

**Dover Select Board
Virtual Meeting Minutes
Tuesday, May 19, 2020**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86800444071?pwd=RIU2WDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Password: 052648

Dial in: 929 205 6099

Meeting ID: 868 0044 4071

Password: 052648

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

Public via Zoom: Jim McDevitt, Marc Schaubert, Mike Garber, Shannon Wheeler, Randy Johnson, Eric Durocher, Paul Fisher, Kim Caldwell, Graham Bradley, Lauren Harkawik, Marco Tallini, Tabi Freedman, Heather Collins, George Spiciarich, Bob Holland

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

I. Public Comments:

Randy Johnson: Police Dept will go back to somewhat normal operations given the Governor's edict; includes motor vehicle enforcement and handling calls the way we have always done; details will be posted on Facebook page

Mike Garber: Wondering about the start date for paving on Route 100. Bob Holland indicated that it will begin July 1st

Dan Baliotti: Employees wearing masks in retail establishments is mandatory; it is not mandatory for patrons, but each establishment can set their own rules; Coffee Barn Café will be posting a Masks are Required sign at its entrance

Eric Durocher: Wilmington is looking at a bylaw to enforce mask wearing temporarily. Dover may want to consider it as well

II. Unfinished Business:

A. Library/Daycare/Town Hall

1. Update on Well Replacement Project (Graham Bradley & Heather Collins-DEC)

- Speaking on behalf of the drinking water & groundwater protection
- Back in November 2019, Kids in the Country's water testing revealed PFAS in the well just above the maximum allowed level
 - Second test came back just under so the average of the two was allowable at 20 ppt
- There will be continued monitoring of the well for PFAS
- A good decision was made at that time to locate a new source of water
- Jeannette & Merrill have been in communication and submitted an application for a permit which is being reviewed
- What came to light in that review is the permit did not mention the Town Hall building
 - They were dealing with wastewater and drinking water at the time
 - Now those are being dealt with separately—sectioning off the drinking water portion
- Water demand from the well needs to account for both buildings if they are being used on the same day
- Relative low flows from each; Merrill should be able to do that calculation based on the standards
- May double the demand but it is relatively low anyway

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- Wastewater is permitted by a different group
 - If it is just a change on paper, it is not needed to be updated, it is grandfathered in
- If there is a change of use to the Town Hall building, then the wastewater permit would need to be updated
- Believe you can move forward with the new calculations on the amount of water used in one day across all the buildings and there would be no objections to approving the permit
- For information, it's a good idea when locating the well, to consider if and when the leech field may need to be updated; it is fairly old but grandfathered in

Heather Collins: Thank you for being proactive on working with Merrill on the siting of a new well; moving forward it will be a cost savings before you exceed the maximum contaminant level which if that happens triggers the development of an alternatives analysis by a professional engineer. A very lengthy & costly report which would include installing a treatment

2. Update on Septic System Concerns (Kim Caldwell-DEC)

Kim Caldwell—sights management section of DEC

- Deals with a property once contaminants in the soil/wastewater/groundwater have been identified
- Examines data that indicates a release to the subsurface
- Because PFAS test results were above the standard, we expect it to be higher somewhere else and migrating to the well, looking for source of the contamination in the area
- What are potential sources; most likely coming from septic system/leech field; where else is it impacting; rural area
- PFAS are found in many different sources: cleaning products, paints, floor waxes etc. Use of these products don't break down in the environment; eventually groundwater is contaminated
- Are nearby private wells impacted?
- Asking the Town to hire an environmental professional consultant to draft a work plan as to how testing can be done and the potential sources; determine if PFAS is indeed found in the leech field; will provide a list of consultants in the State

Comments:

- Dan pointed out that Merrill Mundell is a Professional Engineer
- Vicki: Is there anyway to tell when this contamination could have started? Could it be many years ago when it was a school? Is there any idea of a timeline on how long it takes to contaminate the water? Could it come from outlying properties?
- Kimberly: Hard to say when and where; these products were developed in the 1940's; there are many different types of compounds; hard to tell where it came from or when
- Data is very similar to those found at other schools. Have not seen a widespread issue in this part of Dover; data seems to suggest a localized source
- Jeannette inquired as to what we need to do now to move forward
- Kimberly will provide the listing, Merrill may be on it, but it is a specialist field
- Heather: Can complete the source protection permit independently

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- Graham: Think of this as ground contamination and part of that investigation is to determine if it is the septic or somewhere else
- Jeannette will review the consultant list and move forward with the needed report

III. New Business:

A. Authorize Treasurer to Sign the Commitment Letter for a Revolving Line of Credit with Brattleboro Savings and Loan (Marco Tallini)

- Reached to BS&L several weeks ago for a backstop credit visibility
- Still have a strong cash position
- Believe it is good to have a revolving line of credit
- 1.8-million-dollar line of credit
- Prime rate (3.25) minus .75 = 2.5%
- Pretty basic, competitive rate
- By signing the agreement, puts it in place but doesn't have to be drawn down on
- Works like a credit card

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously authorized the Town treasurer Marco Tallini to sign the commitment letter for a revolving line of credit of 1.8 million

B. CAI Technologies Web Support Agreement \$2400 (8/1/20 to 7/31/21) (Jeannette)

- Rec'd a letter with the agreement
- Only change this year is an auto renewal feature in which the agreement will renew automatically rather than an annual billing
- Also, the agreement begins in August which is in our next fiscal year but request for payment is by June 6

Board Comments:

- Payment will be made after July 1st, agreement doesn't start until August
- Believe we should be billed annually—auto renewal does not make me happy
- Doesn't look like the auto-renewal would bind us in any way but it is easy to forget
- Billing is a good reminder of whether we want to keep going
- Becomes a problem if there is a price hike
- Would auto-renewal lock in a rate for us? Jeannette will look into it
- Believe we should keep our options open

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously authorized the Chair to sign the web support agreement

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed not to auto renew on the agreement

C. Census Postcard Mailing--Request for Funding up to \$2000.00

Marc Schauber presented a power point slide show

- Goal is to get every house counted
- Right now, response rate in Dover is at 5.8%
- Looking to confirm the 2010 numbers, it may have been as high as 64%
- For the first time, Census is counting seasonal, second homeowners
- Response deadline delayed to the end of Oct 31, 2020 due to Covid-19
- Started going through Dover placing census packets on doorknobs
- Anyone who is here as of April 1 will be counted

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- Ideas to get people to complete census
 - Tabi is working on a page for the Dover website
 - www.My2020census.gov
 - Door dropped forms will have a 12-digit code to enter
 - 17 Census response reps from Vermont who can be contacted by phone
 - EDDM (every door direct mail) flyer mailing
 - Our PO will not put a flyer in every PO Box
 - However, we can pay .20 per mailing @1250 PO Boxes between the two PO's = \$225-\$250
 - Census will provide free flyers
 - Marc, Tabi and Sarah will go thru the selections and choose one
 - There is a flyer specifically for 2nd homeowners
- Request is for the \$250.00 to complete the mailing
- We can also include in the tax bills; volunteers to fold and stuff them
- Tax bills are folded & mailed by Minute Man Press—can get a quote for an 8.5 x 11 insert
 - 8.5 x 11 sheet which is separate from EDDM flyer—no printing cost, but a folding and stuffing fee
- Condo Associations—single form per association to fill in; rec'd a big list from Rich Werner; and Sarah has compiled one as well
- Requesting a few hundred printed forms to hand out
- Josh had an idea for a “drive through” assistance with Dover volunteers—two cars set up in East Dover and West Dover and provide assistance in filling out the form: if not comfortable with online
- Request a sign in front of Town Office
- Credit to all who have worked on this: Lucy Gluck, David Longsmith (Census Response Reps) Jill Meyers, Thomas Simmons

Board comments:

- Thanks for doing this; in favor of doing mailing to PO Boxes however we never budgeted for this—possible to look into our postage line item for coverage
- Ticked off that we have to pay for this...this is a Federal Govt. program
- No problem with placing a sign in front of Town Office—sandwich sign
- Should we have a sign up at the Post Office? Volunteers to hand out flyers there and Transfer Station, Library, gas pumps

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to fund \$250.00 from the general postage fund to cover the mailing

IV. Economic Development: Shannon Wheeler

A. CEAP

1. Review New Applicants
 - 6 new applicants—in order to approve would need to allocate more funding
 - Currently sent out \$184,180 & \$185,000 was allocated
 - Additional \$6000 tonight for a total of \$191,000
 - 3 sole proprietors and 3 complete applications
 - 6 people have withdrawn
 - Folks are leaving as things are opening back up

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to allocate an additional \$6000 to the CEAP fund

Marco: Can ED refund the Town for some of the postage, envelopes, checks etc.?
Consensus of the Board is that costs should be reimbursed from ED

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On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously approved the 6 new applications for \$6000

2. Continue Funding CEAP?

- Suspend the funding for now with this last payment
- Suggest we pull it off the website

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to suspend the CEAP after this payment that was just authorized

3. June 28 Concert Cancellation

- Some others have cancelled but been rebooked
- Opening concert: July 5 will be a solo act by Peter Miles
- Two Weds and the rest Sundays
- Last show slated for August 30
- Hoping the schedule will stick the way it is obviously based on the Governor's orders
- Really pulling to get this season kicked off in the Park with everyone spread out as they need to be

Mike Garber was wondering about the timeframe for DO-IT program funding—how long is it available? Shannon will reach out to him

V. Board of Liquor Control:

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to recess as Select Board and convene as Board of liquor control

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

A. Mt Snow Ltd.

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| <p>1. First Class License</p> <ul style="list-style-type: none">a) d/b/a Bullwheelb) d/b/a Fairwaysc) d/b/a Harrimans <p>2. Second Class License</p> <ul style="list-style-type: none">a) Mt Snow Ltd | <p>3. Third Class License</p> <ul style="list-style-type: none">a) d/b/a Harrimansb) d/b/a Bullwheelc) d/b/a Fairways <p>4. Outside Consumption Permit</p> <ul style="list-style-type: none">a) d/b/a Harrimans |
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On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to adjourn as Board of liquor control and reconvene as Select Board

VI. Consent Agenda:

- a) Approve the Minutes of May 5, 2020 & May 13, 2020
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of May 5 and May 13, 2020
- b) Approve the Warrants of May 9, 2020 for \$6300.00 and May 16, 2020 for \$5,888,828.98
On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of May 9 and May 16, 2020

VII. FYI:

- A. Thank You Letter from Twyla Wallace
 - Vicki read a very nice letter into the record from Twyla expressing her warm thanks & appreciation to the Town for providing funding for businesses in Dover

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- B. ICS Virtual Seminar, June 15, 1-5pm hosted by Windham Reg. Commission
- Rich Werner requested the Board be made aware of this training for Incident Command

VIII. Liaison Reports:

Josh: Looking for occupancy level for the Library; they are planning to re-open at 25% but need to know what that number is; mandatory masks are a policy there
Jeannette will consult the insurance policy to see if that number is stated

IX. Executive Session for Personnel

X. Executive Session for Legal Matters

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Sessions for Personnel and Legal at 7:46pm

- A. Marco Tallini (Outstanding Transfer Station Fees)
- B. Randy Johnson (Officer-End of 6 Mos. Probation)
- C. Continue Review of ED Director Applications –not needed

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Sessions for Personnel and Legal at 7:56pm

Decisions:

On a motion by Victoria Capitani, seconded Sarah Shippee, the Board unanimously agreed to increase Officer Frank Dornburgh's hourly rate by \$1.00/hour to \$22.00/hour retroactive to May 17, 2020 upon the end of his 6-month probation period

Marco will keep the Board posted on the legal matter

XI. Adjournment at 7:59pm

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