

**Dover Select Board
Wilmington Select Board
Joint Special Meeting Minutes
Monday July 31, 2023**

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

The meeting will take place in person at The Old School Community Center on Beaver Street in Wilmington as well as via Zoom Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81596418057?pwd=cXBpT200eGZzSU5ZVjQ4bUsvZ0ROZz09>
Meeting ID: 815 9641 8057 Passcode: 319510

Dover Select Board present: Vicki Capitani, Sarah Shippee, Scott Salway

Dover Select Board present Zoom: Joe Mahon

Wilmington Select Board present: Tom Fitzgerald, Tony Tribuno, John Gannon

Public present: Eric Durocher, Gretchen Havreluk, Charles Foster, Jane Douglas, Jennifer Densmore, Sherman Turner, Fred Diamono, Mike Eldred, Will Galway, Scott Tucker, Kathleen Santosuosso, Janice Mignanelli, Emily Mignanelli, Nicki Steel, James Walker, Tim Dolan, Matthew Moore, Lisa Moore, Michele Carlson, Brian Suhadolc, Jill Adams

Public present Zoom: Cliff Leinonen, Carlotta Gladdy, Greg, Mat Buono, Dana Sorice, David Bliss, Morgan Rothblat, Even Steiner, Carol Ferrein, Rachel Rinaldi, Renato Grella

Special Joint Meeting Called to Order at 6:32pm by Tom for Wilmington and Vicki for Dover

1. Welcome from Eric Durocher, Economic Development Director for Dover

1. Thank you to Dover and Wilmington Select Boards, STR/LTR Committee, and committee Chair Charles Foster
2. Of note in the conversation
 1. The committee worked with the interest of our local residents and AirBnB's in mind. The committee understands the importance of short term rentals to the local economy, but want to assure that proper guidelines are eventually set to ensure safe rental spaces, responsible rental activity, and the assurance of the right to peaceful enjoyment for the residents and home owners in our towns
 2. The committee was formed of members on both sides of the issue
 3. All of the recommendations made should not be major hurdles to running an AirBnB if it is already being done in a safe and responsible manner
 4. All of the recommendations being made are only recommendations and further conversation is to be had between both Select Board's separately before any ordinances, regulations, registrations, or rule changes are made

2. Presentation by Short Term Rental/Long Term Rental Sub-Committee: [Presentation follows these minutes]

3. Questions from Board Members

1. John Gannon
 1. Cost figures for STR registration companies

1. Eric explains there are different cost levels depending on which software and what level of coverage the Town's would be seeking from those companies. There are a number of different options.
2. Tom Fitzgerald
 1. If STR owners have to register, and the information would most likely go through the Zoning Office, why do we have to pay an outside company?
 1. Eric explains that the companies discussed cover the websites where the listings are posted on a daily basis and keep the burden from the town employees. They have the ability to track listings, issue registration reminders and warnings, and potentially have the ability to block the listing from being posted until it is in compliance.
 2. Tom is concerned that we would be pushing away potential owners with overarching regulation
3. Tony Tribuno wonders why the HOA's and Associations don't handle this situation by themselves. He is concerned that this could be too much to try to cover in one policy.
 1. Eric responds that a number of HOA's and Associations have reached out looking for assistance from the Town
 2. Tony still believes that they need to be addressing the situation and that anything beyond that could possibly be covered by town rules or regs.
4. Joe Mahon commends the committee. Would like to see a registry. Agrees with Tony to let associations deal with it on their own. Also would like to see someone hired in house to manage potential registration systems.

4. Questions from the public

1. Emilio Mignanelli suggests gathering the information from Tax to gather information for owners
 1. Eric explains that information is not available from the department of taxes
 2. Fred Damiano says his association has a problem with getting quorum and to agree on potential changes regarding short term rentals. Also wonders why there are no fines for short term rentals
 1. Charlie responds that there are potential fines, but that noise in the night is not feasible.
 3. Kathleen Santisuosso says her association has been trying to get rules and regulations together for their association. Thinks a registration fee seems nominal and having contact information for the owners of the properties is very important. Thinks a third party system is better suited for our town's situations
 1. Eric responds that HOA's and associations have the right to make additional rules above and beyond what is being recommended
 4. Emilio Mignanelli manages 40 properties and says all his property owners would be in support of the proposed rules
 5. John Lebron responds to Tony Tribuno that there are many more rentals now than ever before. Does not agree with putting onus on the HOA's and associations to make the rules. He doesn't believe they 'have a hammer' to address issues. Explains Wilmington Planning Commission is looking at changes to changes in residential districts in Wilmington
 6. James Walker brings up the issues regarding septic and overuse caused by this type of rental and explains it will be a major issue in the very near future in regards to feeder waters
 7. Will Galway has just completed his VT fire safety certification. He wants to ask that with any imposed rules, there is enforcement. Appreciative of the work the committee did to get to this point
5. Adjournment at 7:35 pm by Dover (Vicki) and Wilmington (Tom)



BI-TOWN HOUSING
RENTAL SUB-
COMMITTEE SHORT-
TERM & LONG-TERM
RENTALS REPORT FOR
THE DEERFIELD VALLEY
DOVER & WILMINGTON,
VERMONT

SUBCOMMITTEE CHARGE

The primary goals of the committee are to identify the impacts of Short Term (STR) & Long Term (LTR) rentals on the Dover & Wilmington communities. Then review neighboring communities' strategies to lessen the impact to the Deerfield Valley. This may be through guidelines and regulations regarding these impacts. Following this review; the Committee may propose new ordinances regarding STR & LTR for Dover & Wilmington; in which will be presented to the Bi-Town Housing Committee, to the Bi-Town Economic Development Committee, and then to the Dover & Wilmington Select Boards.

COMMITTEE MEMBERS

Committee Chair

Charlie Foster: Chamber of Commerce & lodging in Wilmington

Committee Vice Chairs

Gretchen Havreluk: Economic Development for Wilmington

Eric Durocher: Economic Development for Dover

Committee Members

Jill Adams: Owner of STR & LTR in valley

Jennifer Hovey: Realtor in Valley

Todd Gareiss: Owner of STR & LTR in valley

Linda Kersten: Owner of STR & LTR in valley

Michael Levesque: Owner of lodging in Dover

John Lebron: Wilmington Planning Commission

Shelley Lockyear: Owner of lodging in Wilmington

James Walker: Director of Chimney Hill

Rich Werner: Owner of property management Company & representing Dover Fire

GUEST PRESENTATIONS

- Tim Dolan: Bi-Town Director of Marketing
- Patrick Banks, State Fire Marshall from Division of Fire Safety
- Wilmington Chief of Police Matthew Murano

GUEST PRESENTATIONS:TIM DOLAN DIR OF MARKETING FOR BI-TOWN MARKETING

Overview of AirDNA

Current Statistics:

Dover = 468

Wilmington = 297

Average Daily Rate

Dover = \$575

Wilmington = \$502 ·

Dover tends to have higher occupancy levels in winter,Wilmington higher in the summer.

GUEST PRESENTATIONS: PATRICK BANKS FIRE MARSHAL FOR DIVISION OF FIRE SAFETY

Patrick Banks, State Fire Marshal from Division of Fire Safety presented on code requirements for short-term and long-term rental units. His presentation in full is in the appendix of final report.

Division of Fire Safety ensures all Vermont public buildings comply with the VT Fire & Building Safety Code through permitting and inspections. A public building defined by state statute includes short-term and long-term rentals.

State Statute indicates contact telephone number for the person responsible for the unit, VT Dept. of Health, and the VT Dept. of Public Safety Division contact numbers must be posted in each unit. The State also has educational material including a self-certification form pertaining to health and safety precautions that must be taken into consideration.



GUEST PRESENTATIONS: CHIEF MURANO WILMINGTON POLICE DEPARTMENT

STR's are a new front for the Police Department

The majority of issues are:

- Multiple False Alarm calls, Noise, Quality of life, Trash, parking, etc, Damage to properties

Current tools used to contact property owners are grand list, Chimney Hill list, and the current alarm registration program. The program has many repeat offenders that notices are sent to. The large issue is not finding the property owner's contact information as the grand list does not have phone numbers, just addresses.

ADVANTAGES & DISADVANTAGES OF LTR

Top 3 LTR Pros

1. Provides workforce housing
2. Economic Impact
3. Supports Local Community

Top 3 LTR Cons

1. Tenant Abuse
2. Rents are higher than people can afford
3. Not enough LTR

ADVANTAGES & DISADVANTAGES OF STR

Top 3 STR Pros

- 1. Economic Impact**
- 2. Real Estate Sales & property taxes collection**
- 3. Tourism \$**
State Rules in place
Visitor Capacity
Provides Jobs

Top 3 STR Cons

- 1. Changes character of residential neighborhood**
Safety for renters
Difficult to regulate & enforce
- 2. Takes LTR off market**
Complaints of noise, parking, party houses
- 3. Unregulated**
Removes workforce housing

COMMITTEE RESEARCH

- Current Long-Term Rental Inventory

Dover- **50 Units**

- This is an estimate as listers cards were not accessible at this time. Estimated by known identified long-term rental housing in Dover.

Wilmington- **113 Units**

- 33 Properties researched through Property Cards. Two of the properties had units omitted on the property card. **105 Bedrooms** were counted with twelve of the property cards not listing the number of bedrooms.

RESEARCH CONTINUED

SHORT-TERM RENTAL STATS	DOVER			WILMINGTON		
	June 2023	June 2022	June 2020	June 2023	June 2022	
# OF UNITS	540	526	381	353	326	264
Avg Daily Rate	\$426	\$467		\$375	\$363	
Occupancy Rate	47%	47%		52%	52%	
Median Monthly Revenue	\$4,548	\$4,550		\$4,244	\$4,050	

The majority of units in both towns are over 3+ bedrooms.
Above data provided by AIRDNA Marketminder.

COMPARABLE TOWNS/CITIES

- Spreadsheet attached that reviews STR for the following towns
 - Nantucket, MA
STR Program developed but not approved at town meeting yet
 - Stowe, VT
No additional system in place, following VT Fire Code
 - Lake Placid, NY
STR Program in place
 - Telluride, CO
STR Program in place
 - Killington, VT
STR Program & registry in place
 - Lake George, NY
STR Program in place

RESEARCH: EXISTING ORDINANCES

Dover has no existing ordinances for Short-Term Rentals

Wilmington considers Short-Term Rentals Lodging

Other considerations are noise, signage, and wastewater permits and allocations

Wilmington LODGING	Conservation District	Village District	Residential & Resort District's	Resort-Commercial /Residential & Commercial /Residential District
2 Guest Bed Rooms	Not Allowed	Allowed w/out permit W/On-site Operator	Allowed w/out permit W/On-site Operator	Allowed w/out permit W/On-site Operator
More Than 2 Bedrooms	Not Allowed	Conditional Use DRB Permit Needed	Not Allowed	Conditional Use DRB Permit Needed
Parking	Not Allowed	1 ½ Parking Spaces required for every bedroom	1 ½ Parking Spaces required for every bedroom	1 ½ Parking Spaces required for every bedroom

REGISTRATION SOFTWARE COMPARISON

- Companies Reviewed

- Granicus
- Accela
- Avenu (Harmari)

- Platform

- Granicus and Accela more third party managed; Granicus even more so
- Granicus also provides ordinance drafting and implementation assistance
- Avenu provides a software solution for management, more in-house management style

- Overview

- After presentations, committee members feel that a deeper dive is warranted into Granicus and Accela
- Overall thought is to avoid putting more work on current or required new staff
- Choice should be based on towns needs, overall expenses, services provided, previous tourism area experience, and situational fit

LONG TERM RENTAL RECOMMENDATIONS

Incentivize

- Tax deferment for Landlords
- Reduced water & wastewater for Landlords
- Reduce barriers- sewer allocation fee and reduce requirements
- Develop Program for owner occupied homeowners to develop accessory dwelling units
- Develop an incentive program to change current STR's to LTR's.

LONG TERM RENTAL RECOMMENDATIONS

Create

- Dover & Wilmington landlord group or association for education and training for landlords to include:
- Education about existing Long-Term Rental regulations for landlords & tenants
- Local book similar to “renting Vermont”
- Education about vetting tenants
- safety certification checklist/ inspection
- Database of LTR in region with No fee to register
- Tenant Education
- Dover needs to work on zoning regulations for LTR’s
- Education about future of community development
- Creative rental solutions to address affordability

LONG TERM RENTAL RECOMMENDATIONS

- **Promote:**
 - Use of Tax Bill & other utility bills for inserts to disseminate housing information
 - Promote Deerfield Valley Housing website <https://www.deerfieldvalleyhousing.com/>
 - Businesses have created employee housing in past- offer again
 - Renting rooms & common space (Shared Housing)

SHORT TERM RENTAL RECOMMENDATIONS

The following is a list of the recommendations approved to be put forward to the Selectboards by the rental sub-committee. This represents pieces of any potential regulations or ordinances to be considered by the towns regarding short term rentals as proposed by the committee.

Recommendation 1: To make recommendations on rules and regulations to the towns regarding short term rentals

Recommendation 2: The towns should consider exploring options of implementing a registration system for short term rentals

Recommendation 3: All short term rentals shall complete the required fire compliance checklist from the State of Vermont Fire Safety Department and file with the town in which the rental resides



SHORT TERM RENTAL RECOMMENDATIONS

Recommendation 4: An emergency contact list shall be posted in the entrance or in a prominent location inside each STR location with emergency contacts for the property and local emergency services

Recommendation 5: A point of contact for all short term rentals must be on file with the towns for each property being used as a short term rental

Recommendation 6: A point of contact or authorized representative must be able to respond to issues on the rental property within one (1) hour, 24/7 while the rental is in use

Recommendation 7: Bear proof trash and recycling storage is required by any property being used as a short term rental



Questions?
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