

**Dover Select Board  
Regular Meeting Minutes  
Dover Town Office  
Tuesday, December 19, 2017**

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*THESE MINUTES ARE NOT OFFICIAL UNTIL THEY HAVE BEEN APPROVED BY THE DOVER SELECT BOARD*

Select Board Members Present: Josh Cohen, Victoria Capitani, Joe Mahon, Sarah Shippee, Dan Baliotti  
Also Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Randy Johnson, Bob Holland, Adam Levine, Jim & Judy McDevitt, Rich Werner, Steve Neratko, Dan Hollister, Joanne Bourbeau, Ralph Meima, Gretchen Fagge, Phil Bowen

**Regular Meeting Called to Order at 6:30pm by Chair Josh Cohen**

**I. Public Comments:**

Randy Johnson requests an Executive Session for Personnel

Announced Richard Werner's retirement at the end of the year after 30 years of service to the Dover Police Dept.; he has agreed to stay on a part time basis as needed  
The Board thanked Rich for his service

**II. Emergency Mgmt.: Rich Werner**

A. Generator Grant Paperwork

- Wasn't necessary for SB to sign off on it so Rich did as Emergency Mgmt. Director
- Started this grant process in May 2015
- Total expenditures were a little higher at \$66,905.80
- Spent extra at Hwy; 1000 gallons of propane in each generator tank
- Should receive a reimbursement check for \$46,725
- East Dover is not a Town dept. and we applied on their behalf
  - May ask them to contribute \$3000 if the Board desires
  - Total Town cash outlay \$1594.62 plus \$1482.55 for propane
  - In-kind from Hwy dept. for East Dover was \$1640: pad & tank install
- Will be a huge step forward if there is another disaster

Board comments:

- Part of Emergency Mgmt. budget—should let the cost stay with the Town not EDFD—they may not have prepared for this expense

**III. New Business: Joanne Bourbeau & Dan Hollister**

A. Windham Disaster Animal Response Team (WinDART) Appropriation Request

- WinDART is a fairly new initiative; a regional team of the state wide VDART [www.vermontdart.org](http://www.vermontdart.org)
- After Hurricane Irene, provided food & shelter to pets in need in Wilmington and around the state
- Focus efforts in Windham County but also have teams in Chittenden County
- All volunteer services—rely totally on donations
- Will be submitting a Petition and Article at Town Meeting
- Requesting \$250.00 from all the area towns—Dover, Wilmington, Whitingham, Guilford & Newfane

Board comments:

- Even though a small amount of money requested, it is a first request & recommend moving forward with a Petition and Article at Town Meeting
- Suggest having a representative at Town Meeting to answer any questions voters may have & present materials

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**IV. Unfinished Business: Ralph Meima**

A. Update by Green Lantern on Landfill Solar Project; Consider Lease Negotiations

Design sketch and preferred site designation rationale presented

- Capped sanitary landfill, closed in 1992; well-managed, no apparent issues
- Located in rural area
- Located in mixed use parcel:
  - Transfer station, parking & use of heavy vehicles, storage of town materials
- No undue adverse visual impacts
- No vulnerable aesthetic, historic or archaeological assets
- No vulnerable natural/environmental resources
- Wetlands/streams > 100 feet away
- No topsoil will be removed or disturbed by solar array
- No tree clearing
- Existing access road is suitable for construction and maintenance vehicles
- Single phase electric line on site
- Configuration of 5 rows of panels

Ralph has visited the site several times with various specialists & agree that the project should move forward; been able to move quickly through the process and see no reason to delay the project

Next steps:

- A survey of the footprint; preliminary site plan
- Apply to GMP to interconnect with the grid
- Recertification of the landfill cap for solar with DEC
- Complete environmental report
- Issue 45 days-notice of Certificate of Public Good

In order to move ahead beyond the lease option agreement stage, Green Lantern desires the Town to enter into lease negotiations

Board/public comments:

- Covered by State or Federal Govt? *Not Federally regulated—not a hazardous site*
- Is this plan what you envisioned? *Yes, can only really accommodate the 150kw*
- How do you propose to fund this project?
  - *Third party Investors*
    - *Have done several large projects with Mt Snow—500kw arrays, one in Pownal and one in Rockingham*
  - *Community solar—perhaps 1/3 of the array to a corporation; rest sold off in blocks of wattage to residents*
- How does the Town know the value of the land?
  - *Foot print of 150kw tends to be in a \$3500-4000 value per year*
  - *18.84 cents per kwh is mandated by State legislature*
- When does a decision on financing begin? Whether it be one big corporation or community based—do we have a say in that?
  - *Based on recent experience, specialize in investor financing; model for community solar is based on Sovereign Solar's model*
  - *Guilford project had less of a response than expected by community*

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- *Submitting permit process for Newfane's old landfill; Community options to purchase for first 90 days*
- When would 90 days start? *Certificate of Public Good takes 4-6 months*

On a motion by Victoria Capitani, seconded by Joe Mahon, the Board unanimously agreed to enter into negotiations with Green Lantern Group

Jeannette will have Chris Dugan review the lease negotiations documents

**B. Town Office Renovation Update**

- Jeannette reached out to contractors; two have not responded as of yet
- Two others did come and review the project, took measurements etc.—one is definitely interested in bidding; believe it is a doable project given the space; sink may need to be moved further over in corner of room to allow for 5 ft. turn around distance between outer wall and sink
- Met with Brian Johnson who did not anticipate any issues with a permit; provided a permit application as well as some ADA compliant drawings which were passed on to the Board
- Next steps?? Need to develop a bid proposal—who is to do that? Or do we advertise for such a person to create a drawing and bid specifications?

Board comments:

- John Guminak was one who measured the area & submitted preliminary drawings
- Request a cost estimate from him for drawings & bid process for Jan 2<sup>nd</sup> meeting

**V. Highway:**

**A. Valley Trail Easements/Clearing Updates**

- Steve has located in ED files, two signed easements of the original twelve when the project was first implemented; dated in 2006 & 2010
  - They are for either ends of the trail: Poulter's property which is now Layla's and TC Properties at Mtn. Park Plaza/Post Office
- Also, one snow removal easement signed by Philip Waller in 2017
- The easements' wording does state the following:
  - *"An easement to construct, **maintain**, reconstruct, and patrol a bike and pedestrian path"....*
  - *"Said easements and rights-of-way shall be used by the public as a bike and pedestrian path subject to the condition that no motorized traffic, including but not limited to motorcycles, trail bikes and snowmobiles, shall be allowed to use the path, except **motorized vehicles used by the Grantee**, or its agents, **for the purpose of maintaining** or patrolling the path."*
- Where the others are is a mystery at present; Jeannette will continue to look in the land records as all should have been recorded at one time or another

Public comments:

- Past decisions have been made contingent on receiving additional information; the easements you have indicate the right to maintain
- Why can't it be plowed? Phil Bowen walks the trail twice a day
- Plows leave snow at the end of people's driveways

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Board comments:

- Need to find all the signed easements; reach out to attorney that created them, if known
- Not ready to make a motion on a decision on the clearing until all easements have been reviewed to be sure they are all in agreement
- A lot of money spent on these easements; perhaps look into when checks were issued to help locate the documents
- One property owner indicates that he does not want snow dumped on his property
  - May need heavy equipment in order to do this
  - However, one of the easements covers this property
- Public safety issue—it is a sidewalk regardless of what it is called
  - Created as a trail not a sidewalk
- Need to get all our ducks in a row before making a decision
- Revisit at Jan 2 meeting

**VI. Economic Development:**

A. Final Plans from VTRANS regarding Bridge 59

- Comments on the plans need to be sent by January 19, 2018
  - Rendering of the bridge? Materials used?
  - Still seeking pedestrian access
  - 6ft shoulders before the guard rails
- Scheduled work to begin April 2019

B. Summer Concert Series

- 13 concerts—11 Sundays from 1-3pm June 15-Aug 26, 2 Wednesdays from 6-8pm July 11 & Aug 1
- Budget is \$12,500
- Kevin Parry is in the process of setting up the contracts with bands

FYI: Dashboard program:

- Discussion at Bi-Town meetings in the last two weeks focused on the dashboard program
- Still issues whether businesses will participate or not
  - Carrot & stick approach (potential drawing for free ad or DO-IT & DASP participants must participate in the dashboard)
- Next step is reaching out to businesses by Bi-Town committee
- Will present results to the Board in February
- Program targets Restaurant, Hotels, Retail, Real Estate

Board comments on Bi-Town:

- If restrictions are needed have no problem placing them on participants; if not working, then focus money & energy somewhere else
- Service businesses are not included—are we going to create an issue or conflict with those who can participate
  - Perhaps it can be tracked in that area as well
- Penalize people who have been using these funds? Not seeing the upside

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- Just want people to populate the fields; simply transactions, minimal amount of information needed
- Frustrating; is not really the Chamber's project; but Chamber staff is on the Bi-Town committee

Board comments on concerts:

- Concerts occur 1-3pm during the hottest part of the day; not much shade at the Park
- Why on Sunday afternoons when most people are heading home; why not on Saturday or earlier on Sunday
- Concerts do create a sense of community and most bring tents or umbrellas for shade; it is growing
- Kevin is open to doing more Wednesday evening concerts

**VII. Consent Agenda:**

A. Approve Minutes of December 5, 2017 & Dec 14, 2017

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the minutes of Dec 5 and Dec 14, 2017

B. Approve Warrants of December 9, 2017 for \$500,000 and Dec 16, 2017 for \$162,429.61

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the warrants of Dec 9 and Dec 16, 2017

**VIII. FYI: none**

**IX. Liaison Reports:**

- Sarah attended the Fire Department dinner which was very nice

**X. Executive Session for Personnel (Randy Johnson)**

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move into Executive Session for Personnel at 7:46pm

Present: All five Board members, Randy Johnson, Jeannette Eckert

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to move out of Executive Session for Personnel at 7:50pm

Decision: On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to increase David Hammack's hourly rate by 50 cents to \$22.60 effective December 31<sup>st</sup>.

**XI. Adjournment at 7:52pm**

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](http://www.doververmont.com)