

**MEETING MINUTES  
BOARD OF SELECTMEN  
March 26, 2020**

**Consistent with guidance issued by Governor Baker on March 12, 2020 suspending certain provisions of the Open Meeting Law due to COVID-19, this meeting was held remotely using Zoom technology, Meeting ID 288 097 794.**

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, Dr. Steve Kruskall, Dr. Kay Petersen, Dover Board of Health; Council on Aging Director Janet Claypoole; Dover Fire Chief Craig Hughes

PRESS: None present.

**Citizens' Comments**

There were no citizens' comments.

**I.1 Covid-19 Update**

The Town's Preparedness Taskforce has been meeting frequently and working diligently to provide services to Dover's residents. Following is a recap of the efforts undertaken:

- Communication channels have been established. For Covid-19 updates and resources, citizens are encouraged to visit the Town's website at [doverma.org](http://doverma.org) and Dover's Twitter and Facebook pages. Additionally, the Town Administrator sends out weekly email updates; citizens are invited to place their names on the email distribution sign-up sheet found at [https://docs.google.com/forms/d/e/1FAIpQLSfNpzyjF2nb7d-feVpzkk0\\_wmA4p6765UhFCT0VzB4mDro2mQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfNpzyjF2nb7d-feVpzkk0_wmA4p6765UhFCT0VzB4mDro2mQ/viewform)
- Dover's public buildings are closed to the public, but operations are continuing. There is a skeleton staff onsite, and staffers have been directed to work remotely. Social distancing

guidelines are being followed, and the Town's buildings are disinfected frequently throughout the day.

- Public conservation areas, parks, playgrounds and areas where large public gatherings can be held have been closed.
- The Board of Health has been working very closely with Dover's community partners, both nonprofit and private enterprises, to ensure that guidelines from the Centers for Disease Control and the Massachusetts Department of Public Health are being followed. Meetings are held regularly with the Sherborn Board of Health and the Sherborn Council on Aging to ensure that the same messages are being sent out to both communities.
- To help those in need, a volunteer program has been put in place, and a volunteer sign-up sheet is available on the Town's website at doverma.org. There has been an outpouring of support from the community, and Mr. Dwelley and the Selectmen extended their appreciation to those volunteers and to the Council on Aging Director Janet Claypoole and her team who have done a fantastic job coordinating requests for help and delegating services.
- Special thanks were extended to Public Health Nurse Alyssa Kaiser who works extensively on the care and support of Dover's COVID-19 patients and their families. Ms. Kaiser and the Board of Health are involved with contact tracing and development of a strategy to identify individuals who have returned from international travel and domestic "hot spots."
- The Town applied for and received a Massachusetts Executive Office of Health and Human Services grant. An initial payment of \$2,334 will be disbursed to Dover for its use by the Board of Health in response to the Covid-19 outbreak.

Ms. Hunter moved to accept a Massachusetts Executive Office of Health and Human Services grant for COVID-19 expenses, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

On behalf of the Board and Dover's citizens, Ms. Hunter thanked all those working to address the Covid-19 situation for their tireless efforts and acknowledged their exceptional collaboration and cooperation.

## **I.2 Hale Reservation Conservation Restriction Warrant Article Vote**

At the March 12, 2020 Board of Selectmen meeting, there was a lengthy discussion regarding withdrawing the Hale Reservation Conservation Restriction Article from the Annual Town Meeting Warrant. Based on extensive discussions with the Hale Reservation Taskforce, the Board of Selectmen, Town officials, the Town Moderator, and the Warrant Committee, it was determined that due diligence should be expanded and more information about the conservation restriction obtained before presenting the project to the citizens. To withdraw the Article, an official vote by the Board is necessary.

Ms. Hunter moved that the Hale Reservation Conservation Restriction Warrant Article be withdrawn from the 2020 Annual Town Meeting Warrant, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.3 Appoint Chris Jackman as a One-Day Constable**

Town Clerk Felicia Hoffman is requesting that the Board appoint Chris Jackman as a one-day constable which will allow him to work at the May 18, 2020 Town Election. Mr. Jackman will be replacing Constable Peg Crowley who cannot work at the election as she is running for a Town position and is on the election ballot. Mr. Dwelley noted that based on a preliminary conversation with Town Moderator Jim Repetti and Warrant Chair Andy Ursitti, and given Governor Baker's announcement that public schools will start no earlier than May 4, 2020, it is likely that both the Annual Town Meeting and the Town Election will be postponed and that the motion should reflect appointment on the date that Town Election is held.

Ms. Hunter moved to appoint Chris Jackman as a one-day constable for the next Town Election, seconded by Mr. Springett; it was unanimously approved by roll call vote.

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

The Board expressed their appreciation and thanks to the members of the Police and Fire Departments for their extraordinary search efforts over the weekend to locate a missing Dover citizen who was found unharmed in the Boston area. A group of approximately 20 citizens volunteered to assist in the search, and the Board acknowledged that the level of services provided to the Town and the sense of community by its citizens make Dover the very special place that it is.

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

Mr. Dwelley provided an update on the following items.

Owner's Project Manager (OPM), Community Center Building – The OPM Selection Committee has unanimously chosen as the OPM for the Community Center Building project the firm that ranked the highest based on certain criteria. The Town is presently in negotiations with that firm and, by law, once the contract is finalized, the Board will be provided with the contract and the details of the selection process. Mr. Dwelley thanked the OPM Selection Committee for their outstanding efforts throughout this process.

Municipal Project Manager (MPM) – An offer has been extended to the candidate selected for the Municipal Project Manager position, and it is anticipated that the candidate will be on board in mid-April. This individual has experience in implementing municipal technology modernization projects in municipalities, and his background and knowledge will facilitate projects the Town is undertaking and will build on the great work that has happened over the past year.

Town Meeting – Although Town Meeting has been postponed, meeting preparation is underway. Presentations are being finalized, including that of the financial reserve policy taskforce, and the Town budget continues to be reviewed by the finance team.

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**Adjournment**

At 7:22 PM, Ms. Hunter moved to adjourn, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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Robert Springett, Clerk