

MEETING MINUTES
BOARD OF SELECTMEN
September 23, 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: Acting Finance Director Carl Valente; Town Treasurer-Collector Jerry Lane; Town Accountant Kathy LaPlant, Town Clerk Felicia Hoffman; Superintendent of Buildings Karl Warnick; Council on Aging Director Janet Claypoole; Town Assessor Amy Gow; Gerry Clarke, Board of Health, Water Study Committee; Carol Lisbon, Planning Board, Water Study Committee; Justin-Kent Uritam, Water Study Committee; Assistant Town Moderator Dave Haviland

PRESS: None present.

Citizens' Comments

Board of Health Chair Gerry Clarke notified residents that Dover will be hosting a drive-through influenza vaccination clinic on Tuesday, October 5, 2021 at the Highway Garage starting at 11 AM for individuals age 12 and older. Registration information will be published on the Town's website at doverma.gov.

I.1 Community Center Building Project Borrowing Discussion

Acting Finance Director Carl Valente and Town Treasurer-Collector Jerry Lane provided background information regarding the issuance of debt for the Community Center Building Project. The three items they asked the Board to consider are whether to issue short-term Bond Anticipation Notes (BANS) or Long-term Bonds, when to issue the debt, and how much debt to issue. Discussion centered on interest rates and the financial incentive to issue Bonds as early as possible to lock in the current low long-term interest rates; the timing required to issue either a BAN or Bond, and it was noted that either one needs to be issued before the end of Fiscal Year 2022 (June 30, 2022) as project costs are currently being incurred and funded with the Town's available funds; cost projections; borrowing based on projected cash flow, and long-term debt percentages. It is anticipated that the Town will have an updated cost projection in October, and the borrowing discussion will continue at the Board's October 21, 2021 meeting.

I.2 Financial Progress and Goals Update

Melanson, the Town's auditors, recently completed an audit of the Town's finances and practices for the year ended June 30, 2020 and submitted a Management Letter containing its comments and recommendations on the Town's accounting practices. Mr. Valente and Mr. Lane highlighted the Town's response to those comments. Mr. Valente began by acknowledging that the Accounting Office and the Treasurer-Collector's Office have experienced two very challenging years due to a number of reasons including the hiring of a new accountant in the middle of a fiscal year, implementing a new accounting package, training staff on new procedures and software, long-term illnesses, not enough staff resources to manage day-to-day financial operations, and the Covid pandemic. To remedy the situation, consultants were hired for both offices to assist with Fiscal Years 2020 and 2021. Subsequently, the Town Administrator requested that staff generate a plan for changes and improvements to not only limit the likelihood of this situation in the future but also to respond to the Board's goals of modernizing and streamlining financial operations. A Best Practices Workplan for Fiscal Year 2021 and Fiscal Year 2022 was generated and implemented in the finance offices, and an update on a number of best practice processes and systems which have been completed, are ongoing, and scheduled was provided to the Board.

I.3 Accounting Support Services Discussion

Accounting firm CliftonLarsonAllen (CLA) was one of the consultants hired to assist the finance offices, and the Town would like to continue working with them for another year especially given the new systems in place and the staff training required to implement those improvements. CLA submitted two Agreements for Board approval—the first is for accounting services for the Fiscal Year ended 2021 and the second is for as-needed professional accounting support services.

Mr. Dwelley expressed his appreciation to Mr. Valente for his invaluable work in guiding and implementing the new processes and to the finance team for their flexibility and efforts to move forward.

Mr. Jeffries has engaged the firm on a personal basis and is recusing himself from the vote. Mr. Jeffries moved to authorize Mr. Dwelley to execute all documents related to the two Agreements with CliftonLarsonAllen for professional accounting support services, seconded by Ms. Hunter; it was approved by roll call vote with Ms. Hunter and Mr. Springett voting in favor.

I.4 Reserve Policy Discussion and Potential Vote

A goal identified by the Selectmen for the upcoming fiscal year relates to the establishment of reserve policies—specifically, Capital Reserves and Free Cash. Mr. Dwelley explained that the Town is looking to codify or memorialize the Capital Reserves fund that was established at the May, 2021 Town Meeting and to develop a Free Cash policy. To develop those policies, it is envisioned that two separate working groups be created composed of members from the Warrant Committee, the Capital Budget Committee, Town staff, and a Board of Selectmen liaison for each group. The groups would work independently to develop the policies and present them to the Selectmen for approval. Ms. Hunter will be the Selectmen's liaison to the Capital Reserves group, and Mr. Springett will be the Selectmen's

liaison to the Free Cash group. Mr. Dwelley will begin the organizational process and establish meeting dates.

I.5 Goal-Setting Software Presentation

Municipal Project Manager Dave Sullivan was tasked with researching and reviewing goal-setting software which is a productivity tool designed to facilitate tracking, assessment, and progress of goals across multiple years. Mr. Sullivan is recommending that the Town enter into an Agreement with Smartsheet Inc. for its software and onboarding package. Highlights of this bi-directional software program include easy to read charts; the ability to embed charts on web pages and in presentations; easy integration into the existing Google Workspace Business Suite; dynamic dashboards comprised of charts, graphs, links, images, and multiple data sources, and ease of use.

Mr. Jeffries moved to authorize the Town Administrator to execute documents related to the Statement of Work provided by Smartsheet Inc., seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.6 Discussion on Remaining One Precinct in Dover and Potential Vote

There has been some discussion over the past year and one-half about the growth in Dover's population which might result in Dover moving from a one-precinct town to a two-precinct town. Town Clerk Felicia Hoffman relayed that based on the final 2020 Federal Census numbers, Dover's population is 5,923, falling under the 6,200 population figure which would automatically require the Town to be separated into two precincts, and because the population is under that number, there is an option to petition the Commonwealth to remain as a one-precinct town. As there is no advantage to splitting into two precincts, Ms. Hoffman is recommending that the Board vote to petition the Commonwealth that Dover remain a one-precinct town.

Mr. Jeffries moved to petition the Commonwealth that Dover remain a one-precinct town, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.7 Appoint Planning Board Associate Member Scott Freedman as a Full Member to the Board

Due to the resignation of Planning Board member Carol Chirico, there is a vacant seat available for a Full Member of the Board. Land Use Director Courtney Starling is recommending that the Selectmen appoint Associate Member Scott Freedman to the Planning Board as a Full Member until the 2022 Town Election.

Mr. Jeffries moved to appoint Planning Board Associate Member Scott Freedman as a Full Member to the Planning Board until the 2022 Town Election, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.8 Discussion re the Water Request for Qualifications (RFQ)

At the May, 2021 Town Meeting, \$100,000 was appropriated to engage a water consultant/engineering firm to assist the Town and the Board with assessing the current water service delivery infrastructure and make both short-term and long-term recommendations to ensure that Dover has a reliable source of water. To that end, a Request for Qualifications

(RFQ) has been drafted. An RFQ is a solicitation for firms to respond back with essentially a scope of work or a proposal on how they would accomplish the work outlined in the RFQ. Dover is inviting interested parties to submit a proposed scope of work and participate in an interview process with a panel composed of community and staff, and after review of both pieces, the panel will determine the firm that is the best fit for the Town. The Selectmen are in favor of issuing the RFQ, and Mr. Dwelley will proceed with the process.

I.9 Discussion re Temporary Water Technical Assistance

Despite the proactive and strong efforts and actions of the Selectmen, the Town, the Massachusetts legislative delegation, and the utility companies, the Colonial Water Company is still delivering discolored water to Town residents. There has been some conversation regarding the benefit that a temporary, short-term engagement with a water consultant could provide to Dover, and Mr. Dwelley is proposing to the Board that the Town engage a short-term consultant, as an independent third party individual, to assess the work that is being done to rectify the situation and to act as an advisor and suggest other avenues to pursue. It is estimated that this engagement would be completed in a maximum of 100 hours at approximately \$200 per hour. Both Ms. Hunter and Mr. Jeffries view the consultant as an industry expert who could look at this issue with a different perspective and be of benefit to the Town. Mr. Springett expressed his belief that the Corrective Action Plan required by the Massachusetts Department of Environmental Protection, which included a third-party engineering firm assessment, would sufficiently identify remediation options.

Mr. Jeffries moved to authorize Mr. Dwelley to enter into conversations with a consulting firm for the purpose of engaging a short-term water consultant for an amount not to exceed \$20,000, seconded by Ms. Hunter; Mr. Jeffries and Ms. Hunter voted in favor, Mr. Springett voted against.

I.10 Approve Calendar of Events for October, 2021 – June, 2022

The Calendar of Events list key events and working dates used by Town staff and boards/committees/commissions for planning purposes.

Mr. Jeffries moved to approve the Calendar of Events for October, 2021 – June, 2022, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.11 Board of Selectmen Updates

There are no updates to report.

I.12 Town Administrator Updates

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

Highway Garage Solar Roof Project – At the May, 2021 Town Meeting, voters approved entering into a Payment in Lieu of Taxes (PILOT) agreement with a solar company to install a solar roof on the Highway garage which will result in financial and energy-efficient benefits. It was determined that the existing 20-year old roof will not sustain the solar array installation, and the decision was made to reinforce the roof with a rubber membrane to extend roof life for another 25 years. Select, the solar company engaged by the Town, indicated that the roof augmentation cost would be folded into the overall project and the money it used to cover that cost would reduce the

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Town's Power Purchase Agreement (PPA) cost. Subsequently, the State entity that oversees and authorizes this type of work is in the process of determining whether Solect can include that roof repair as part of the project. If that is not possible, the Town must go through the formal procurement process, and a request for roof project funding will be presented at the next Town Meeting. Mr. Dwelley anticipates hearing from the State within the next week or so.

Community Newsletter – Ms. O'Brien announced the launching of the Town's new electronic Community Newsletter. The goal of the Newsletter is to provide residents an easier and consolidated way to receive official Town of Dover news as well as keep residents up-to-date on all the new and exciting things the Town is doing. Resident Ruth Townsend will be overseeing the Newsletter and gathering and creating content of interest to the Community. Town staff and boards/committees/commissions are encouraged to send Ms. Townsend information they would like to see in the Newsletter including board/committee/commission news updates, future events, important upcoming discussion topics/votes, board/committee/commission highlights, and issues or projects of interest. Group chairs are asked to send information they would like communicated via the newsletter to Ruth Townsend at aandrtownsend@yahoo.com. A dedicated website page will host the Newsletter, and it will be sent to subscribers of the Town News Flash via the website; visit <https://www.doverma.gov/list.aspx.ign> to sign up for the Town News Flash. The first newsletter will go out November 1, 2021, and the deadline to get information to Ruth is October 15, 2021. More detailed information can be found on the Town's website at doverma.gov.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approve 2021 Special One-Day Liquor Licenses for September 20, 21, 22 (retroactive), 25, 26, 30; October 2, 8, 10
- Approve Open Session Meeting Minutes for August 5, August 19, and August 26, 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 8:40 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