

**Town of Dover Trails & Recreation Committee**  
**Meeting Minutes**  
**via Zoom & in person**  
**Tuesday, January 11, 2022**

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Members present: None

Members present via Zoom: Mike Purcell, Tom Oakley, Kristin Mumford, Patricia Sweeney, Sarah Shippee, Alison Ferris

Also present: Eric Durocher, Scott Noren

Also present via Zoom: Shannon Wheeler, Jim McDevitt, Paul Fisher, Chris Mays, Julia LaGrange, Andy McLean

**A recording of this meeting can be found here:** <https://youtu.be/PN49f5h3bnI>

**Moderator Eric Durocher called meeting to order at 6:32 PM.**

**I. Public comments:**

- a. Tom Oakley: SoVTA offering Winter Sports option for Dover School in addition to Mount Snow program. Snowshoeing and other outdoor education will be offered on Town trails. Looking to add backcountry, cross country component and maybe summer options in the future.
- b. Eric: Received verbal resignation from committee from Paul Fisher. Reminder for DVSJ to send recommendation for Eric to put in front of Selectboard to appoint new member.

**II. Additions or changes to the agenda:**

- a. WRC Trail Counter update added after minutes approval

**III. Approve minutes from November 15<sup>th</sup> meeting:**

- a. Motion by Mike, seconded by Alison – motion passes unanimously.

**IV. Windham Regional Commission conversation:**

- a. Eric: Spoke to Jeff Nugent today and WRC will be installing a traffic counter at Dover Town Forest this week to get a snapshot of winter usage. They are thinking it will be up for around a month. Discussed Town purchasing some counters for Valley Trail, Crosstown Trail, Horace Hill and Dover Town Forest to compare year over year and with future expansion planned. This would be around \$550-\$600 per counter. Eric will prepare a proposal for this group next meeting about them. These are recording people at main entrance, not cars.
- b. Mike Garber: VAST is giving DVSJ counters and will be placed Thursday before season starts. One on our N/S Route at biggest intersection. We'll donate that information to you.

**V. Stump Jumpers/VAST Trail Closure Update:**

- a. Paul: Trail that passes dam at Somerset – our access to go points N and W will be closed likely all season. Great River Hydro has hired logging company to do work and they need to do it when the ground is frozen. So access North to machines from Dover will not be possible this season. This is technically a Woodford SnoBusters trail, right where DVSJ ends.
- b. Mike: there may be 2 small reroutes but the bigger issue is Wilmington and Dover snowmobilers will be within these smaller trails and area this season. We're putting word out to respect trails and speed limits but they are essentially stuck in a small territory. Great River Hydro feels this work will be completed in just this season and not affect another.
- c. Kristin: Does that affect cross country skiing or showshoeing? *Paul: this is trail C100. Crosses 100 near Triple Tree and it will be closed about a mile west of car Route 100. VAST felt strongly it close there. Sled traffic is definitely prohibited past Triple Tree intersection. Not within our purvey to speak for foot traffic.*

**VI. Ice Rink Update:**

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- a. Eric: we are officially tabling our ice rink conversation for now. Farm Road Estate has opened a rink this year with \$5 rentals and \$5 ice time. Will work with them on how they're accomplishing maintenance for our use in future.

**VII. Ridge Trail Update:**

- a. Eric, Andy, Tim Shannon and Tom met with USFS on processes moving forward on Ridge Trail. Sole contact for this project will be Tom and he'll work with Eric/Town as needed by USFS.

**VIII. Trails Process Document Input Session:**

- a. These documents are not finalized, looking for input from this group and organizations to update to use for future recommendations to Selectboard. Reason for these documents is as the Weston and Sampson plan was completed it was very clear to the Economic Development department and Selectboard that there needed to be a process in place in terms of advancing projects to ensure they align with the Trails and Recreation master plan. Goal of this isn't to drag projects out. If used correctly; your project could be approved within a month.
- b. Eric went over the New Project process document, questionnaire, work plan and budget: Grammar/spelling suggestions should be emailed to Eric.
  - i. Clarification on how we define a new proposal.
  - ii. Lack of clarity on landowner agreements that SoVTA and DVSJ have issues with.
  - iii. Clearer definitions needed on differences in Town owned property and project vs private property that is a town funded project vs private property and private funding.
  - iv. Sarah will work with Eric to help clarify language.
- c. Will look at ongoing projects document next month.

**IX. Timeline for Proposed Projects: (**

- a. Horace Hill – Reached out to Steve at SoVTA on status of PRS (project review sheet) submitted back with VOREC Grant letter of interest. He said there seemed to be a backlog at the State. Then reached out to Rick Oberkirch at Act250 who wasn't sure he had ever seen it so Eric resent. With a completed PRS from Rick and Act250, hoping to get planning and design phase coming in Spring.
- b. Town Forest – there was a situation where the project got started before final approval was given. Miscommunication in house on that and a public letter sent to Selectboard. Waiting for final PRS on this and hope to move forward and complete in Spring.
- c. Ridge Trail – Eric, Andy, Tim and Tom met with USFS. Next step is waiting on some people from State. SoVTA has reached out to CTA/VMBA to help put pressure on State to move forward. Clarification on what is the Ridge Trail vs the Ridge Project.
- d. Valley Trail A- - Eric in process with Travis (road commissioner), to paint out the bridge on Kersten's property and work on that easement. One Bogle Rd. starting over as property was sold. Fuss & O'Neill helping with that and working with designers who are ready but need easements first.

**X. Motion to adjourn by Sarah at 7:48 PM, seconded by Mike**

Next meeting: February 8<sup>th</sup>.

Respectfully submitted,

Shannon Wheeler  
Economic Development, Town of Dover



# Dover, Vermont

home of mount snow 🗄️ ☀️ 🍁 ❄️

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## Dover Trails and Recreation - Process for New/Proposed Projects (DRAFT)



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and Recommendation**

**Section 8: Select Board Review and Approval**

**Section 9: Next Steps**



### **Section 1: Overview:**

As part of the Town of Dover Economic Development initiatives, the Economic Development Department is tasked with reviewing, implementing, seeking/receiving approval, and maintaining new, expanded, and proposed trails and recreation venues and opportunities within the Town of Dover.

With the completion of the 'Dover Trails and Recreation Master Plan' completed in August of 2020 by Weston & Sampson, it was decided that new processes should be developed to control future implementation of recreation opportunities to ensure that all future projects align with our visions, goals, and standards of trails and outdoor recreation. The report provides us with a roadmap for optimal growth to benefit our residents and visitors, as well as provide benefits our local economy.

As a result, in conjunction with the Economic Development Department, the Dover Trails and Recreation Committee, and the Dover Select Board, it is required that any and all new/proposed projects will be subject to review, recommendation and approval process **PRIOR** to any construction or project implementation.

The following document, in addition to the required new/proposed project questionnaire, outlines the established process to be used when pursuing approval for new/proposed trails and recreation projects in the Town of Dover.

While we understand this process may require more planning and foresight than was previously required, we believe that it is imperative to the growth and success of our recreational opportunities moving forward.

### **Section 2: New/Potential Project Rules**

- It is required that any and all new/proposed projects will be subject to review, recommendation and approval process **PRIOR** to any construction or project implementation
- No group, organization or individual who is not a Town of Dover employee shall represent themselves as a representative of the Town of Dover
- No contact shall be made with private landowners except by Town of Dover Employees regarding potential use of properties for recreational use unless specifically instructed in writing by the Economic Development Department
- No site visits of potential privately owned recreation areas are to occur without prior Town employee contact of the landowner and written permission of the Economic Development Department
- Any non-compliance of these requests could result in the forfeiture of future project implementation by the group, organization or individual

### **Section 3: Project Classification**

It must be determined if the proposed project(s) qualifies as a new/expanded project or implementation of a previously planned/approved project.

If your project falls under the 'New/Proposed Project' list, please continue with the accompanying required questionnaire and sections of this document.

If your project falls under 'Ongoing Projects', please refer to the document outlining 'Dover Trails and Recreation - Process for Approved/Ongoing Projects'.

For any questions or assistance on the classification of your proposed project, please contact Eric in the Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com) or via phone at (802) 464-5100 x. 4 prior to the completion of the accompanying required questionnaire.

**New/Proposed Project**

- Any and All Projects or Venues Not Previously Approved
- Expansion to Previously Approved Projects or Venues
- Major Alterations to Plans of Previously Approved Projects or Venues

**Ongoing Project:**

- Any and All Projects Previously Approved for Construction/Implementation
- Maintenance to Existing Trails/Venues
- Outset to New Phases of Previously Approved Projects

**Section 4: Required Project Questionnaire**

In order to move your new/proposed project to the 'Economic Development Department Review' stage of the process, it is required that you fill out the 'New/Proposed Project Questionnaire'.

The completion of this questionnaire will help the Economic Development Department to assist you in the initial review and planning for your full project proposal to be presented to the Trails and Recreation Committee and eventual recommendation to the Select Board. It will provide a general overview of your plan.

Once the questionnaire has been completed, it should be submitted to Eric in the Economic Development Department. You can submit via email at [econdev@doververmont.com](mailto:econdev@doververmont.com), in-person during office hours, or via mail: P.O. Box 428, West Dover, VT 05356. Any and all questions during this process can be directed to Eric as well.

**Section 5: Economic Development Review**

During this process, the Economic Development Department will review your submission and contact you with any questions, comments, concerns, or changes that may be required.

At this time, the Economic Development Department will also help you to confirm whether any local or State permits or reviews might be required for your project. It will also confirm if the project includes the use of any privately owned land or property and

allow Economic Development employees to contact the landowners for notification and seek potential permission for use of the properties.

***\*\*Please note: Any and all contact with private landowners regarding recreational use of their property will only be conducted by employees of the Town of Dover unless other specific permission has been granted in writing by the Economic Development Department.\*\****

Upon completion of the Economic Development review, assistance will be provided as necessary moving into the next step of creating a 'Full Project Proposal'.

### **Section 5: Full Project Proposal**

After Economic Development review, a 'Full Project Proposal' shall be created and submitted. The full project proposal will include a specific work plan your project/venue as well as a detailed budget for completion.

Work plans will include information about who will be completing construction, equipment used, materials, etc. Full instructions for the detailed work plan can be found on the 'Work Plan Submission Form'.

The full budget shall be completed to show any and all costs associated with the project, as well as funding sources for the project including any money sought from the Town of Dover, grant money, and donations. It will also outline any match provided in the form of volunteer labor which will be considered a 'match' to any Town funding of the project.

Once your full proposal has been completed, it shall be submitted to the Economic Development Department. You can submit via email at [econdev@doververmont.com](mailto:econdev@doververmont.com), in-person during office hours, or via mail: P.O. Box 428, West Dover, VT 05356

For any and all questions on the full proposal phase of the process, please contact Eric in the Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com) or via phone at (802) 464-5100 x.4

### **Section 6: Dover Trails and Recreation Committee Review and Recommendation**

Once your full project proposal has been submitted, it will be reviewed and discussed by the Dover Trails and Recreation Committee. The potential new project will be discussed at one of the regular public meetings so that any and all questions can be asked. This will provide a chance to confirm that the project aligns with the visions, goals, and standards of trails and outdoor recreation as outlined in the Trails and Recreation Master Plan.

Upon completion of the review, the Committee shall take a vote recommendation of your project.

*There are two potential outcomes of the vote:*

- If passed through Committee vote, the Committee shall make the recommendation through the Economic Development Department to the Select Board that your project be implemented.
- If not passed through committee vote, the Committee shall
  - A. provide you information to better align the project for future review and implementation recommendation  
or
  - B. Determine that the project does not align with the overall vision, goals, and standards for projects/venues in the Town of Dover.

Decisions on recommendation during this process will be final and any and all questions or concerns with the outcome can be addressed with the Economic Development Department at a later date.

### **Section 7: Select Board Review and Approval**

If your project is recommended for implementation by the Trails and Recreation Committee, the Economic Development Department will provide the Dover Select Board with the confirmed recommendation as well as your full project proposal for review.

The Dover Select Board will have the final say on the potential approval and implementation of your project to be voted on at a regular public meeting.

- If your project and any potential Town funding are approved by the Select Board, your project will be ready for implementation per the timeline provided in your full project proposal.
- If your project and any potential Town funding are NOT approved by the Select Board, your project will not be implemented

*\*\*Any and all approval or denial decisions of the Dover Select Board regarding the implementation of your project will considered final.\*\**

### **Section 8: Next Steps**

Once your project and any potential funding has been approved, you will need to reference the document outlining the processes for 'Dover Trails and Recreation Process for Ongoing Projects'.

The Economic Development Department will be available to assist with any questions or logistics you have to implement you project.



**Dover Economic Development Department**

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[econdev@doververmont.com](mailto:econdev@doververmont.com) and [econdev2@doververmont.com](mailto:econdev2@doververmont.com)

<b>Dover Trails and Recreation New/Proposed Project Budget Form - Required for the full project proposal</b>		
(Please Note: Additional lines can be added to each section of the budget when needed. Be sure to update formulas in the 'Sub-Total' cells with added lines to ensure that overall project costs and funding sources are reflected in the budget)		
<b>A. Environmental Permitting and Engineering Costs</b>		
1		
2		
	Sub-Total:	\$ -
<b>B. Project Design &amp; Engineering Plans and Specifications</b>		
1		
2		
	Sub-Total:	\$ -
<b>C. Construction Costs for On-Site Labor</b>		
List types of labor and their associated costs; i.e., work crews, professional contractors, project manager:		
1		
2		
3		
	Sub-Total:	\$ -
<b>D. Cost of Materials/Supplies</b>		
1		
2		
3		
	Sub-Total:	\$ -
<b>E. Cost of Tool Purchases</b>		
1		
2		
3		
	Sub-Total:	\$ -
<b>F. Cost of Equipment Rental</b>		
1		
2		
3		
	Sub-Total:	\$ -
<b>G. Cost of Educational Materials - Generation of Public Information (Signage, Kiosks, Education Areas, etc).</b>		
1		
2		
	Sub-Total:	\$ -
<b>H. Other Eligible Project Costs Not Listed Above</b>		
1		
2		
	Sub-Total:	\$ -
<b>Total Direct Costs (BUDGET) - Sections A-H</b>		<b>\$ -</b>
<b>Total Grant Request</b>		<b>\$ -</b>
<b>Sponsor Match Summary</b>		
List any match committed to this project. Specify where match is coming from. In the Value column, enter the dollar amount for cash donations. Enter dollar value of non-cash donations. Federal, state, or local match listed must be supported with a letter of commitment by the entity providing match, sent with the full project proposal when submitted.		
<b>Source of Sponsor's Match</b>		<b>Value</b>
<b>A. Town of Dover Funding</b>		
1		
2		
<b>B. State Funds</b>		
1		
2		
<b>Other Funds (i.e. State or Federal Grants)</b>		
1		
2		
<b>D. Private Funds (Non-profit applicant's direct match. This includes all non-federal, non-state, non-governmental cash contributions available to use for match)</b>		
<b>E. Non-cash Donations of Materials: List any materials needed for the project that will be donated and their associated value, and the source of the donation.</b>		

F. Donations of Labor (volunteers or In-Kind) for the project. Itemize and list by # of laborers, value of hourly wage rate and number of hours being committed to the project. Multiply anticipated # of laborers by number of hours and then by the wage rates associated to show estimated values of donated labor.		
1		
2		
3		
<b>Total Sponsor Match</b>	\$	-

**Dover Trails and Recreation New/Proposed Project Work Plan Guidelines:** A work plan is a set of deliverables that should provide enough of a description to understand what work will be done where. It should be clear/concise. DO NOT GENERALIZE. Your work plan will be used in the review, recommendation and potential approval process for your new/proposed project or venue.

**Include:**

- What you plan to accomplish.
- Explain how the project aligns with the vision, goals, and standards outlined in the Dover Trails and Recreation Master Plan ([https://358def40-55d3-4c86-abdf-6057c600dbac.filesusr.com/ugd/5b951e\\_33727bf6f11a4822bae1959e8238824e.pdf](https://358def40-55d3-4c86-abdf-6057c600dbac.filesusr.com/ugd/5b951e_33727bf6f11a4822bae1959e8238824e.pdf))
- Explain the funding source(s) for the project.
- A timeline from start to completion of your project with estimated start date.
- Outline any required permits or landowner permissions that are required for the project.
- The location where work will be performed (specific address/where in town).
- Give name of the area to be worked on and the project components to describe what will be done (can be bulleted).
- If work is to be done on more than one area, list each area with its associated project components.
- What equipment or tools will be used.
- Materials to be used.
- Who you plan on doing work (e.g., contractors, volunteers, youth corps).
- Tell what new structures, signs, kiosks, bridges, etc. will be built or installed (how many and what kind of structures (e.g., footbridges, culverts).
- Design specifications and/or dimensions (e.g., length, width, clearance height).
- If you will be building a new trailhead parking area, with its length and width tell how many passenger vehicles it will accommodate.
- Information on required maintenance: schedule
- Any other pertinent information pertaining to the project/venue.

# Dover Trails and Recreation - New/Proposed Project Questionnaire

In order to move your new/proposed project to the 'Economic Development Department Review' stage of the approval process, it is required that you fill out this questionnaire.

The completion of this questionnaire will help the Economic Development Department to assist you in the initial review and planning for your full project proposal to be presented to the Trails and Recreation Committee and eventual recommendation to the Select Board. It will provide a general overview of your plan.

For any questions or concerns regarding the questionnaire, please contact Eric in the Dover Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com) or via phone at (802) 464-5100 x.4

1. Who is proposing the project? (Organization, Group or Name)

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2. Please provide proposal contact information for the proposed project (Name, email and phone number)

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3. What type of project is this?

*Mark only one oval.*

- New Project
- Expansion of Previously Approved Project
- Major Alteration to a Previously Approved Project
- Other: \_\_\_\_\_

4. Have you previously completed or helped to complete a Trails and Recreation project within the Town of Dover?

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

5. Provide the location of your proposed project

\_\_\_\_\_

6. Provide a brief description of your project

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7. Do you feel that the proposed project aligns with the vision, goals, and standards of the Dover Trails and Recreation Master Plan? See the plan here: [https://358def40-55d3-4c86-abdf-6057c600dbac.filesusr.com/ugd/5b951e\\_33727bf6f11a4822bae1959e8238824e.pdf](https://358def40-55d3-4c86-abdf-6057c600dbac.filesusr.com/ugd/5b951e_33727bf6f11a4822bae1959e8238824e.pdf)) If so, please explain.

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8. What Are the Funding Sources of Your Proposed Project? (i.e Town Funding, Grants, Donation, etc.)

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9. Do you have an estimated total cost for your project? If so, what is the cost?

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10. Are there any privately owned properties involved with the implementation of the of the project proposal?

*Mark only one oval.*

Yes

No

I'm Not Sure

11. Briefly explain the proposed start date and estimated timeline for your project

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12. Is there more than one phase of the proposed project?

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

13. In your opinion, does the project have the potential to benefit multiple demographics of users? If so, please explain.

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14. Will your project require ongoing maintenance? If so, who will be tasked with maintaining it?

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# Dover, Vermont

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## Dover Trails and Recreation - Ongoing Projects (DRAFT)



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**Stage 4: Starting Your Project**

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**Section 6: Project Updates**

**Section 7: Notification of Project or Phase Completion**

**Section 8: Project Maintenance**



## **Section 1: Overview:**

Congratulations on your approved new Trails and Recreation project in Dover!

Now that the implementation of your project proposal has been approved, it is important to follow the guidelines provided to ensure that all aspects of your project match those of the original proposal.

**\*\*Please Note: Failure to adhere to these guidelines could result in forfeiture of project and funding pending review of the Economic Development Department, Dover Trails and Recreation Committee, and the Dover Select Board.\*\***

For any questions on these guidelines or general project process questions, please contact Eric in the Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com) or (802) 464-5100 x. 4

## **Section 2: Project Rules**

- It is required that any and all new/proposed projects will be subject to review, recommendation and approval process **PRIOR** to any construction or project implementation
- No group, organization or individual who is not a Town of Dover employee shall represent themselves as a representative of the Town of Dover
- No contact shall be made with private landowners except by Town of Dover Employees regarding potential use of properties for recreational use unless specifically instructed in writing by the Economic Development Department
- No site visits of potential privately owned recreation areas are to occur without prior Town employee contact of the landowner and written permission of the Economic Development Department
- Any non-compliance of these requests could result in the forfeiture of future project implementation by the group, organization or individual
- Any non-compliance of these guidelines could result in the potential return of some or all Town of Dover funds allocated for the project
- No approved project shall begin without written notification and confirmed acceptance by the Economic Development Department.

## **Section 3: Permits, Reviews, and Landowner Permissions**

For any approved project within the Town of Dover, it is required that any and all local and State permits, reviews, and landowner permissions for the project have been obtained.

Any project requiring any of the aforementioned will not be permitted to begin until all of the requirements have been met.

For assistance with these processes, please contact the Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com) or (802) 464-5100 x. 4

#### **Section 4: Starting Your Project**

Upon starting your project, notification to the Economic Development Department must be provided in writing. Projects shall not begin until written confirmation has been received from the Economic Development Department.

Any and all changes to start date of the project must be provided and receive written approval from the Economic Development Department before the project can begin.

#### **Section 5: Changes and Alterations to Approved Projects**

Any deviation to aspects of previously approved projects must be submitted in writing to the Economic Development Department and could result in additional review from the Economic Development Department, the Dover Trails and Recreation Committee, and the Dover Select Board.

Any and all changes to the original proposal should be presented **PRIOR** to additional construction of the project. Upon review, a decision will be presented on whether or not additional review from any of the departments, committees, or boards is required.

**\*\*Please Note: Any major deviations could result in the forfeiture of the project or future projects implementation by the group, organization or individual. Any major deviations could also result in the potential return of some or all Town of Dover funds allocated for the project\*\***

#### **Section 6: Project Updates**

It is requested that project implementation updates are provided at regular intervals throughout the project. A schedule of required updates can be established with the Economic Development Department based on the timeline and duration of your projects.

Project updates shall be provided in writing to the Economic Development Department in writing at the agreed upon intervals. Photo documentation of the project is also encouraged.

Any updates can be sent in writing to Eric in the Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com)

#### **Section 7: Notification of Project or Phase Completion**

It is also requested that notification in writing be provided at the completion of the project or phase completion. In addition, notification of beginning new phases is also requested.

Updates shall be provided in writing to the Economic Development Department in writing at the agreed upon intervals. Photo documentation of the completed project or phase is also encouraged.

Any updates can be sent in writing to Eric in the Economic Development Department at [econdev@doververmont.com](mailto:econdev@doververmont.com)

**Section 8: Select Board Review and Approval**

Upon completion of your project, it is important to adhere to the outlined plan or proposal for ongoing maintenance.

If maintenance of the project is to be completed by a party not associated with the Town of Dover, written notification of the maintenance is required.

If maintenance of the completed project was approved to the responsibility of the Town of Dover, a written schedule of required maintenance shall be provided in writing to the Economic Development Department and responsible department.



**Dover Economic Development Department**

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