

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018**

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

Select Board Members Present: Josh Cohen, Victoria Capitani, Joe Mahon, Sarah Shippee, Dan Baliotti
Also, Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Bob Holland, Randy Johnson, Erik Rosenbauer, Tabi Freedman, Steve Neratko, Jim Dassatti, Janice Stuart, Travis Briggs, Rich Werner, Tim Shannon, Steve Petrik, J. Knox Hongell

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

I. **Road Naming Hearing:** ~~Farm Road off Crosstown Road @ Inn at Sawmill Farm~~—deferred until Oct 16, 2018

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

III. **Unfinished Business:**

A. Update on IT Service Quotes for Town Office (Tabi Freedman)

Quote from Arcomm, our current provider

- **Server replacement: (updated quote)**
 - Includes: HP Server, memory, drives, server software, CALs (Client Access Licenses), 3yr HPE warranty, shipping and 25 hours labor:
\$7,202.28
- **Router & Wireless Upgrade**
 - Includes: Controller, Router, 3 Access Points, assorted patch cables, and 12 Hours Labor: **\$2,129.95**
 - Note: includes network setup to Public and Private segments
- **Total cost: \$9,332.23**
 - Believe we will not be billed for any unused labor hours—which is a high figure at 25
 - Fairly quick service; more responsive to needs
 - Currently on a month to month contract

Quote from Europa IT:

- **Server replacement: (quote from 6/15/2018 – awaiting updated version)**
 - Includes: Server, memory, drives, server software, basic 3yr warranty, shipping, server & workstation setup, Does *NOT* include CALs: **\$4,095.71**
- **Router & Wireless Upgrade**
 - Includes: Controller, Router, 3 Access Points, assorted patch cables, and Labor: **\$1,913.53**
 - Note: does *NOT* include network setup to Public and Private segments
- **Total cost: \$ 6,027.24**

Recommend Arcomm for the upgrades outlined above

- Quote reflects current pricing
- Includes Client Access Licenses (CAL's)
- Familiar with our current environment
- Smoother transition

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018**

Also recommend Arcomm to continue as our monthly service provider

- Existing provider since 2014
- Better monthly rate at \$195/month
- Recently re-cabled the building & as such can provide more accurate service
- Tabi is able to interface with service provider as well as handle immediate issues thereby minimizing the volume of on-site and remote calls

Email

- Currently over paying for 12 email addresses; only 8 are being used
- Annual cost of **\$498.00**

Recommend switching to **ZOHO** email only services

- Email is IMAP—accessible by rotating committee members
 - Stored on server
- 8 email addresses for current users
- Plus, additional email addresses for all board/commission members
- 1 email address for “catchall” Info@....
- Annual cost of **\$375.00**
- Non-contract so can easily be changed or migrated
- CRM + can be added on to selected users for \$30/user/year with 100 person ‘meeting’ and/or ‘webinar’ as part of package
- Compared to Microsoft, GoDaddy etc.--\$1500 for same configuration
- New email can be added to existing implementation, so all previous emails and contacts are accessible & live on the server

Internet provider

- Currently online with Duncan Cable residential basic for \$39.95/mo.
- Speed is not enough to function properly

Proposals:

Duncan Cable:

- Fiber to the Home:
 - Platinum (50Mb/30Mb) \$59.95/mo. w/1yr contract; \$69.95/mo. w/o
 - Platinum Plus (100Mb/60Mb) \$119.95/mo. w/1yr contract; \$199.95/mo. w/o
 - Installation can be quoted separately after a site visit
 - Expected to be reasonable as there is fiber outside the building
 - Offers higher speed at a lower rate but is not yet proven on the speeds
 - Could start with Duncan as it is on a yearly contract basis & switch to First Light is unsatisfied

Consolidated Communications:

- Dedicated Internet over Ethernet
 - 20Mb \$248.42/mo. install \$1500
 - 50Mb \$333.47/mo. install waived
 - 100Mb \$484.46/mo. install waived
 - Fiber or less expensive DSL service is available
 - More expensive and quality of service is unproven

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018**

First Light:

- 20Mb x 20Mb \$220/mo.; no installation fee; 5 yr. contract
- Bought Sover.net
- Provides fiber internet to Dover PD, Library & School
- Extensive network, continuing to build out the Northeast
- More robust company but slightly more expensive with longer contract
 - 40% discount is being quoted
 - No guarantee this discount will be apply at future date
- Business to business only
- Dedicated to the entire community

Recommend First Light

- High Speed Internet timing—could be in place in 15-45 days

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to expend a maximum of \$9,332.23 with Arcomm for IT server & router upgrades

On a motion by Josh Cohen, seconded by Dan Baliotti, the Board unanimously agreed to purchase ZOHO email service for \$375.00 per year

High speed internet

- Board would like a quote for installation from Duncan—would need an on-site visit—before any decision is made on this topic

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed to renew the maintenance and service agreement with Arcomm at \$195.00/month

B. Revisit Purchase of GPS Units for Search & Rescue (\$7,307.76)

Discussion:

- Agreement to spend the money—but not in agreement on where it should come from: Economic Dev. or General Fund
- Does the purchase fit in one of the ED categories? *definitely fits closest into Trails—search& rescue efforts on our trails*
- Unused GPS devices that PD has are outdated, would not work for search & rescue needs
- Dept. of Public Safety is in charge of missing persons throughout the State; Fire Dept. gets the call and is the lead group; State Police is also alerted
- Andy did a fantastic job & got a group together for search & rescue—training happens monthly
- Ken Black was in favor of funding through 1% funds
- Time is of the essence in finding someone whether they are on the trails or not
- The units will be used by anyone and everyone for whatever purpose they are needed
- Being requisitioned for the trails but being used by the Town
- Search & rescue group would not exist without the trails
- Allowing these trails to be used; expanding the use
- Trails committee would request to purchase these to extend the trails network
- Do not believe there would be any ongoing maintenance fees; life of 5-10 years

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018**

- Town requires mutual aid agreements; Sharing resources doesn't stop at the Town line
- Drew from Rescue Inc. has done a lot of training & he is more than willing to assist us

On a motion by Josh Cohen, seconded by Joe Mahon, the Board voted 3-2-0 to purchase GPS units from ED funds in the amount of \$7307.76 (*Motion carries*)

IV. Board of Health: (Tabi Freedman & Rich Werner)

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

A. Emergency Health Order—Former Doverhof Inn at 11 Waldwinkle Road

- Rec'd a call from tenant Lou Duhamel complaining about septic system backing up; tenants getting sick; mold; river of effluence flowing downhill
 - Tenant also called Attorney General's office
- Rich & Tabi performed a rental housing inspection report
- Fire Marshal Brian Johnson also was called in for fire safety inspection
- Septic tank was pumped out by Uncle Bob's Septic—1000-gallon tank was full to overflowing; secondary pumping recommended
- Moldy, leaking, stagnant water in the building; cracked foundation; lack of smoke detectors & working fire alarms; trash; abandoned vehicles etc.
- Property owner has started some of the fire safety requirements; 30 days to meet these requirements
- Temporary fire and carbon dioxide detectors placed in upstairs bedroom; Rich picked the detectors up from WW at the property owner's expense
- Property manager Steve Michaud, brother of owner Jeffrey Michaud has indicated several times that he will be up to work on the property but has yet to show up
- Another inspection will take place on Wed Oct 3rd
- Certain number of days granted to allow the work to continue to be done
- If these requirements are not met; Board must issue an Emergency Health Order to close the building down
 - May need a special Board meeting depending on tomorrow's meeting
- Tabi created a list of emergency housing, legal aid, resources for tenants; tenant has not come to pick up yet
- Tenant/Landlord battle going on
- In June 2018, new regulations/duties were put in place for health officers
- DEC case has been started on the septic issue
- 30 days would be up Oct 24, 2018
- Fire Marshal— requirements have different levels for different time periods
- No oil, no wood for heat
 - Baseboard heat may bring it up to "not freezing"
- Tenants are renting by the week; these people can not afford much more; sad, upsetting situation
- Owner is currently advertising it as an Air B&B
- Will keep the Board informed if an emergency order is needed

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to adjourn as Board of Health and reconvene as Dover Select board

V. New Business:

- A. Letter of Request from the Town of Wilmington—Unified Policing Joint Meeting
Josh Cohen read the letter into the record (see attached)
- Are we even interested in holding a special meeting?
 - Vicki was aware this was on Wilmington's agenda; thought this was more down the road; not sure a facilitator is needed at this point; especially from central Vermont which is a combined policing area—need to look broader; the tone is more than I want to do right now; what is the benefit to us?
 - A conversation with the people involved would be the first step; we have not had a chance to evaluate what works/what doesn't work for us; or discuss with our Police Dept. and obtain feedback from townspeople
 - Possible Policing Commission to operate the whole thing since Wilmington is a Town Manager style of government versus Select board in Dover
 - Eric Rosenbauer, former Dover Police Officer & current resident of Yeaw Rd, expresses caution on the consolidation topic. Dover has not asked for consolidation services; happy with the Police Dept.
 - Dover's model of policing doesn't mirror Wilmington; additional input from anyone else when we haven't asked for it, is a complete waste of time in my opinion; "thanks but we have no interest". Randy is a fantastic chief and actively engaged. There is a cost in providing outstanding public safety.
 - Wilmington needs a new police station; Dover is not on the same level playing field
 - Would entertain a conversation with Wilmington but this proposal is way more than we are prepared to do
 - This is a State idea; it is on the radar screen of the Legislators
 - Vermont State Police is very understaffed
 - Another State request to "spread the wealth"
 - Agree with the conversation idea; believe we should respond with a counter offer
 - What is in it for us? See a lot of negatives...don't know what the positives are
 - Randy Johnson feels conversation is a good thing, there are pros and cons
 - Dover & Wilmington may have to start paying for dispatching—will consolidation require 24-hour dispatching?
 - Doing this when both towns have a Chief...who's going to give up their job?
 - Randy does not plan to retire for at least 5 years
 - Would not stay if he is not the Chief but otherwise would support it
 - Would like to know what they are thinking
 - Perhaps a facilitator could answer the questions that we have
 - Is the facilitator more of a presenter? Is this a sales pitch?
 - Would we be having this conversation if there weren't two or three retirements ahead?
 - Regionalization of Police Dept.—State of Vermont public safety
 - Officers maintain State Police level of training
 - It appears we have three options—yes, no, or have a conversation?
 - Consensus is to have a conversation
 - Another consideration is contracting with Windham County Sheriff's Dept.

Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to respond with an invitation for a joint select board meeting without a facilitator for purposes of exploring whether the two boards have an interest in pursuing this more

Motion amended to propose date of Tuesday, November 13th at 6pm at Dover Town Office
Regular meeting will take place at 6:30pm

VI. Highway: (Bob Holland & Travis Briggs)

A. Garage Door Repairs

Two estimates rec'd by Travis:

Champion Overhead Door of Dummerston: \$17,814.00

Keene Door of Keene, NH: \$11,069.65

- Both proposals are for the same work
- Bottom panels are broken, rails rusted
 - Most are 30 years old
- Budgeted in Capital Plan
- Recommend Keene Door

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to award the bid to Keene Door in the amount of \$11,069.65

VII. Economic Development:

A. Self-Guided Historical Trail (Jim Dassatti)

- Handed out basic information on the concept
- State & Federal Grants are available collectively for \$50,000
- Looking for future guidance & advice
- Creating an historical tour--Could involve strictly Dover or from one Town to another
 - Go through the workgroups?
 - Historical society and trails
 - Revisit with Steve &/or come back in November

VIII. Liquor Control:

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

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously approved the following:

- A. Outside Consumption Permit for Handlebar Hospitality LLC d/b/a Valley View Saloon for 9th Anniversary Party, Nov 3rd from 12pm to 9pm

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to adjourn as local Liquor Control and reconvene as Dover Select board

IX. Consent Agenda:

- A. Approve Minutes of Sept 18, Sept 21 & Sept 25, 2018

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, October 2, 2018**

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board voted 3-0-2 to approve Sept 18 (Cohen & Baliotti abstain); voted 4-0-1 to approve Sept 21 (Baliotti abstain) and voted 4-0-1 to approve Sept 25 (Mahon abstain)

- B. Approve Warrants of Sept 22, 2018 for \$134,431.54 & \$23,022.90
On a motion by Josh Cohen, seconded by Dan Baliotti, the Board unanimously approved the warrants of Sept 22, 2018

X. FYI:

- A. Marijuana Ordinance Effective Oct 6th
- B. Windham Landfill Solar Ribbon Cutting Ceremony, Oct 11 at 3:30pm
- C. BDCC & SeVEDS Annual Meeting, Nov 1st in Brattleboro
- D. 1st SB Meeting in November falls on Election Day—change date? *Board will meet on November 13th*
- E. Schedule Budget Meetings at Oct 16th session for Nov, Dec dates

XI. Liaison Reports: none

XII. Executive Sessions for Personnel (Bob Holland) & Legal (Steve Neratko)

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Personnel at 7:51pm

Present: All five Board members, Bob Holland, Jeannette Eckert

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Personnel at 7:53pm

Decision: On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to increase Asst. Road Commissioner Travis Briggs' hourly wage to \$22.00

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Legal at 7:54pm

Present: All five Board members, Steve Neratko, Tim Shannon

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Legal at 8:10pm

Decision: Steve will continue his research with the Board's approval

XIII. 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