



**MEETING MINUTES  
BOARD OF SELECTMEN  
September 9, 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: Mary Carrigan, Juris Alksnitis, Personnel Board; Land Use Director Courtney Starling, Sara Kinney, Warrant Committee; Carol Lisbon, Planning Board, Water Study Committee; George Sidgwick, Planning Board; Justin-Kent Uritam, Water Study Committee; Council on Aging Director Janet Claypoole

PRESS: None present.

**Citizens' Comments**

There are no citizens' comments.

**I.1 Personnel Board Chair Mary Carrigan re Fiscal Year 2023 General Increase**

It is the annual practice of the Personnel Board to present to the Selectmen, in conjunction with the Warrant Committee, its recommendation for a general salary increase for the Town's non-union employees for the upcoming year. Personnel Board Chair Mary Carrigan updated the Board on the process and methodology that the Board follows to determine the increase percentage. The Collins Center at the University of Massachusetts recently completed for the Town a Compensation Study of all salaries by position in comparison to other comparable towns, and the study indicates that Dover is -7 percent behind the 50<sup>th</sup> percent target of similar compensation for similar towns. In process is a classification study being conducted by DI Jacobs Consulting which will review and update all job descriptions for accuracy and recommend a new structure for compensation. The anticipated completion date is October of 2021, and after all the data is available, the Personnel Board will reconvene to discuss compensation overall and the general increase and will subsequently present their findings and recommendations to the Board of Selectmen at a future meeting. Brief comments were made about the rates of growth of the operating budget and inflation rates and health and pension benefits.

The Selectmen expressed their thanks and appreciation to the Personnel Board for the time and effort they have expended year after year to benefit both the Town and its staff.

## **I.2 Land Use Activities Update**

Land Use Director Courtney Starling provided a slideshow presentation on the activities of the Planning Board and discussed the following topics in detail:

- Housing Production Plan – a community’s proactive strategy for planning and developing affordable housing
- Hazard Mitigation Plan – forms the basis for a community’s long-term strategy to reduce disaster losses
- Americans with Disabilities Act Self-Evaluation and Transition Plan – a public entity’s assessment of its program, services, facilities, policies, and practices
- Village Center Visioning – a process to better understand local desires related to architectural design and land use in Dover’s center
- Hale Task Force – the Task Force was convened to determine potential interest in acquiring a Conservation Restriction on land in Dover currently occupied by Hale Reservation
- Infrastructure and Resiliency – focus areas include the Green Communities Act, Funding Opportunities, Water Resource Protection, and Regional Partnership Opportunities
- Open Space and Recreation – The Open Space Committee is currently completing an update to the Town’s Open Space and Recreation Plan
- Zoning Initiatives – focus areas include grant funding to develop bylaws and Planning Board Rules and Regulations updates

## **I.3 Discussion on the Adoption of the Village Center Vision and Zoning Process and Potential Vote**

Due to the redevelopment of the Caryl Community Center and future development projects at 10 and 14 Springdale Avenue, the Town center will be experiencing significant changes. In anticipation of those changes, Ms. Starling and the Planning Board are requesting approval of the Selectmen to contract with Civic Space Collaborative (CSC), an interdisciplinary firm that specializes in transforming public space and building community, to assist the Planning Board, the Town, and Dover’s stakeholders and residents in creating a cohesive vision to guide the future redevelopment of several key parcels within the center.

Mr. Dwelley and the Board commended Ms. Starling for the comprehensive overview of the activities of the Planning Board and Land Use Department and thanked the Town’s staff and boards and committees who have been involved in those activities.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the Agreement Between Dover and Civic Space Collaborative, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

## **I.4 Discussion on the Coronavirus State and Local Fiscal Recovery Funds**

In May of 2021, the U.S. Department of Treasury launched the Coronavirus State and Local Fiscal Recovery Funds to provide emergency funding through the American Rescue Plan Act of 2021 (ARPA) to eligible local governments to assist with the response and recovery of the Covid-19 public health emergency. Funds can be expended for public health spending, the economic impact of the public health emergency, lost revenue, premium pay for essential workers, and water, sewer and broadband infrastructure. It is anticipated that Dover will receive approximately \$2 million in

Federal funding, and Mr. Dwelley recommended that the Town utilize those funds for the two water infrastructure projects specified below.

- Town Water System Mapping and Digitization – Dover’s water system is poorly mapped, incomplete, and does not include full details of the infrastructure such as size, material and age nor are there “tie cards” which indicate where service lines connect to the system. An assessment of the Town’s water system will help position the Town to be better informed and prepared as it undertakes a long-term water assessment to determine how it wants to supply water to the community, and location of the service lines will allow the Town to efficiently identify and stop water leaks. The estimated costs for mapping and digitization is \$20,000.
- Electronic Systems for Chickering Well Pumphouse – The Chickering Well Pumphouse runs on older technology resulting in recurring water service disruptions at the Chickering Elementary School, and it is recommended that the Town replace this equipment with a modern electronic system. The estimated cost for a new system is \$5,000.

A possible third project is replacement of the failed safety communication tower on Snow Hill at an estimated cost of \$200,000. Mr. Dwelley is working through the details of replacement to ascertain whether this project is eligible for funding. Another possible consideration is to engage a technical consultant to help the Town develop long-term water recommendations and investments. The Board is in agreement that the Town should move forward with the Water Mapping System and a new electronic system for the Chickering Well Pumphouse.

Mr. Jeffries moved to authorize the Town Administrator to utilize the ARPA funds to move forward with the Town Water System Mapping and Digitization and an Electronic System for the Chickering Well Pumphouse, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **I.5 Community Center Storage Discussion and Potential Vote**

Based, in part, on SMMA’s September 8, 2020 Space Study Assessment Report of the Town’s buildings and reports generated by the architects of the Community Center Building project, it has been determined that storage space at the Caryl Community Center and the Town House is at full capacity. Superintendent of Buildings, Karl Warnick, was asked to recommend options for storage, and he discussed the viability of the buildings and possible renovations at Five Whiting Road and Two Dedham Street, and the possibility of building a new structure behind Five Whiting Road. After comparison, it was determined that the 2,000 square foot building at Five Whiting Road currently fits the space needs and timeline of the Town and is the preferred facility for storage space. The exterior character of the building will remain the same, and renovations will include replacing four insulated overhead doors, climate control, upgrading of electrical services, repurposing the ductless mini-splits from the Caryl Community Center, repainting the floor with epoxy, and upgrading the fire alarm system. The estimated renovation cost is \$65,500.

Ms. Hunter moved to dedicate Five Whiting Road for additional storage needs associated with the Community Center Building Project and authorize the Town Administrator to take any action related thereto, seconded by Mr. Springett; it was unanimously approved by roll call vote.

**I.6 Project Manager Reorganization Proposal and Potential Vote**

Mr. Dwelley relayed that the Town is considering hiring a Municipal Business Analyst (MBA) to assist the Municipal Project Manager (MPM) and Town staff and outlined the responsibilities of the position, the existing projects being undertaken by the MPM, and the anticipated projects based on the Board's goals and objectives. The currently vacant and obsolete Information Technology (IT) Coordinator position has been repurposed into the Municipal Business Analyst position which is essentially a support role to assist the MPM with modernizing Dover's delivery systems and act as a resource to assist in the implementation of broad-based projects. Additionally, the MBA will serve as the point person for the day-to-day IT staff needs and questions. Mr. Dwelley will be meeting with the Personnel Board for the purpose of reclassifying the position, and he does not anticipate any salary budget changes beyond what has already been budgeted in the past for the IT Coordinator position. The Selectmen will be kept apprised of the recruitment's progress.

**I.7 Vote to Declare Ameer Tejani a Special Municipal Employee**

Due to the recent resignation of Annemarie Thompson, the Council on Aging (COA) recruited for a COA Program Coordinator, and Ameer Tejani is the recommended candidate. Ms. Tejani is currently an elected official for the Town as a Library Trustee, and in order for her to hold both positions, the State Ethics Commission, under Massachusetts Conflict of Interest Law, c.268A, s.20(c) requires that a Disclosure of Financial Interest form be completed and filed with the Town Clerk and the Commonwealth.

The Selectmen welcomed Ms. Tejani to the Council on Aging, and staff is looking forward to working with her.

Mr. Jeffries moved to approve the Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as required by Massachusetts General Law, c268A, s.20(c), seconded by Ms. Hunter; it was unanimously approved by roll call vote.

**I.8 Board of Selectmen Updates**

The Selectmen reported on the following ongoing projects and initiatives.

Colonial Water Company - Ms. Hunter reported that she and Mr. Dwelley spoke with the Town's legal counsel about the role of the Board of Selectmen and the Town's responsibilities with respect to the recent discoloration of water supplied to residents by the Colonial Water Company. Legal Counsel suggested that the Town contract the Department of Public Utilities, (DPU), and a call between the DPU, Representative Denise Garlick, and Mr. Dwelley had already been arranged.

A Request for Qualifications for a water consultant has been prepared by Town staff with the input of Ron Myrick, a resident who is involved in the water business, and the Board of Health, and consideration has been given to engaging a short-term consultant to help the Town decipher the discoloration issue and remedy the situation.

Colonial notified the Town that it is doing work on one of the Town's main water wells and asked that residents limit their irrigation use as it will hinder the work being done on the well. Detailed information can be found on the Town's website at [doverma.gov](http://doverma.gov) and its social media pages.

Information Technology – In order to gain a better understanding of Information Technology (IT) being utilized in other towns, Mr. Springett and Cam Hudson, who served on the Technology Advisory Board, spoke with staff members in several Massachusetts towns about their IT strategies, website use, document management and plotting a digital future. While the towns utilize different mechanisms, a common theme of these conversations is that the towns have similar questions and are working towards a way forward. Speaking with other towns now and in the future provides an opportunity to share ideas and gather information.

### **I.9 Town Administrator Updates**

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

Dover Days Fair – Mr. Dwelley reminded residents that the Dover Days Fair will take place on Saturday, September 11 from 10 AM to 3 PM in the Town's center. He encouraged residents to attend and bring the whole family to kick off the fall season with Dover's wonderful community.

Norway Spruce Tree – The Parks and Recreation Commission voted last week to remove and replace the Norway spruce holiday tree located in the Town center. Removal will begin after preparatory work involving electrical and water lines is completed.

Mask Mandate – The Board of Health voted on September 8, 2021 to institute a mask mandate for all public buildings in Dover effective Monday, September 11, 2021. Notification has been sent out to the Town's staff and boards/committees/commissions, and signage will be posted on all Town buildings.

Natick Dam Project – The Town's Land Use Director and the Conservation Agent have been engaged in conversations regarding this project to determine the renovation/removal status of Natick's dam, and both will be attending an upcoming meeting to discuss the flooding and hydrological impacts, if any, resulting from the project.

Small Cell Wireless Technology – The Planning Board recently voted on a bylaw designed to guide the installation and implementation of small cell wireless technology installation throughout the Town. Mr. Dwelley has asked Dover's Wireless Communications Counsel, Bill Solomon, to provide the Board with a written overview of what the bylaw means and how the Town could promote and solicit small cell wireless technology to help with cell phone coverage that is insufficient in some areas of the community.

### **C.1 Consent Agenda**

The following item is included on the Consent Agenda:

- Approve 2021 Special One-Day Liquor Licenses for September 10, 11, 12, 17, 18, 19, 24, 25, 26; October 2, 3, 9, 10, 11, 15, 16, 17, 21, 23, 24, 29, 30, 31; November 6, 18; December 4 and 18

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

**Adjournment**

At 8:57 PM 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