

**MEETING MINUTES
BOARD OF SELECTMEN
July 15, 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 996 9020 3416.

At 6:30 PM 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.

ATTENDEES: Police Chief Peter McGowan; Ron Myrick, Water Study Committee; Superintendent of Buildings Karl Warnick

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Police Chief McGowan re Appointment of Officer Colin Young

Police Chief Peter McGowan recommended to the Board the appointment of part-time Dover police officer Colin Young as a full-time Dover police officer to fill the vacancy created by the recent retirement of a full-time officer. Officer Young is an experienced officer and excellent employee who currently works the overnight dispatch shift. The customary stipulations, which include undertaking medical/psychological exams, passing the Physical Agility Test, and successfully completing the Police Academy, shall apply.

The Board congratulated Officer Colin Young on his appointment and wished him well.

Mr. Jeffries moved to approve the appointment of part-time Dover police officer Colin Young as a full-time Dover police officer subject to the successful completion of customary required testing and stipulations, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.2 Approve Contract Between SMMA and the Town of Dover for the Town House Window Replacement Project

As voted on at the 2020 Annual Town Meeting, the Town will be replacing 70 exterior windows at the Town House. In the spring of 2021 a request for quotes was advertised, and out of the three quotes received, SMMA of Cambridge, MA was the most responsible bidder at a cost of \$9,999.

The Town worked with SMMA in 2020 when Dover contracted with the firm to undertake a space needs study of the Town's buildings. To provide background, Ms. Hunter relayed that the Capital Budget Committee considered two options for window replacement. The first option was to replace the glass, as was done in the past, and the second option was to install replacement windows. After an analysis of the costs, energy efficiency, aesthetics of the building, and user practicality for each option, it was determined that replacement windows was the best choice.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the Professional Services Agreement between SMMA and Dover, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.3 Discussion of Fiscal Year 2022 Goals and Objectives

At its July 8, 2021 meeting, the Board began its review of the draft list of Fiscal Year 2022 goals and priorities which specifies key areas of concern, need, and opportunity that the Town should consider addressing over the next five years. Modifications were suggested, and Mr. Dwelley provided a revised list of Fiscal Year 2022 goals and priorities, listed below, which incorporates the changes made at the July 8 meeting.

- Land Use-Open Space with a focus on Water
- Long-Term Financial Planning with a focus on Internal Finance Procedures and Financial Reserve Policies
- Government Structure with a focus on Dover's Volunteer Base
- Government Structure with a focus on Project Management
- Government Structure with a focus on creation of a Department of Public Works (DPW)
- Modernization with a focus on Town House Renovations

Additional goals discussed included defining a timeline for each goal and identifying priorities, procuring a water consultant, addressing long-term climate change, roles and responsibilities of committees, website management, document management, and the role of the Technology Advisory Board.

The Board will continue this discussion at its July 29, 2021 meeting.

I.4 Appointments

Mr. Jeffries moved to approve the appointment of Paul Carew as the Veteran's Officer for a one-year term effective July 1, 2021 through June 30, 2022, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to approve the appointment of Robert Springett as the Selectmen's appointee to the Caryl Management Advisory Committee for a three-year term effective July 1, 2021 through June 30, 2024, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to approve the appointment of Robyn Hunter as the Selectmen's appointee to the Capital Budget Committee for a one-year term effective July 1, 2021 through June 30, 2022, seconded by Mr. Springett, it was unanimously approved by roll call vote.

Ms. Hunter moved to approve the appointment of John Jeffries as the Selectmen's liaison to the Warrant Committee for a one-year term effective July 1, 2021 through June 30, 2022, seconded by Mr. Springett, it was unanimously approved by roll call vote.

I.5 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Hale Reservation Appraisal – The report and relevant documents regarding the appraisal of the Hale land in Dover and of the land in Westwood is expected to be received by the Town in a few days, and the Hale Reservation Task Force will be convening on August 3, 2021.

Claybrook Road – Due to inclement weather, there has been significant damage to Claybrook Road. The Town is working with a geotechnical engineering firm that will survey the road and the erosion and develop a repair plan. Town staff has contacted the Massachusetts Department of Transportation and the Metropolitan Area Planning Council to determine if state funding assistance is available. A temporary traffic light has been installed at Claybrook Road and traffic has been reduced to one lane.

Water Resources Committee (WRC) – Ms. Hunter attended the recent meeting of the Water Resources Committee. Working with the National Weather Service, the WRC arranged to acquire water meters which measure precipitation, and it is looking for volunteers to install the meters in their homes and be responsible for sending precipitation measures to the Service. It was suggested that details regarding acquiring a meter be posted on the Town's website at doverma.gov. Ms. Hunter recommended that citizens view the Water Wednesdays page which offers informative water conservation tips and tidbits and appears on the Town's website and social media pages every Wednesday. Other WRC meeting discussion included creating outreach strategies to those who do not utilize the Town's website and/or social media such as installing a banner on the Town House lawn that provides and updates well and water measurements, designing a water dashboard page on the Town's website which lists those well and water measurements, and the use of Town-wide signage in the case of a drought.

Community Center Building Committee – Mr. Springett reported that the Committee has been laying out the timeline and filling out required documents for the design development and construction phases of the project. Mr. Springett suggested to the Committee that to broaden outreach and input about the Center, it form a focus group made up of individuals who do not currently use the facility to ascertain their ideas for building use including social and educational activities. There have been a considerable number of questions from the building abutters about the site plan, and Mr. Springett recommended that the Committee invite the abutters to the next site plan review meeting for their input and suggestions.

I.10 Town Administrator Updates

The Town Administrator reported on the following ongoing projects and initiatives.

Cell Tower – Mr. Dwelley reported that a Request for Bids From Personal Wireless Service Providers for Lease of Space on the Tower and Site at the Town of Dover Highway Department Facility Parcel was issued in July of 2021. It is anticipated that bid review will be undertaken over the summer, and contracts will be awarded in the fall of 2021.

Colonial Water Issue – Mr. Dwelley relayed that the recent water discoloration issue experienced by some Town residents has somewhat dissipated. It is the requirement of the Massachusetts Department of Environmental Protection (DEP) that Colonial Water Company develop a Corrective Action Plan to both identify the cause of the discoloration and develop a plan to correct the situation immediately and on a permanent basis. DEP is currently reviewing the Plan it received from Colonial, and after DEP signs off on the Plan, the Town will receive a copy.

C.1 Consent Agenda

The following item is included on the Consent Agenda:

- Approve October 2, 2021 Cystic Fibrosis Foundation Cycle for Life Ride

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

Adjournment

At 7:40 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

Robyn Hunter, Clerk