



# Town of Dover

## American Rescue Plan Act (ARPA) COVID Recovery Proposed Phase 1 Plan



In July 2021, the Town of Dover received the first payment of funds allocated through the federal government's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund. The purpose of the funds is to provide financial and community support relief to the Town of Dover Government along with its residents, businesses and nonprofit organizations to help ameliorate the negative impacts of the COVID-19 Pandemic.

The Town of Dover will receive approximately \$852,312.52, with an initial disbursement of \$427,896.15 in July 2021, the remainder in July 2022 and the requirement that funds be obligated by July 1, 2024 and completely expended by December 31, 2026. The U.S. Department of Treasury published a guidance document, the Final Interim Rule, on May 10, 2021 with information on the authorized uses of ARPA funds to aid impacted communities as well as disproportionately-affected populations and economic sectors harmed by the negative impact of the COVID-19 Pandemic.

While eligible uses for ARPA funds are limited by federal legislation, they include the following basic categories:

- 1) water, sewer and broadband infrastructure investments
- 2) assistance to businesses and nonprofit organizations
- 3) services to build stronger neighborhoods and communities and address disparities in social determinants of health
- 4) municipal budget stabilization and improvements displaced for implementation due to revenue loss and
- 5) administration, tracking and record-keeping of ARPA grant expenses.

Municipalities and other governmental entities that receive ARPA funds are required to provide documentation that funds are used for eligible purposes and submit interim, quarterly, expenditures and annual performance reports. This document outlines the Town of Dover's plan to propose allocations of the first phase of ARPA funds to help the Town, residents and businesses recover from financial losses sustained from the COVID-19 pandemic and implement steps to improve our community's future social and economic wellbeing.

## Background of the Town of Dover's ARPA Plan

In response to the impact of the COVID Pandemic upon municipal operations, expenses and revenue, the Federal Government enacted the American Rescue Plan Act (ARPA) in 2021. The legislation provided funding in the form of two annual grants to municipalities (termed non-entitlement units) for activities in designated categories for public benefit and in particular, to assist vulnerable residents, small businesses, nonprofit agencies and improve long-term municipal resources.

In July 2021, the Town of Dover received its first annual payment of \$427,896.16. Funds received by the Town will be deployed in two phases, a first phase plan of projects from July 2021 to June 2022, and second project phase from July 2022 to June 2023 as payments are received with flexibility for implementation to occur across phases to meet the federal government's deadlines for completion.

To identify projects for a proposed plan to utilize the grant funds on worthy and meaningful projects, Town of Dover Supervisor Yeno established an in-house ARPA Plan committee of town officials and key town staff members to help identify potential projects and services that met the federal criteria within the designated categories for use.



**The overarching goal of the Town's ARPA projects is to help residents and businesses make the transition from hardships of the COVID pandemic with stronger and better community resources and social supports than before its onset.**

The ARPA Plan Committee met on a biweekly basis to discuss ongoing residents' needs and concerns of local businesses as a result of the pandemic. Through the summer and fall of 2021, the committee monitored and identified the following municipal and community needs and concerns gleaned from their diverse roles serving the public:

- the Town's ability to offer recreation programs would need to be monitored and modified based on the number of COVID cases in the community and local schools for the foreseeable future
- use of the school district's facilities for after-school and evening recreation programs would be more limited due to COVID and could result in fewer recreation program offerings
- participants in the "Town of Dover Cares" Program, a weekly meal and outreach program for senior and medically vulnerable residents, continued to struggle with meeting their basic household and socialization needs as a result of continued COVID risk

- local nonprofit and helping agencies experienced significant losses in operating income due to suspended fundraising since the onset of the pandemic
- small businesses, in particular local restaurants and eateries, continued to experience financial hardships due to limited dine-in patrons and the forecast of inflation in early 2021 is anticipated to continue to negatively impact their operations and livelihoods
- lack of municipal revenue from annual town fees along with sudden declines in sales and mortgage taxes continued to postpone much-needed improvements and upgrades of town offices and facilities

These aforementioned needs and concerns informed this proposed plan of municipal projects for the first phase of ARPA COVID-Recovery funds. The next section briefly describes considerations proposed by the ARPA Plan Committee to help guide the Town Board’s decision-making process to ensure that projects would benefit diverse constituencies of residents, improve community-based social support services as well as capital/infrastructure improvements, and provide the value-added investment of ARPA funds wherever possible.

**Town Board Project Considerations  
Recommended by the ARPA Plan Committee**



The Town’s ARPA committee recommended these considerations for the Town Board in determining the allocation of funding for projects:

- use ARPA funds as matching funds for larger-scale grant projects to strengthen the impact of benefits for residents and businesses whenever possible
- include projects that benefit the most inclusive groups of residents (i.e., low to moderate-income residents, business owners, senior citizens, children and families)
- provide funding for both social support services to assist vulnerable residents and funds for capital improvements to improve municipal facilities for the benefit of all residents.

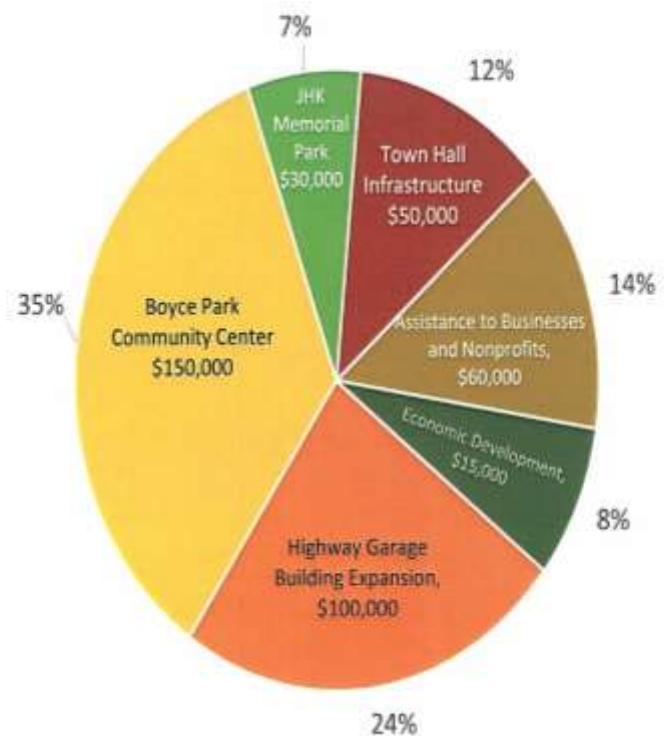
The following projects proposed for the first phase of ARPA funding address some areas of longstanding community needs and concerns for improvements to town recreation facilities and programs that were exacerbated by the COVID pandemic. Additionally, these projects also address much-needed upgrades and improvements to outdated town facilities that will help alleviate increased costly maintenance and repairs to operate government buildings in the future.

## Town of Dover Proposed Phase 1 ARPA Projects

Proposed projects for Phase 1 of the Town of Dover 2021-2022 ARPA COVID Recovery Plan include:

1. \$150,000 toward the construction of a **new multi-purpose recreational building at Boyce Park** for indoor team sports with room dividers for group recreation programs
2. \$100,000 toward matching funds in a community benefits agreement toward construction of a **new highway vehicle and equipment storage facility**
3. \$30,000 allocated as **matching grant fund for the construction of an open-air pavilion and improvements to the children’s playground at J. H. Ketcham Park**
4. \$50,000 to **J. H. Ketcham Hose Company** to recover from pandemic-related revenue losses in 2020 and 2021 and upgrade/replace required firefighter safety equipment and **\$10,000 to continue the Town of Dover Cares weekly outreach and meal deliveries** local restaurants and deliveries utilizing town staff
5. \$50,000 toward **replacement of deteriorated flooring and repainting of offices and meeting space at Dover Town Hall**
6. \$15,000 for consultant services for **research, data collection and development of a municipal and local business marketing, branding and economic development plan.**

Proposed Projects for 2021-2022 Town of Dover ARPA COVID-19 Recovery Funds  
First payment, \$427,896.16



The pie chart provides a graphic illustration of the components of the first phase of the plan.

The following section describes the projects proposed in Phase 1 of the Town's ARPA COVID Recovery Plan in more detail.

## **Proposed Project of Phase 1 of the Town of Dover ARPA (COVID Recovery) Plan**

### **New Multi-Purpose Recreational Facility at Boyce Park (\$150,000)**

For decades, town recreation programs such as adult and teen's basketball, Zumba, Body Blast and Children's Playgroup have been offered at Dover school district facilities. The Town's twice-weekly senior socialization program meets at the American Legion Hall in Wingdale. As a result of indoor social gathering restrictions from the COVID pandemic in 2020, many popular town recreation programs were displaced from school facilities or limited to



outdoor seasonal programs. For many Dover families, town-sponsored recreation programs such as children's summer day camp provide integral social support for working parents. Every summer, 100 Dover children attend summer camp at the Town's Boyce Park as well 50 youth and teens are employed as junior and senior counselors. However, the only sheltered park area is a large open-air pavilion that adjoins the recreation office and restroom facilities. On rainy and sweltering summer days, campers have no indoor space on the park grounds.



In November 2021, the Town conducted a community survey to learn residents' preferences for new and upgraded recreational facilities. Of 428 town residents who responded, 38% selected construction of a new multi-purpose recreational facility at Boyce Park as their first choice for a town project.

Municipalities such as Dover, that have significant population of residents with low to moderate incomes based on national census data, are eligible for grants to construct and upgrade public facilities through county community development block grant (CDBG) programs. To further assist with procuring funds to construct an indoor recreation facility at Boyce Park, the Town will submit a \$150,000 project application to the 2022 Dutchess County Community Development Block Grant Program in December 2021. Town officials will move forward in early 2021 with preliminary building design and

construction cost projections to determine the estimated full cost and alternative financial resources to complete the project based on final cost and the grant application outcome.



### **New Highway Vehicle and Equipment Storage Facility (\$100,000)**



In 2019, the Town Highway Department purchased and relocated a new salt storage shed at the Highway Garage with future plans to construct a new highway vehicle and equipment storage facility on the site of the former salt shed. The proposed new facility will be used to store highway trucks and seasonal equipment that are not housed in the current highway garage. To date, the Town has secured \$100,000 in funds for a new garage facility through a previously-negotiated community benefits agreement.

The Town Board proposes to allocate \$100,000 of Phase 1 ARPA funds to combine with the \$100,000 community benefits funding to establish a capital improvement reserve account and investigate the feasibility of constructing a pre-engineered rigid frame steel building using a Sourcewell (formerly NJPA) Design-Building Construction Government Services vendor. Local Sourcewell projects have included construction of highway building and educational facility improvements in northern Dutchess County and Westchester County, as well as senior recreation center improvements and municipal maintenance facility in upstate New York. In addition to cost-savings benefit, a Sourcewell Government Services contract vendor can also provide custom design and drawings, streamline the bid process and contractor selection and serve as a general contractor with subcontract trades for on-site work.

### **Matching Grant Funds for the Construction of an Open-Air Pavilion and Children’s Playground Improvements and Sensory Garden at J. H. Ketcham Memorial Park (\$30,000)**

In August 2021, Dutchess County Executive Marcus Molinaro announced the Town’s receipt of a \$75,000 Municipal Investment Grant (MIG) award to continue progress on park infrastructure improvements at J. H. Ketcham Memorial Park in Dover Plains. Redevelopment projects began in 2020 with the renovation of the park’s former storage and concession building into a community center followed by construction of a 1/4-mile porous pavement walking track in 2021. MIG grant funds will assist with the construction of a 20’ x 40’ open air pavilion that will connect to the community center and upgrades to the children’s playground to include new sensory-stimulating play equipment for young children.



The Town Board proposes to allocate \$30,000 of Phase 1 ARPA funding as grant matching funds to fully fund the estimated full cost of these two projects.

## **Nonprofit Assistance and Small Business Stimulus**

### **J. H. Ketcham Hose Company Operational Deficit Recovery Funds (\$50,000) and 2022 Town of Dover Cares Homebound Weekly Meal Assistance Program (\$10,000)**

#### **J. H. Ketcham Hose Company**

J. H. Ketcham Hose Company has provided volunteer-staffed firematic and rescue services to Town of Dover residents for more than 100 years. While the primary source of its annual operating revenue comes from a fire protection contract with the Town, the company also conducts several fundraising events throughout the year that have included community breakfasts, dinners, raffles and an annual Firemen’s parade and carnival. Due to the COVID pandemic, the fire company was unable to hold their annual parade and carnival in 2020 and 2021 and, as a result, sustained significant losses in operating revenue. As a 501(c)3 non-profit organization and an essential first-responder for firematic and rescue emergencies for all Town of Dover residents, the Town Board proposes to allocate \$50,000 to the J. H. Ketcham Hose Company to ameliorate the COVID-related impact of operating revenue losses in 2020 and 2021.



#### **Town of Dover Cares Senior and Homebound Assistance Program**

To assist some of Dover’s senior and homebound residents during the brunt of the COVID pandemic in the winter months of 2021, the Town’s Recreation Staff provided a weekly meal delivery and outreach program in cooperation with meals prepared by local restaurants and eateries. The two-fold benefit of the “Town of Dover Cares COVID-Response Program” included assistance to vulnerable town residents with weekly home-

delivered meals and the opportunity to provide additional revenue for some local small businesses during winter months. The Town Board proposes to allocate \$10,000 to continue this program during the winter months of 2022 for a limited number of the Town’s homebound and vulnerable residents who have been identified as most in need of assisted-living support services.

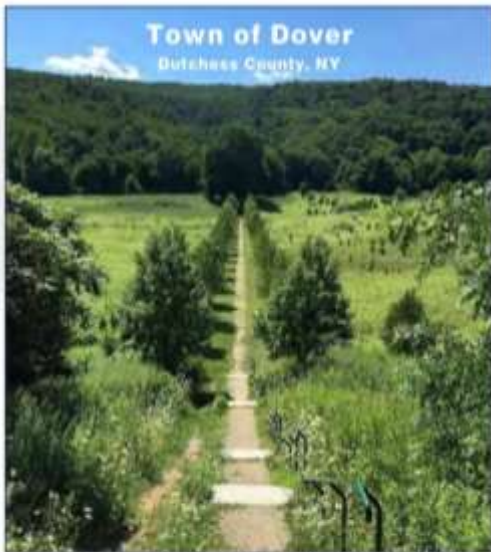
**Dover Town Hall Facility (Infrastructure) Improvements (\$50,000)**

Dover Town Hall is the primary location for residents to conduct town-related business with the Town Clerk, Assessor, the Building, Planning and Zoning Departments, Justice Court, Town Finance and Town Supervisor’s offices. Town offices are open for business every weekday from 8 a.m. to 4 p.m. as well as scheduled weekday evening meetings for the Planning and Zoning Boards, two weekly Justice Court sessions, and monthly Town Board meetings. The building’s interior has not been updated since 2000 and is in need of new vinyl flooring and interior repainting.



The Town Board proposes to allocate \$50,000 of Phase 1 ARPA funds for the purchase and installation of new flooring and for interior office space painting.

**Municipal and Local Business Research on Marketing, Branding and an Economic Development Plan (\$15,000)**



**Comprehensive Plan Update 2021**

Thanks to the dedication of the Town’s Comprehensive Plan Update Committee, the Town is nearing completion of a draft Comprehensive Plan Update that will be available for review and feedback at its first Public Input Session on December 1, 2021. The implementation of action items in the Comprehensive Plan Update requires the collaboration of town government and local businesses to develop and communicate a vision, theme and message about Dover’s unique history, community character and strategy for future economic success. Some recommendations in the draft plan update include investigating the need and viability of reorganizing a Chamber of Commerce, utilizing a marketing specialist to highlight the Town as a tourist/travel destination, promoting outdoor recreation and historic/cultural heritage tourism and expanding development along Route 22 and within the Dover Plains and Wingdale hamlets.

The Town Board proposes to allocate \$15,000 for a consultant to conduct local research and then develop municipal and local business marketing and branding communication tools and collaborative strategies for economic development.