

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

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

Zoom sign in details below:

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 in person: Victoria Capitani, Sarah Shippee, Dan Baliotti arrived at 6:32pm, Scott Salway arrived at 6:33pm, Joe Mahon arrived at 6:35pm

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Randy Johnson, Travis Briggs, Eric Durocher, Mike Eldred, Bethaney LaClair, Mike Arbogast, Tom Oakley, Bob Holland, Andy McLean, Marco Tallini, Brian Suhadolc

Public present via zoom: Jim McDevitt, Michelle Pinkham, Shannon Wheeler, Kevin Stine, Edie Mas

Regular Meeting Called to Order by Chair Capitani at 6:32pm once a quorum was present

I. Public Comments: Hearing none, the Board moved on to unfinished business

II. Unfinished Business:

A. Update on PFAS/Well Project from Stephen Diglio at KAS—defer to June 20th meeting when an ANR representative will also be present to answer questions/concerns

B. Update on Snow Lake Dam Project

- Email rec'd from Alyssa at Windham Regional Commission on May 23
- Snow Lake project is progressing, recent meeting between Engineers SLR & VHB, WRC & Mt Snow
- Timeline schedule was attached – SLR to complete the Town's portion of the work in Nov/Dec 23 and then Mt Snow will take it from there
- Fieldwork took place on June 2 to verify bankfull width – no details from that yet
- 2nd fieldwork date to TBD
- Borings are done
- SLR will reach out to Travis about structure for South Access Rd
- SLR plans to share designs in a public meeting
- WRC will facilitate the meeting

III. Police: Randy Johnson

A. Consider Charging for Blueberry Parade Coverage

- Quote is based on the current rate of \$70/hour per supervisors and \$55/hour for officers for a minimum of 4 hours
- Would need to raise the rates if the Police raise increase goes through as of July 1 which would result in \$80/hour per supervisors and \$65/hour for officers
- In the past we used help from "CERT" a County volunteer agency that helped out with events. As of 2019 they no longer exist.
 - The Chamber would have to pay for that added help cost if needed
- The Chamber is also responsible for paying the \$30 to have new stickers made that updates the date and time of the parade to the sandwich boards that are put out prior to the parade to notify travelers.
- Would not have a significant impact on the overtime budget
- Never charged in the past for this event; always our part to help out with a non-profit community event
- Parade update on participants from Bethaney LaClair:

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

- Fire trucks & rescue
 - Floats by local businesses
 - Musicians, clowns, circus performers leading into street fair activities
 - Budget cushion built in to cover these costs
 - Chamber can absorb the cost if needed
- Inclined to absorb it this year and plan for it for future
 - Town will pay for the charges out of ED funds
 - This is a standard charge at 4 hours for officers to come in on their day off
- On another note, appreciated Mike Arbogast and all who attended the meet and greet on Sunday
 - Excellent questions and answers were shared

IV. Highway: Travis Briggs

A. Consider Ventrac Purchase

- Three quotes rec'd
 - Champlain Valley Equip VT
 - \$55,133.40 price
 - \$10,500.00 minus trade in
 - \$44,633.40 total
 - MTE Equipment
 - \$55,045.00 price
 - \$4500.00 minus trade in
 - \$49,685.95
 - Southside Sales
 - \$50,550.00
 - No interest in trade in
- Budgeted \$56,000 so under budget on this purchase
- Recommend going with Champlain Valley Equip for \$44,633.40
- The current machine is a 2013 and is used to maintain tough areas to mow, for spring clean-up and salt sidewalks/trail in the winter

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to purchase the Ventrac from Champlain Valley Equipment for \$44,633.40 with trade in

B. Consider Road Crew Vacancy

- Would like to hold off on hiring until Fall
- Only three interested applicants; only one with a CDL
- Can manage with present crew through the summer

C. Update on Town Hall Windows/Shed

- Windows were ordered in May
- Windows will arrive July 24
- Installation date of Aug 14-18
- National Historic Registry got in contact during the permitting process with the windows
- The shed turns out to be the former hearse house which was also listed on the historic registry

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

- Shed is in critical condition
 - Would the Historic Registry consider an after the fact reimbursement or immediate temporary repair?
 - Try to see what we can do proactively
 - Chester did their hearse house and it is now a museum
 - Would like more information from the Historic Trust
 - Consider plaques for the buildings—markers to recognize them and their place in our Town's history
 - Travis will look into it

D. Consider Chloride Truck Purchase

- Would like to use it as needed without too much burden on the town
- Would like to purchase a Chevy truck with flatbed body on which to put the chloride tank on instead of moving it back and forth between vehicles
- \$2700.00 is the cost
 - May need some brake work but otherwise should be ready to use soon

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to allow Travis to purchase the chloride truck at the purchase price of \$2700 excluding any repair work

FYI: signs on Dover Hill Rd are up, waiting on batteries for the flashing lights, spent roughly \$1000

Flashing lights will appear on Dover Hill just past the School, and then further down by Snow Rd Guard rails have been replaced, waiting on insurance company claim funds

Milling on Dover Hill Rd will take place between July 31 to Aug 2, just below Holland Rd and up to Sugarhouse Rd as well as Taft Brook corner to the Newfane town line

V. New Business:

A. Consider Library Trustee Appointments

- Two openings and two letters of interest were submitted to the Board recommending
 - Kathy Saccoccio
 - Brendan McGrail
- A third person also expressed interest and the Library hopes to incorporate perhaps as an alternate
- Appointees will fill out the terms until the next Town Meeting election
- Concerns expressed regarding Brendan McGrail's level of participation and lack of communication while on previous committees/boards
- Ultimately, the Library will be responsible for overseeing their own Board members

On a motion by Joe Mahon, seconded by Scott Salway, the Board unanimously agreed to appoint both candidates as Library trustees

B. Review/Sign MERP Mini Grant Agreement (\$4000 Awarded)

- MERP stands for Municipal Energy Resilience Program
- Town was awarded \$4000
 - Funds can be used to facilitate community meetings/communication about energy projects, create webpage, social media, hire consultants, form committees to identify goals, educate the public on energy opportunities

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to have the Chair sign the MERP mini grant agreement

C. Ridge Project Parking Lot Discussion ****please see attached maps/timeline submitted by Andy McLean for more details and view the video recording on Town website****

Tom Oakley sent a letter to the Select Board with some concerns on the parking plan

- Wanted to put a parking lot on the upper section
- Original plan was in the Town's right of way
- Noticed the Town's easements and property—were unaware of the easements
- Did not submit plan to ANR or USFS
- Not part of Somerset RFP according to USFS
- Would like to move forward and get the Town's collective ideas on the parking lot

Eric Durocher: Merrill Mundell along with Andy & Travis surveyed the property once again

- Nothing on USFS land until that process goes through
- Parking can occur on either of the easements or on town property
- Initial spots are going in within the next couple of weeks
 - Will be well off the road using the Jacob Brown easement
 - Not on Bear's Crossing at this point
 - Just to get off the road while it is being worked on
 - Nothing on shoulder piece in the middle or USFS land
 - 4 or 5 parking spots

Tom: RFP is in USFS hands

- Scope of the plan is a great spot
- Let's continue to try to get this; great plan, serve the project going forward

Andy McLean: USFS's Casey Merritt and Tom's emails were forwarded to the board

- Would like to recap the timeline of events
- Casey's email does not reflect the process that was gone through
- Somerset IRP was all in the Town's right of way
- Meeting with Merrill and Travis and decided we needed more land
 - USFS Carol Knight's emails in 2017 (Carol Knight & Emily Lauderdale were in Casey's position at the start)
 - Parking would be partially on Bear's Crossing, USFS property, & Jacob Brown's land
 - Carol got the go ahead from David Francombe to include in Somerset project for 10-15 parking spaces
 - Pretty clear that they understood
 - Survey was requested to be paid by the Town and it was provided to USFS
 - In 2019 Emily requested the survey for the Somerset IRP which is a 180-page document written by attorneys
 - Ended up as three sentences in the public handout synopsis
 - 150 x 25 feet was stated but that is the dimension of land not owned by the Town of Dover
 - Also states it is a 13-space parking lot
 - This approval doesn't make sense without the USFS portion
 - It was always part of the plan and they had full knowledge of it but it wasn't included
 - SOVTA reached out to Act 250 about permitting which wasn't needed because it was all on town land

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

- Fall 2021, Merrill Mundell was mistaken on the space needed after consulting with Travis
 - Had to go back to original plan
- Jan 2022, resubmitted new Act 250 plan which was not needed
 - Don't need to apply for anything
 - Emailed this information to SOVTA over a year ago
- Neither Casey nor SOVTA were there for this
- Town has the authority to build a parking lot on our land, Jacob Brown's, and Bear's Crossing with 10 parking spots
 - Can't build on USFS land at present
- Other similar projects in Killington & Manchester—some may require special use permits, others not
- Talk about the rest with USFS at a later date
- Really need to build the parking lot regardless of what is done with the trails
- Could this sink the whole project? Somerset IRP approval was high level
 - 20% of this town is National Forest
- Need to be able to access the 1000's of acres on the ridge
- Need to be able to use the trails and the Town has the authority to build it
- It is not the Town's fault and we don't need a permit
- Best way forward may not be a special use permit, it may be just an agreement
- Look into Killington example—special use permit or agreement??
- Before giving up what we have in any official process you need to be careful and realize this is valuable as it exists
- SOVTA wanted to apply for a "new" project through ED even though it was already our project for the last 20 years
- Why and where are all the narratives coming from?

Tom: Appreciate Andy's passion

- New ranger came in and she only saw the latest map, that's all she knew
- Can be insulting when you feel the rug being pulled out from under you after putting in all this work but don't think it's a big deal
- Have two easements—can get the third one but if it makes sense to build this first that's fine
- SOVTA has no fiduciary responsibility to the Town but does to the USFS—have other projects with them
- No finger pointing here—Forest Service says we don't have permission and we need a permit
- Moving forward, what does the Town want to do?

Joe Mahon:

- Town has invested time and money on this over the years and want to see results as a taxpayer and Select board member
- We did everything that we have been asked for on this project
- Our Search & Rescue team developed from this project
- Concern is fiduciary? Don't understand that
- Roadblocks shouldn't be there for what we are trying to get done
- Not sitting back, we are taking this seriously and want something to happen
- Andy has done all the research; Don't like the way Tommy speaks back and forth to the Board
- We don't want SOVTA involved; want to take this project back
- Have not been updated by SOVTA
- Want to build the whole thing and be done with it

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

Sarah Shippee:

- From the site visit, did not want all the spaces put in until all the “ologists” had been involved
- Recollection was to limit the number of spaces to allow access without parking on Handle Rd

Andy:

- Can put the spaces on the Jacob Brown lot and Town property
- Landscape plan is in place for that portion
- Bear’s Crossing would need approval from its Board
- Waiting on precast—Travis should see the concrete in the next week

Additional comments:

- Move forward with the 5-car parking spot
- Need a meeting with USFS, SOVTA and the SB with the public
- We’ve got to move forward
- Have to try to do this together and we all need to be on the same page
- Need to say this is what we are doing
- Tommy’s job is to interface for the SOVTA board which makes decisions and then he presents to others; just wanted to have a conversation
 - Nothing has been done until the RFP moves forward—need to hear from the State, it is in their hands

Andy: How is it that SOVTA did not see the map that was submitted in 2017 to USFS?

- Feeling of being gaslighted
- Emily Lauderdale, David Francomb approved and built this project with Andy
- Everyone who is telling me about what happened wasn’t there
- Build what you have the authority to build, do not talk to the Forest Service or SOVTA
- Last time SOVTA was here they asked you to sign a contract
 - Stated a gross exaggeration on the amount of volunteer time spent on trail work
- Told that Act 250 permit was needed at Horace Hill or be part of the Greenway and it was not true
- Something isn’t right there

Edie Mas—spent a lot of time attending these meetings over the years

- Just do it; vote to go ahead on the land you own & easements

Vicki:

- Not sure this is a good partnership with SOVTA—doesn’t feel like it
- Will move ahead and build this parking lot
- Lot of emotion and tension and desire to get something done
- Board will consider the partnership going forward
- A lot of the details were before Tom was part of the SOVTA
- SOVTA has no hard feelings if that is the case; respect your opinion

VI. Economic Development:

A. Library Story Walk

- Wish is to install a Storywalk again this summer
- Glass has been replaced by plexi glass and displays have been strengthened
- Same location along the trail by the Park, spaced out a bit more
- Will run from end of June to August

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

B. 2023-2024 DO-IT Applications for Review/Possible Approval

- 15 applications were submitted for a total of \$72,676.47 in requests
- Max of \$55,000 budgeted with additional \$12,500 for paving funds
- Recommendations have been made to the Board—believe all have merit
- If desire is to remain under budget:
 - Two projects were flagged
 - Gray Ghost for a kiddie pool that is not visible from the road
 - Paving at W&B that is beyond the general customer area
 - Another project at 4 North Street LLC owned by John Sprung and Aimee Pritcher was submitted to save the scales building
 - Saving it was not an option; sits close to power lines
 - DO-IT guidelines do not consider demolition
 - Other options may be available as it is an historic building
 - Saving or demolition? Application seems premature at best
 - Dover the Moon building is also owned by John and Aimee
 - Janet Rivers who owns Dover the Moon also owns the landscape company being used
- Lines have been blurred in this program over the years since inception
- Because it was approved before doesn't mean it will be approved in future
- Sweat equity—doesn't count
- A new business owner submitted a late application and then came to speak with Eric about extending the deadline—first time applicant
 - Discuss as a future agenda item?
 - Could potentially reopen the process with the funds not being used
- Need stronger and more clear wording in the application agreement

On a motion by Vicki Capitani, seconded by Sarah Shippee, the Board unanimously agreed to approve 11 of the 15 DO IT applications as submitted: Big Bear's Lodge, Chalet 239, Deerfield Valley Inn, Deerhill Inn, Doveberry Inn, Equipe Sports, Farm Road Estate, JT Properties, Kitzhof Inn, Snow Goose Inn, Snow Republic Brewery

C. Economic Development Dept. Update

- Horace Hill –initial design is complete along with stormwater permit
- Wetland permit—working with a company to delineate
 - Everything west is in dry condition
 - Can start on the upper part of the hill until the permits come in
- Flower barrels will be done this week
- Phil Bartlett dedication plaque is in the works
- RFP on the decking on green iron bridge—closes on the 23rd—three potential bidders—possible availability in the winter for smaller projects such as this

VII. Local Liquor Control:

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board recessed and convened as local liquor control board

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

A. Liquor License Renewals:

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, June 6, 2023**

- Outside Consumption Permit for Sugar Maple Inn

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board adjourned as local liquor control and reconvened as Dover Select board

VIII. Consent Agenda:

- Approve the Minutes of May 15 & 16, & June 1, 2023
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of May 15,16 and June 1, 2023
- Approve the Warrants of May 27, 2023 for \$185,609.61
On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the warrants of May 27 (Salway abstained)

IX. FYI:

- A. Special Meeting for Employee Reviews, June 8 at 1pm, Dover Town Hall
- B. Town Plan Joint Meeting June 12 at 6:30pm at Dover Town Hall
- C. Trails and Rec Committee June 13 at 6:30pm
- D. Open Mic Night June 14 at 6pm

X. Liaison Reports: Joe Mahon: New hire for the Assessor's office is working out well

XI. Executive Session as needed: none tonight but will schedule one for Personnel on the 20th

XII. Adjournment at 8:23pm 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