiring is not conducive to handling everything

Jim McDevitt has reviewed and agreed that the quotes were reasonable

There are issues outside as well which can be addressed with the ISP provider

Re-cabling is only a positive step; keeping in mind the upcoming renovations that may not occur until next spring

Wired versus wireless—wired is faster

Current network switches are not able to handle the load that is traveling over the network

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously accepted the quote for \$5,075 to rewire the entire building with funds coming from Capital Building reserve fund

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

IV. Unfinished Business:

A. Dover School Town Seal Proposal

Six 4th graders from Courtney Perkins class at Dover School presented their request for a new Town Seal

- After a visit to the Town Office, the class wanted to make a change to the town seal which has no pictures; looks ordinary and unattractive
- Want the seal to reflect the uniqueness of the town
- Feel lucky to live in a beautiful place with snow, trees, animals & mountains
- Designed a new seal with a pine tree and snowflakes; seal should represent Dover and us
- Presented idea at Town Meeting in March; request final approval from the Select Board
- Thanks to Ellery Curran and Andy McLean for their help

Andy McLean clarifies that the Board can approve the design elements. Will create an embosser & stamp for official town documents perhaps with design #6 that Ellery Curran developed. And use the original design #3 by Olivia Chase without “official seal” as an ink stamp that can be used by the school class on its documents

On a motion by Tom Baltrus, seconded by Joe Mahon, the Board unanimously adopted the elements of design #6

Randall Terk: Would like to see amended to “Town of Dover Vermont” with “official seal” underneath

On Andy McLean’s recommendation, the motion was unanimously amended to “Approve the design of the town seal submitted by the 4th grade; that design being a pine tree surrounded with snowflakes; the wording will be whatever is appropriate for a town seal embosser”

B. Revisit Generator Propane Tanks (Rich Werner)

Three proposals rec’d include installation, tanks and \$100 per tank/year:

- Sandri: \$14,247 (\$100/mo.; \$3.149/gal)
- Suburban: \$8,670 (\$1500 install; \$100/tank/yr.; \$1.99/gal)
- Synergy: \$9,291 (Installs: \$749-Hwy; \$1349/PD; \$733/FD; \$2.14/gal)

Recommend Suburban; School uses them; Town Hall uses Synergy but may be able to change over to Suburban on that as well; keep in mind for future bid process

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to use Suburban to install and fill the tanks for the new generators

C. Town Office Renovation Project Update

- Rec’d letter from Keith Dewey on May 7
- Question came up as to the existence of hazardous materials in the building; and since we do not know the answer, it should be looked into and documented for future use
- Keith sent a listing of contractors who specialize in this type of inspection for asbestos and other hazardous materials

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

- Suggest Jeannette contact three of them that will both consult and inspect:
 - Alderson, Inc. in Burlington
 - Catamount Environmental, Inc in Wilmington
 - Crothers Environmental Group in Morrisville

- D. **Other business** that is not on the agenda regarding North Branch Fire District and the new charges being levied on town buildings
- It was suggested at the last meeting that North Branch be invited to attend a future SB meeting to discuss this issue.
 - Linda Holland replied to a letter sent by Jeannette that she would be representing the Prudential Committee and could attend the June 6th meeting
 - The Board desires to meet with the entire Prudential Committee not just a representative
 - Perhaps there was a misunderstanding but would like to discuss none the less

V. Zoning/Health: Wayne Estey

A. Health Officer / Dumpster Trash Complaint Update

Until Wayne's official appointment by the State, effective June 1, 2017, the Select Board is the Town's Board of Health; Randy as Chair is the Health Officer

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to recess and convene as Town Board of Health

There were 4 potential health orders to be addressed; one was resolved earlier today so that leaves 3

1. Sewage on Woodsman Rd—pump had a blown fuse and problem is now resolved
2. Snow Mtn. Market—complaint on garbage; letter was issued, property cleaned up; letter of thank you issued; next day or two was worse than the original; a bear proof container is necessary; request to speak with town attorney regarding issuing a health order; can wait until the next meeting if you would like to see if it gets resolved
3. The Silo—still a mess in spite of promises to clean up; absolutely foul; pets eating up the garbage
4. Private home on Negus Rd—failed septic system; serious situation; certified letter was not picked up; small children living there; should be condemned

Mark Sprague: Snow Mtn. Market—50-70 bags of trash taken out of the woods; Silo has improved but still there; Mt Snow Village is still a mess as well as 24 Lower Highlands; across Rte. 100 from the Doveberry is still a mess. Gray Ghost and Snow Mtn. Market did a great job cleaning up

Jim McDevitt: As part of a small town, would hesitate to go the attorney route so quickly. Sunne Village Association had the same problem and the container was changed to one with a metal roof and that solved the problem; I think that is a much more prudent course; suggest a reasonable solution

Randall Terk: I agree we should take the small-town approach but if that doesn't work, something else needs to be done

Marco Tallini: Had the same issue; requested a bear proof container from my hauler

Tom Baltrus: Another issue is that the containers are not big enough for the amount of users

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

Wayne Estey: I am all about talking it over but some have given no response; looking for permission to consult attorney for proper wording on health order for those who do not want to comply with softer measures

Board recommends Wayne speak with the attorney for proper language and whether a special meeting of the Board of Health needs to be warned or if Randy as acting Health Officer can sign the order. Also believe we should have an ordinance in place

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board adjourned as Board of Health and reconvened as Select Board

VI. New Business:

- A. 2017-2018 Oil Bid Requests— Heating Oil Bids: Separate Oil from Diesel/Gasoline/Kerosene Bids?
- Even though Nido is consistently the low bidder, Town should continue to put oil/gas requests out to bid
 - Perhaps include bids for propane, if provided
- B. Deerfield Valley Stump Jumpers 2017/2018 Landowner Permission
- Annual permission form
 - DVSJ requests that the period begin “12/15/17 until further notice” to avoid yearly mailings

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously gave permission to DVSJ that extends for a period starting 12/15/17 until further notice

- C. Town Office Phone System—“In Guard Toll Fraud” Software (\$250)

On a motion by Tom Baltrus, seconded by Victoria Capitani, the Board unanimously agreed to install the In Guard Toll Fraud software on the Town Office phone system

VII. Highway: Bob Holland

- A. Review Paving Bids
List of roads to be paved:
- Upper Handle: 1800 ft.
 - Tannery Rd: 2200 ft.
 - North Access: 1600 ft.
 - Valley View Rd: 5280 ft.
 - Schoolhouse Rd: 1400 ft.
 - Dover Hill Rd: 6000 ft.**

**To grind out cement on Dover Hill Rd, will be extra \$

Should we investigate other ways of paving?

The last time Route 100 was done, it lasted a long time

May be more expensive up front, but maybe in the long run will be cost effective

Perhaps try a 1500 ft. section of Dover Hill with a new method & see how that works

Six bids were received:

- Peckham: \$2.24/\$2.45 sq. yd. reclamation & \$66.20/ton paving
- Pike: \$2.50/sq. yd. reclamation & \$75.00/ton paving

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

- Springfield: \$2.18/\$2.54 sq. yd. reclamation & \$55.32/ton paving
- Vermont Rds: \$1.97/\$2.53 sq. yd. reclamation & \$62.38/ton paving
- All States Asphalt: \$1.95/\$5.85 sq. yd. reclamation & no paving
- Mitchell Sand & Gravel: \$1.95/\$2.75 sq. yd. reclamation & \$64.45/ton paving

Recommend Springfield Paving; very happy with their work last year

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously agreed to hire Springfield Paving at a cost of \$2.18/sq. for reclamation & \$55.32/ton for paving

Rental or purchase on skid steer? Was not on the agenda but will consider at next meeting
If it is cost effective and we use it, we should consider purchasing
Also drain pipe for Town Office sump pump was compromised during sidewalk installation;
rerouted pipe to area behind the building

VIII. Police:

A. Review Cruiser Bids

Six bids rec'd: minimum bid of \$3000; two bids were below that figure

- \$3351.98
- \$3355.00
- \$3359.99
- \$3767.00** R.L. Fuller Inc in Wilmington

On a motion by Victoria Capitani, seconded by Randall Terk, the Board unanimously authorized the sale to the highest bidder which is currently R. L. Fuller for \$3767.00

IX. Economic Development: Ken Black

A. Technology Policy

- Follow up to Board request
- Staff & Board should be allowed to read and understand before approving
- Place on next agenda June 6th

X. Consent Agenda:

A. Approve Minutes of April 24, 2017 & May 2, 2017

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously approved the minutes of April 24 & May 2, 2017

B. Approve Warrants of May 6 for \$229,550.96

On a motion by Victoria Capitani, seconded by Tom Baltrus, the Board unanimously approved the warrants of May 6, 2017

XI. FYI:

- A. Hazardous Waste Collection May 20 at Dover Transfer Station 8am to noon
- B. Evaluation Meetings: Thurs, June 1st at 1pm and Mon, June 12th at 8am
- C. Deerfield Valley Stump Jumpers Invitation-Landowners Dinner, June 10th; **RSVP by June 2nd**

Randall Terk announced that his last Select Board meeting will be July 18th; he will be resigning his position at that time. He and his wife are relocating to northern California in the fall.

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, May 16, 2017**

Victoria Capitani requested that the Board consider what its next steps should be: special election, or appointment until next Town Meeting

XII. Liaison Reports: none

XIII. Executive Sessions for Personnel (Randy Johnson) (Ken Black)

On a motion by Joe Mahon, seconded by Tom Baltrus, the Board unanimously agreed to move into Executive Session at 8:30pm

Present First Session: Randall Terk, Victoria Capitani, Joe Mahon, Tom Baltrus, Randy Johnson

Present Second Session: Randall Terk, Victoria Capitani, Joe Mahon, Tom Baltrus, Ken Black

On a motion by Joe Mahon, seconded by Tom Baltrus, the Board unanimously agreed to move out of Executive Session at 8:47pm

Decisions: Randy Johnson will bring information to next Select board meeting; Ken & Randy T. will continue discussion with ED candidate

XIV. Adjournment at 8:50pm

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