

**Town of Dover Trails & Recreation Committee
Meeting Minutes via Zoom
Tuesday, September 13, 2022**

Members present via Zoom: Mike Purcell, Patricia Sweeney, Tom Oakley, Julia LaGrange, Sarah Shippee, David Yeagle

Also present via Zoom: Eric Durocher, Shannon Wheeler, Paul Fisher, Jim McDevitt

A recording of this meeting can be found here: https://youtu.be/NFVsGy_fNFU

Moderator Eric Durocher called meeting to order at 6:31 PM.

I. Public comments:

- a. Eric: tonight's agenda general updates on ongoing things nothing large that's new.

II. Additions or changes to the agenda: *None*

III. Approve minutes from August 11th meeting:

- a. Motion by Sarah, seconded by Patricia – motion passes unanimously.

IV. Town Purchasing Policy Overview:

- a. Eric summarized the Town's Purchasing Policy [section shown below] and noted it applies to all projects with Town Funding.

V. Competitive Pricing

The following guidelines have been established to assist Department Heads in determining the extent of effort needed to obtain competitive prices:

▷ \$500.00 to \$4,999.00: At least two verbal quotes should be documented by the department head, including a description of the work to be performed, vendor, date, and amount of quote. Department heads are empowered to make a selection when utilizing verbal quotes.

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▷ \$5,000.00 to \$10,000: At least two written quotes shall be requested, documented and filed including name of vendor, date, and amount of quote. Department heads shall review the written quotes and make a recommendation to the selectboard.

▷ Over \$10,000: Solicit three written bids unless such a purchase is an emergency. Department heads shall open the bids, record their contents, seek clarification from the vendor if necessary, summarize, and make a recommendation to the board.

V. Town Forest Dedication Update:

- a. Bronze plaque in production, dedication aluminum version of it has arrived. Travis will be moving boulder in place for the plaque. Carved entrance sign also in production and hoping for completion in time so we can install both and have a dedication before Winter.
- b. Discussion on learning pavilions at the Dover Town Forest parking area that were part of the ERSA grant application submitted by the Town & SoVTA. Eric would like to see these in the future and will look at them again, believe we need Conservation Commission approval but will get info together and put on next agenda.

VI. Ridge Project Update:

- a. Eric: reached out to USFS to see where they are in decision making for parking area. Do believe we'll have some extra spaces in as work begins on the project to keep vehicles off Handle Rd.
- b. Tom: At August 9 site visit meeting SoVTA agreed to provide an update to the Dover Selectboard on September 6. Update was USFS has asked SoVTA to build an RFP and it reviewed by VMBA. SoVTA currently writing this RFP using the USFS provided template. USFS & SoVTA will review and discuss draft at an upcoming meeting. Tom as SoVTA Ridge Project Chair reached out to Joe Mahon the Dover SB liaison for this project. Minor milestones will be regularly communicated to Joe and major milestones will go to Selectboard as an agenda item. Sarah offered to be Joe's alternate if needed. Tom will include her on communications.

VII. Route 100 Recreation Area Proposal Review and Recommendations:

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- a. Trip presented Route 100 project to Selectboard 9/6 meeting. They decided to not move forward at this time on the project. There were some concerns like land ownership, what the lease looks like, staff, maintenance, loss prevention, 1% funds. Would like to make it very clear the Town and ED department is very much in favor of a project like this, just need to see a little more realistic timeline and cost and implementation phases. Admire the amount of work and dedication he did, and we hope to get some of these moving forward.
- b. Clarification that Selectboard didn't vote project down; just didn't vote. There was no motion to approve. Because of zoning, the area it's planned on is on two separate parcels. Even with rights of first refusal wouldn't just be looking at the Town buying a lot; it would be the Town buying two commercially zoned buildings (Dover Forge and the Green Building) to maintain a recreation park. American Flatbread currently has a 3-year lease with a right to buy – would we need to outbid them? With the speed of the plan, we would be adding new Town employees before our next budgeting cycle. The concept is great but as you dig into details there are some areas for concern potentially putting the Town in a precarious financial position. Would love to see a more phased in implementation; most of those items are in the Weston & Sampson plan so we know we need them; we just need to make sure we do them correctly.

VIII. Hathaway Trail Update:

- a. At 9/20 Selectboard meeting we'll be recommending the purchase of the gates for along Hathaway Trail [motion from August Trails & Rec Meeting]. This will start the conversation about what needs to happen to close the trail. We don't yet have an ordinance in place, we don't have a policy in place yet under it that would allow use to use those gates to close access to the trail.
- b. Clarification that this conversation won't be changing the access to the trail Tuesday, just starting conversation. Would first need an ordinance that would cover every legal town trail. Then there could be a specific policy for Hathaway Trail. Creating an ordinance is a long process as it must be posted for public comment before a decision is made.
- c. Question on what allows the town road crew department the ability to post and close roads on a seasonal basis and how is this different? *Not sure, Eric will research on this.*

IX. Horace Hill Update:

- a. Also at 9/20 Selectboard meeting, Selectboard and SoVTA will talk about roles and responsibilities moving forward on Horace Hill project including the map made together for VOREC grant application. So we can get RFP out and hope to break ground in Spring.
- b. Question if that included the loop connection. *Yes, RFP respondents will know that loop is part of the project.* Trail was not included in the Act 250 JO, would need to submit that there.
- c. Clarification that SoVTA will attend prepared only to discuss what is expected of them. Both Town/SoVTA are on the Jurisdictional Opinion; are not going to speak on specifics like that trail; just what expectations are. Asked SoVTA to bring an idea of what they'd like to see their role or their involvement as so Town is prepared with input.

X. Trail A- Update:

- a. Will need to bring to Selectboard in future, currently in a chicken/egg situation. State can't move forward with easements until we hire an engineer for updated drawings. Town doesn't want to hire engineer until we have signed easements. Project manager Fuss & O'Neill have drafted the easements, but they can't be approved by DOT until the State has updated engineering drawings.

XI. Ridge Race Project:

- a. Discussion on Ridge Race event. [continuation from July 12 meeting discussion]

XII. Motion to adjourn by Sarah at 7:26 PM, seconded by Julia

Next meeting: October 11.

Respectfully submitted,

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Shannon Wheeler
Economic Development, Town of Dover