



**MEETING MINUTES
BOARD OF SELECTMEN
August 26, 2021**

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: Phil Palumbo, Colliers Project Leaders; Deborah Fennick and Jon Richardson, Fennick McCredie Architecture; Community Center Building Committee Chair Ford Spalding; Superintendent of Buildings Karl Warnick

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Discussion on the Contract Extension with Fennick McCredie Architecture and Potential Vote

In 2020 the Community Center Building Committee selected Fennick McCredie Architecture (FMA) to provide architectural and design services for the proposed new or renovated Community Center. FMA contracted with the Town to provide a feasibility study and schematic design services leading up to Town Meeting which subsequently voted for a renovated community center. FMA would like to continue as the Designer through project closeout, and it has submitted to the Town for Selectmen approval a fee proposal for designer services. Mr. Dwelley pointed out that the Building Committee has not yet had the opportunity to review the proposal and offer its recommendations and proposed that if the Selectmen are prepared to move forward with the contract extension, that they vote their approval to allow him to sign off on the contract contingent upon an affirmative vote by the Building Committee which will be meeting on August 30, 2021. Building Committee Chair Ford Spalding noted that FMA is moving forward and adhering to the project's tight deadline, and he summarized the work it has already completed in good faith while waiting for the Town to make a decision on the proposed contract. Concerns were raised about the rise in construction costs and the proposed architect's fee proposal, and Phil Palumbo of Colliers Project Leaders, the Owner's Project Manager, explained in detail the industry standards, and the base and supplemental fees in the proposal and the different categories of services belonging to each group. After review and analysis of FMA's proposal and comparison of fee costs in other towns which have undertaken similar projects, Colliers is of the opinion that FMA's

proposal is fair and reasonable. The Selectmen are requesting the input and recommendations of the Building Committee and will vote on the proposal at their September 9, 2021 meeting.

I.2 Department of Public Works Director Discussion and Potential Vote

In 2020 Mr. Dwelley presented to the Board a proposal to merge the Building Maintenance staff, the grounds staff of the Parks and Recreation Department, and the Cemetery staff into the Highway Department as the first phase toward a consolidated Department of Public Works (DPW). In early 2021 the Town engaged Community Paradigm Associates (CPA) to assess the merits of a consolidation, and in March of 2021 CPA submitted to the Town the following recommendations to create a DPW:

- Consolidate the staff members as proposed into a DPW
- Create the position of a Public Works Director to oversee a consolidated DPW
- Create the position of an Operations Superintendent to oversee operations

Mr. Dwelley is recommending that the Board vote to adopt Community Paradigm's recommendations and vote to create the position of a Department of Public Works Director. The Director will provide support and expertise to the Town as it undertakes, structures, and implements the different steps and phases of the consolidation process. Additionally, Mr. Dwelley is recommending that the Board vote to engage Community Paradigm to assist in the recruitment process and help the Town find the appropriate person for Dover. The Board is in agreement that the creation of a DPW and the hiring of a DPW Director promote a more modern, efficient and effective government.

Mr. Jeffries moved to approve the creation of a Department of Public Works Director position, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the Letter of Engagement between Dover and Community Paradigm Associates, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.3 Feedback Review and Final Vote on Fiscal Year 2022 Goals and Objectives

Throughout the summer months, the list of Fiscal Year 2022 goals, objectives, and priorities was identified and modified by the Board of Selectmen. The list, specifying key areas of concern, need, and opportunity that the Town should consider addressing over the next five years, was sent out to the Town's staff, boards and committees for review and input. The Warrant Committee would very much like to see a more specific policy regarding Free Cash growth and reserves, and the Selectmen will amend the list to include that topic under the Long-Term Financial Planning category.

Mr. Dwelley clarified that Item 3, Support Volunteer Base, under Government Structure, relates to broadening the Town's communications to residents about volunteer opportunities, as well as other Town activities and news, through the Town's website, social media channels, and possibly through a newsletter. Mr. Dwelley relayed that there is interest from community members in expanding the Town's official communication channels through the creation of an electronic newsletter. Discussion followed regarding the advantages and disadvantages of a newsletter, its

effectiveness, and the increased use of Dover's website and other electronic devices to timely communicate current and updated news to residents.

Mr. Springett moved to approve the addition of Free Cash growth and reserves to the Long-Term Financial Planning Category, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.4 Vote on the Board of Selectmen Fall/Winter/Spring Meeting Schedule

The Selectmen determined their meeting dates from September, 2021 through May of 2022 as listed below:

- September 9 and 23, 2021
- October 7 and 21
- November 4 and 18
- December 2 and 16
- January 6 and 20, 2022
- February 3 and 17
- March 3, 17 and 31
- April 14 and 28
- May 2 (Town Meeting), 12, and 26

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

I.5 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Modernization - Mr. Springett requested that Municipal Project Manager Dave Sullivan create an FY22 Modernization Project Plan and present to the Board, at an upcoming meeting, an update on the Town's modernization efforts, to date, including digital transformation, website assessment and document management.

Colonial Water Company - Ms. Hunter acknowledged that there continues to be public misconception that the Selectmen can actually do more than they are already doing, which includes working with State legislators and the MA Department of Environmental Protection, to resolve the Town's water discoloration issue. Ms. Hunter suggested that Town Counsel, or perhaps an environmental counsel who deals in hydrology, opine on what the Board's roles and responsibilities are with respect to ensuring that Colonial is working towards a solution and to supplement the advice the Board has received. Furthermore, there are concerns regarding the impact on water resources stemming from the proposed 40B as well as other additional unanswered questions, and Ms. Hunter suggested that a follow-up meeting focused on water issues be scheduled.

I.6 Town Administrator Updates

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

Board of Selectmen Open Session Meeting Minutes
August 26, 2021

Colonial Water – In keeping with the Board’s goals and priorities, the Town has created a new, designated water resources website which will contain information about water supply and resources, drought conditions and management, irrigation, and the implementation of water goals. The website is expected to go live within the next several days.

The Request for Qualifications (RFQ) for professional water consulting services is being finalized. It is envisioned that, among other things, the consultant will provide a long-term water assessment and recommendations, technical assistance, and advice and guidance on water matters.

Staff has been polling other communities as it relates to irrigation bylaws and enforcement, and a potential recommendation and presentation will be brought before the Board at an upcoming meeting.

Fiscal Year 2023 Budget Process - Staff has been working with the Capital Budget Committee and the Warrant Committee to discuss the FY23 budget processes and prepare guidance for budget preparation to be distributed to Town staff and boards/committees. Staff is looking at ways to digitize and synchronize the budget submissions so that they flow into projection worksheets and streamline the budget submission process.

American Rescue Plan Act of 2021 (ARPA) – The Norfolk County Commissioners accepted funds associated with the Federal government’s ARPA program. The program funds assist municipalities with the response and recovery associated with the Covid-19 pandemic, and it is anticipated that Dover will receive, through the County, approximately \$1.2 million in addition to approximately \$641,000 for which Mr. Dwelley has applied directly to the Federal Government. This item will be discussed at the Board’s September 9, 2021 meeting.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approve 2021 Special One-Day Liquor Licenses for August 29, October 2 and October 23
- Approve Open Session Meeting Minutes for July 15 and July 29, 2021 and Executive Session Minutes for June 24, 2021

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

Adjournment

At 8:08 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