

**MEETING MINUTES  
BOARD OF SELECTMEN  
June 4, 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 992 7811 5330.**

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: Chris Poulsen, Carol Lisbon, Recycling Committee; Dr. Kevin Ban; Dr. John Brownstein; 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 Counsel Nina Pickering-Cook, Anderson Kreiger

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.

- Much of the work of the Taskforce has been focused on reopening plans and guidelines, following State directives, for Dover's businesses and Town services to the community. The Town's buildings will remain closed; however, the buildings are fully staffed and daily operations are continuing. Resident appointments for

Board of Selectmen Open Session Meeting Minutes

June 4,  
2020

Town services are available, and staff has been trained in safety protocols and guidelines. Protocols include one person per office, and office cubicles have been set up in the Great Hall for use by staff members; entry to any building must be documented, and sneeze guards have been installed on front-facing counters and desks.

- Dover's Recycling Committee will be preparing a comprehensive plan for reopening the recycling bins and the Swap Shop at the Transfer Station and will be presenting that plan to the Board of Health for review.
- Dr. Petersen reported that over the past week, there have been no increases in Covid cases in Dover. The Taskforce, Board of Health, Town departments, and boards/committees continue to collaborate on reopening plans and guidelines as well as refine and strengthen the protocol currently in place in preparation for a possible resurgence of Covid-19.

**I.2 Chris Poulsen re Approval of Massachusetts Department of Environmental Protection's Sustainable Materials Recovery Program Grant Submittal**

Mr. Poulsen is requesting approval of the Board to submit the Dover Recycling Committee's 2020 grant applications to the Massachusetts Department of Environmental Protection's (DEP) Sustainable Materials Recovery Program. The program provides funding to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. The four items to be approved are:

- A grant certification statement indicating the Town's compliance with various requirements including a Buy Recycled Policy
- Recycling Dividends Program grant which awards points and money to be used toward recycling initiatives. Because of Dover's recycling efforts, the Town has been rewarded 13 credits.
- Small Scale Initiatives Grant in the amount of \$750 to be used for bins and bin subsidization.
- Dropoff Recycling Equipment Grant in the amount of \$5,000 to be used to build a new, larger Swap Shop and to repurpose the current Swap Shop to a larger, more sanitary Deposit Container Redemption Center.

Mr. Poulsen and Ms. Lisbon noted that Superintendent of Streets Craig Hughes spent much time looking at the layout of the Transfer Station and offered suggestions on the best placement of recycling materials and the use of the Swap Shop. The Board thanked the Recycling Committee on the phenomenal work it does to promote enthusiasm for recycling and commended its proactivity in securing grants to benefit the Town.

Mr. Jeffries moved to approve the Dover Recycling Committee's submittal of grant applications, as presented, to the Massachusetts Department of Environmental Protection, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.3 Town Meeting Discussion**

It was suggested that Town Meeting be rescheduled from June 22, 2020 to June 29, 2020 in order to allow the Blue Book to be mailed to residents prior to the meeting. To allow for maximum social distancing, the meeting will take place on the football field at the Dover-Sherborn Regional High School. The meeting will be held at 11 AM rather than in the evening to minimize the risk of mosquito-borne disease. To ensure the maximum safety and well-being of participants at Town meeting and to lower the risk of possible Covid-19 exposure, Town staff and officials and the Board of Health have been discussing the best way to move forward with the Meeting. The Board of Health noted that risk associated with attending the meeting cannot be eliminated but measures will be put into place to minimize risk. To provide additional guidance on safety protocols, the Town is consulting with Dover resident Dr. Kevin Ban, Chief Medical Officer of Walgreens and Dr. John Brownstein, an epidemiologist at Harvard Medical School, both in attendance at tonight's meeting. Focal points of the discussion follow.

- Town Counsel Nina Pickering-Cook submitted to the court a Verified Complaint seeking an order granting limited relief from Dover's 175 registered voter quorum requirement to 18 registered voters, and the court granted its approval that only 18 citizens are required for a quorum.
- Only those Warrant Articles which are essential to continue Town operations in FY21 will be voted on. Sponsors of Citizens' Petition have agreed to remove their petitions which will be considered at a later Town Meeting.
- Dr. Ban and Dr. Brownstein discussed the rate of infection and test data in Norfolk County in particular and in Massachusetts generally and the work of the Centers for Disease Control and determined that there is low risk of exposure or spread if safety protocols are followed
- Citizens will be asked to check themselves for Covid-19 symptoms before they arrive, social distancing directions will be enforced, and face masks will be required. If individuals cannot wear a face mask due to medical reasons, an area will be designated for non-mask seating. Additionally, procedures for sanitizing microphones and check-in areas will be in place.

Mr. Repetti and the Selectmen lauded Town Clerk Felicia Hoffman for her tremendous work and flexibility in preparing for Town Meeting and to Drs. Ban and Brownstein and the Board of Health for their respected and valued opinions.

Board of Selectmen Open Session Meeting Minutes  
June 4,  
2020

#### **I.4 Karl Warnick re Caryl Community Center License Agreements**

License Agreements with tenants of the Caryl Community Center are renegotiated annually for the upcoming fiscal year which begins on July 1st of the current year and ends on June 30th the following year. Superintendent of Buildings Karl Warnick is requesting that the Board approve the FY21 License Agreement renewals for the Center for Development of Children (CDC) and Erin's School of Dance. Due to Covid-19 both groups have experienced recent loss in revenue, and Mr. Warnick is recommending that there be no increases in rent or changes to Agreement terms. Mr. Dwelley and Mr. Warnick regularly communicate with the tenants to provide them with updates on the status of the Center with regard to Covid-19 and the future plans for the building.

Mr. Springett moved to authorize Mr. Dwelley and Mr. Warnick to renegotiate the FY21 License Agreements with the Center for Development of Children and Erin's School of Dance, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

#### **I.5 Dover's Fiscal Year 2020 in Review**

Mr. Dwelley prepared and displayed a slideshow presentation entitled Fiscal Year 2020 in Review which highlights the accomplishments and achievements resulting from the tremendous efforts of the Town staff, boards and committees, and volunteers in response to the Selectmen's FY20 goals and objectives listed below. Each of the following bulleted components has been completed with the exception of the Plan for Open Space Fund which is in progress, and Mr. Dwelley provided specific details on the efforts undertaken for each component. The slideshow can be viewed on the Town's website at [www.dovema.org](http://www.dovema.org) under the Document Center tab.

##### **1. Modernization**

- Onboard Assistant Town Administrator and Project Manager
- Technology Strategic Reviews and Backup Staffing
- Roll out Revamped Website
- Develop Communication Policy

##### **2. Long-term Financial Planning**

- Plan for Capital Stabilization Fund
- Plan for OPEB Funding Strategy
- Develop a Free Cash Policy
- Provide Senior Tax Relief
- Plan for Open Space Fund – *In progress*

##### **3. Community Inclusion**

- Respond to Citizen Issues in a Timely Manner

4. Town Governance Structure

- Review the Town's Operational Structure

Projects in progress and near completion include:

- Hale Conservation Proposal
- Caryl Community Center Building Project
- Conducting a Space Needs Assessment
- Undertaking a comprehensive review of the Town's water infrastructure
- Solar Proposal at Town Garage
- Review and update of Personnel Rules and Regulations and Policies
- Wireless Cell Tower Appraisal
- Internal Finance Team Policy Development
- Digitizing Online Forms
- Developing a comprehensive budget book
- Developing protocols for document retention and electronic storage

Mr. Dwelley thanked the Board for their leadership, and the Selectmen joined him in praising the dedication and efforts of all Town staff, the commitment of all of the Town's boards, committees, and volunteers, and the contributions of everyone in the community.

**I.6 Town Administrator Annual Evaluation**

The Selectmen are finalizing Mr. Dwelley's Annual Evaluation for discussion and vote at their June 18, 2020 meeting.

**I.7 Board of Selectmen Updates**

There are no new updates to report.

**I.8 Town Administrator Updates**

Mr. Dwelley reported that Town staff is finalizing the Request for Qualifications (RFP) for design services for the Community Center Building Project and that the bid packet is anticipated to be released on Wednesday, June 10, 2020. Once bids are received, a review process similar to that undertaken for the Owners' Project Manager bid, will be completed.

**Adjournment**

At 8:30 PM, Ms. Hunter moved to adjourn, seconded by Mr. Springett; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

Board of Selectmen Open Session Meeting Minutes  
June 4,  
2020

Robert Springett, Clerk