

MEETING MINUTES
BOARD OF SELECTMEN
July 29, 2021

At 8:30 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.

ATTENDEES: None present.

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Discussion of Fiscal Year 2022 Goals and Objectives

Continuing the conversations of the July 8 and 21, 2021 Selectmen's meetings, the Board further reviewed and modified the draft list of Fiscal Year 2022 goals and priorities, shown below, which specifies key areas of concern, need, and opportunity that the Town should consider addressing over the next five years.

- 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 discussion included establishing and documenting procedural protocols successfully implemented over the past three years; identifying three-year goals and priorities, especially as they relate to budgeting and financial management; establishing succession planning strategies and policies; the role of the Board of Selectmen as well as other Town boards/committees; adoption of a Town Charter; sustainability planning connected to water, energy, and climate change; management of the Town's buildings and operations; the role of the Technology Advisory Board, and the continuous evolution of the Town's technology system.

Mr. Dwelley will incorporate into the draft list the changes discussed, and the Selectmen will finalize the document at their August 5, 2021 meeting.

I.2 Approve Agreement Between Dover and Kleinfelder Northeast, Inc. for Professional Services Related to the Hydrology Study-FY22 Ongoing Monitoring

In November of 2018, Dover retained Kleinfelder Northeast to develop a groundwater and stream monitoring network and to conduct a study of the groundwater resources in relation to the availability of water resources. The resulting Hydrology Study was issued in March 2020 and recommended the development of water conservation and comprehensive educational outreach programs by the Board of Health. Kleinfelder is now proposing to provide ongoing monitoring services in Fiscal Year 2022 and has submitted a Professional Services Agreement to the Board for its review and potential approval. The Selectmen requested that Mr. Dwelley clarify specific language contained in the document, and the Board will address the Agreement at its August 5, 2021 meeting.

I.3 Board of Selectmen Updates

The Selectmen have no new updates to report.

I.4 Town Administrator Updates

The Town Administrator has no new updates to report.

C.1 Consent Agenda

The following item is included on the Consent Agenda:

- Approve 2021 Special One-Day Liquor Licenses for:
 - June 5, 9, 10, 19, 26 (retroactive)
 - July, 8, 10, 13, 16, 17, 23, 24, 26, 27, 28 (retroactive)
 - July 30, 31
 - August 5, 6, 6, 10, 15, 16, 17, 20, 21, 28
 - September 1, 9

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

Adjournment

At 9:25 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