

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, April 4, 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 in person: Victoria Capitani, Sarah Shippee, Joe Mahon

Select Board via zoom: Scott Salway

Select Board member: Dan Baliotti

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Eric Durocher, Randy Johnson, Mike Arbogast, Jim McDevitt, Bob Holland, Patrick LaGrange, Rich Werner

Public present via zoom: Tabi Freedman, Travis Briggs, Bethaney LaClair, Matt Bachler, Mike Eldred, Michelle Pinkham

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

I. Public Comments: Hearing none, the Board moved on to Planning Commission

II. Planning Commission: Matt Bachler of Windham Regional Commission

A. Acceptance and Signing of Municipal Grant Award

- Town was awarded a grant from the Agency of Commerce & Community Dev to assist PC with Town plan update
 - \$25,384.00 max amount of funds for the project
 - Town Match of 10% equals \$2821.00
 - Overall cost is \$28,205.00 based on work plan budget in the application
- Town will need to use the Gear's system to accept the grant
- Once accepted, the grant agreement will be sent for the Chair to sign electronically
- Once signed, an advance payment of 40% can be submitted via the requisition form
 - 2nd requisition is 30% in Jan 2024
 - Final 30% at end of grant process
- Designate WRC as grant administrator and agent
- Town is exempt from procurement process so can choose WRC to help complete the project
- Will follow up with the Planning Commission on a contract and then report back to the Select board for confirmation
- There is a grant administration guide that explains the process
- Town can set up a separate account in its financial system
- Invoices from WRC can be submitted on a quarterly basis
 - Can pay those invoices using the 40% advance requisition
- At end of grant project, the State will verify that the Town has provided the 10% match

Comments:

- If Town doesn't end up spending the whole amount can the match come out of the final request?
 - *Match is 10% of total project cost whatever that may be*
 - *If project cost only came to \$20,000, match would be \$2000*
- The Town Plan needs to be completed by 2024 and it is possible the full amount of the grant may not be used
- Planning Commission supports and endorses the acceptance of the grant

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- Matt will send an agreement between State and Town to discuss at the PC meeting on April 10
 - Also, there is an agreement between the Town and WRC
- Once reviewed will present these agreements for SB approval on April 18

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to accept the municipal grant up to \$25,384.00 knowing the Town has a 10% match and with Windham Regional Commission as grant agent

III. Highway: Travis Briggs

A. Permission to Order New Backhoe

- In the plan to order this next budget year to have in by July
- Two quotes:
 1. Caterpillar 430 Backhoe \$185,000
 - Trade \$47,500
 - Purchase price \$137,500
 2. John Deere 410P Backhoe \$176,200
 - Trade \$48,000
 - Purchase Price \$128,200
- This machine replaces our 2014 John Deere 410K
- We budgeted \$150,000 to replace this machine for FY 23/24
- Our estimated trade cost was \$47,000
- Equivalent to one we currently have
- Recommend the John Deere model offered with a trade in of \$48,000
- Both bids are below the budgeted figure
- Feel better off to do the trade on this piece rather than sell it outright
- Delivered complete and ready to roll

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to purchase the John Deere 410P backhoe for \$176,200 with trade in of \$48,000 on the 2014 John Deere 410K for a total cost of \$128,200

B. Annual Financial Plan – Town Highways

- Signed annually to attest to what is budgeted to raise in taxes for highway maintenance in the municipality (winter and non-winter)
- Estimated at \$1,619,759.03 which is what the total highway budget is
- The numbers provided by the State plus the Town numbers equal the total highway budgeted number
- This is submitted to the State and comes into play when applying for grants
- Will try to get other Town's numbers for comparison if the State will provide

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to sign the annual financial plan for highways projected to spend \$1,619,759.03 for road maintenance for FY 2024

FYI: Storage shed located next to the Town Hall collapsed in the recent storm; have reached out to VLCT but don't believe it was listed on our building schedule so we may not be eligible for any funds; very old structure which held some equipment that has been moved to garage for now;

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plan is to replace with another structure at some point as it does get used and is in a convenient location

IV. Police: Randy Johnson

A. Discuss Section 8a. of Personnel Policy

- Should be all set now
- Robert Mola just finished his first phase at the academy
- 2nd phase will be done here in Dover and 3rd phase will be back at the academy
- He will be doing more than 20 hours per week during this training
- Benefits will still be prorated based on part time hours
- Just an FYI that for the next couple of months he will be working more than part time hours but this is has been budgeted for

V. Assessor: Linda Sherman

A. Recommendation on New Hire for Assessor Clerk Position

- Joe and Linda conducted several interviews for the position
- Recommend hiring Katie Bristol for no more than 30 hours per week at \$18.00/hour
- Suggest a 90-day review with a possible raise rather than wait for the 6-month review
- Katie lives in Townshend and works for the Town of Newfane doing data entry
- Already instrumental in the program we will be switching to for the reappraisal and already knows the program as well as VT Pie program with the State
- Also has done work for the Town of Manchester
- Has experience doing what we want in an Assessor Clerk
- Will continue to work in Newfane for 9 hours per week

On a motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to hire Katie Bristol effective by early May at \$18/hr. with a 90-day review

On an amended motion by Joe Mahon, seconded by Sarah Shippee, the Board unanimously agreed to add *subject to favorable references*

VI. New Business:

A. Response to Letter from Sugarmill Village Board of Directors

- Letter rec'd from a development of 17 single-family homes
 - Presently 8 of them use properties as short term rentals
- Don't believe we have to respond; obviously there are a lot of conversations on going on this topic
- Concerned about quality of life in the development; trash, parking, noise etc.
- Appreciate the feedback from residents
- Other towns are reviewing this issue
 - Bi-Town Committee has been meeting on this for 6 months
 - Been through the process of getting information from first responders etc.
 - Voted on recommending to both Boards in a joint meeting
- Will go to Housing Committee in May
- Possible recommendations to Select Board in early June
- Ton of work put into it
- No ordinances in Dover regarding short term rentals
- Since 2015 Wilmington has had them on the books

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- Thanks to the residents for reaching out with concerns

B. DRB Alternate Appointments (Sarah Hyde & Jack Conway)

- Letter composed by Sarah Shippee to request reappointment of current alternates Sarah Hyde and Jack Conway for one-year terms expiring March 31, 2024

On a motion by Vicki Capitani, seconded by Joe Mahon, the Board unanimously agreed to reappoint Sarah Hyde and Jack Conway as DRB alternates

VII. Unfinished Business:

A. Response to Hazard Mitigation Questions (Rich Werner)

- Request from Windham Regional Commission
- Planning Commission weighed in with some responses
- Will send out to a variety of Town departments and ask for input for the April 18th meeting
- Will then put it together and submit to WRC
- There was a pamphlet put out at Town Meeting looking for signups but not many knew it was there

FYI: Local Emergency Mgmt. Plan will be reviewed for approval at next meeting

B. Update on DVR & Rescue Inc.

- Jeannette had some feedback from two sources that spoke with Drew Hazelton of Rescue Inc. and he indicated that he did not want to compete with DVR and take away any resources from them
- Sarah Shippee attended a meeting that Drew Hazelton & Bobby Maynard were at also
- DVR is aware that Rescue Inc is not willing to poach any service from DVR
- The person who requested the inquiry to look into response times/rates has been notified
- Volunteers are always needed, trained or untrained
- Consider other options for more paid staff
- Receiving a lot of feedback from the community on this issue
- Propose that DVR attend a public community meeting for open discussion on needs
- Response time is long but we are in a rural area, but feedback on staff is that they are more than acceptable, very professional

Comments:

- Utilized East Dover rescue and they were there right away—wonderful to have that group available
 - DVR arrived soon after
- No rapid response team in West Dover
- Consider open forum with other surrounding towns as to whether we should be going toward another option, which would be expensive
- DVR is appreciated but tasked with a tough job given the staff they have
- There are no other options; Rescue Inc is not willing to take this on
- Would have to stage ambulances throughout town
- Consider having them come to a SB meeting
- Rescue Inc had a contract with Brattleboro which is larger than Dover

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- DVR serves other communities around us and they have two ambulances; when busy they use surrounding Towns for back up help and they will come
- Obviously, it would cost more money
- Consider holding a special meeting to discuss with the community; will reach out to Heidi Taylor at DVR

VIII. Economic Development: Eric Durocher

A. Town Forest Dedication Plaque Mounting

- Eric had an in person meeting with Thomas Hathaway who is providing this service for free in exchange for community service hours
- His mounting plan is similar to what was presented by Abbiati Monument
- Plaque will be recessed into the stone and PC 11 epoxy is being used
- Ready to begin the project and has more experience than others
- Risk mgmt. guidelines document rec'd from VLCT so that the Town will not be held liable if any injuries occur
- Will sign his paperwork with reasonable hours stated for his community service

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to have Tom Hathaway install the plaque at Town Forest as described in this meeting

B. Event Sponsorship Program Request - SVDVCOC Independence Day Fireworks

- ED Dept is in support of the event
- Cost has increased understandably
- Will be held in Wilmington on July 1st with a rain date of July 7
- Chamber appreciates Dover's continued support
- Request is for \$6750; Wilmington is being asked for more funds

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to expend \$6750 from 1% funds for July Independence Day fireworks show

C. Quarter 3 Economic Development Update

Revenue

The Town received \$227,004.08 in 1% tax revenue on February 10 for the period of November 13 – February 3. The same payment last year was \$189,414.21 (a 20% increase), in 2021 it was \$116,142.23 (a 95% increase), and in 2020 was \$172,694.09 (a 31% increase and the last payment unaffected by COVID).

- Any idea of why the increase?
- *Seems to be due to marketing efforts, retail shops are doing well, inns & restaurants are doing well*

Marketing

Business Development

DTAP (Dover Technical Assistance Grant) program has had two of the three projects completed for reimbursement to date.

Banners & Barrels

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Spring/Summer banners will be up before the end of the month. 2023 Barrel season initial payment has gone out.

DASP

DASP reimbursements for the quarter totaled \$9,216.55 and FYTD we have used just over our budget. With some checks carrying over from the previous FY we'd like to continue accepting submissions.

DOIT

Program updates are almost complete, will once again open for submissions May 1-31 pending Selectboard approval.

Bi-Town/Marketing Sub-Committee

Contracted with Marketing Director for another year, 2023 campaign will begin before end of April.

Concerts

Summer concert season is booked, Open Mic Nights continue.

Housing

The local STR/LTR committee has met regularly and decisions on recommendations to Selectboards will be made soon.

Trails

Horace Hill/Disc Golf design selection was made and both firms will be on property this Spring beginning work. Will continue with the Act 250 process

- Ground breaking for the disc golf?
- *Yes, would like to promote with a ribbon cutting*

D. Annual Program Review and Approval

- DTAP—same as last year; more people have expressed interest in usage
- DCSIP—same as last year as long as people understand the permitting process
- DASP—level funded compared to previous years; parameters change as needed
- DO IT—raised the amount of funding to \$5000 as max grant rebate
 - Getting a lot of feedback on the desire to have exterior electric vehicle chargers on properties in Town
 - Lack of these chargers in the Valley and is something we need
 - Allow under the DO IT program or a separate program?
- Does the State have funding for this type of program?
 - Have checked into and there is nothing available as yet
 - Should incentivize it one way or another
- Can we make it more affordable by partnering with the State? Any incentives?
 - Nothing available as of yet
- Average cost to install stations? Vary depending on type of charger
- Can it be a stand-alone project? There is a lot to consider as far as locations go
- Would be great to have them at a place of business such as Snow Mountain Market who is currently renovating

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- W&B looked into it; 4 developments looked into it including Bears Crossing, Deer Creek etc.
 - \$5000 to \$8000 depending on style
 - Takes up a lot of parking space
 - People end up parking up at Sundance all weekend and others can't get to it
 - Decided against it
 - Thought it would be a good selling point for the community
- Lot of issues and pieces to it
- Eric will look into it in more detail and report back

FYI: Update on ARPA money reporting; Hold up is that we are stuck on DEC feedback regarding the well expenses. If we can get it from DEC rather than use ARPA funds, that would be best. Will continue to reach out to contact at DEC

IX. Local Liquor Control:

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to recess as Dover Select Board and convene as local Liquor Control Board

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the renewals as listed pending receipt of any missing documents

A. Liquor License Renewals:

- 1st & 3rd class licenses & Outside consumption permits for:
 - TAC Associates d/b/a TC's
 - TTR LLC d/b/a Two Tannery
 - Sugar Maple Inn (1st & 3rd only)
- Outside consumption permits for Mt Snow: Cuzzins, Sundance Lodge, Carinthia Base Lodge, Harrimans

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to adjourn as local Liquor Control and reconvene as Dover Select Board

X. Consent Agenda:

1. Approve the Minutes of March 21, 2023
On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the minutes of March 21, 2023
2. Approve the Warrants of March 25, 2023 for \$285,350.90
On a motion by Sarah Shippee, seconded by Joe Mahon, the Board voted 3-0-1 to approve the warrants of March 25, 2023 (Salway abstained)

XI. FYI:

- A. Planning Commission April 10 and 24 at 6:30pm
- B. Trails & Rec Committee April 11 at 6:30pm
- C. DRB Hearing April 13 at 7pm
- D. Open Mic Nights, April 12 and 26 at 6pm
- E. Sadie Wheeler is competing in the rail jam tonight out at Copper Mountain. Check it out on Youtube!

XII. Liaison Reports: none

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XIII. Executive Session for Personnel (Rich Werner, WDFD)

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to move into Executive Session for Personnel at 7:51pm

Present: Vicki Capitani, Sarah Shippee, Joe Mahon, Scott Salway (zoom) and Rich Werner
The Board came out of executive session by unanimous consent at 8:03 pm

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously approved the 2 individuals brought forward by Chief Werner to be promoted to lieutenant. Names will be announced at the next Selectboard meeting.

XIV. Adjournment at 8:04pm

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