

# ANNUAL REPORT OF THE TOWN OF DOVER CAC: 2017

The key areas of focus for the Town of Dover CAC (TDCAC) for 2017 were:

- Establishment of routine Management Operating System for the TDCAC;
- Alignment with Town on Climate Smart Communities as the organizing vehicle for TDCAC activities;
- Connectivity of TDCAC with broader Dutchess County watershed activities; and
- Ongoing attendance at Town of Dover planning and zoning proceedings.

## **TDCAC Management Operating System (MOS)**

The TDCAC established a standard MOS to identify objectives, align them with the Town, and then advance them through monitoring of action items. The monthly MOS consists of:

- A conference call with all TDCAC members and the Town Board TDCAC Liaison on the first Tuesday of each month. A free conference call number has been established to avoid costs, which allows TDCAC members to call in from any location.
- A Rolling Action Item Log (RAIL) has been established to capture action items identified during the conference call or from other sources.
- A standard agenda is distributed before each conference call. Standard agenda items include:
  - Review of the RAIL and status of action items.
  - Review of membership, including any departures or proposals for new members.
  - Review of any Town planning issues, including reports from members attending Town Planning meetings.
  - Review of ongoing TDCAC initiatives.
- An in-person meeting with the Town Clerk and Town Supervisor is then scheduled for the second Saturday of each month at Town Hall. This meeting reviews any necessary items from the TDCAC Conference Call and any other items, particularly those relating to the TDCAC's role as the Climate Smart Task Force (CSTF).
  - The Town Clerk maintains formal minutes of each of these TDCAC/CSTF/Town meetings, which are posted on the Town website when they have been approved by the TDCAC. This Report will not reiterate the content of each TDCAC/CSTF/Town meeting, but for ease of reference the minutes can be accessed at: <https://doverny.novusagenda.com/Agendapublic/>.
  - While inclement weather or travel emergencies prevented some of the TDCAC/CSTF/Town meetings, this regular cadence allowed all participants to plan for engagement in a meaningful manner.

## **Climate Smart Communities**

The TDCAC and Town determined that the Climate Smart Communities initiative and the TDCAC activities embodied several synergistic elements, including development of a Natural Resource Inventory, assessing culverts, reviewing environmental impact of town construction, etc. The TDCAC was therefore formally designated as the Task Force of the Climate Smart Communities initiative (CSTF). This allowed us to concentrate and focus TDCAC efforts on projects that would also assist achievement of the Climate Smart designation. Key efforts in this regard included:

- In March the Town Clerk spearheaded several efforts to obtain grants to implement key elements of the Climate Smart application, and solicited comment and assistance from the TDCAC.
- In April, the Town Clerk discussed Climate Smart-related activities to be carried out by Hudsonia and HVA, and arranged for a meeting with Hudsonia and the TDCAC to assist in the Natural Resource Inventory. In addition, TDCAC members du Hamel and van Hook discussed environmental/educational activities, and the TDCAC agreed to develop plans for an educational program to support the Climate Smart application.
- In May, the group congratulated TDCAC member Stancy du Hamel on her leadership of the Harlem Valley Appalachian Trail Community, which won the 2017 Dutchess Tourism Outdoors Award of Distinction. In addition, members thanked Debra Kaufman for launching the TDCAC Facebook page. The group discussed an initial meeting with Dover Schools about holding an environmental educational program within the school. Finally, Gretchen Stevens of Hudsonia provided an update on the Natural Resource Inventory and solicited assistance from the TDCAC on the next steps.
- In June, the Town Clerk solicited assistance in reviewing proposals to conduct a Town greenhouse gas inventory as part of the Climate Smart application.
- In September, several participants reported on efforts to document natural resources for inclusion in the Natural Resource Inventory, and representatives of HVA provided an update on their work being performed to support the Climate Smart project. In addition, the participants selected the Fringed Gentian as the subject for the TDCAC logo.
- In October both Hudsonia and HVA provided updates on their activities, and the Town Clerk provided an update on selecting a consultant for a Town greenhouse gas inventory. It was reported that the initial plan for a climate educational program would be infeasible, and a plan was made to develop a new plan for implementation in 2018.

### **Town Planning/Development/Regional Watershed Issues**

A key responsibility of the TDCAC is to remain aware of development issues within the Town and provide input to the Town Council on their compatibility with conservation. TDCAC members volunteered to attend Dover Town Planning meetings and to provide regular reports. In addition, the Town Supervisor provided regular updates on key development information. Major topics of discussion included:

- In March the Town Supervisor provided an update on the Town's Comprehensive Plan and provided an opportunity for the TDCAC to review and comment on the draft document.

- In April, the Town Supervisor discussed further progress on the Comprehensive Plan and on certain major development projects in the town, and announced the scheduling of a Town environmental cleanup event.
- In May, the Town Clerk explained how TDCAC documents would be available to the public online, and launched discussion of a TDCAC logo.
- In September, the Town Supervisor provided an update on the Cricket Valley project and suggested a TDCAC site visit to the project.
- In October, the Town Supervisor provided an update on the environmental monitoring projects of the Cricket Valley plant, and plans were made for TDCAC attendance at the November Dutchess County Watershed Roundtable.

### **Plans for 2018**

The TDCAC is pleased with the cadence of meetings and the alignment of TDCAC activities with the broader Climate Smart initiative. While weather or other issues had some impact on progress, the combination of remote conference calls and in-person meetings, together with a careful RAIL and formal minutes, maximized the ability to advance projects. In 2018 we look forward to re-formulating environmental educational program plans, supporting the actions of Hudsonia and HVA, expanding CAC membership to include individuals with technical expertise, and conducting site visits to major development projects within the Town. In addition, it will be necessary to identify a new TDCAC liaison from the Town Board.