

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, December 19, 2023**

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, Joe Mahon, Scott Salway
Also present in person: Jeannette Eckert, Tabi Freedman, Mike Arbogast, Randy Johnson, Eric Durocher, Lauren Harkawik
Public present via zoom: Shannon Wheeler, Jim McDevitt, Dana Sorice

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

I. Public Comments:

Vicki read a thank you note from Michelle Mann thanking the Board, Sarah & Jeannette for the nice retirement party & gift certificate

Vicki relayed a highway update from Travis on the recent flooding event

- With the heavy rain we received on Sunday night into Monday the town made out well. We had a few plugged culverts and no major wash-outs, we have some mud spots and ruts on various roads in town that we will be tending to throughout the week this week
- Travis completed his Asphalt Pavement inspector certification. Will be looking to enroll another employee in the months to come

Vicki also read a letter from residents John & Therese Curran expressing thanks to Travis for installing the guard rail adjacent to their property – much appreciated

II. New Business: Removed from agenda

~~A. Discuss Dover Free Library's Addition of 6th Trustee~~

III. Economic Development:

A. Review FY 24/25 Economic Development Budget

Total budget is down by 5.27%

- Revenue is the same
- Payroll/Benefits
 - Asking for a 5% increase
- Administration – no changes
- Business Development – no changes
- Beautification
 - Seasonal Decorations/Tree Lighting
- Marketing
 - DASP line item
 - DO IT Rebates
 - 100% decrease in the business paving project
 - Not possible to set up all at once given the paving contractors schedule
 - Rolled back over to the DO IT program
 - Welcome Center – removed; funds coming from Bi-Town Marketing
 - New Town related signage – to complete project out front of Town Office; new pad and flagpoles & signage
- Trails and Path
 - Valley Trail A- has been removed as well as Street Lights Valley Trail map
 - Will continue to be on the lookout for grants

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, December 19, 2023**

- Trails and Rec implementation is staying at \$325,000
- Possibility of 2nd phase on Horace Hill
- Telecommunications – no changes
- Events – no changes
- Venue/Recreation
 - 28% decrease in Park Concert budget expense – did not see the attendance for winter concerts
 - Open Mic Nights have changed its name to Green Mountain Open Mic
- Housing – no changes

**Will revisit all budget items at the January 4th meeting

B. Review and Possible Approval of Horace Hill Trail Names (see attached map in color)

- Red – The Way In (entrance trail)
- Dark Green – Sap Bucket
- Orange – Earl Farm Rd (road in middle of property)
- Light Green – VAST trail
- Light Red – Cannonball Run (steepest & fastest of the trails, closest to VAST trail)
- Blue – Wide Open (intermediate trail)
- Pink – Play Nice (bi-directional multi use trail for hiking and biking)
- Purple (North) – Short
- Purple (South) – Sweet

Dana Sorice expressed appreciation of all of the trail names- cute and creative!

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to the Horace Hill trail names as listed above

IV. Zoning: Tabi Freedman

A. Request to Contract with iWorQ Software for Cloud Storage, Workflow and Portal Software for Zoning and Related Uses (\$1500 - Jan 1 to June 30 2024)

- Requesting approval for software contract deploying back up zoning files and accessibility project
- Money in the current budget for this project
- Obtained a price reduction for this first phase
- Have budgeted going forward for \$3700 annually
- St. Albans has just gone with this same software
- Will be able to grow with this software as a base

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously authorized the Chair to sign the contract with iWorQ Software for Cloud Storage, Workflow and Portal Software for Zoning and Related Uses from Jan 1 to June 30, 2024 for \$1500

V. Local Liquor Control:

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

**Dover Select Board
Meeting Minutes
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Tuesday, December 19, 2023**

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

- A. 1st & 3rd Licenses and Outside Consumption Permit for:
- Snow Republic, LLC

**Have had zero issues with the parking

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to adjourn as local liquor control and reconvene as Dover Select board

VI. Consent Agenda:

- A. Approve the Minutes of December 5 & December 15, 2023

On a motion by Sarah Shippee, seconded by Scott Salway, the Board voted 4-0-1 to approve the minutes of December 5, 2023 (Baliotti abstained)

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the minutes of December 15, 2023

- B. Approve the Warrants of December 9, 2023 for \$175,137.02

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of December 9, 2023

VII. FYI:

- A. Open Mic Night December 27 at 6pm
- B. Budget Meeting January 4 at 4pm
- C. Planning Commission meets January 8 at 6:30pm
- D. Trails & Rec Committee meets January 9 at 6:30pm
- E. Town Meeting Reports/Budgets due by January 12

VIII. Liaison Reports: none

IX. Executive Session as needed: none

X. Adjournment at 6:46pm 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