

**MEETING MINUTES
BOARD OF SELECTMEN
May 21, 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 981 6571 9050.

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; Town Clerk Felicia Hoffman; Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Andy Ursitti, Warrant Committee; Town Planner Gino Carlucci; Mark Howe, Calumet Corp; Town Counsel Nina Pickering-Cook, Anderson Kreiger; Superintendent of Buildings and Water Operator Karl Warnick

PRESS: None present.

Citizens' Comments

There are 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 are highlights on the current COVID-19 situation and Town Meeting planning.

- Town Meeting has been scheduled for June 1, 2020, although it will most likely be rescheduled to the end of June. Discussion centered on the best way to move forward with the Meeting to make certain that all safety protocols will be in place

to reduce the risk of possible COVID-19 exposure and ensure the health and well-being of Dover's citizens.

- To comply with social distancing guidelines, Town Meeting will most likely be held outdoors on the football field of the Dover-Sherborn Regional School, and to avoid mosquitoes and other health hazards, the meeting will be held during the day. Additionally, procedures for sanitizing microphones and check-in areas will be in place.
- In order to keep the length of the Meeting to a minimum, only those Warrant Articles which are essential to continue Town operations in FY21 will be voted on. If the budget is not voted on before June 30, 2020, state law requires that the Town transition to a 1/12 budget which means that Dover will divide its FY20 budget by 12 and submit detailed documentation monthly to the State for approval to allow a base level of service to continue.
- The State legislature is considering adoption of a reduction in Town Meeting quorum requirements which, in Dover's case, would reduce the quorum requirement to 18 registered voters from 175 registered voters. Concerns were raised about the possibility of not meeting the quorum requirement if the State does not pass the quorum reduction, and the Board requested that Town Counsel file an emergency action in court to reduce the quorum necessary to hold Town Meeting.

Ms. Hunter moved to have Town Counsel prepare and file an action in court to reduce the necessary quorum for Town Meeting to ten percent of the regular quorum, seconded by Mr. Springett; it was unanimously approved by roll call vote.

- The Town is interested in retaining a consultant to advise the Town in structuring the Meeting to ensure maximum safety for participants.

I.2 Vote to Lay Out Stagecoach Lane as a Public Way

As part of the street acceptance process for the Citizens' Petition Article on the 2020 ATM Warrant, the Board voted, on February 27, 2020, to provide Notice of its Intent to Lay Out a Public Way. The last step in the process before Town Meeting is the Lay Out of the Public Way. To provide background on the street acceptance request, Town Planner Gino Carlucci relayed that in September of 2019, an as-built plan was submitted, and based on reviews by Mr. Carlucci and Town Engineer Mike Angieri, it was determined that the road and all associated infrastructure had been constructed according to the original plans which were approved by the Planning Board. Subsequently, Calumet Corp, the developers, petitioned the Town for street acceptance, and two administrative issues arose. The first issue, which has been resolved, related to maintenance of the drainage system. The second issue is that the actual land that comprises the road was not held in reserve by the developer so it is owned by the abutters to the centerline of the road. This complicates the acceptance process as the abutters now

have to grant an easement to the Town. Town Counsel Nina Pickering-Cook added that Anderson Kreiger is working with the developer's attorneys and is handling the ownership issues, and acceptance of the road should be conditioned upon the stormwater maintenance issues as well as clarification of the ownership issues.

Mr. Jeffries moved to lay out as a public way Stagecoach Lane contingent upon satisfactory agreement with the developer with respect to the stormwater maintenance issues and clarification of ownership and receipt of all necessary requisite approvals from the owners of the way, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.3 Colonial Water Contract

Colonial Water Company's long-term lease agreement with Dover, which originally dates back to 1994, expires on June 30, 2020. The agreement allows Colonial to utilize the Town's water infrastructure to deliver water to its Dover customers. Mr. Dwelley and Mr. Warnick are recommending that, as a matter of good practice, the Town undertake a review of the agreement to ensure that it is still reflective of the operations as well as the needs of the community. Items to be considered include budgeting for capital maintenance of the infrastructure, clarification of responsibility for infrastructure, water overage charges, and whether owning the infrastructure is in the best interests of the Town. In anticipation of renewal, Mr. Dwelley and Mr. Warnick met with CDM Smith, an engineering firm specializing in water systems, and CDM submitted a proposal to the Town to review the agreement and evaluate options for Dover. The Selectmen support moving forward with a review of the existing contract with Colonial Water.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the Town's water services, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.4 Determine Board of Selectmen's Summer Meeting Schedule

It is the Board's practice to meet every other week from September to May and once a month throughout the summer with added meetings, if necessary. The summer meeting schedule has been determined and meetings will be held on June 4 and 18, July 8 and 22, and August 12 and 26. Please visit the Town's website at www.doverma.org for meeting details.

I.5 Board of Selectmen Updates

There are no new updates to report.

I.6 Town Administrator Updates

Mr. Dwelley reported that at the next Board meeting, he will present a Year in Review highlighting the goals and accomplishments of Fiscal Year 2020 as well as provide a general update on projects currently underway.

Colliers International, the Owner's Project Manager (OPM) for the Community Center Building Project, is working with Town staff to finalize a Scope of Work for design

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services and, once completed, the Town will go out to bid for a feasibility study and schematic designs.

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Mr. Dwelley relayed that he attended the Warrant Committee's meeting last evening to review the Town's FY21 budget in its entirety, highlight changes made as a result of COVID-19, and outline what Dover can expect moving forward. The Board emphasized that it is critical that citizens understand the details and impact of each Warrant Article and suggested that Town Meeting Information Sessions be held prior to Town meeting in order to educate citizens about the Articles and provide residents with an opportunity to participate in a question and answer session.

ES.1 Executive Session – Contract Negotiations with the Town Administrator

Ms. Hunter moved that the Board enter into Executive Session, not to return to Open Session, for the purpose of discussing contract negotiations with the Town Administrator, seconded by Mr. Springett, it was unanimously approved by roll call vote.

Adjournment

At 8:39 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