

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, April 2, 2024**

These minutes are not official until approved by the Dover Select board

Join Zoom Meeting

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

Meeting ID: 868 0044 4071

Dial in: 929 205 6099

Password: 052648

Select Board present: Victoria Capitani, Sarah Shippee, Dan Baliotti, Scott Salway

Select Board via zoom: Joe Mahon**arrived at 6:51pm

Also present in person: Jeannette Eckert, Eric Durocher, Jim McDevitt, Mike Arbogast, Mike Eldred, Tim Dolan, Rich Werner

Public present via zoom: Michael Levesque, Michelle Pinkham, Susan Rand, Bethaney LaClair, Mike Garber, Tabi Freedman, Paul ?, Will Galway, Dave Brown, Morgan Rothblat, H.Gomes, Mark Engelke, Dustin Reilich

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

I. Public Comments:

Jeannette Eckert: Sarah and I will be meeting with Chuck Clerici of Efficiency Vermont tomorrow to discuss the heat pump/central air possibilities here at the Town Office. Hopefully the weather will cooperate.

Also, Hoffer Consulting hopes to begin the introductory process on the well test next week. Cushing is coming out to start the week-long monitoring of the Bartlett and Fisher wells.

And a reminder to all Dover dog owners that licenses expired as of April 1, please stop by the office to register your dog!

II. Dover Free Library:

A. Consider Richard Payan for Trustee Appointment

- Richard wrote a letter of interest to the Library Trustees
- New resident with young children
- The Trustees recommend his appointment

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to appoint Richard Payan as Library Trustee to fill the remainder of the open seat until Town Meeting

III. Economic Development: Eric Durocher

A. Signage Standard Possible Adoption (Tim Dolan)

- Tim provided three signage guideline proposals with new color options from lightest to darkest shades of green
- Option 1: Southern VT Deerfield Valley summer logo green - lightest shade
- Option 2: Mt Snow green incorporating our biggest business - medium shade
- Option 3: Dover Library sign – darkest shade
- Suggest the middle ground which contrasts well with that lighter green
- Darker two options are a bit better
- Don't envision too many signs with the green background; will be mostly white with green lettering
- Board consensus is for Option 2 C=71% M=48% Y=62% K=31%

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to adopt option 2 of the Dover Town Owned Signage Guidelines

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- B. Route 100 4th of July Closure Approval Letter (Michael Levesque)
- The route will start at Farm Rd Estate and head down to Route 100 onto Valley Trail, over new bridge and continue up to Country Club Rd then left onto Route 100 hugging the shoulder
 - Only the shoulder will be used on Route 100 with cones delineating the two-way direction of the path
 - Pre-race briefing will state that runners must be single file along the route which will end at the West Dover Fire House and then return on same path back to Farm Rd Estate
 - There will be hydration stations set up along the route
 - Chief Werner suggested not going into the Dots parking lot or Post Office as it might disrupt the traffic and business flow so it was rerouted
 - All proceeds will benefit the Rotary Club
 - Excited about it and believe it will be a fun event
 - Two classes of participants; some walkers and some runners
 - 3.1 miles, 8am start time to run just over an hour, most should be finished by 9:15am but official end time is 10am to allow for slower times
 - 45 minutes of exposure on Route 100
 - All levels of runners will be included
 - Ilene Winters had presented the map to the State – can check with her on the route

Comments/questions:

Mike Arbogast: What was submitted to the State showed using the entire Valley Trail not coming onto 100 at Crosstown. That should be addressed by the State using Route 100 for a longer stretch

Vicki Capitani: Need to reach out to the State about the route changes; accidents could be a huge liability; speak with 7-11 perhaps

Michael: Reason for change was to avoid exposure at Dots and PO; prefer not to have to go back to the State to adjust it

Sarah: If the State hasn't approved the changes it could create issues

Michael: State highway access and permit allows for the location in West Dover Rte. 100 start/finish at Crosstown Rd and turn around at Firehouse. Would that allow the entire stretch of Route 100?

Mike A: Ins and outs of private businesses – will need traffic control at these points; Need to speak with Fire – More than just Dover PD can handle; Saloon, 7-11, Mtn Park Plaza - Safeties need to be in place

Michael: Will be meeting with Fire and can make sure we have coverage in needed areas

Vicki: workforce needed is going to be more than projected; not confident that we have that at this point

Sarah: Approval subject to confirmation of coverage and State approval

Mike A: Legal requirement for traffic control – certified flaggers

Jeannette: Some Highway crew are qualified flaggers but that would involve call out pay

Michelle Pinkham: Will sections of the route be coned off? Are you hoping the runners will all stay on the shoulder? Have run a fair amount of 5k's, typical experience is to cone off half a lane which is a lot on Route 100; safety is a concern

Michael: Have done this type of event, cone off just the shoulder is done quite frequently. State would not allow Route 100 to be closed down

Scott: Appreciate all these events but want to look out for your best interests

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve Route 100 partial closure subject to confirmation that the application to the State remains

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approved with the map changes and sufficient certified flaggers are in place to maintain control of the race route (Mahon abstained)

C. Chamber of Commerce Event Sponsorship Applications (Bethaney LaClair)
4th of July Fireworks

- \$6750 ask which is the same as last year
- July 5 with rain date of July 6
- Held in Wilmington – same as previous years

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously voted to approve the funding request for 4th of July Fireworks in the amount of \$6750

Vermont Blueberry Festival

- Increase of \$2000 over last year to \$17,000
 - Boost to cover Police presence with traffic control
- Festival will run from July 26 through August 4
- Dover Parade, Street Fair, Music Mile
- Positive feedback to bringing the parade back last year
 - Parade and Street Fair will take place Saturday July 27
- Like to make it a staple event in the Valley and see it expand to the way it used to be

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to approve the Blueberry Festival application in the amount of \$17,000

Wine and Harvest Festival

- Increase of \$5000 in funding to \$15,000
 - Up from 1600 to 2300 attendees
 - To support the larger number of participants
- Businesses were very happy with the people in town – brings a lot of people to Dover
- Takes place Sept 20 in Wilmington with Wine Stroll & Soup contest (625 attendees last year) and Sept 21 at Mt Snow with Grand Tasting & Artisan Expo

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to approve the request for the Wine & Harvest Festival in the amount of \$15,000

D. STR Registration Recommendation (Eric Durocher, Dustin Reilich, Dave Brown)
(Please see attached for full details on suggested ordinance requirements)

- Long time in coming on this, due diligence with third party registration organizations and make recommendations to best serve our needs
- Would like to move forward with Deckard Technologies on the ordinance requirements
- STR definition: any property being rented any more than 14 days in any rolling 12-month period and less than 30 consecutive days
- Seven suggested requirements:
 1. All properties being used as STR be required to register
 2. All properties be subject to State of VT fire safety requirements – proof of completion required
 3. Emergency contact lists be posted in each rental unit
 4. Point of contact for owners be on file with the Town

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5. Point of Contact must be able to respond within 1 hour, 24/7 while the rental is in use
 6. Bear proof trash and recycling storage is required – photos required
 7. Fines or revocation of license for x number of infractions/complaints
- All requirements will be included in the ordinance – believe it to be an adequate amount of oversight
 - Parking spaces listed as part of the requirements
 - Ways to document complaints as they come in
 - Deckard works with over 350 jurisdictions nationwide and will address all the nuances and questions ahead of time; want to have a harmonious community and good neighbor policies
 - Identification and monitoring of properties in the community
 - Outreach campaign - Letters go out to property owners requesting the registration
 - All things can be done during the registration process – interaction between the property owner and the registration
 - Online complaints can be lodged – will all be in the system – in addition to running a 24-hour hotline – make sure all things are handled at the time of incident – operators standing by 24/7 to serve the community

Comments/questions:

Sarah: Add to requirements a photo of the contact list inside the unit; Owner name rather than LLC; Lack of appropriate parking is the biggest complaint– encroaches on other people’s access to their homes

Tabi Freedman: Parking requirements are in the bylaws and want to make sure that it is very well stated that there is no on street parking in Dover

Trash requirements – must be picked up in a timely manner – stuffed to overflowing when only picked up once a month

Registration process provides education on the available programs

Noise Aware and Party Squashers programs which alert excessive noise and WIFI usage at the home

Deckard will assist property owners with this process

Morgan Rothblat: Thanks to Eric for putting all the info together. HOA and Condos – Seasons – are they held to the same requirements? Fire alarms, trash control...Where is the line drawn with places like that?

State requirements that pertain to rentals – should have been taken into account prior to the property being used as a short-term rental. Self-certification will be part of the process. Another level of the wall to make things safer. Association’s rules would be in addition to this ordinance

Mike Garber: Dealing with HOA – parking requirements and how many allowed – how is that dealt with?

Over parking and parking in the street are not okay and can be an issue

Dan Baliotti: Besides noise and parking, fire safety is very important

Would be included in the registration education pieces

Scott Salway: Are there webinars on basics to get educated on the important pieces?

Want property owners to learn how to do this, trying to cover all the bases

Mike Arbogast: Who on the Town level will be issuing fines/violations if they occur?

Deckard would be covering that along with a form letter; Shannon will be assisting with this portion – 95% compliance rate on registration

Verbal, written warnings will be dealt with in house for any infractions

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Mike A: Currently get a lot of calls on this but don't enforce it – will Police be expected to do more to enforce this? Are we going to count the number of cars – information will be passed on to Deckard – will still get calls and hope to get a hold of the property owner – won't have time to police this ordinance on top of other duties

Vicki Capitani: Move avenues to access to get things done. Ability to talk to someone, believe we are going in the right direction to pull this all together

Dan: Do we have the authority to terminate a property for violations?

Can't remove them from Airbnb but have the ability to flag the property and levy fines

Will Galway: Thank you to Eric and the board for working so hard on this; opinion is that Police should be handling an incident as they normally would

No more work on the PD than any other course as you normally do; we are notified and try to remedy the situation through the complaint system

Cost is \$125 to \$150 a year range to be registered as a STR. Average one night stay in Dover is \$350/night. Safe amount to be charging to expenses with Deckard

Authorization to send this to legal to draft the ordinance wording

Recommend moving forward with Deckard

Sarah Shippee: Can we work with Deckard for a short term if the ordinance is voted down?

More than happy to work with Eric and the Town in any capacity

Rich Werner: Can't we just start the registration process without an ordinance and see how it works? May have so many people sign up voluntarily that we don't need an ordinance or allow more time to work on the ordinance

Vicki: Could have done that with other ordinances and run into problems. If approved by the Board could probably get some test cases going, feedback from active STR owners

Lead time of about a month for Deckard to get this done

Have the ordinance taken care of and make it through that process

Registration could be up and running a little later in the summer

Recommendations for the ordinance are going to be part of the registration process so people don't sign up without knowledge of the pending ordinance

There are questions that we may not be able to answer at the moment

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to allow Economic Development to send the STR requirements as outlined to legal and move forward with Deckard's proposal dated March 28, 2024 for the Town of Dover with the understanding that ultimate legal relationship will be contingent upon the ordinance approval at Town level

E. 2024-2025 Incentive Program Approval (Eric Durocher)

Signage: pretty much the same as previously, dates have changed, grammatical corrections

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the signage program as presented

DASP: few grammatical errors corrected and the dates

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the DASP program as presented

DO-IT: a few changes recommended by Sarah Shippee and majority were made by Shannon and Eric; All businesses are eligible; new submissions are put first on the list

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On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the DO-IT program as presented

DTAP: will be presented at a later date with some new changes

F. Horace Hill Maintenance RFB

- Don't have one to review tonight
- Have recommendation schedules from trail building company Sinuosity that would put it at a money level requiring some quotes and would like to move forward and put it out to bid rather than wait two weeks
- Sinuosity did work at Stratton – upkeep costs are more there being directly at a ski mountain; larger streams and rivers; our property is a little more straightforward without having the requirements that Stratton does
- Consensus of the Board is for Eric to create the RFB and put it out

FYI's:

- Housing website has been rebuilt; Econ Dev website is almost rebuilt
- Website company Municode was bought by Civic Plus – Eric & Jeannette will be working with them on the migration
- ARPA reporting deadline pushed out to 2025 – will be doing a one on one with VLCT
- Business Plan competition and revolving loan fund in process
- Working with Travis on a new rock at Town Forest – reaching out to stoneworkers on the plaque - unforeseen setbacks

IV. Local Liquor Control:

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to recess as Select board and convene as local Liquor Control

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the following:

A. Outside Consumption Permits:

- Mt Snow Ltd.: Harriman's, Sundance Lodge, Carinthia Base Lodge
- Handlebar Hospitality LLC d/b/a Valley View Saloon

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

V. Consent Agenda:

A. Approve the Minutes of March 19, 2024

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of March 19, 2024

B. Approve the Warrants of March 30, 2024 for \$233,065.65

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the warrants of March 30, 2024 (Mahon abstained)

VI. FYI:

- A. Planning Commission Meets April 8 at 6:30pm – Special Meeting April 3 at 6:30pm
- B. Trails & Rec Committee Meets April 9 at 6:30pm
- C. Open Meeting Law Webinar Wed, April 17 10-11:30am – Jeannette is signed up

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- VII. Liaison Reports:** Dan: cardboard receptable update from Travis- hauling cost was more than what was being paid for single stream so going back to single stream – can't fit enough cardboard to make the trucking costs worth while
- VIII. Executive Session for Personnel (Fire Dept-Promotions)**
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to enter Executive Session for Personnel at 7:59pm
Present: All five Board members, Rich Werner, Jeannette Eckert
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to move out of Executive Session for Personnel at 8:06pm
Chief Warner will keep the Board updated on promotions
- IX. Adjournment at 8:07pm by Chair Capitani**

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