

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, January 16, 2024**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86800444071?pwd=RIU2WWDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Dial in: 929 205 6099

Password: 052648

Select Board present: Victoria Capitani, Sarah Shippee, Joe Mahon, Dan Baliotti

Select Board present via zoom: Scott Salway

Also present in person: Jeannette Eckert, Tim Dolan, Jim McDevitt, Brian Suhadolc, Mike Arbogast

Public present via zoom: Tabi Freedman, Linda Sherman, Mike Eldred, Margo Ghia, Eric Durocher, Shannon Wheeler, Michelle Pinkham, Dana Sorice

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

I. Public Comments:

It's snowing and we are thankful to our road crew!

II. New Business:

A. Stormwater Master Planning for Dover (Margo Ghia of Windham Regional Comm.)

- Brief overview of what is Stormwater, what is a master plan and how might it work for Dover if you decide to go that route
- Definition: Surface water in abnormal amounts from rain or melting snow
 - Forest water is usually absorbed into the ground
 - Compacted soil and impervious surfaces – that's when stormwater issues arise
 - Effects all rural and urbanized communities
 - Changing the landscapes or parking lots creating and changing hydrologic cycles – creating dynamics that weren't there before
- Results can create Erosion, chemical pollutions, flooding
 - Flooding where it did not happen before
 - Deal with it before it becomes a problem & mitigate it before hand
- Built infrastructure in the State predated stormwater regulations
 - 10 years from now will start regulating
 - Anything over 3 acres of impervious surface
 - Already implemented on Lake Champlain side of state
- Master planning – main purpose is to provide protection and health of our streams and aquatic life
- Urbanized, rural road networks – Master plan is first step in looking at it
- State has been doing master plans for quite some time
- Several communities are in the process – bigger towns like Brattleboro, Bellows Falls, Wilmington
- Starting on this side of the state to encourage towns to consider master plans
- Contractor collects data from existing plans such as Hazard Mitigation plans
 - Create prioritized list of potential projects to improve stormwater
 - Looking to help the towns create list to help current and future issues
 - Come up with 30% designs for the top 3 projects that the town is considering
- State is funding master plans in a variety of different ways
- VTDEC is putting out an RFP for a contractor to work with communities to create master plans
 - Bigger communities are already working with contractors

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- If Dover decides to go forward, it would be put on a waiting list – may not get in the first round – but would get in the cue for future rounds
- Fully funded by DEC to pay for contractor
 - No monetary outlay from a community
 - Must commit to working with the contractor
 - Kick off meetings for town officials and one for public input
 - Contractor would conduct a walk through once or twice throughout process
 - Only expenditure would be time commitments of the town
 - Process usually takes a couple of years to finalize
 - Benefit is walking away with a prioritized list to help improve water flow in the community
 - Other agencies can get involved to help find funding for the projects
- No mandates yet on this side of the State for 3 or more acres of impervious surfaces
- Water quality funding is available now through the State
- Unsure of what funding will be available once mandating is in place
 - One reason to consider this opportunity now
- Dover is closely associated with Mt Snow – can do it without them but it would be nice to invite them to participate – could be a benefit to both
 - Mt Snow is under their own stormwater regulations
 - May not want to be part of it given other projects
- Consider getting on the wait list while the opportunity exists

Public comments/questions:

Tabi: How will stormwater master plans integrate with new FEMA flood maps?

Margo: Believe contractors are up on the new FEMA flood maps but they are not always linked with stormwater; they are taken into account but not always in floodplain properties

Sarah: Does the Town have to commit 100% to be put on the wait list? Is there an option to withdraw

Margo: You could if other towns drop off the list in this round, possible to drop out

Scott: Do you anticipate funding will be available next year as well?

Margo: Not anticipated to drop out; State is committed to help towns understand & suggest projects to prioritize; identifying prioritized stormwater projects

Joe: Asking town to go into this for potential stormwater funding; only on a wait list at present; a lot of our projects are linked to Act 250 permits with stormwater attached, will you be going to businesses and townhomes assoc. to create/update stormwater plans?

Is it already in Legislation? And it hasn't been mandated yet? It is better for us to be prepared ahead of time to alert businesses and property owners

Margo: State will be mandating most likely in the next 10 years. Funding is available now for these properties – start looking at things now to be in better shape when the mandates come down. We are impacting water just as much as Lake Champlain into the Connecticut River; State has funding in place right now, whether it will be available for our side of State is the question

Brian: Snow Lake Dam removal project in the works; a large piece of stormwater master planning is part of it; aware of where we need to be 10 years from now but it is a tall ask

Vicki: Is funding available for both private and municipal properties?

Margo: Yes, funding is available for both; some private companies partner with towns to lighten the load

Jeannette: What is the process for getting on the list?

Margo: Just let me know and I will make that happen and provide contacts for more information

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On a motion by Joe Mahon, seconded by Scott Salway, the Board voted unanimously to place Dover on the waiting list for stormwater master planning

- B. Approve & Sign 2024 Certificate of Highway Mileage
- No changes over last year

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to sign the 2024 Certificate of Highway Mileage as specified in the document

III. Unfinished Business:

A. Approve FY 24/25 Budget

- Operational: \$2,916,558.37 (\$2,594,444.37 + \$322,114 warned articles)
 - A. That same figure for budget 23/24 was \$2,837,763.51 – 3% increase
- Highway: \$1,802,926.47
- Total: \$4,719,484.83 (includes all warned articles)
 - A. As compared to 23/24 which was \$4,457,522.54 - a 6% increase overall
- If everything is voted in the affirmative including the capital plans the total would be \$6,039,484.83 which is up 4.35%
- Without the warned articles, the budget is down 9%
- Increasing capital building by \$40,000 and decreasing paving by \$50,000

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted unanimously to approve the 24/25 budget for operational at \$2,916,558.37 (\$2,594,444.37 + \$322,114 warned articles) and highway at \$1,802,926.47 for a total of \$4,719,484.83 not including capital plans

B. Approve and Sign 2024 Town Meeting Warning

- Petitions for additional articles are due January 29
- If any do come in, the Board would need to approve and amend the warning

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to approve and sign the 2024 Town Meeting warning

IV. Assessor:

A. Consider CAI Tax Map Maintenance Contract Renewal \$2200

- Up over last year's rate of \$1850
- Plus \$20 per building for any drawings (never had to use thus far, as Linda uploads from the CAMA program to the mapping site)
- Straight forward maintenance contract
- Townwide budget item not just under Assessor

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to sign the CAI tax map maintenance contract for \$2200 plus \$20.00 per building for any drawings, effective April 1, 2024 to March 31, 2025

V. Economic Development:

A. Bi-Town Signage Program Update (Tim Dolan)

- Purpose is to create a clearly defined set of standards for any new signage

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- Town of Dover municipal sign plan – a set of guidelines that anyone can use to remain consistent throughout the two towns – a more cohesive brand to our tourist destination - municipal signage, not private businesses
- Current Inconsistencies – nothing “wrong” with any individual signs
 - Differing fonts – some are similar but still lack uniformity
 - Differing colors in backgrounds & texts (Town of Dover, Dover Vermont, or just Dover)
- Dover Town Offices and West Dover Fire are in the most need of replacement
 - Econ Dev has some funds put aside for new Town Office sign
 - Fire Station has considered a new sign
 - Horace Hill signage going forward
- Simple proposal
- Font Guidelines
 - 2 fonts to be utilized across all signs
 - “Bitter” font – Dover should always be in this slab serif font, as well as anything considered a headline
 - MS Sans Serif font – to be used for any secondary text to complement the slab serif of “Bitter”
 - Consistent with Chamber’s signage; similar recommendation being given to Wilmington
 - Font will create an easy way to have a thread between the two towns; each town will maintain its uniqueness
 - For signage purposes, the town should always be referred to as Dover, Vermont never Town of Dover or just Dover
 - D and V will be capitalized and the rest lowercase
- Font Colors
 - Logo for Dover has been in place for about 10 years using these colors
 - Three colors should serve as the primary colors for all signage
 - Green, Black and White
 - Potentially use black for all headline words
- Sign shape? Sign size? Sign ordinance comes into play
- Town employee email signatures utilizing the same font and logo
- Working together as two towns
 - Pole banners are being used by both towns
 - 3-to-5-year life allows for more flexibility to develop and grow the marketing efforts and the relationship between the towns
- Are there more pieces? More input?
 - Fire Station sign – incorporate events in Town
 - Consider digital lighted sign – to alert people to things going on in Town
 - Internally lit signs would be helpful to our tourist town and locals
 - Would we need to amend the sign ordinance in order to have a lit sign?
 - Not preferable in an internal lit sign
 - Not a big white blaring blob
 - RGB, CMYK, and color notations
 - Eyesight is not so good, believe we should have larger signs
- Font and Color are the two guidelines and design elements
- Standards would be used going forward for continuity as signs are replaced or new signs are created

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B. Q2 Update (Eric Durocher)

- Revenue:
 - A. Town received 1% payment for \$133,726.80; same payment last year was \$56,807.49 – an unusually low amount that followed the 2nd largest payment ever
- Marketing
 - Business Development
 - Funded Eat, Sleep, Shop Local for the third year
 - ARPA meeting held on Oct 24
 - Met with WRC in Nov to update Town Plan
 - Bi Town Marketing
 - Budget proposal presented and approved in November
 - DOIT and Signage
 - 9 out of 14 projects submitted for payment
 - Approve new signage for Chalet 239
- Housing
 - A. STR/LTR meeting Oct 19 that was well attended
- Trails
 - A. Handle Rd parking area completed in October
 - B. Valley Trail bridge replacement work completed in November
 - C. Recreation work at Horace Hill has ended for 2023
 - Completed a majority of the trails
 - Installed first section of boardwalk
 - Spring 2024 to complete the work along with disc golf park – middle to end of May
 - Grand opening planned upon completion

C. Review/Approve Trails Committee Charge Changes (Eric Durocher)

- No written requests for changes/comments were received

On a motion by Sarah Shippee, seconded by the Board unanimously approved the trails committee charge with changes as presented

VI. Consent Agenda:

- A. Approve the Minutes of January 2, 2024 and January 4, 2024
On a motion by seconded by Dan Baliotti, the Board unanimously approved the minutes of January 2 and January 4, 2024
- B. Approve the Warrants of January 6, 2024 for \$140,246.70
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the warrants of January 6, 2024 (Salway abstained)

VII. FYI:

- A. Thank you letter from Grace Cottage Hospital for \$3500 appropriation
- B. 2023 Equalization Study Results – Dover is at 70.83%
 - Only 3 Vermont towns that are over 100%
- C. Town Meeting Day Zoom Trainings: 1/10, 1/17, 2/7 www.vlct.org/events
- D. Planning Commission meets January 22 at 6:30pm
- E. Town Report Draft to Minute Man Press 1/22
- F. Tax Sale, February 1 at 9:30am

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- G. Pre-Town Meeting February 27 at 6pm Dover Town Hall – Zoom option available
- H. Town Meeting March 5th; Petitions for Articles due January 18; Petitions for Offices due January 29

VIII. Liaison Reports: none

IX. Executive Session as needed: none

X. Adjournment at 7:42pm 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