

**Dover Select Board
Special Meeting Minutes
Dover Town Office
Thursday, January 3, 2019**

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

Select Board members present: Josh Cohen, Victoria Capitani, Sarah Shippee, Joe Mahon, Dan Baliotti
Also present: Jeannette Eckert and Marco Tallini

Public: Bob Holland, Steve Neratko, Randy Johnson, Janice Stuart, Kevin Stine

Special Meeting Called to Order at 8:00AM by Chair Cohen

- I. Review Economic Development Budget
Steve presented the ED proposed budget
- More robust budget this year; covering many projects that are in the works; has rec'd many comments on the amount of money in the 1% fund that can be utilized
 - Development of broadband is included
 - Total budget goes up from roughly \$767,000 to \$2,000,000
 - \$537,000 brought in in 2017; put in roughly the same amount this year
 - Payroll figures/benefits—estimates, will need to get exact numbers from Marco
 - Wages for intern are included
 - Business development
 - Continue to set aside \$40,000 for business grants—has not been used yet
 - Bi-Town expense for digital marketing--\$46,500
 - Community development--\$30,000; has not been used yet
 - Website development program—integrate into DASP program
 - BDCC plan grants—assist businesses with business plans; match the cost to offer limited expense; to facilitate business plans: \$20,000
 - Surveys—mailings, people in the field: \$5000
 - Training seminars—priority to business dev work group: \$20,000
 - Employee training—matching funds; \$20,000 to encourage training programs

Guidelines should be set up for the above programs; be prepared to speak about at Town Meeting; may not happen in the next fiscal year, but budgeted for

- Beautification
 - Barrel program—upped for additional barrels throughout town
 - Dover Brite Lites carried over, not used
 - Welcome signs—not ready for them yet
 - Green Up Day—continue with \$400
 - Rt 100 Landscape Project—put in place 4-5 years ago; matching funds put aside for grants
 - Town Common Project—pushing off for the moment
 - Flags, Banners, Seasonal decorations—contingent on coming up with an annual plan: \$30,000 set aside
- Marketing
 - Town website upgrades once marketing focus is decided; \$10,000 set aside
 - Dover Adv. Support Program—expand to \$25,000
 - DO-IT rebates—over \$60,000 approved last year
 - Considering removing business signs and setting aside \$12,000 in separate signage program
 - Welcome Center Advertising--\$7300; considering adding something to new brochure to potentially track effectiveness

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- Chamber Arts—in past taken from other accounts; set aside \$500
- Dover Marketing Campaign & Wayfinding and Signage: combined, put aside roughly same amount for digital marketing; potential for RFP to see what firms would come back with; compare it to Bi-Town
- Trails and Path
 - Once marketing is figured; will want to enhance trail markers & maps
 - Design, print and distribute as well as digital on website once trails and rec plan is underway
 - Valley Trail A-: \$50,000 for this year; \$100,000 for next year; will get final price from engineers; hoping to get this going in Spring 2019 and finish in summer 2019
 - Valley Trail B & C: funds set aside for matching grants; next steps
 - Street Light Matching—potential to match grant
 - Trailhead Project at Handle Rd—next steps, unsure of exact costs
- Telecommunications
 - Bandwidth upgrade: \$1,000,000 set aside
 - Grant funding to match 10-20%
 - Complete study in 2018/19 and implement in 2019/20
 - Grant available that may pay for the whole study; regional approach; reaching out to area towns
- Events
 - \$75,000 towards Events again
 - \$15,000 for Event coordination grant; #1 priority of events work group
- Venue/Recreation
 - Dover Park concerts—upped to \$20,000; considering indoor evening concerts either at Town Hall or West Dover Church
 - Another amenity to offer visitors; encourage concert goers to go to restaurants afterwards
 - Family friendly, free, earlier hours in the evening
- Housing
 - Housing analysis: \$10,000
 - Did not get grant but there is still a need to pursue this

II. Review and Approve 2019/2020 Budget

A. Revisit Recycling Options/Rates (Transfer Station)

- Bob Holland rec'd figures to compare Tam and Triple T
- Could possibly save \$218/mo. based on average tonnage
- Tam response time is less often, 2-day notice; but they do their own recycling; hauling price is higher than TTT
- Triple T will come right out when needed; hauling price is lower; tonnage rate is higher
- Unsure whether either company would solely do recycling or trash pick-up; may both be offering 'package' deal

Kevin Stine, rep to WSWMD:

Dover continues to be one of the best deals around for recycling and prices; also, our facility is open more than neighboring facilities; some towns are charging more to cover recycling costs; suggest increasing annual fee for transfer station; charging for recycling; incorporate savings by doing so. Wilmington charges \$10.00; WSWM charges \$35.00

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Board comments:

- By decreasing the sticker to \$7.00, only reduced income by \$330.00 per year
- Would have to increase price significantly to make it a real number
- More important that people take their trash to the right place
- Dover picks up a lot of surrounding towns recycling; especially if Wilmington gets rid of their bins
- Sticker needed for non-residents and visitors? Without a ticket, extra prices are charged
- Currently no contract with TTT
- Consensus to remain with TTT and keep budget number at \$35,000

B. Request for Permission to Offer Sign-On Bonuses (Police Dept)

- Officer David Hammack turned in his resignation effective today 1/3/19
- Spoke previously about sign-on bonuses for new officers
- As the timing is uncertain...Where would it go in the budget?
- Other depts in surrounding towns are providing these bonuses

On a motion by Joe Mahon, seconded by Dan Baliotti, the Board unanimously agreed to offer a sign-on bonus of \$5000 for full time certified and \$2500 for part time certified; not an upfront bonus but given over time

Contract? Would need to establish the guidelines

Position has not been advertised yet

Will this affect overtime with the rest of the force until another officer is hired?

It may but will try to keep it down

Overall budget review:

Need more explanations noted on the budget sheet:

Assessor Assistant: more hours, more responsibility

Medical premiums: more people on the plan

Fuel: planning for increase

Police salary: competitive adjustment

On call: new police salary structure

Police salary line item included the differential shift pay

If separated, salary line item should be \$418,866.34

On call differential pay should be \$12,000

Backout appropriations for SeVEDS, DVR, SASH & MHCA—will warn as articles

3% increase in Operational costs: \$2,291,119.16; 11% increase in Highway costs: \$1,551,686.11 (added personnel); 6% overall budget increase: \$3,842,805.27

\$650,000 Capital Paving; \$250,000 Capital Equipment

III. Adjournment at 9:29am

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