

**MEETING MINUTES
BOARD OF SELECTMEN
October 21, 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: Representative Denise Garlick; Nicholas LaChance, Robert Gallo, Colonial Water Company; John Walsh, Aquarion; Jennifer Warner, Karen Gracey, Tata & Howard; Jeff Cassidy, Dover School Committee

PRESS: None present.

Citizens' Comments

There are no citizen comments.

I.1 Update on the Colonial Water Discoloration Issue

New England Service Company President Nicholas LaChance and Colonial Water Company Engineer Robert Gallo provided an update on the Colonial Water Company (CWC) water discoloration issue. As required by the Department of Environmental Protection (DEP), a Corrective Action Plan to remedy the situation was created and submitted to the DEP by CWC and is currently under review. Environmental engineering firm Tata & Howard was engaged by CWC to perform an analysis of the water system, and Project Manager Jennifer Warner and Co-President Karen Gracey of Tata & Howard provided a slideshow presentation of Tata's findings and the options and recommended steps going forward. Discussion centered on:

- Iron and Manganese – Both occur naturally in soil and can seep into groundwater resulting in odor, taste, and discoloration in water. Levels of both were measured in the Town's wells at Francis Street, Draper Road and Knollwood Drive and analyzed.
- Possible Causes of Discoloration – high levels of iron and manganese, effect of chlorination in the water
- Water Treatment – The options and suitability of treatment options were discussed including sequestration and filtration, traditional unidirectional flushing, alternative flushing and cleaning
- Water Storage – reviewed the benefits of water storage tanks and locations

- Recommended Immediate Actions – alternative flushing, examining feasibility of using Knollwood Drive well to expand distribution system and service area, exploring interconnections with the waterways of neighboring towns
- Recommended Short-Term Actions – undertaking feasibility study for filtration of Francis Street Wells
- Recommended Long-Term Actions – implementing filtration at Francis Street wells, performing detailed analysis for storage tanks

Tata & Howard’s slideshow presentation can be found on both the Town’s website and the Colonial Water website.

John Walsh, Vice President at Aquarion Water Company, relayed that the acquisition of Colonial Water Company by Aquarion is anticipated to be completed by the end of 2021 and that Aquarion is fully committed to addressing the current water situation and working with Dover.

The Selectmen and Representative Denise Garlic thanked the presenters for the detailed and descriptive informative and are looking forward to continuing working together.

I.2 Appointment to the Dover School Committee

There is a vacancy on the Dover School Committee due to the resignation of member Leslie Leon. After the recruitment and public interview process, the Dover School Committee is recommending that the Board appoint Jeff Cassidy to the Committee to fill the unexpired term of Leslie Leon until the 2022 Town Election. Mr. Cassidy, a former Town Meeting member in Framingham, introduced himself and spoke about his family, education, and professional career. The Board of Selectmen welcomed Mr. Cassidy and thanked him for his willingness to serve the community.

Mr. Jeffries moved to approve the appointment of Jeff Cassidy to the Dover School Committee to fill the unexpired term of Leslie Leon until the 2022 Town Election, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.3 Norfolk County ARPA Grant Management Update and Appointments

At the September 9, 2021 Selectmen’s meeting, Mr. Dwelley relayed that Dover, through the Norfolk County Commissioners, will be receiving approximately \$1.8 million dollars in Federal emergency funding through the American Rescue Plan Act of 2021 (ARPA) which is designed to assist eligible local governments with the response to and recovery from Covid-19. On October 18, 2021, the County announced the activation of the portal that allows municipalities to submit their requests for project funding, and Norfolk County is requesting that the Board appoint an individual to apply for funding through the portal for projects approved by the Selectmen.

The Selectmen voted, at the September 9, 2021 meeting, 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. Also discussed was the replacement of the failed safety communication tower on Snow Hill which is the critical radio system that powers the Police Department radios as well as Dover’s dispatch communication system. Rather than obtaining funding for a new tower through the lengthy traditional capital budget process requiring May, 2022

Town Meeting approval, Mr. Dwelley determined that the tower replacement project is eligible for ARPA funding and recommended that the Selectmen, because of critical timing issues and fund availability, vote to approve and utilize approximately \$200,000 of ARPA funding to replace the tower. Mr. Dwelley and Police Chief McGowan very much appreciate the consideration of the Board.

Mr. Jeffries moved to appoint the Town Administrator as the Certifier for the Norfolk County ARPA grant management portal, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to appoint the Town Administrator as the Creator for the Norfolk County ARPA grant management portal, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to authorize the Town Administrator to request and utilize \$200,744 of ARPA funds to replace the safety communication system tower, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.4 Community Center Building Project Borrowing Discussion

At the September 23, 2021 Board meeting, Mr. Valente and Mr. Lane discussed 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; cost projections; borrowing based on projected cash flow, and long-term debt percentages. Continuing the September 23 discussion at this meeting, Mr. Valente presented additional points of information. He noted that the Town is anticipating that interest rates will increase over the next 6 to 12 months, and based on an approximate project cost of \$15 million, a delay in borrowing might cost the Town approximately \$450,000 in additional costs. With regard to issuing Short-term Bond Anticipation Notes (BANs) or long-term bonds, the current trend for local governments is to move away from BANs and secure long-term borrowing before rates rise. Other points discussed were when to issue the debt, keeping in mind that the Town needs six to eight weeks to issue a BAN or a bond and how much debt to issue based on the project's projected cash flow. Recent project cost estimates have come in at \$18,200,000, and the Town recommends that the debt be issued sooner rather than later to take advantage of the rates and that a long-term debt bond for \$18,000,000 be issued. Other comments centered on debt purpose and use and refinancing options should there be an excess or lack of funds. The Board unanimously agrees with the recommendations.

Mr. Jeffries moved to authorize Town staff to proceed with a bond for the Community Center Building project and further that the bond be issued in the amount of \$18,850,000 as soon as practically possible, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.5 Review Capital Budgets

Mr. Dwelley provided the Board with a preview of the capital budget requests through Fiscal Year 2027 that have been submitted by Town departments and detailed the Fiscal Year 2023 requests which will be reviewed by the Capital Budget Committee in preparation for vote at the 2022 Town Meeting. Requests include:

- Highway Department - mini excavator
- Town House - office reconfiguration
- Fire/Ambulance – repeater/radio equipment
- Police – patrol vehicles, firearms, and radio system upgrade
- Selectmen – Town House fire alarm replacement, Sally Port floor painting and renovation of two bathrooms in the Protective Agencies building
- Library - replace main HVAC system
- Parks and Recreation – F350 dump truck

The estimated cost of the Capital Budget requests is approximately \$1,100,000.

I.6 Discuss Waiver of Building Permit Fee for the Town House Window Replacement Project and Potential Vote

As voted on at the June, 2020 Town Meeting, the Town is moving forward with replacing the Town House windows, and a bid package is currently being prepared. It is the practice of the Board to waive building permit fees for municipal facilities improvement projects, and the Town is requesting that the estimated \$2,500 permit fee for the Town House window replacement project be waived.

Ms. Hunter moved to waive the building permit fee associated with the Town House window replacement project, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.7 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Open Space – In conjunction with the Open Space Committee, Mr. Jeffries reported that he and Land Use Director Courtney Starling have been working with Trustees of Reservations General Manager D.A. Hayden on identifying the Town's network of trails and recreational access easements for future inclusion in a Town trails mapping system and database.

Monitoring Wells Dashboard – Ms. Hunter encouraged residents to visit the Monitoring Wells Dashboard webpage on the Town's website. Per the recommendation of water consultant, Kleinfelder, 13 monitoring wells were installed at various sites in Dover to measure/monitor the movement of subsurface water, and the Dashboard provides the history of the wells and detailed information on the monthly measurement results of each well. Mr. Dwelley thanked Municipal Project Manager Dave Sullivan and Town staff for their work on creating and maintaining the webpage.

Water Consultant – Ms. Hunter reported that the Request for Qualifications (RFQ) for a water consultant who will be hired to assist the Town with assessing the current water service delivery infrastructure will soon be advertised, and the Board is looking forward to the development of a long-term water resources strategy.

Capital Reserves Group – Ms. Hunter attended the first meeting of the Capital Reserves Group created to establish stabilization fund concepts and strategies. She will keep the Board apprised of the Group's efforts.

Board of Health – In response to resident inquiries, Mr. Springett clarified that the Board of Health (BOH) is an independently-elected, state legislature-created entity charged with the responsibility of protecting public health. The Board of Selectmen does not oversee the BOH nor does it have the authority to change a course of action decided by the Board of Health. With regard to the BOH Covid-19 mask mandate, residents have inquired about the criteria the BOH followed to issue the mandate, and Mr. Springett recommended that the Board of Health attend an upcoming Selectmen's meeting to discuss its rationale for the mandate and to provide a general update on Covid-19.

Free Cash Group – Mr. Springett attended the first meeting of the Free Cash Group created to establish free cash policies. He will keep the Board apprised of the Group's efforts.

I.8 Town Administrator Updates

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

Project Manager – Mr. Dwelley reported that the Project Manager position has been advertised and is being actively recruited. The Project Manager will assist Municipal Project Manager Dave Sullivan with modernizing the Town's service delivery, and Mr. Sullivan will be presenting an update on the Town's IT projects and initiatives at an upcoming Board meeting.

Solar Roof Project – The Town continues to work with Solect Energy to finalize the documents and agreement for a potential solar roof on the Highway garage. Once finalized, the documents will be reviewed and voted on by the Board.

Board of Health Consultant – Mr. Dwelley relayed that the Board of Health has contracted with Community Paradigm for consulting services.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Vote Noon Closing on Thanksgiving Eve
- Approve September 9, 2021 Open Session Meeting Minutes

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

Board of Selectmen Open Session Meeting Minutes
October 21, 2021

Adjournment

At 8:07 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