

**MEETING MINUTES  
BOARD OF SELECTMEN  
January 22, 2020**

At 6:30 PM Chair Robyn Hunter called the meeting to order with members John Jeffries and Robert Springett present. Also in attendance were Christopher Dwelley, Town Administrator; Katelyn O'Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

ATTENDEES: Camille Johnston, Council on Aging

PRESS: None present.

**Citizens' Comments**

There were no citizens' comments.

**I.1 Appoint Members to the Caryl Building Committee**

At their November 6, 2020 meeting, the Board of Selectmen approved the Charge for the Community Center Building Committee. The purpose of the Committee is to provide support to the Owners' Project Manager and Designer and perform community outreach activities to ensure that residents' and stakeholders' voices are heard throughout the building project. The Committee will report progress to the Board of Selectmen and submit their recommendations for both a renovated and new building. Per the Charge, seven individuals will be appointed to the Committee. Additionally, the Committee will create a nonvoting stakeholders group to ensure that residents and other interested parties have a strong voice, and the group will actively communicate project status through building committee information activities. The Selectmen stressed the importance of community engagement and involvement and thanked those individuals who expressed interest in serving on the Committee.

The Dover Code states that appointed members of a Town committee shall be registered voters; however, it is the prerogative of the Board to waive this requirement in specific cases. The Selectmen are being asked for their approval to appoint an unregistered resident to the Committee and, in this case, to waive the requirement.

Mr. Jeffries moved to waive, in this specific case, the Dover Code registered voter requirement, seconded by Mr. Springett; it was unanimously approved.

Mr. Jeffries moved to approve the appointment of David Billings, Barry Goldman, Samuel Cole, Ruth Townsend, Luciana Burdi, Ford Spalding, and Terry Sobolewski to the Community Center Building Committee, seconded by Mr. Springett; it was unanimously approved.

### **I.2 Appointment of Jay Hughes to the Board of Fire Engineers**

Board of Fire Engineers Chair Ford Spalding is requesting that the Selectmen reappoint Jay Hughes to the Board of Fire Engineers for a term expiring on June 30, 2022.

Ms. Hunter moved to approve the appointment of Jay Hughes to the Board of Fire Engineers for a term expiring on June 30, 2022, seconded by Mr. Springett; it was unanimously approved.

### **I.3 Warrant Articles Discussion**

The 2020 Annual Town Meeting Warrant closed on Friday, January 17, 2020, and Mr. Dwelley highlighted added Articles:

- Appropriate from Free Cash or Other Available Funds for One-time Project (Board of Selectmen)  
Examples of a one-time project would be a space needs assessment of a Town building or renovations to the Town House
- Accept Stagecoach Lane as a Public Way (Citizens' Petition)
- Appropriate for Additional Buses for Chickering (Citizens' Petition)
- Appropriate for a Traffic Study Related to School Start Times (Citizens' Petition)

Mr. Dwelley and the Board have spoken to the petitioners of the Articles related to additional buses and the traffic study to advise them on the process of placing an Article on the Warrant and preparing for the Open Hearing. Clarified were the roles and responsibilities of the Superintendent, the School Committee and the Board of Selectmen, and it was emphasized that if the Town votes to appropriate those funds, it is up to the School Committee to vote to expend the funds. The Selectmen have no jurisdiction over school policy and cannot enforce a vote that impacts the school.

### **I.4 Board of Selectmen Updates**

Rail Trail – Ms. Hunter reported that based on conversations with Friends of the Dover Greenway (FDG) President Kevin Ban, FDG met with Greystone Management, the group that represents the MBTA, to discuss the rail trail lease and to articulate their value proposition. Mr. Ban is encouraged by and optimistic about their discussion and relayed that Greystone now has a better understanding of what the FDG is proposing, and they will approach the MBTA to begin discussions.

### **I.5 Town Administrator Updates**

Technology Advisory Board – Mr. Dwelley reported that the Town has been working on developing the scope of work for the new website vendor. It was recommended that until the new site is fully developed, Dover should use a hybrid approach--running the new site parallel with the old site—for the new homepage and the most visited pages to be followed by development of subpages.

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The Technology Advisory Board will be creating a strategic planning process focusing on the Town's IT goals. The plan will address several issues including the website project, the infrastructure update, the project manager's role, document sharing and retention, and work flow.

Caryl Community Center - Mr. Dwelley reported that the Request for Qualifications (RFQ) for the Owners' Project Manager for the new or renovated Community Center Building project has been advertised, and over 30 requests for the RFQ information packet have been received to date. The RFQ closing date is February 12, 2020.

Hale Reservation Conservation Restriction – The Hale Task Force met with the Hale Reservation staff on January 20, 2020 to review two recent appraisals of the Hale property. The Task Force will be meeting this week to discuss the next steps for a recommendation to the Board of Selectmen.

Solect Solar – Solect Solar has proposed installing a solar rooftop on the Highway garage rooftop, and Town staff has been working with Town Counsel to vet the document agreements should Dover decide to move forward. It was recommended that because of his experience with green energy projects, Capital Budget Committee Chair Barry Goldman join the staff in their discussions and vetting process. Additionally, Mr. Dwelley is proposing to contract with a consultant who does a lot of this type of work in the New England region, including the solar installation at Dover's Transfer Station, and her role would be to vet the proposal, oversee the project, and establish a Payment in Lieu of Taxes (PILOT) agreement.

Financial Policies Group – The Financial Policies Group comprised of individuals from the Board of Selectmen, the Warrant Committee, the Capital Budget Committee, and the School Committee will be meeting this week to discuss core reserve policies Dover should consider, free cash and the best way to utilize it, the general stabilization fund, the capital stabilization fund, and land use. A consultant from the Collins Center for Public Management at UMass Boston will facilitate the discussion.

Municipal Project Manager – The Municipal Project Manager position posting closed on January 8, 2020. Candidates are being assessed, and panel interviews will begin in two weeks. It is anticipated that the Project Manager will provide support to the Technology Advisory Board (TAB), and Mr. Dwelley and Mr. Springett are developing a plan to engage the TAB in the recruitment process.

Staff Reorganization – Staff has been working to finalize proposals for several of the reorganization opportunities being considered. Once completed, the proposals will be shared with staff for feedback and further consideration.

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

The following items are included in the Consent Agenda:

- Approve to accept and expend a \$13,500 grant from the Massachusetts Department of Environmental Protection's Sustainable Materials Recovery Program to cover costs associated with recycling mattresses.

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- Approve Special Liquor Licenses for February 8 (2 events), 13, 14; March 20 and April 4, 2020, seconded by Mr. Jeffries; it was unanimously approved.

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

**ES.1 Executive Session**

Ms. Hunter moved that the Board enter into Executive Session, not to return to Open Session, to consider the purchase, exchange, lease or value of real property at Two Dedham Street. Further, as Chair, Ms. Hunter declared that an Open Meeting discussion may have a detrimental effect on the negotiating position of the Town. The Board members were polled individually and, by unanimous roll call vote, convened in Executive Session.

**Adjournment**

At 7:15 PM, Ms. Hunter moved to adjourn, seconded by Mr. Springett; it was unanimously approved.

DOVER BOARD OF SELECTMEN

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Robert Springett, Clerk