

**MEETING MINUTES
BOARD OF SELECTMEN
March 11, 2021**

Consistent with guidance issued by Governor Baker on March 12, 2020 suspending certain provisions of the Open Meeting Law due to Covid-19, this meeting was held remotely using Zoom technology, Meeting ID 915 5343 6257.

At 6:30 PM Chair Robert Springett called the meeting to order with members John Jeffries and Robyn Hunter present. Also in attendance were Christopher Dwelley, Town Administrator; Katelyn O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

ATTENDEES: Gerry Clark, Carol Lisbon, Ron Myrick, Greg Kahoun, Justine Kent-Uritam, Water Study Committee; Ford Spalding, Community Center Building Committee; Gordon Kinder, Rob Andrews, Janet McCormick, Warrant Committee; Town Moderator Jim Repetti; Steve Kruskall, Kay Petersen, Board of Health; Town Clerk Felicia Hoffman; Municipal Project Manager Dave Sullivan; Superintendent of Buildings Karl Warnick.

PRESS: None present.

Citizens' Comments

Recycling Committee member Carol Lisbon reminded Dover's citizens that April is Spring Clean-up Month, and she encouraged residents, families, and neighbors to support this community initiative and volunteer to clean up the Town's streets, parks, and recreation areas by the end of April, 2021. Information, as well as a sign-up sheet, about the Spring Clean-up is available on the Recycling Committee page of the Town's website at www.doverma.gov and on the Town's social media pages. Ms. Lisbon thanked those volunteers who have already signed up and noted that 60 percent of the streets have been assigned.

Board of Health Chair Gerry Clarke notified residents that the State Executive Office of Health and Human Services is rolling out within the next week its In-Home Vaccination program designed to support homebound individuals who are unable to leave their homes and cannot access a vaccination site. The Board of Health will provide the State with the identities of those residents who are incapable, according to state conditions, of leaving their homes, and the State will reach out to those individuals.

I.1 Water Resources Discussion

Ms. Hunter explained that the newly-created Water Resources Task Force (WRTF) is responsible for assessing the Town's strategic water needs, protecting the current water supply, and identifying potential sources of water to enhance the existing water supply. In addition to the commendable efforts of the Task Force's expert volunteers, Ms. Hunter suggested that the Town engage with a consultant who will assist the Town in interpreting data that has been collected, clarifying potential issues, creating a strategic plan, and addressing the critical questions related to water supply, water quality and additional sources of water. Funding options were briefly discussed.

I.2 Water Study Committee Update

Members of the Water Study Committee (WSC) provided updates and highlights of the Committee's activities.

- Carol Lisbon and Justine Kent-Uritam are continuing their work on a water conservation communication and education program. Highlights of the program include:
 - Water conservation/drought signs placed around Town last summer through fall
 - The Dover Water Conservation 101 webpage, which provides an overview of Dover's water resources, links to water study documents, and FAQs, is available under the Water Study Committee page on Dover's website
 - A water conservation informational mailing will be sent out with the March tax bills
 - A letter will be distributed from the Water Resources Committee introducing the water conservation communication and education program.
 - The Committee has approached Parks and Recreation and the Library about using their websites and newsletters to communicate water issues to residents and creating children's programs related to water use.

Ron Myrick provided a slideshow presentation outlining the creation, history, timeline and activities of the Water Study Committee. The WSC was created in 2015 and was tasked to understand Dover's water resources and develop on-going data on water quality, capacity, and demand, and in 2018 Town Meeting approved undertaking a hydrology study. Kleinfelder, Inc. engaged with the Town in 2018, the study was performed throughout 2019, and a report was issued in 2020. The study achieved several goals including a baseline understanding of the Town's water resources, an establishment of a framework for ongoing monitoring, and identification of recommendations and development of a data set for future water management strategies. Kleinfelder's report is on the Town's website under the WSC page. The Committee outlined their future goals which include future monitoring to assess changes in water resources, annual professional analysis of the Town's water resources, improved mapping and water resource data collection, better enabling review of comprehensive permits for proposed projects, and public outreach and conservation education. To undertake and achieve those goals, the Committee is requesting for Fiscal Year 2022 a budget of \$44,235, and for subsequent years between \$25,000 to \$40,000 per year. Mr. Myrick outlined the tasks to be undertaken and the approximate cost of each.

The Selectmen applauded the work of the Committee and reiterated that management of water resources is essential for the long-term health of the Town.

I.3 Community Center Building Committee Storage Discussion re Five Whiting Road

On behalf of the Community Center Building Committee and based, in part, on an analysis of Town storage capacity, Chair Ford Spalding is recommending the use of Town-owned Five Whiting Road as an off-site storage facility for the renovated or new community center. As part of the building project's Feasibility Study, project Architects Fennick McCredie visited the Caryl Community Center (CCC), spoke with those groups who utilize storage space--including Parks and Recreation, Council on Aging, and youth sports and theater groups--documented the existing areas used for storage, and estimated the amount of storage that will be required in the new or renovated building. Currently at the CCC, 5,000 square feet is being used for storage, including items that can be stored on wire racks and shelving or disposed of, and it is recommended that total storage be approximately 3,500 square feet. It is anticipated that 1,350 feet of storage will be provided at the new facility, and the Committee is requesting that rather than adding storage space needs into the new facility at the expense of providing activity space for programming, an additional 1,000 to 2,000 square feet of space at the Whiting Road Facility be used for that purpose.

In response to questions about the condition of the building and what renovations would be necessary for use as a storage facility, Superintendent of Buildings Karl Warnick believes that the building is functional and in sound condition other than replacing its garage doors which are unsafe to open and close, and the issue of climate control would need to be addressed. Mr. Jeffries is concerned about the cost of bringing the building up to code and suitable for use as a storage facility, and suggested exploring the feasibility and cost of a new 3,000 square foot storage facility to be used by all Town departments. The Board is in agreement and noted that the feasibility study should consider whether Whiting Road can be used as a storage facility, what renovations, if any, need to be undertaken, the cost of the work, and the building's possible designation as a historic building.

Mr. Springett moved to direct the Town Administrator to undertake a feasibility study of options for storage either in a renovated Whiting Road building or in a new building constructed for that purpose, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.4 Community Center Building Committee Recommendation Regarding Special Town Meeting Date

The Community Center Building Committee is recommending that the Town hold a Special Town Meeting (STM) on either June 5 or June 12, 2021 for the purpose of voting on a design for a new or renovated Community Center. Mr. Spalding explained that waiting until the fall of 2021 to hold a STM would, according to the pricing consultants, add inflationary costs of \$200,000 to \$300,000 to the project which has a \$13 million cost cap. Mr. Springett added that consideration should also be given to the Building Committee and the individuals who have been working diligently planning Town Meeting Information Sessions and preparing materials to notify and educate the public about the options residents are being asked to vote on. He cautioned that momentum already gained could be lost if the Meeting is held later in the year, and because of the uncertainty of the Covid-19 situation, it might not be possible to hold a meeting in the fall.

In order to hold a meeting as safe as possible for citizens, it is anticipated that the Special Town Meeting will be held outdoors. Ms. Hunter raised concerns about the inability to use broadcast screens outdoors to make visual presentations to voters which she believes is a very effective way to communicate Article information to a large group, and concerns about the level of comfort of

participants. She is uncertain that a June meeting is the best option for the Town and is apprehensive that if the Town rushes to put together a June STM, Dover may not get the desired outcome despite the hard work and preparations undertaken.

Further discussion centered on the work of the Committee, the Covid-19 situation, and the benefits and disadvantages of a June and a fall STM. Mr. Dwelley advised the Selectmen that if they decide to support a June, 2021 meeting, the Board must vote to formally call the meeting, and due to the process and timeline required for planning, he recommended they do so at their March 25, 2021 Board of Selectmen meeting. All are in agreement that if a June, 2021 meeting is planned and circumstances require the meeting to be rescheduled, planning will begin for a Fall, 2021 meeting.

I.5 Capital Stabilization Fund Discussion and Potential Vote

Ms. Hunter created a slideshow presentation on the Selectmen's Annual Town Meeting Warrant Article related to the creation of a capital stabilization fund for the purpose of funding capital projects. Incorporated into the presentation are comments and feedback on the fund by the Warrant Committee and the Capital Budget Committee, and Ms. Hunter relayed that the Capital Budget Committee voted unanimously to approve a capital stabilization fund. The Warrant Committee will be holding its public Open Hearing on Monday, March 15, 2021 for the purpose of presenting and discussing the Warrant Articles before they are finalized, and the Selectmen would prefer to defer Fund discussion until after the Open Hearing at an upcoming Board meeting.

I.6 Revised Budget Outlook Presentation and Potential Vote

At the January 7, 2021 Board meeting, Mr. Dwelley presented a slideshow overview of the FY22 estimated operating budget and provided a budget summary that broke down the individual lines of the actual, estimated and projected budgets from FY18 to FY22. Since that time, there have been updated assessments and department budget changes, and in order to see the full financial picture, Mr. Dwelley incorporated those changes and provided a slideshow presentation of the updated FY22 operating budget. Mr. Dwelley noted that the FY22 budget provides for essential Town services; addresses community goals in the areas of customer service, modernization, and succession planning; fully funds contractual obligations including utilities, pension, health and liability insurance; fully funds OPEB annual required contribution, and funds the annual capital improvement plan. The slideshow addressed the following areas:

- A recap of the FY21 budget
- A review of the historical tax rate
- Revenue estimates including the tax levy, new growth, local receipts, and a local receipts estimate
- Major costs increases including schools, town wages, pension, and insurance
- New cost increases including staffing positions
- Changes made from December, 2020 in Assessments lines including health insurance, retirement, Dover-Sherborn Regional Schools, and Chickering Schools; Town departments, and State aid
- Assessment overview of health and liability insurance
- Year-Over-Year Operating Budget Comparison
- Free Cash related to the Operating Budget and Reduction of the Tax Rate

I.7 Hale Task Force Appraisal Recommendation and Vote

Dover, in conjunction with Westwood, has solicited proposals from appraisal firms to conduct an appraisal of the Hale Reservation property. Three proposals were submitted and vetted by both the Dover and Westwood task forces, and Mr. Dwelley is recommending that the Board approve an Agreement between Dover and T.H. Reenstierna, LLC for the purpose of conducting an appraisal of the Dover portion and the Westwood portion of land at Hale Reservation. Additionally, Mr. Dwelley clarified that while each town will pay for their portion of the services bill, both towns are entitled to the full report detailing data for the entire property.

Mr. Springett moved to approve the consulting agreement between T.H. Reenstierna, LLC and the Town of Dover to conduct an appraisal of the Dover and Westwood portions of land at Hale Reservation, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Mr. Springett moved to authorize the Town Administrator to execute all documents associated with the appraisal of the property at Hale Reservation, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.8 Midyear Update on Goals and Objectives

Over the summer of 2020, the Board, with input from Town staff and boards/committees, identified its goals and objectives for Fiscal Year 2021 to address key areas of concern, need, and opportunity that the Town should consider addressing over the next five years. Mr. Dwelley provided an update and status report on each of the goals and its focus elements and was pleased to report that great progress is being made in all areas. The goals, focus areas, and some highlights are listed below.

Modernization

- Better leverage website – implemented online application processes for transfer station stickers, burn permits, special liquor licenses, building department permits, and tax payments
- Develop town-wide culture of management – established regular management and staff training sessions focused on particular areas. Much of the staff training can be completed online through the Town's insurance carrier resulting in reduced premiums and rebates.
- Codified processes to formally document standard operating procedures and policies

Long-Term Financial Planning

- Implement financial reserve policies
- Implement Department of Revenue report recommendations
- Implement internal financial control policies

Land Use/Open Space

- Hale Reservation
- Recruit land use department head
- Master planning
- Water resources

Town Government Structure

- Support Dover's volunteer base
- Create synergy between boards and committees
- Review of Dover's government structure

Mr. Dwelley reminded residents that this presentation, as well as others, is available for review on the Town's website at doverma.gov.

The Board was impressed with the amount of work that has been completed and recognized Mr. Dwelley and the Town's staff for their outstanding efforts.

I.9 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives:

Community Center Building Committee – Mr. Springett reported that Committee members have been focusing on various scenarios for parking space at the new or renovated Center and have met with the Planning Board to go over the rules and regulations of parking spaces. Other considerations include the outdoor space, green space, and potential noise level issues as well as the possible relocation of the Council on Aging office to the second floor.

I.10 Town Administrator Updates

Mr. Dwelley reported on the following ongoing projects and initiatives:

Consulting Services – Massachusetts typically certifies Dover's Free Cash number annually in December or, at the latest, January based on financial documents submitted by the Town. Mr. Dwelley acknowledged that staff long-term health issues and setbacks in Dover's financial offices have resulted in the delay of certification of the FY20 Free Cash number, and in order to assist the finance team in closing the FY20 books and preparing the documents for submittal, Mr. Dwelley is requesting approval of the Board to enter into a short-term agreement with CliftonLarsonAllen (CLA) for accounting consulting services. It is anticipated that the finance team and CLA will present to the Board at an upcoming summer meeting a multi-year prioritized accounting plan to ensure best practices and smooth operations going forward.

C.1 Consent Agenda

The following items are included in the Consent Agenda.

- Approve and Execute Agreement with Colonial Water Company
- Approve Agreement with CliftonLarsonAllen
- Approve Special Liquor Licenses for March 20 and 27 and May 19, 2021
- Approve February 25, 2021 Open Session Meeting Minutes.

Mr. Springett moved to approve the Consent Agenda, as presented, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Board of Selectmen Open Session Meeting Minutes
March 11, 2021

Adjournment

At 8:51 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

John D. Jeffries, Clerk