

**Dover Select Board
Special Meeting Minutes
Dover Town Office
November 29, 2017**

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

- I. The Dover Select Board is meeting with department heads and public officials for the purpose of reviewing their budgets.

Meeting called to order at 1pm

Select board members present: Josh Cohen, Victoria Capitani, Joe Mahon**, Dan Baliotti, Sarah Shippee

Also present: Marco Tallini, Jeannette Eckert, Bob Holland, Linda Sherman, Andy McLean, Wayne Estey, Randy Johnson, Rich Werner

Highway: 1:00PM Bob Holland

- Salary line item—3% increase factored in
- Medical premium line item decreases due to changes in plan status for 3 employees—note under explanation column
- Uniform rental—going up every year—leveled off at \$110.00 per week; was as high as \$148 per week; started contract 2 years ago at \$89.00 per week
- Parts & Tires – costs are going up—increase to \$70,000; already at 78% of current budget
- Valley Trail maintenance & expenses: approximately \$17,000 spent last year with the Ventrac rental/purchase. Should it come out of Econ. Dev. funds? Board is divided on this issue; Run this by Steve—does this fall under the ED categories?
 - Only \$160 spent year to date; Make sure items are coded properly to this line item
- Salt prices went down a couple of dollars per ton
- Solar credits: Garage does not pay electric any longer; should read \$5200 in proposed budget: 85% net solar credit goes to Renewable Generation
- Capital plans are done—will go over at a later date
 - Building: new siding for Library; cracked windows need replacement (one at daycare, one in Library)
 - Estimate of \$30,000 for all repairs
 - Concerns about the amount of spending on that building
 - Vermont Vinyl is on the verge of bankruptcy—Library windows were under warranty
- Rotating replacement of dump trucks—purchase less frequently? Ok not to flip one just because it is scheduled on the timeline; 5-year trade in prices are higher than waiting 7 years

- Transfer Station—close for ½ hour at lunchtime? Give attendant two consecutive days off? Tues, Wed or Wed, Thurs. Automatic open/close doors during the winter hours
- Increase recycling expenses to \$16,000
- Solid waste assessment—estimate at \$10,090.75

Assessor: 1:30PM Linda Sherman

- Arcomm quotes to get the building up to snuff since the re-cabling completed
 - Wireless upgrade; firewall; email migration—sover.net is inadequate for municipalities; server replacement—getting old—consider under Capital Equipment?
 - Should get additional quotes from other IT providers; consider another IT company that is located closer to Dover
- General office supplies adjusted to include new scanner consumables
- Legal fees: \$7500
- Lister Education: State no longer reimburses but offers classes free of charge if thru PV&R
- Contracted Appraiser line item: down to \$20,000 from \$23,000
- Computer Services line item – covers all depts.
- Assessor—mileage & expenses include Proval & Manatron; specific to Assessor dept.
- Computer Mapping line item is for CAI online mapping program
- Scanning of mylar surveys: Equipment is in place and up & running; propose engaging assistant Patty Westlake at 8 hours per week @\$13.26 per hour—note on budget, reflects a 6% increase
 - She did not receive the across the board 3% increase in July 2017
- Assessor payroll: propose \$25.00/hour based on 35-hour week; current rate is \$21.82; 3% increase brings it to \$22.47

Town Clerk: 2:00PM Andy McLean

- Copier replacement—usually falls under Toshiba supplies & expense--consider putting in Capital budget for future—usually replace one every 5 years; older model gets placed in Assessor office; Clerk's office can not function without one
- Election expenses—tabulator use—may need at Town Meeting in 2019
- Primary and election in Nov 2018--bump up election expenses to \$4500
- Postage increase in 2018—adjust accordingly; postage meter at Town Office gives a discounted price—currently .46 stamp as opposed to .49 at Post Office

Treasurer: 2:30PM Marco Tallini

- Pay increase in March 2017, therefore did not receive increase in July; 3% budgeted for July 2018
- Most of postage expense comes from tax bill mailing
- Delinquent tax collector interest—not budgeted for; interest goes to the general fund
 - \$64,000 in interest; \$22,000 in revenue
 - 10 properties up for tax sale Dec 8th; started out with 40 properties
 - Most of Hermitage properties have paid up except for the Airport

- Consider a generator for the Town Office needs if there is an extended power failure/emergency situation
- Ideally would like to operate NEMRC in the cloud

Zoning & Health: 3:00PM Wayne Estey

- Revenue generating office with permit fees; FYI actual was \$19,589.33 brought in
- ZA payroll: no increase in July since he had just started in April; propose \$24.00/hour
- Legal fees: nothing pending at this point; figure usually generated from Select board
- Concerns over Dover Watch unit that is condemned, door is open, unsafe situation; Wayne will investigate with Association president
- Decision regarding property on Jockey Hollow Rd—still pending possible legal involvement

Police: 3:30PM Randy Johnson

Discussed retirement party funding as it occurred for past employees and whether it should come from Econ. Dev. funds in future or the Town's budget—Randy will report back to the Board individually

- Regular salaries: \$415,288.17 is at the high end with a 3% raise for all including a 30-hour part time officer
 - \$403,403.21 with 20-hour part time officer
 - Both figures are below last year's budget number
- Rich may be part time & Bob Edwards may be done but dates are uncertain
- Overtime bumped by \$2500; Lot of overtime due to call outs this year
 - Minus Zero festival—not totally in favor of this event
- Rate increases will occur before June for two employees: .50 cent increase after 6-month probation; \$1.00 increase for detective
- Outside employment: keep as is; it is a revenue source
- Medical premiums: Number will go down as Rich will not be renewed for 2018; David Hammack was added
- Computer-purchase repair went up to cover 2 new computers
- Uniforms up \$1500 to allow for new body armor
- Equipment: also up \$1500 to upgrade body cameras & firearms; tasers
- Heating fuel: should consider factoring in an increase for all buildings
- Recall on Ford Explorers have been taken care of—should be reimbursed \$1100
- Capital plans—vehicles: no cruiser this year but in future years may need two replaced; building: renovate the upstairs bathrooms into one bathroom
- Drones—David Hammack is a licensed pilot—that is one requirement—can be a useful tool—something that is being considered—not budgeted for this year
 - Could be useful with search & rescue; active shooter; emergency situations; warrants; accident reconstruction

**Joe Mahon left the meeting at 3:30pm

Fire: 4:00PM Rich Werner

- Dispatch number went up a bit
- Regular salaries: good crew with fire & rescue personnel—got a firefighter out of it—Marc Balch who is taking a lot of training classes

- Fire alarms are still the main calls; responding to false fire alarms/CO detectors
- Used very little vehicle fuel/oil
- Capital budget—floor to be redone; also looking to create a bunk room at the firehouse—make it available to certified employees that work at Mt Snow seasonally—on call status, no partying; could make it available to road crew to rest
- Recruitment issues—consider how to draw people in—fire fighter pay increases; include staff in Town appreciation days; these are Town employees too
 - Mt Snow has been helpful—new system for false fire alarms—24-hour security—to be able to call the fire dept. off—need to have a conversation about this with other developments in town—huge increase in calls during the busy seasons

- Emergency mgmt.—stocking up on gravel and stone
- Generator grants—placed at EDFD, WDFD, Garage, School, Police
 - Consider one for the Town Office
- Water supply—bottled water has a year-long shelf life; purchase empty 5-gallon jugs to be filled with well water
- MRE's have a 5-year shelf life—consider 5-year rotation

Meeting Adjourned at 4:10pm

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