

**MEETING MINUTES  
BOARD OF SELECTMEN  
January 9, 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: Gerry Clarke, Board of Health, Water Resources Study Committee; Police Chief Peter McGowan; Edward McGuire; James Bogins; Stephen Clairmont and Matthew Shortsleeve, Solect Energy; Town Planner Gino Carlucci; Town Assessor Amy Gow; Council on Aging Director Janet Claypoole; Bob Cocks, Board of Assessors; Barry Goldman, Capital Budget Committee; Camille Johnston and Joanne Connolly, Council on Aging; Superintendent of Buildings and Water Operator Karl Warnick

PRESS: None present.

**Citizens' Comments**

Mr. Clarke provided an update on issues related to the Board of Health and the Water Resources Study Committee:

- The Water Resources Study Committee will be meeting on January 22, 2020 to review water quality test results, action to be taken based on those results, and the report to be generated. Interested citizens are urged to attend.
- Massachusetts has issued directives with regard to PFAS chemical contamination in the water; this issue is handled by the State and not the Town.
- The Metropolitan Area Planning Council is working with Mr. Clarke to produce a soon to be released draft report on the Municipal Vulnerability Program.

- Mr. Clarke attended meetings with the Department of Agriculture and the Department of Environmental Protection to discuss the procedure and communication methods used when the Commonwealth issues a health alert or state-wide notifications such as a measles outbreak or aerial spraying.
- Mr. Clarke asked the Board to consider applying to the National Oceanic and Atmospheric Administration (NOAA) for funds to install a complete certified weather station in Dover to track weather conditions and allow early recognition of potential problems such as drought or flooding.
- There will be a meeting with the Superintendent of Schools to discuss vaccination issues and communication methods.

### **I.1 Welcome Assistant Town Administrator Katelyn O'Brien**

On January 6, 2020, Katelyn O'Brien began her employment in Dover as the Assistant Town Administrator. On behalf of the Board and the Town, Ms. Hunter warmly welcomed Kate, and the Selectmen are looking forward to working with her and are excited about the many projects the Selectmen's office will be undertaking.

### **I.2 Police Chief McGowan re Appointment of Police Officers**

Police Chief Peter McGowan highly recommended to the Board the appointment of Edward Maguire and James Bogins as part-time police officers for the Dover Police Department. Mr. Maguire currently works as a patrol officer for the Framingham State University Police Department and is academy-trained. Mr. Bogins previously worked for six years for the Simmons College Police Department and is currently working at a police supply company. Both candidates interviewed well, come highly recommended, and have taken initiatives to obtain certifications which are required by the Dover Police Department. The Board welcomed both gentlemen and wished them much success at the Police Department.

Ms. Hunter moved to approve Chief McGowan's recommendation to appoint Edward Maguire and James Bogins as Dover part-time police officers subject to the Dover Police Department stipulations, seconded by Mr. Springett; it was unanimously approved.

### **I.3 Solect Energy Presentation**

Solect Energy of Hopkinton, Massachusetts has proposed installing a solar rooftop on the Highway Department's garage building. Along with Town Planner Gino Carlucci, Stephen Clairmont and Matthew Shortsleeve of Solect Energy presented a slideshow summarizing the project details. This procurement would be enabled through PowerOptions, a nonprofit consortium that buys power, and Solect will pay for and perform all solar-related work including design, engineering and permitting. Dover would purchase all the solar energy for a 20-year term at a fixed rate, and the Town's buildings will reduce their electricity costs and use renewable solar energy on-site. Other items discussed included project economics, potential electric cost savings and Payment In Lieu of Taxes (PILOT) payments, net metering

arrangements, and project design. The Board is in favor of moving forward and exploring the possibility of a solar rooftop, and Mr. Dwelley will work with the staff to undertake due diligence and provide the Board with a comprehensive report and plan. Two placeholders related to the project have been added to the Annual Town Meeting Warrant.

#### **I.4 Senior Tax Relief Programs Presentation**

The Council on Aging and the Board of Assessors recognize that tax relief is a priority for many seniors in Dover. Council on Aging Director Janet Claypoole and Town Assessor Amy Gow presented a slideshow summarizing existing and potential new senior tax relief programs, and their eligibility requirements, that are offered by the Town. Programs include:

- Property Tax Exemption for Person over 65
- Property Tax Exemption for Person over 70
- Property Tax Deferral for Seniors
- Other Property Tax Relief Exemption Programs
- Senior Property Tax Work Off Program
- Senior Circuit Breaker Tax Credit

New programs under consideration include:

- Property Tax Deferral for Seniors (reflecting a reduction in interest rate)
- Property Tax Exemption for Person over 65 (reflecting possible change in exemption amount)
- Voluntary “Check the Box” Donations
- Means Tested Senior Citizen Property Exemption

Information about the programs is available at Town offices and is on the Town’s website at [www.doverma.org](http://www.doverma.org). Additionally, the Council on Aging will be sponsoring Office Hours With the Town Assessor on January 13, February 7 and March 16, 2020 at 10 AM in Room 108 of the Caryl Community Center.

#### **I.5 Discuss Space Needs Assessment of Town House**

Due to insufficient documentation, this discussion has been moved to an upcoming Board of Selectmen meeting agenda.

#### **I.6 Appointment of Deputy Water Systems Operator**

Due to the resignation of Deputy Water Systems Operator David Candeias, Water Operator Karl Warnick is requesting that the Board appoint Joshua DeSantis as the Town’s Deputy Water Systems Operator.

Mr. Jeffries moved to appoint Joshua DeSantis as the Town’s Deputy Water Systems Operator to fill the unexpired term of David Candeias which ends on June 30, 2021, seconded by Ms. Hunter; it was unanimously approved.

### **I.7 Six-Month Update of FY20 Goals**

Mr. Dwelley prepared a slideshow presentation outlining the focus areas of the Selectmen's FY20 goals, shown below, and provided a detailed, six-month update and timeline for each element of the focus area. Several elements have been completed or are near completion.

#### **1. Modernization**

- A. Onboard Assistant Town Administrator and Project Manager
- B. Technology Strategic Reviews and Backup Staffing
- C. Roll Out the Revamped Website
- D. Develop Communication Policy

#### **2. Long-Term Financial Planning**

- A. Plan for Capital Stabilization Fund
- B. Plan for OPEB Funding Strategy
- C. Develop a Free Cash Policy
- D. Provide Senior Tax Relief
- E. Plan for Open Space Fund

#### **3. Community Inclusion**

- A. Respond to Citizen Issues in a Timely Manner

#### **4. Town Governance Structure**

- A. Review the Town's Operational Structure

The Selectmen are very pleased with the progress to date and are appreciative of the work that Mr. Dwelley and the Town's staff have accomplished.

### **I.8 Warrant Articles Look-Ahead**

To date, there are 36 Articles on the 2020 Annual Town Meeting Warrant including the anticipated addition of the following:

- Planning Board - Short-term Rentals
- Planning Board - Amendments for Accessory Apartments
- Board of Assessors – Senior Property Tax Exemption Deferral Rate
- Board of Assessors – Senior Property Tax Exemption Amount
- Citizens' Petition – Accept Stagecoach Lane as a Public Way
- Citizens' Petition – Appropriate for Additional Buses to Chickering
- Citizens' Petition – Appropriate for Traffic Study Related to School Start Times

With regard to the last two Articles concerning additional buses and the traffic study, Ms. Hunter explained that the Board, Town Counsel and Mr. Dwelley have been assisting the citizens' group with understanding the parameters of the Articles and placing the Articles on the Warrant. While it is the responsibility of the Board to

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assist the citizens, it is not necessarily an endorsement of what the citizens' are trying to do. Furthermore, if the Town votes to appropriate the funds, it is up to the School Committee to vote to expend those funds; the Selectmen have no jurisdiction over school policy and cannot enforce a vote that impacts the school.

Additionally, it was confirmed that Article 11 – Create and Appropriate for Regional School OPEB Stabilization Fund, would remain on the Warrant.

**I.9 Board of Selectmen Updates**

Caryl Building Committee - Mr. Springett relayed that members of the Caryl Building Committee will be appointed by the Selectmen at the January 22, 2020 meeting.

**I.10 Town Administrator Updates**

Caryl Community Center - Mr. Dwelley reported that the Request for Qualifications for the Owners' Project Manager for the new or renovated Community Center building project will be made public on January 22, 2020, and the interview and selection process remains on schedule.

Hale Reservation Conservation Restriction – The Hale Task Force will be meeting at the end of January, 2020.

Department of Revenue Financial Review – The Department of Revenue (DOR) will be on-site on January 13, 2020 to begin a financial review, assessment, and evaluation of the Town's financial operations. Additionally, the DOR will be interviewing members of the Finance team and the chairs of the Board of Selectmen and Warrant Committee.

**C.1 Consent Agenda**

Ms. Hunter moved to approve the Consent Agenda as presented that includes approval of the Internal Revenue Service's 2020 standard mileage reimbursement rate of 57.5 cents per mile and Special Liquor Licenses for January 3 (retroactive), 21 and 30 and February 5, 2020, seconded by Mr. Jeffries; it was unanimously approved.

**Adjournment**

At 8:45 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