

MEETING MINUTES
BOARD OF SELECTMEN
July 8, 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 968 9144 4483.

At 8:00 AM Chair John Jeffries called the meeting to order with members Robyn Hunter and Robert Springett present. Also in attendance were Christopher Dwelley, Town Administrator; Katelyn O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant. Mr. Springett left the meeting at 9:30 AM due to a prior commitment.

ATTENDEES: None present.

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Discussion of Fiscal Year 2022 Goals and Objectives

Since the summer of 2018, it has been the annual practice of the Board to identify goals, objectives, and priorities for the upcoming fiscal year which specify key areas of concern, need, and opportunity that the Town should consider addressing over the next five years. Building on and adding to the work done in prior years, Mr. Dwelley has drafted the list of Fiscal Year 2022 goals and priorities as follows:

- Land Use-Open Space with a focus on Water
Discussion centered on preparing a Request for Proposal to hire a consultant to assist with a strategic water plan, on conservation measures, water sources, the role of the Water Resources Committee and Board of Health, and restrictions on building and development.
- Long-Term Financial Planning with a focus on Internal Finance Procedures and Financial Reserve Policies
Discussion centered on the reconciliation of cash and receivables, day-to-day process management, reporting requirements, the use of electronic payroll and accounts payable

systems, on-line payments, free cash, capital spending policy, and options to fund Open Space initiatives.

- Government Structure with a focus on Dover's Volunteer Base
Discussion centered on a review of the roles of boards/committees, the role of the Technology Advisory Board, creation of a volunteer handbook defining responsibilities, and the use of technology to communicate with volunteers.
- Government Structure with a focus on Project Management
Discussion centered on modernization of the Town's operations and the use of technology, administration of the website, and the addition of a Project Manager to the staff.
- Government Structure with a focus on creation of a Department of Public Works (DPW)
Discussion centered on summarizing the report on the creation of a DPW generated by the DPW consultant into an action plan.
- Modernization with a focus on Town House Renovations
Discussion centered on finalizing Town House renovation plan and presenting it to the Board and Capital Budget Committee for funding and support.

The Board will continue its discussion on the Fiscal Year 2022 Goals and Objectives at its next scheduled meeting.

I.2 Community Center OPM Contract Extension and Potential Vote

The Community Center Building Project's Owner's Project Manager (OPM), Colliers Project Leaders, would like to continue as the Town's OPM on the building project to guide it through the remaining phases of design, bidding, construction, and project closeout. Colliers has submitted to the Town a project schedule, a staffing plan, and a budget. Ms. Hunter is in favor of contracting with Colliers but did raise concerns about negotiating a contract with the project's architect and questioned their fees and cost increase percentages due, in part, to material costs. Mr. Dwelley suggested that the Town contract with Colliers who will assist Dover with architect negotiations before a contract is presented to the Board for approval.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the Contract for Owner's Project Management Services, Amendment No. 1, between the Town of Dover and Colliers Project Leaders, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.3 Board of Selectmen Updates

The Selectmen have no further updates to report.

I.4 Town Administrator Updates

The Town Administrator has no further updates to report.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approval of Annual Recycling Committee Request to Submit Grants to the Massachusetts Department of Environmental Protection
 - Overview and Certification of Minimum Eligibility Criteria Municipality
 - Small Scale Initiative
 - Recycling Dividends Program

- Approval of One-Day Special Liquor Licenses, all in 2021, for June 18 (retroactive), July 3 (retroactive), 9, 10, 10, 11, 16, 17, 18, 24, 29, 30, 31; August 6, 7, 13, 14, 20, 21, 26, 27, 28, and September 24

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

Adjournment

At 9:45 AM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

Robyn Hunter, Clerk