

**MEETING MINUTES
BOARD OF SELECTMEN
October 7, 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 and Katelyn O' Brien, Assistant Town Administrator.

ATTENDEES: Gerry Clarke, Board of Health, Water Study Committee; Superintendent of Buildings Karl Warnick

PRESS: None present.

Citizens' Comments

Board of Health Chair Gerry Clarke reported that the drive-through influenza vaccination clinic held on Tuesday, October 5, 2021 at the Highway Garage was a great success and hosted approximately 500 people including children ages 12 and over. Mr. Clarke expressed his appreciation to Chief Peter McGowan, Sierra Bright, Greg Kahoun, Elizabeth Rosa, Janet Claypoole and the Council on Aging, Rusty Dauphinee, the Highway Department and to all those individuals who contributed their time and efforts to ensure a successful clinic.

I.1 Discuss Designer Selection Process for Architectural Services for the Replacement of the Town House Roof and Potential Vote

At the May 1, 2021 Annual Town Meeting, voters approved the replacement of the Town House roof, and a Request for Proposal (RFP) for Architectural Services for the Town House Roof will be issued by the Town in the next day or two. The RFP requires that bid documents be submitted to the Town by November 10, 2021, and it is anticipated that roof replacement will commence in the spring of 2022. Ms. O'Brien presented, for Board approval, the Dover Town House Roof Committee Composition and Charge which specifies committee membership and responsibilities. If approved, the Committee will be composed of the Town Administrator, the Assistant Town Administrator, the Superintendent of Building Maintenance, and the Chair of the Capital Budget Committee. Additionally, Ms. O'Brien briefly outlined the Designer Selection Procedure which is the standard process and guidelines used by the Town for projects requiring designer selection and which complies with the purposes and intent of the State Designer Selection Board, Massachusetts General Law, Chapter 7.

Mr. Jeffries moved to approve the Dover Town House Roof Committee Composition and Charge dated October 7, 2021, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.2 Review of Selectmen-Appointed Boards/Committees/Commissions

A goal identified by the Selectmen is to bolster communication and collaboration between the Town's elected and appointed boards, volunteers, and other entities that work to make Dover the wonderful community that it is. It has been suggested that Selectmen-appointed boards/committees/commissions be invited to attend a Board meeting and provide the community with an update of their activities, initiatives, and projects. Concurrently, the Board has identified modernization as a goal, and a part of that is to review the responsibilities of the boards/committees/commissions and appointed positions that Dover has had in place for several decades, many of which might not be applicable to how government operates today. The Board was provided with a list of Selectmen-appointed boards/committees/commissions with notations for each group regarding creation statutes, history, and responsibilities, and Mr. Dwelley recommended that groups which are advisory or groups that work on special projects be scheduled to present first, followed by statutory entities. The Selectmen are looking forward to hearing about the activities of the groups and gaining a better understanding of their membership, responsibilities, needs, and requirements, and perhaps offering recommendations and suggestions for collaboration with other groups and modernization. The Selectmen's office will begin scheduling the various groups.

I.3 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Open Space – Mr. Jeffries reported that he attended the recent meeting of the Open Space Committee. Land Use Director Courtney Starling was in attendance and addressed a number of topics including the housing production plan, water use, and the Trails/Easement Database project. With regard to the 61A property on Farm Street, the Town's staff and various board/committees/commissions have been asked to review the Right of First Refusal option which gives the Town the right to purchase the property before the seller negotiates other offers. After review, the Open Space Committee voted unanimously that the Town should not pursue purchasing the property,

Water Main Break – There was a water main break on Springdale Avenue, across from Channing Pond, which was quickly identified and which caused no interruption to service. The 12-inch main is scheduled to be repaired within the next few days.

Community Center Building Committee – Mr. Springett reported that the Community Center Building Committee's work continues to follow the timeline it has established. A subcommittee will be focusing on building material options, costs, and aesthetics and will present its recommendations at the October 25, 2021 Building Committee meeting.

I.4 Town Administrator Updates

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

Recycling Committee – Mr. Dwelley reported that the Recycling Committee, in conjunction with Interim Superintendent of Streets Bob Tosi, has submitted a memorandum to the Selectmen's

office regarding its observations and recommendations related to staffing at the Town's Transfer Station. At the Selectmen's request, Mr. Dwelley will invite the Recycling Committee and Mr. Tosi to attend an upcoming Board meeting to discuss the memo and how it relates to the budget process and the creation of a Department of Public Works.

Colonial Water Discoloration Issue – As required by the Department of Environmental Protection (DEP), engineering company Tata & Howard (T&H) has completed the first phase of its assessment of the Colonial Water (CW) discoloration. The assessment is on CW's website as well as on the Water page of the Town's website, and it is the opinion of Tata & Howard that the water discoloration is caused by higher than usual levels of manganese. T&H provided Colonial with recommendations on how to resolve the issue, some being costly, labor-intensive or difficult to implement, and Tata & Howard is working on a second phase, scheduled for completion in mid-October, which will be an evaluation and assessment of CW's infrastructure. Mr. Dwelley will invite Colonial Water, Tata & Howard, and the DEP to an upcoming meeting to provide an update on the discoloration issue and discuss the current and future work status.

Taylor Lane – The Police Department has received calls from concerned residents regarding the speed of vehicles turning into Taylor Lane from Walpole Street. The Highway Department has temporarily placed orange cones on the corner of the street in an effort to slow the traffic, and the Police Department is working with residents in the area to obtain their input and recommendations to remedy the situation.

Collective Bargaining Agreement - The Town's labor collective bargaining agreement is expiring in June of 2022, and the Town has received formal notice from the Union representatives that they are ready to commence bargaining talks for a successor agreement. Following past practice, Mr. Jeffries will be participating in the negotiations.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approve acceptance of Commonwealth of Massachusetts grants totaling \$71,266 for the Police Department's 911 Dispatch Center and Office Training
- Approve 2021 One-Day Special Liquor Licenses for October 2 (retroactive); November 13 and 18
- Approve Open Session Meeting Minutes for September 1, 2021

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

ES.1 Executive Session – Discussion Regarding Lease Negotiations for the Highway Garage Solar Roof Project

Board members will enter into Executive Session pursuant to MGL c.30A, s.21(a)(6) to discuss lease negotiations for the Highway Garage solar roof project located at Two Dedham Street.

Board of Selectmen Open Session Meeting Minutes
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Mr. Jeffries moved that the Board enter into Executive Session, not to return to Open Session, to discuss lease negotiations for the Highway Garage solar roof project located at Two Dedham Street. Further, as Chair, he declared that an Open Meeting discussion may have a detrimental effect on the negotiating position of the Town, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Adjournment

At 7:35 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