

**MEETING MINUTES
BOARD OF SELECTMEN
April 30, 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 964 5724 7244.

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; Gerry Clarke, Dr. Steve Kruskall, Dr. Kay Petersen, Dover Board of Health; Municipal Project Manager David Sullivan; Fire Chief and Superintendent of Streets Craig Hughes; Parks and Recreation Director Mark Ghiloni; Ford Spalding, Community Center Building Committee

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 an update of the current COVID-19 situation.

- The number of COVID cases in Dover has remained stable. The numbers for the Commonwealth have plateaued, but because the numbers have not declined, the Governor has extended Executive Orders through May 18, 2020. Business closings, gatherings, and social distancing guidelines remain in place. The scheduled June 1, 2020 Town Meeting is unlikely to take place, and Town staff and officials will be meeting to determine a future date.

- State revenue projections are low, and the Finance Team continuously revisits the budget to ensure current stability and a cushion for Town finances and taxpayers.
- The Preparedness Taskforce is focusing on building out the Town's volunteer capacity and creating a COVID hotline that would be supervised by Staff and managed by volunteers. This expands the Town's capacity to work on contract tracing and educating and directing individuals regarding the testing process.
- The Council on Aging reported that there has been increased demand for delivery services and that the Town has been able to meet that demand.
- While not a requirement, the Board of Health is recommending the use of face masks to help reduce transmission of the virus.
- Town staff and officials are finalizing Dover's reopening plans which include general Town services, Parks and Recreation summer programming, and offerings by the Council on Aging and the Library. The group is working to ensure that the reopening guidelines are respectful of the health and safety of both citizens and staff.
- There have been traffic issues on Powisett Street due to vehicle parking for access to the woods and the Transfer Station. Police Chief McGowan and Fire Chief and Superintendent of Street Craig Hughes have created a traffic and parking plan that facilitates the flow of traffic, provides access, and is safe for pedestrians.

I.2 Update from State Representative Denise Garlick

Representative Garlick displayed a slideshow presentation on the Commonwealth's activities regarding COVID-19 and the legislative relief provided to municipalities and residents. Highlights included allowances for municipalities and residents, first quarter economic indicators, estimated declines in state revenues, estimated FY20 school budgets, Chapter 70 funds, the Massachusetts Gross Domestic Product, unemployment figures and Chapter 90 money. The complete, detailed slideshow presentation can be viewed on Dover's Facebook page under the April 30, 2020 Board of Selectmen meeting.

Representative Denise Garlick is proud to represent the people of Dover and expressed her thanks and gratitude to the Town for its Covid-19 efforts to ensure the health, safety, and financial wellbeing of Dover's residents. On behalf of the Board and Dover's citizens, Ms. Hunter thanked Representative Garlick for her support and guidance and all those working to address the Covid-19 situation for their outstanding efforts and long hours of work.

I.3 Welcome Municipal Project Manager David Sullivan

Mr. Dwelley introduced and welcomed David Sullivan as Dover's new Municipal Project Manager. In this newly-created cutting edge position, Mr. Sullivan will focus on municipal modernization and incorporate technology into the work flow, the current processes, and into

communications among the staff and to the public. Mr. Sullivan shared that he most recently served as an Application Specialist for the Cape Cod Commission and has over seven years of direct project management experience implementing modernization efforts in Massachusetts municipalities. He is very much looking forward to working with the Town's staff and volunteers and is excited about the opportunity to modernize and enhance the Town's current systems and processes. The Selectmen warmly welcomed Mr. Sullivan to Dover and are looking forward to working with him and to utilizing new efficiencies.

I.4 Communication Plan Discussion

The Town actively utilizes several communication channels and social media accounts, including Facebook, Twitter, YouTube and The Press, to inform and engage its residents and visitors. Ms. O'Brien created a Communication Policy that specifies guidelines, standards, and legal obligations to be regarded by any person who engages in communications on behalf of the Town in a professional capacity. A slideshow was presented highlighting key points of the Policy including:

- Purpose
- Legal obligations—records retention law, open meeting law, intellectual property rights
- New website information—navigation and searchability
- Social media communication channels used by various departments
- Content management and coordination
- Next steps and considerations such as increasing online video platforms, branding opportunities, and increased collaboration with Dover Sherborn Cable to create video segments for education.

Priorities of the Selectmen are to ensure that the same official Town information is disseminated to all residents through the Town's many different communication channels and that those responsible for distributing the information are well trained in the Communication Policy's implementation, guidelines and procedures.

I.5 Department of Public Works Reorganization Discussion

As part of the review of Dover's organizational structure and operations, discussed was the possibility of creating a Department of Public Works by combining the Highway, Cemetery, and Parks and Recreation Departments. Currently, the work done separately by each department often overlaps and staff has already been working side by side to maintain the grounds. The objective is to modernize these departments by moving away from department-based operations to an organization-wide approach resulting in more effective and efficient services to residents. Combining the departments allows more staff to be available for grounds maintenance and highway projects and repairs, consolidation of equipment and vehicles, and a systematic approach to coordination of duties and responsibilities. Town staff crafted a Reorganization Plan, and Mr. Dwelley provided a brief summary of its components. In order to enact this change, a vote of approval and support is needed from the Parks and Recreation Commission and the Cemetery Commissioners, both independently-elected entities who oversee Town staff. The Parks and Recreation Commission unanimously voted to move ahead with the change, but the Cemetery

Commissioners were not in favor due to a number of concerns they have. Mr. Dwelley recommended that the Town address these concerns, broaden the Reorganization Plan and revisit this issue next year; the Selectmen agree with that recommendation. Mr. Dwelley and the Board thanked Superintendent of Streets Craig Hughes and Parks and Recreation Director Mark Ghiloni for their outstanding work preparing and presenting the detailed plan.

I.6 Owner's Project Manager (OPM) Subcommittee Recommendation of OPM Firm

In January of 2020 a Request for Qualifications (RFQ) from Owner's Project Managers (OPM) was issued for the Community Center Building Project. The OPM is responsible for the day-to-day oversight of the Project. Six responses were received, and the OPM Subcommittee interviewed four firms—CBI Consulting, Colliers International, Jacobs, and KVA. After a comprehensive interview and vetting process, the OPM Subcommittee unanimously selected Colliers International as its preferred firm. Along with an experienced team, impeccable references, and a desirable project philosophy and approach, Colliers was the only finalist with recent extensive experience with projects of similar scope and size.

Mr. Springett moved to approve the recommendation that Colliers International be selected as the Owner's Project Manager for the Community Center Building Project, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Mr. Springett moved to authorize the Town Administrator to execute all documents related to the Owner's Project Manager for the Community Center Building Project, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.7 Award Highway Bids

The Highway Department issued a request for the services listed below, and received bids were opened on Thursday, April 16, 2020.

- **Asphalt Rubber Surface Treatment**

Only one bid was submitted. All States Asphalt, Inc. of Sunderland, MA was the lowest qualified bidder at a cost of \$4.95 per square yard.

Ms. Hunter moved to award the bid for Asphalt Rubber Surface Treatment to R.J. Gabriel of Sunderland, MA, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

- **Street Line Pavement Markings**

Of the two submitted bids, Hi-Way Safety Systems, Inc. of Rockland, MA was the lowest qualified bidder at a cost of \$55,020.

Ms. Hunter moved to award the bid for Street Line Pavement Markings to Hi-Way Safety Systems, Inc. of Rockland, MA, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

- **Catch Basin Cleaning**

Of the two submitted bids, R.J. Gabriel Construction of Bridgewater, MA was the lowest qualified bidder at a cost of \$26.30 per basin.

Ms. Hunter moved to award the bid for Catch Basin Cleaning to R.J. Gabriel Construction of Bridgewater, MA, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

- **Bituminous Concrete Type-I In-Place**

Of the three submitted bids, Lorusso Corporation of Plainville, MA was the lowest qualified bidder at a cost of \$74.47 per ton.

Ms. Hunter moved to award the bid for Bituminous Concrete Type-I In-Place to Lorusso Corporation, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.8 Board of Selectmen Updates

Dover's local businesses will soon be resuming operations, and the Selectmen encouraged residents to support those businesses while continuing to practice a high degree of safety compliance.

I.9 Town Administrator Updates

At their April 16, 2020 meeting, the Selectmen voted to waive monthly rent payments to the Town by the lessees of the Caryl Community Center for the months of April, May and June, 2020. Mr. Dwelley reported that he and Superintendent of Buildings Karl Warnick spoke to the lessees who expressed their thanks and appreciation to the Board and to the Town for providing rent relief and community support during the COVID-19 situation.

Mr. Dwelley provided an update on the Town's new website and relayed that work is underway on the final stages of content finalization and review by Town staff and boards/committees and to ensure that the core functionality of modules, such as the calendar of events, meeting and agenda postings, news announcement, and the document center, are set up and aligned properly. Additionally, training has been provided to staff members responsible for the initial rollout of the site and day-to-day site management. It is anticipated that a demonstration of the new website will be shared with stakeholders at the beginning of June prior to going live.

The staff continues to make excellent progress on the day-to-day work as well as special projects, and Mr. Dwelley will provide the Board, at a scheduled June meeting, with a comprehensive slideshow presentation of accomplishments and achievements over the past fiscal year.

C.1 Consent Agenda

The items listed comprise the Consent Agenda:

- Approve Agreement between Dover and the Dover Police Association
- Approve Side Letter of Agreement between Dover and the Dover Police Association
- Approve Open Session Meeting minutes for March 26, April 2 and April 16, 2020

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

Adjournment

At 8:32 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