

**MEETING MINUTES
BOARD OF SELECTMEN
April 2, 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 359 695 821.

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: State Representative Denise Garlick; Dr. Steve Kruskall, Dr. Kay Petersen, Dover Board of Health; Council on Aging Director Janet Claypoole; Dover Fire Chief Craig Hughes; Town Moderator Jim Repetti; Town Clerk Felicia Hoffman; Ford Spalding, Community Center Building Committee; Jeremy Kurtz and Jacqueline Lawlor, Retrofit Technologies

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 ensure that Dover is prepared to respond to the challenges of the Covid-19 situation and will continue to provide services to the residents. Following is a recap of the efforts undertaken:

- In anticipation of the possible escalation in numbers of Covid-19 cases, the Taskforce has been meeting to establish action and response plans for various scenarios that might occur.
- Council on Aging Director Janet Claypoole is identifying from the pool of approximately 100 volunteers those who have medical experience. Should there be an increase in demand for medical services, these individuals will be called on to assist the current medical personnel caring for patients and their families.

- Protocols and procedures are in place for the possible increased demand for home delivery of groceries, medicines and other items.
- A letter signed by Town officials was sent to the Governor encouraging the designation of facilities for those individuals needing to quarantine.
- State Representative Denise Garlick is a member of the House of Representatives Covid-19 team, and she is in constant communication with Town officials to both relay the Town's needs to the State and to provide updates on the activities of the Commonwealth in response to the situation.
- The Board of Health continues to encourage social distancing guidelines, hand washing and sanitization practices, and quarantine protocols.

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

I.2 Discussion and Vote on Town Meeting Public Safety Emergency Recess Process

Following guidance from the Commonwealth and after discussions with the Board of Health, the Preparedness Taskforce, the Town Moderator, the Town Clerk, the Selectmen and other Town officials, it was determined that Town Meeting be postponed to a later date due to Covid-19 circumstances. In the event that a weather or public safety emergency may prevent voters from being able to attend an Annual or Special Town Meeting called by Warrant for the Town, protocol which follows the requirements of Massachusetts General Law, Chapter 30, Section 10A must be followed to postpone the Annual Town Meeting. To begin the postponement process and meet the requirements of State statute, Town Moderator Jim Repetti must declare a recess and continuance of Town Meeting, and the Board of Selectmen must vote to postpone the meeting until a later date. Additionally, there was a brief discussion regarding Open Hearing dates and the logistics and preparation for Town Meeting.

Ms. Hunter moved to adopt the Town's emergency protocol, which follows the requirements of Massachusetts General Law, Chapter 30, Section 10A, for a Town Meeting Public Safety Emergency Recess, seconded by Mr. Jeffries, it was unanimously approved by roll call vote.

I.3 Discussion and Vote on Postponing the Annual Town Election

Following guidance from the Commonwealth and after discussions with the Board of Health, the Preparedness Taskforce, the Town Moderator, the Town Clerk, the Selectmen and other Town officials, it was determined that the Annual Town Election be postponed to a later date due to Covid-19 circumstances. An act by the Commonwealth was recently passed which grants municipalities the authority to postpone their 2020 municipal elections to a later date.

Ms. Hunter moved that the Board of Selectmen of the Town of Dover acting pursuant to the “Act Granting Authority to Postpone 2020 Municipal Elections in the Commonwealth and Increase Voting Options in Response to the Declaration of Emergency to Respond to Covid-19” enacted on March 23, 2020, and following consultation with the local election official and the Town Administrator as to logistics and feasibility, moves (1) to postpone the annual municipal election from May 18, 2020 to a fortnight following Town Meeting but no later than June 30, 2020, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.4 Owner’s Project Manager (OPM) Subcommittee Recommendation of OPM Firm

The OPM Selection Committee has unanimously chosen an OPM for the Community Center Building project. The Town is presently in negotiations with that firm, and the contract is being reviewed and revised by both the firm’s and the Town’s lawyers. Once finalized, the Board will be provided with the contract and the details of the selection process and the chosen firm

I.5 Presentation by Retrofit Technologies re IT Infrastructure Security Assessment Next Steps

As part of their infrastructure security assessment of the Town’s IT system, Retrofit Technologies, the Town’s IT provider, offered a slideshow progress report of the completed and ongoing work and next steps related to the assessment. Highlights include:

- Securing the Town’s computers from external threats through installation of firewalls, security systems and alerts resulting in a decrease in alerting activity
- A remote monitoring and management agent has been employed
- Anti-virus upgrades have been installed on all systems resulting in a blockage of over 400 activities a month
- Upgrade/replace aged workstations
- Upgrade network, wireless, and switches

The Board is pleased with the progress and accomplishments to date and thanked Retrofit for the comprehensive report. In the near future, Retrofit will be attending an upcoming Board meeting to further update the Board and the community on their activities.

I.6 Board of Selectmen Updates

There are no new updates.

I.7 Town Administrator Updates

Mr. Dwelley reported that despite the current Covid-19 events, Town staff has continued the day-to-day work with a focus on projects including reorganization efforts, policy development, senior tax relief programs, budgeting, financial reserve policies, and Town meeting preparation. Moreover, because day-to-day interactions with residents have been minimized, staff has time available now to work on projects and initiatives that have been scheduled for a future date.

A review of the cash flow, financial reserves and revenue projections for next year, both in term of local receipts and state aid, indicates that Dover remains in a very strong financial position with no concerns about its ability to satisfy debts throughout the Covid-19 crisis.

Adjournment

At 7:55 PM, Ms. Hunter moved to adjourn, seconded by Mr. Springett; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

Robert Springett, Clerk