



**MEETING MINUTES  
BOARD OF SELECTMEN  
August 5, 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 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, 21, and 29, 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 goals and priorities discussed included broadening the goals to extend three years out rather than year after year goals which will provide future Selectmen with an established plan and facilitate their work with the Town Administrator and staff; identifying priorities and creating timelines for a given year; developing metrics for progress review; creating a system to assess the success of methodologies used; focusing on digital technology and its direction and implementation; the next steps for the Hale Reservation project; prioritizing Open Space initiatives; management of the proposed Department of Public Works; reassessing the Town's Social Media policies and the effectiveness of the Town's website, strategies to increase Dover's volunteer base, and reviewing the roles of the Town's boards/committees/commissions.

Mr. Dwelley will incorporate the discussed changes into the draft list which will be distributed to the Town's staff and members of the Town's boards/committees/commissions for their input and recommendations.

Mr. Springett moved to approve the goals and priorities discussed to date, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

**I.2 Approve Agreement Between Dover and Kleinfelder 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. At the Board's July 29, 2021 meeting, the Selectmen raised a question about public statistical reports mentioned in the proposed Scope of Work. Subsequently, Ms. Hunter clarified that in order for Kleinfelder to put together the most comprehensive report possible, it will use, as data points, whatever public information is available including statistical summary reports.

Ms. Hunter moved to authorize the Town Administrator to execute all documents related to the Professional Services Agreement between Dover and Kleinfelder for Hydrology Study – FY22 Ongoing Monitoring Services, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

**I.3 Discussion on the Agreement Between Dover and Tata & Howard for Engineering Services for the Claybrook Road Stabilization Project and Potential Vote**

There has been significant damage to Claybrook Road due to recent inclement weather. The Town is working with Tata & Howard (T&H), a geotechnical engineering firm that will survey the road and the erosion and develop a repair plan for immediate and long-term needs. T&H has prepared an Agreement for engineering services for Phase 1 of the Claybrook Road Stabilization Project which will include subsurface exploration and evaluation of existing geotechnical properties on the affected area of the road. The project cost is anticipated to be between \$30,000 - \$35,000.

Ms. Hunter moved to authorize the Town Administrator to execute all documents related to the Agreement for Engineering Services, Phase I Claybrook Road Stabilization Design, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

**I.4 Board of Selectmen Updates**

The Selectmen reported on the following ongoing projects and initiatives.

Community Center Building Project – Mr. Springett reported that the Building Project Committee did a site walk-through of the immediate area outside of the Caryl Community Center. The plans for the new facility's outside space will include a meeting area, a socialization area, a patio, and green space. A basketball court will be located in the back near the parking lot.

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Mr. Springett recommended that the operation and management procedures of the new building be considered.

**I.5 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:  
- August 28 and September 20

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

**Adjournment**

At 9:50 AM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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Robyn Hunter, Clerk