

**Dover Select Board
Meeting Minutes
Dover Town Office
Tuesday, July 2, 2019**

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

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

Public: Lauren Harkawik, Mike Purcell, Steve Neratko, Bob Holland, Jim & Judy McDevitt, Randy Johnson, James Thomas, John Winney, Philip Waller, Marco Tallini, Stephen Petrik

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

I. Public Comments: Hearing none, the Board moved on to item II.

II. Highway: Bob Holland

A. Town Road and Bridge Standards

- Completed annually
- State recently updated the standards for 2019

On a motion by Victoria Capitani, seconded by Dan Baliotti, the Board unanimously agreed to sign the 2019 Town Road and Bridge Standards

B. Sign Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program

- Annual letter for the Town to be able to apply for grants

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to sign the letter of intent

III. New Business:

A. Appointment of Library Trustee

- Letter submitted by Trustee Kevin Stine to appoint Aurora Roberts

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously agreed to appoint Aurora Roberts as Library Trustee to fill out the term of Cynthia Cohen expiring 2021

B. Schedule Special Meeting to Set Tax Rate

- Treasurer Marco Tallini rec'd tax information from the State and passed it on the Board for review along with an application of funds
- Meeting to take place on Monday, July 8th at 8am at Dover Town Office

IV. Unfinished Business:

A. "Cloggers" Brochure from Green Mountain Water Environment Association

- Consider whether to enclose this brochure with the 2019 tax bills (approx. 3,000)
- Suggest that North Branch might include with its tax bills
 - North Branch uses postcards for its billing so that would not work
- Save the expense of printing and have them available at the landfill, post on websites, public posting at town office, library, school, town hall

V. Economic Development: Steve Neratko

A. Authorize Purchase of Ettliger Property & Sign Contract

- Just over 50 acres in the downtown area roughly behind the green building on Route 100 adjacent to Dover Forge property

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- Will act as an interconnect for multiple trails
- ROW access on Route 100 as well as other access points
- Great piece of property; Appraisal of property came out at \$240,000 which is the potential purchase price
 - Opportunity to gain elevation in a reasonable fashion to access Valley Trails and Crosstown/Handle Rd trails
 - Venue for disc golf, recreation, additional trails, backs up to Ridge Trail
 - For use by hikers, runners, joggers, family friendly trails
- Contract is in place, attorney to review it within 7 days when next check is due
 - \$1,000 deposit
 - \$23,000 to be paid within 7 calendar days
- Survey would then be done
- Mike Purcell is the town agent for the purchase
- 30-day period for the planners to review the property

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to have the Chair sign the purchase and sale contract with Samuel Irving LLC and Shirley Basso for \$240,000 with a \$1000 contract deposit with additional \$23,000 to be paid within 7 calendar days, pending all due diligence and attorney review

B. Bi-Town Housing Plan Contract

- Bi-Town Housing Committee has been in place for over a year
- Wilmington & Dover came together on the Master Housing Plan
- Inventory and incentives to outline the next 20 years of housing for the area
 - How we can improve the quantity and quality of housing
- 6 proposals were rec'd
- Group that scored the highest was also the least expensive
- Came in under \$20,000 at \$19,980
- Dover is taking the lead on the project
- Attorney has reviewed the contract a number of times and is happy with it now
- Project to be completed this Fall
- Stakeholder meetings, Public informational meetings will take place
- There may be some small additional charges

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed to have the Chair sign the agreement for the Bi-Town Housing Master Plan with Camoin Associates for \$19,980

C. DO-IT Program

- Set aside \$50,000 for this year
- Total of 20 applications plus a couple that were asking for a bit more time or change of use
 - Projects included façade repairs, paving, landscaping, among others
- Recommend approving 14 of the 20 projects
 - Would add up to \$58,018.34; slightly over budget

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Board comments:

- Revise the guidelines to address the request for extensions—first time seeing them
- Pleased to see Awesome Animal Academy is first on the list—Old Central Appliance building—will be a visible improvement
- Sophie Properties---justify it as a commercial property? Paving project again in the front of the building; is there signage that it is a commercial property?
 - Own several properties that are maintained from this home
 - There is no sign on the building
 - This was questioned but funds have been given to them in the past
 - Is it zoned as commercial property?
 - Is there guest traffic to the property?
 - Steve will seek answers for these questions & reconsider application
- Former Ironstone building lot—what is going to happen with it?
 - Clean up the area, landscaping, create an event's field, entertainment area, host events and be catered by the Lodge; great project to spur activities
- West Dover Congregational Church—do they qualify under the current guidelines?
 - Paving along the lane running in front of the Town Office past the Church; addresses structural issues; There are some non-denominational activities, other groups use the Church facility: boy scouts, yoga etc.

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously agreed fund 13 DO-IT projects in the amount of \$53,518.34

VI. Liquor Control:

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board recessed and convened as local Liquor Control

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board unanimously approved the following:

- A. 1st Class License for Southern Vermont Hospitality LLC d/b/a Last Chair
- B. Outside Consumption Permit for Southern Vermont Hospitality LLC d/b/a Last Chair

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board adjourned as local Liquor Control and reconvened as Dover Select board

VII. Consent Agenda:

- A. Approve Minutes of June 14, June 18, & June 21, 2019

On a motion by Sarah Shippee, seconded Dan Baliotti, the Board voted 3-0-2 to approve minutes of June 14. (Capitani & Baliotti abstained)

On a motion by seconded by the Board unanimously approved the minutes of June 18.

On a motion by Victoria Capitani, seconded by Sarah Shippee, the Board voted 4-0-1 to approve the minutes of June 21. (Mahon abstained)

- B. Approve Warrants of June 29, 2019 for \$317,243.24

On a motion by Sarah Shippee, seconded by Victoria Capitani, the Board unanimously approved the warrants of June 29, 2019

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- VIII. FYI:** Steve: Trails and recreational venue planning will have focus groups meeting, July 16; planners will report to the Board that evening

Also, our Town attorney has a conflict of interest and will be unable to review the Ettliger contract; recommendations for another attorney? Vicki suggests reaching out to Costello, Valente & Gentry who have a new office in Dover

- IX. Liaison Reports:** Sarah: Rich Werner has requested a review by the Select Board for his position at the Fire Dept. Sarah will meet with him informally after the 4th and then schedule a meeting before the board. Fire Chief is not usually included in the review process but was a special request from Rich

- X. Executive Session as needed:** none

- XI. Adjournment at 7:11pm by Chair Cohen**

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