

**MEETING MINUTES
BOARD OF SELECTMEN
March 12, 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: Police Chief Peter McGowan; Officer Joseph Woollard; Fire Chief Craig Hughes, Tim Surgenor, Dover Fire Department; Gerry Clarke, Dr. Steve Kruskall, Dr. Kay Petersen, Dover Board of Health; Council on Aging Director Janet Claypoole; Parks and Recreation Director Mark Ghiloni; Camille Johnston; Council on Aging

PRESS: None present.

Citizens' Comments

There were no citizens' comments.

I.1 Board of Health re Covid-19

Dr. Steve Kruskall notified the Board of Selectmen that based on conversations with the Sherborn Board of Health and the Dover-Sherborn school administration, a decision has been made to close all public schools effective March 13, 2020 for the next two weeks. Private schools, preschools, and religious schools have been notified as well. At the end of two weeks, the closures will be reevaluated.

Mr. Clarke noted that the Dover and Sherborn Boards of Health have been meeting regularly to discuss the towns' preparedness with regard to Covid-19. Similar meetings have been held with the Dover and Sherborn Councils on Aging, and meetings are being scheduled with the Dover and Sherborn churches. For the most up-to-date information, citizens are urged to visit the Town's website and social media pages as well as the websites of the Massachusetts Department of Public Health and the Centers for Disease Control.

Chief McGowan and Chief Hughes reported that the Town's emergency services staff has been preparedness planning for weeks, and every precaution has been taken to ensure that

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during times of interaction, emergency personnel and citizens in distress are safe and utilizing personal protective equipment. Additionally, in conjunction with the Norfolk County Sheriff's Office, a chlorine spray was used to deep clean the inside of ambulances, the EMT office and the exercise room at the Protective Agencies building.

Mr. Ghiloni relayed that Parks and Recreation programs are continuing, and all equipment is thoroughly cleaned after each use. He noted that the department is following the guidance of the Board of Health with regard to program closure. Ms. Claypoole communicated that the Council on Aging is reaching out to senior citizens and those at risk to offer their services and guidance and to educate and inform them of the Centers for Disease Control recommendations for staying protected and healthy. The Council on Aging will be suspending their activities and programs. With the support of the Selectmen, the Recycling Committee has closed, until further notice, high touch areas of the Transfer Station including the bottle/can trailer, the Swap Shop, the textile and book bins, and the furniture shed.

Town officials and departments, the Board of Health and the Police and Fire Departments are continually coordinating and collaborating with neighboring towns regarding preparedness protocol, and the Selectmen thanked all for their outstanding coordinated efforts during this unsettled time.

Due to other time commitments, Dr. Joseph Musto has resigned from the Board of Health, and the Board is requesting that the Selectmen appoint Caucus Nominee Dr. Kay Petersen to fill the vacancy. On behalf of the Board, Ms. Hunter thanked Dr. Musto for his work over the years, and thanked Dr. Petersen for accepting the appointment.

Ms. Hunter moved to approve, as permitted under MGL, Chapter 41, Section 11, the appointment of Dr. Key Petersen to the Board of Health effective March 17, 2020, seconded by Mr. Springett; it was unanimously approved by roll call vote.

Ms. Hunter moved to approve the appointment of Bob Springett as a liaison to the Board of Health, specifically as it relates to the Covid-19 situation, for a period ending on June 30, 2020, seconded by Mr. Jeffries; it was unanimously approved.

Due to the extra work generated by the Covid-19 situation, the Board of Health is requesting additional funding to allow the Board of Health personnel to extend working hours from 28 per week to 36 hours per week through June 30, 2020. The Selectmen will take it under advisement.

I.2 Police Chief McGowan re Appointment of Officer Joseph Woollard to Sergeant

To fill the vacancy created by the resignation of Sergeant Aaron Mick who retired in August of 2019, Police Chief McGowan is recommending the promotion of Officer Joseph Woollard, who has been with the Department since 2014, to Sergeant. In September of 2019, six candidates began the extensive application process, which included testing and a series of interviews, and Officer Woollard obtained the highest numerical score in each section of the process.

The Selectmen congratulated Officer Woollard and wished him much success in his new position.

Mr. Jeffries moved to approve the recommendation of Police Chief McGowan to appoint Officer Joseph Woollard to the position of Sergeant effective April 1, 2020, seconded by Mr. Springett; it was unanimously approved.

I.3 School-Related Citizens' Petition Warrant Articles

The sponsors of the school-related Warrant Articles were unable to attend the meeting, but they will prepare and send to the Selectmen a presentation detailing their support for the Article.

I.4 Superintendent of Streets Karl Warnick re Reserve Fund Transfer to the Water Department

Mr. Warnick is requesting a Reserve Fund Transfer to cover costs associated with replacement of a fire hydrant which was damaged during a motor vehicle accident on January 23, 2020. The driver of the vehicle who hit the hydrant and utility pole is uninsured, and the Town will be seeking restitution through the court system.

Ms. Hunter moved to approve a Reserve Fund Transfer in the amount of \$14,695.31 to the Water Department, seconded by Mr. Springett; it was unanimously approved.

I.5 Discussion and Vote on Space Needs Assessment Contract

The Town has requested and received proposals for a space needs assessment of the Town House which will be undertaken to determine and assess the existing space utilization and provide a proposed space reconfiguration of the building to enhance capacity. Three proposals were received, and after a thorough vetting process, SMMA was chosen to provide the assessment at a cost of \$12,100.

Ms. Hunter moved to authorize the Town Administrator to execute any documents related to the Space Needs Assessment to be completed by SMMA, seconded by Mr. Springett; it was unanimously approved.

I.6 Approve FY21 Operating Budget

At the February 27, 2020 Selectmen's meeting, Mr. Dwelley provided a detailed slideshow presentation of the FY21 operating budget. No subsequent changes were made, and Mr. Dwelley and the Selectmen are satisfied with the FY21 budget, as presented.

Mr. Jeffries moved to approve the FY21 Operating Budget, seconded by Mr. Springett; it was unanimously approved.

I.7 Authorize Proposal for Appraisal of the Cell Tower Site

At the January 22, 2020 Executive Session meeting regarding renegotiation of the existing lease between Dover and AT&T for use of the cell tower located at Two Dedham Street, it was determined that the next step would be to have the cell tower appraised to determine its market value. After a thorough vetting process, Shepard Associates LLC was selected to complete the appraisal at a cost of \$4,500.

Ms. Hunter moved to authorize the Town Administrator to execute any documents related to the appraisal of the Two Dedham Street cell tower site to be completed by Shepard Associates LLC, seconded by Mr. Springett; it was unanimously approved.

I.8 Vote to Lay out Stagecoach Lane as a Public Way

At their February 27, 2020 meeting, the Board voted their intent to lay out Stagecoach Lane at their March 12, 2020 meeting as part of the street acceptance process. Because documentation necessary to lay out the street was not received, the Board will postpone this matter until a later date. Additionally, John and Stephanie Kube of Stagecoach Lane attended the meeting to express their opposition to the street acceptance as they are involved in a lawsuit that could potentially affect their property and the Town should the street acceptance pass. Mr. and Mrs. Kube will provide the Board with documentation, and the Selectmen will take this matter under advisement.

I.9 Retrofit Phase II Work Approval

Mr. Dwelley is requesting Board approval of IT provider Retrofit's Phase II Assessment Remediation of the Town's IT infrastructure. The Scope of Work for Phase II will focus on connecting the network to provide reliability, stability, and security and to ensure that the hardware and software are updated on a regular basis. The project cost is approximately \$40,000 with the bulk of that related to the cost of one-time hardware for new computers, firewalls, and new servers. The Scope of Work has been vetted by members of the Technology Advisory Board.

Ms. Hunter moved to authorize the Town Administrator to execute any documents related to Retrofit Technologies' Assessment Remediation proposal, seconded by Mr. Jeffries; it was unanimously approved.

I.10 Appointments to the Open Space Committee, Fence Viewer, Board of Registrars, and Tree Committee

Ms. Hunter moved to approve the reappointment of Amey Moot, Mark Adameczyk, Justine Kent-Uritam, Tara Nolan and Greg Kahoun to the Open Space Committee, all for a term ending on June 30, 2020, seconded by Mr. Springett; it was unanimously approved.

Ms. Hunter moved to approve the reappointment of Jim Dawley as a Fence Viewer for a term ending on June 30, 2020, seconded by Mr. Springett; it was unanimously approved.

Ms. Hunter moved to approve the reappointment of Michele Keleher to the Board of Registrars for a term ending on June 30, 2020, seconded by Mr. Springett; it was unanimously approved.

Ms. Hunter moved to approve the appointment of John Devine, John Gilbert, and Craig Hughes to the Tree Committee for a term ending on June 30, 2022, seconded by Mr. Springett; it was unanimously approved.

I.11 Board of Selectmen Updates

Rail Trail - Ms. Hunter relayed that she and Mr. Dwelley met with the Friends of the Dover Greenway (FDG) regarding the possibility of FDG signing a rail trail lease directly with the MBTA. The MBTA has indicated that they would prefer signing a lease with the Town, but the Friends are exploring other avenues to pursue, and they will be seeking the assistance of Representative Denise Garlick. The Friends continue to remain enthusiastic about the project and noted that they have support and are able to raise the necessary funds.

Owner's Project Manager (OPM), Community Center Building – Mr. Springett reported that the OPM selection committee met with and interviewed four firms that responded to the Request for Qualifications, and it is anticipated that a recommendation will be made to the Selectmen at their next Board meeting on March 26, 2020.

I.12 Town Administrator Updates

Mr. Dwelley provided an update on the following items.

Technology Advisory Board (TAB) – Website Project Manager CapeForward met with the Technology Advisory Board to provide an update of their activities to date and the next steps going forward. CapeForward has been working with staff from each department to determine the content of department webpages and ensure that it is relevant and informative. Initial design and content submission is being finalized, and the contents of the existing site are in the framework of the new website application.

Municipal Project Manager (MPM) – The MPM interview committee comprised of staff members, Mr. Springett, and members of the Technology Advisory Board has identified a candidate for the Municipal Project Manager position. This individual has experience in implementing technology projects in a municipal setting, and if the candidate accepts the extended offer, this individual will be on board in March.

Hale Reservation Conservation Restriction – At the February 27, 2020 Selectmen’s meeting, Hale Reservation Taskforce member Amey Moot presented a printout of the Taskforce’s Annual Town Meeting Warrant Article slideshow presentation which supports and explains the request for approximately \$50,000 to cover the costs of an appraisal on 652 acres of Hale land that are in Dover. Based on discussions between the Hale Taskforce, the Selectmen, Town officials, the Town Moderator, and the Warrant Committee, it was determined that the Town does not need voter approval to expend the funds for the appraisal as the Board of Selectmen can authorize the Town Administrator to approve the funding request. Furthermore, it was noted that the Taskforce was created to explore an opportunity to place a conservation restriction on Hale property and that more due diligence is necessary before moving forward with a presentation to the citizens and a Warrant Article for vote. At their March 26, 2020 meeting, the Board will vote to withdraw the Article from the Annual Town Meeting Warrant.

C.1 Consent Agenda

The items listed comprise the Consent Agenda.

- Approve Chief of Police Contract - The Selectmen consider Chief McGowan an asset to the Town and thanked him for his exemplary service to Dover and for building a community-oriented police force.

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

Adjournment

At 8:10 PM, Ms. Hunter moved to adjourn, seconded by Mr. Jeffries; it was unanimously approved.

DOVER BOARD OF SELECTMEN

Robert Springett, Clerk