

**Dover Select Board
Regular Meeting Minutes
Dover Town Office
Tuesday, September 4, 2018**

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, Joe Mahon, Sarah Shippee
Also, Present: Office Manager, Jeannette Eckert

Public: Steve Neratko, Alex Beck, Darva Kinney, Bob Holland, Adam Levine, Randy Johnson, Dave Sheldon, Kandi St. James, Jim & Judy McDevitt, Ken Black, Randy Capitani, Nikki Walling, Linda Sherman, Jim & Gail Burke, Marco Tallini, Janice Stuart, Laura Sibilia

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

- I. Public Comments:** Vicki shared that she heard VPR news broadcast naming Andy McLean & the Dover Trails Committee and talking about the 500 acres of National Forest that will be set aside for the trail project
- II. New Business:**
- A. Update from SeVEDS (Alex Beck)
- Presented a packet of information:
- Combined with BDCC for its annual report
 - RMAP program—microentrepreneur loan fund--relatively low interest loans for small businesses
 - Calendar for Young Professionals group—events held throughout the area
 - Connectivity Summit on November 28th at Mt Snow—rural broad band issues
 - Internship program—90 placed interns; 25% are hired on full time
 - Hoping to fill a position here in Economic Development dept.
 - Public Input Session for CEDS
 - Asking for public input on most pressing issues in each community
 - Partner with Mt Snow
 - Guest Services and Hospitality Training Program
 - 10 seats for guest services and 5 for supervisory training are open for any community member to attend
 - No date set yet, but it will be well publicized
 - Request for funding at Town Meeting as in past years
 - Career Expo is held once a year in downtown Brattleboro—always looking for better ways to engage all the communities in our county

Comments:

- Vicki Capitani would like to know how many Dover businesses have reached out to SeVEDS for its services (*Alex can pull that information together*)
- Dan Baliotti suggests holding more meetings in other locations in Dover rather than just at Mt Snow; Town Hall perhaps
- Laura Sibilia reminded that there are 27 towns, but Dover Town Hall is one of the locations used for events
- Randy Capitani—an intern just started at DV News; participated in local workforce development summits and saw many former Dover students at those summits
- Josh Cohen participated in boot camp with R.T. Brown; to develop & write a business plan; networking opportunities is one of the best parts of the program

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- B. Green Mountain Power Request for Permission at North Street Location
- Darva Kinney has a house at 100 North Street that does not have electricity
 - Bob Holland looked at the request and it will not interfere with road maintenance
 - Nikki Walling of GMP has been working with Darva for quite some time to provide electric service to her property
 - Main line pole is outside of the Town right of way; landowner will not give permission in the form of an easement to extend the line
 - Telephone lines run there now
 - Looking to drop a pole underneath the existing last tap line in the Town right of way to get as close as we can to Darva's property
 - Minimal tree cutting; small trees will be taken down

Jim Burke, representing the Coddington properties at 74 North St and 86 Locust Heights—was asked for an easement and declined it; do not want trees cut, no poles
Phone line that is there is hardly visible; Would not be opposed to underground lines—there has been no transparency; no idea of what is being planned; there has been no communication from the power company; we have no information

Nikki Walling stated that she did reach out to Mr. Coddington, he phoned Nikki but did not leave a call back number. We do not need an easement to be in the town right of way; there has been much conversation; the easement was turned down by property owners, so the next step was to approach the Town; Darva did explore underground lines which are much more costly

Kandi St. James & Dave Sheldon of 79 North Street: have no problem with Darva getting power but a post was put in a foot off our driveway; already concerns over plowing the driveway and ability to see coming out onto North Street; do not want maple tree taken down; can't the power line go across the street?

Nikki Walling: a stake was put in the ground to give an idea of its placement; not an exact location; it was moved given feedback from St. James; there will be very minimal tree removal; looking at about 800 feet to bury the line

Dan Baliotti spent \$2500 to bury the line to run wire 110 feet; pole is about 12 inches off the road

Nikki Walling: The new pole would be placed on St James side of the road to extend the line over to Kinney's side of the road. All structures would be in the Town right of way—one pole overhead on telephone's existing pole
GMP wants to move forward but easements have not been granted

Board comments:

- There appears to be much conflict with property owners; we have paperwork in front of us, but it is unclear as to what is going on; can discussions be renewed and if that doesn't resolve this, bring it back to us in 2 weeks?
- We can sign off on this tonight but do not want the townspeople coming back at us
- Best interest is to resolve this among yourselves; cannot visualize this without a site visit

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- Our Road Commissioner should be the one in on any site visit
- Have all parties get all the information that they need
- Darva should rightfully have electricity to her property; please try to come up with something that is agreeable to all parties
- Dan had 3 trees taken down by GMP—sometimes you have to do something for safety

Darva Kinney: have been coming up here since I was born; love being at my house here, but it gets more difficult as years go by; want to continue to enjoy it and make it the best possible situation for all

III. Assessor:

- A. Errors and Omissions for Henderson, Rommel & Wann Parcels
- Two new condo units, Henderson & Rommel, that had been omitted from the Grand List—therefore adding them
 - Also, Wann property did not get split properly as seller retained a portion

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously accepted the errors and omissions on the 2018 Grand List for Henderson, Rommel and Wann properties as presented by the Assessor

IV. Police: Randy Johnson

- A. Consider Shed Purchase for Police Dept. Grounds
- Some vehicles that are evidence are presently stored in the garage
 - Now that the generator is gone, decided a shed would be beneficial
 - Would like to do it this year but it was not budgeted
 - There is over \$20,000 left from roof job which was budgeted at \$40,000
 - May be an additional \$500 expense for some rot in the roof
 - Looking at a 14x20 size shed
 - Close to property line—would have to seek easements
 - Would be within a few feet of the set back
 - Evidence would stay in the garage because it is more secure
 - Snowmobiles could be stored in shed
 - Don't want it to hinder or interfere with plowing the parking area
 - Would provide more room in the garage

Comments:

- Understand the need for this
- Our Capital Building plan is there for a reason—incorporate a shed in this plan but for next year; not comfortable with doing it this year
- Are there covers for snowmobiles? Yes
- Is there another place to store them as they are only used in winter? Perhaps the town garage
- Randy will get more definite numbers & types of sheds for budget time

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B. Internal Affairs Policy

- Copies were sent to the Board; This policy came from VLCT
- Certain language is mandated by law
- There are some duties that the Select board is responsible for
- Was supposed to be adopted by July 1, 2018 but was waiting on feedback from our chiefs
- The policy was adopted & put into effect 8/23/18

V. **Unfinished Business:**

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

- Spoke with Arcomm and rec'd additional information
- Email options are available through Google, Go Daddy, Microsoft at \$5.00 per email address per month
- Currently use Sover.net at \$1.50 but that will go away soon
 - Suggest i.e. Selectboardmember1 @, SelectboardChair@, etc.
- Currently don't have an email server—we would not be responsible for maintaining the server but that would fall to the provider chosen
 - Will be able to back up and migrate historic emails; archive them
- Server upgrade—leaning toward current provider Arcomm—since they have experience with the building, systems, wiring; knowledge of our system
- Service calls could be limited now that you have an IT person in house (Tabi)
 - Do not see that creating a huge amount of hours
- Tightened up the quote—Arcomm will provide a new quote and compare with Europa
- Need to increase Internet connectivity speed—currently with Duncan Cable residential speed of 12 down, 1.175 up
- First Light; Consolidated Communications; Duncan Cable
 - Melding of fiber between First Light & Duncan—gathering clarification on this
- Analysis of all our communications by Consolidated Communications will be forthcoming
- 2, 3 & 5-year contracts are options—still waiting on hard quotes
- Saving and archiving emails and contact lists—can be combined and migrated for historic records
- Dover website is a commercial address; should be doververmont.gov which is \$400 per year

Comments:

- Vicki Capitani: We have been searching for an IT person and no one was able to fill that until Tabi informed us of her skills
- Randy Capitani: Check with school because they have fiber thru First Light; also, the Moover just consolidated email addresses—may want to reach out to Randy Schoonmaker;
- Needs to be easy for freedom of information requests
- Marco Tallini praised Tabi for her IT knowledge that has been helpful to him since she has been here; we are not at a good place right now with our technology infrastructure; she is an on the ground resource

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- Linda Sherman mentioned the CAMA program used by the Assessor's office--- person who remotes in to do the update, cannot because the speed is not sufficient
- Joe Mahon: Great that Tabi is here but if she decides to leave we need a good company as a back up
- Tabi will get back to the board with additional details & estimates; possibly in 2 weeks

VI. Economic Development: Steve Neratko

A. Community Art Project

- This year's theme was sawblades; Dover sponsored one that was painted by Sharon Cunningham titled Vermont Moose
- Steve will hang at an appropriate place in Dover Town Hall

B. Bench Request

- Request has been made for a bench in honor of Don Albano to be placed in the town park; \$1000 has been rec'd for the bench & plaque

C. Advertising Map Program

Vicki recused herself from this discussion

- Deerfield Valley News product—Discovery Map
- Last year we had "Dover welcomes you" logo on it
- How to offer this to businesses in town?
- Eligible for DASP funding? Could use up a sizable portion of our DASP funds
- Town ad was gratis—never billed for it
- Map is very popular—all over southern VT
 - Located at Vermont visitor's center also
- Local side and regional side—many Dover businesses already on it
- Single block is \$500 per year; discounts for multiple blocks
- If eligible for DASP, then everyone is going to jump on the DASP and majority will be paid by the town of Dover; need to look at the numbers
- Should not limit the type of media or micromanage this
- Should the program be adjusted for this type of advertising?
- Whole point is that Dover is getting advertised at the same time; greater outreach
- Logo—does each person need to put the Dover logo on each individual ad?
- Approximately \$20,000 is budgeted for DASP funding this year
 - Any print advertising is acceptable
 - There is a limit on each business ~\$1500
 - Perhaps that budget number needs to be increased; it was cut in years past because people weren't using it; need to help encourage businesses to advertise
- See both sides of the coin; don't believe the Town of Dover needs to advertise on a West Dover map; however, local businesses need a local map
- Perhaps a tier of funding; only a portion given back for this ad?
- No single medium is perfect for every business; businesses can pick & choose what they want to advertise in and when they've reached their limit, they're done

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- These maps don't have all the businesses on them. But at least they have something. It would be great if all Dover businesses were on but that's not possible
- What will it look like with all those ads with a tiny Dover logo in it?
 - People are already doing it—would not let it be printed if it wasn't legible
 - No logo, no reimbursement
- Don't believe we should change the guidelines to accommodate this

D. Website Update

Looking for some feedback on the website examples that were shared with the Board

- Tabi has built websites & is willing to assist going forward
- Stowe's showed a good example of balance between government and community
- Develop an RFP for proposals for a new website—have a concept of what works now & clarify ideas of what is needed
- Must be mobile friendly—the most important concept
- Telephone numbers hyperlinked to the website
- Randy Capitani developed website for North Branch—be wary of Municipay issues; it doesn't offer a responsive mobile system (credit card company that processes our online tax payments)

E. Planning Process Update

- Project prioritization session with the Select Board
- Economic Development Survey; last done in 2008 & 2011
- Comprehensive Town Plan
- Work group and focus area planning process
 - Identify work groups and members by Sept 18th
 - Beautification, Business Dev., Events, Housing, Infrastructure, Marketing, Public Safety, Telecommunications, Trails, Venue
 - Develop and circulate surveys (Sept-Dec)
 - Residents, Landowners, Businesses, Visitors, Online, Mail & In Person
 - Work groups meet and select point person (by end of Sept)
 - Review materials, relevant plans, potential projects
 - Work groups determine if any additional planning is required (by end of Oct)
 - Point person to attend ED meeting Oct 23; attend Nov 6 SB mtg
 - Work groups prioritize projects (Oct-Nov)
 - Any additional projects, work groups score projects, point person to attend Oct & Nov ED meetings, attend future SB meeting with update (Dec-Mar)
 - Select board project prioritization (once all work groups are complete-early 2019)
 - Begin to implement projects (as soon as prioritized and approved)
 - Develop long range work plan and timeline to complete priority projects (spring 2019)

Suggest 3-4 members for each committee; ideally a SB member on each committee
Sarah Shippee suggests that since it seems difficult to recruit volunteers perhaps consolidate some of the committees that have commonality

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Vicki Capitani suggests that some of the groups are already established such as public safety & trails; any volunteers need to show up and do their homework
15 or so people have expressed interest in being on a committee
Randy Capitani volunteered for business dev.; suggest adding workforce dev. as well
Tabi Freedman for telecommunications; Dan Baliotti for infrastructure

F. Dover Area Recreational Trails Update

- Andy asked Steve to update the Board---he is out biking on the trail this evening looking at a bridge that needs attention
- Project includes a parking area and trail head on Handle Rd
- National Forest Service did a site visit recently and they are on board with this project
- Allows access to the Ridge Trail
- Josh suggests that Boy Scouts & Girl Scouts are always looking for things they can do with trails; Cynthia Cohen is the contact
- Job Box proposal for tools needed to maintain the trail---will come to the Board in future for funding

G. Self-Guided Historical Trail---Jim Dassatti defers this to next meeting due to illness

H. MPG Housing Assessment Grant

- Bi-Town Portable Housing Program---pursuing hostel type accommodations for short term work opportunities; affordable rates; with onsite manager in place
- Vicki is doing research on hostels & compiling a list of potential properties in Dover that may be repurposed for housing
- An October 1st deadline; writing a grant, asking for \$35,000
 - In consortium with Wilmington and Dover
- Matching grant program in the amount of \$2500 to implement this program
- Reached out to both Planning Commissions---they are not seeking this type of grant, so this money is out there
- Project that could be put together in 2 years
- Funding from Economic Dev. funds

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to expend up to \$2500 to apply for an MPG Housing Assessment Grant

**Internship program in Economic Development dept.---proposals are out there, no one has come forward; any ideas are welcome

**DO-IT applications---Steve has rec'd inquiries about submitting projects for funding; does the Board want to consider them at this late date? *Past the deadline of May 31, 2018 and there are no funds left. Steve will inform applicants to wait for next year's opportunity*

**Schedule a special meeting for a public work session to aid Steve in his job description/duties: September 21st at 8:30am

Suggest it include clarification of what Steve's role is: fielding everyone in town's ideas or execute what comes before the Board; taking direction from the Board only?

Agenda will include a limited time for public comment

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VII. Liquor Control:

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

Vicki Capitani & Janice Stuart of Honora Winery questioned whether this should have been a blanket permit through the Chamber & North Branch Vineyards as in year's past Jeannette Eckert recommended that to Mad River when they submitted the application and that they might contact the Chamber first; after speaking with the Chamber, Mad River still wanted to have theirs approved separately

**Blanket permit from North Branch Vineyards had not been submitted as of this meeting.
Note: The permit application was rec'd the following day & will be processed in time

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

- A. Special Event Permit for Cold Spring Spirits d/b/a Mad River Distillers for Wine & Harvest Festival, Sept 22 from 10am to 5pm

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

VIII. Consent Agenda:

- A. Approve Minutes of Aug 21, 2018

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board voted 4-0-1 to approve the minutes of Aug 21, 2018 (Mahon abstained)

- B. Approve Warrants of Aug 25, 2018 for \$111,636.08

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously approved the warrants of Aug 25, 2018

IX. FYI:

- A. Q&A Session with Laura Sibia, Sept 13 at 6:30pm, Dover Town Hall
- B. Town Fair, Oct 3-4, Burlington—Sarah is planning to attend
- C. Marijuana Ordinance Effective Oct 6th unless Petition is Filed—Petition deadline is Sept 22
- D. BDCC & SeVEDS Annual Meeting, Nov 1st in Brattleboro at 4:30pm

X. Liaison Reports: none

XI. Executive Session as needed: none

XII. Adjournment at 8:42pm

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