

**MEETING MINUTES
BOARD OF SELECTMEN
June 18, 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 993 3374 7923.

At 6:30 PM Chair Robert Springett called the meeting to order with members John Jeffries and Robyn Hunter 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; State Senator Mike Rush; Don Vaughan, Nick LaChance and Bob Gallo, Colonial Water Company; 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 Reorganization of the Board of Selectmen

It is the tradition of the Board to reorganize their positions at their first meeting following the annual Town Election. The third term member of the Board serves as Chairman, the second term member of the Board serves as Clerk, and the first term member serves as a Member. Incoming Chair Mr. Springett thanked Ms. Hunter for the outstanding work she has done as Chair of the Selectmen and noted that she has chaired several other committees over the years.

Ms. Hunter moved to nominate Mr. Springett as Chair of the Board of Selectmen, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Mr. Springett moved to nominate Mr. Jeffries as Clerk of the Board of Selectmen, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to nominate Ms. Hunter as a Member of the Board of Selectmen, seconded by Mr. Springett; it was unanimously approved by roll call vote.

I.2 Colonial Water Update and Discussion

On June 11, 2020 Dover was notified by the Colonial Water Company that E.coli bacteria was found at four sampling sites in the water supply in samples collected on June 10, 2020. Colonial issued a “Boil Water” order to all residents as E.coli bacteria may cause sickness and is a particular concern for people with weakened immune systems. Utilizing the Town’s website and its various social media channels, including Facebook, Twitter, and the Dover Police Department Facebook page, Town officials and staff worked quickly to inform the residents of the circumstances by posting the Boil Water order and related information. Council on Aging Director Janet Claypoole compiled a list of the Town’s seniors, some of whom do not utilize computers or social media, and implemented an outreach effort disseminating the information posted on social media. The Town is responsible for the safety of its citizens, and the Board of Health reached out to the residents informing them of their availability to help. Additionally, State Representative Denise Garlick was notified, and she and Senator Michael Rush set up a meeting with the Massachusetts Department of Environmental Protection to provide the Town with a regulatory perspective of the situation and what needed to happen next.

Colonial Water Company staff including Don Vaughan, President; Nick LaChance, Vice President; and Bob Gallo, Principal Engineer, were available at the meeting to provide a timeline of events, an update of actions taken by Colonial to rectify the situation and ensure it does not happen again and to answer any questions posed. Colonial outlined a timeline of events beginning on June 3, 2020 when E.coli was first detected in a water sample and detailed the dates and results of further testing and analysis which led to DEP involvement and the Boil Water Order. Per the order of DEP, Colonial Water operators flushed the distribution system and continued sampling the water to be sent to the lab for analysis. On June 15, 2020 chlorination of the system began and testing followed. As of June 15, 2020 the Boil Water Order was still in place, and Colonial is making arrangements for free bottled water to be available to residents for pickup at the Town Garage. The Council on Aging is working with Colonial to make arrangements for delivery of that water to those residents who cannot travel to the Town Garage. Forms for reimbursement to residents for water purchases made are available at the Dover Colonial Water office adjacent to the Town Garage or online through the Colonial Water website.

The Board thanked Colonial Water for attending the meeting and reiterated their expectations that bottled water will continue to be available to the residents and that more robust and accurate updates and communications will be delivered to residents. Colonial staff will again attend an upcoming meeting of the Board to report on the status on the contamination issue.

I.3 Vote Concerning the Quorum for Town Meeting

Town Counsel Nina Pickering-Cook submitted to the court, per the vote of the Selectmen at their May 21, 2020 meeting, a Verified Complaint seeking an order granting limited relief from Dover's 175 registered voter quorum requirement to 18 registered voters. Subsequently, the court granted its approval that only 18 citizens are required for a quorum. Meanwhile, to facilitate communities in holding Town Meetings before July 1, 2020, the State legislature filed legislation to provide quorum relief and reduce the quorum down to no less than 10 percent of the registered voter requirement. In order to move forward with Town Meeting, the Board is required to vote to ratify their May 21, 2020 decision.

Mr. Springett moved that the Board reduce the quorum required under Section 2-4 of the Town's General Bylaws for the Town of Dover's 2020 Annual Town Meeting scheduled to take place on June 29 or 30, 2020 to 18 registered voters (more than 10 percent of the required quorum), seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.4 Town Meeting Information Session

Due to the Covid-19 situation, only those Warrant Articles deemed to be essential to continue Town operations in Fiscal Year 2021 will be voted on at the June 29, 2020 meeting. In an effort to facilitate awareness and understanding of those Articles, a virtual public Town Meeting Information Session was held on June 11, 2020 and, in addition to this meeting, Sessions are scheduled for June 24 and June 27, 2020. During the Sessions, a slideshow presentation summarizing and explaining each Warrant Article listed below will be displayed and discussed followed by a question and answer segment. The Town Meeting Information Session slideshow presentation and the Blue Book containing detailed information about the Warrant Articles and budgets are on the Town's website at www.doverma.org under the Town Meeting page.

- Article 1 – Salaries for Elected Officials
- Article 2 – Revolving Funds
- Article 3 – FY2021 Operating Budget
- Article 4 – FY2021 Capital Budget
- Article 6 – Road Reconstruction Funding Authorization
- Article 14 – Appropriation for One-Time Projects
- Article 15 – Reserve Fund
- Article 16 – Unpaid Bills
- Article 30 – Free Cash to Reduce the Tax Rate

I.5 Town Meeting Warrant Article Motions Review

It is the tradition of the Board to review the Town Meeting Warrant Article motions at a public meeting with the Moderator and members of the Warrant Committee. Motions are formal proposals to take action on the Articles, and they are read by members of the Warrant Committee for each Article being voted on at Town Meeting. A detailed review of the motions will take place at the Moderator's Meeting to be held remotely on June 26, 2020 at 6:30 PM.

I.6 1/12 Budget for July, 2020 Discussion and Vote

If a Town's FY21 budget is not passed at Town Meeting 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 months, craft a new monthly budget based on those figures, and submit documentation monthly to the State for approval to allow a base level of service to continue. In the event that Town Meeting will not take place before June 30, 2020, Mr. Dwelley asked the Finance Team to put together a 1/12 budget that would be submitted to the State. Town Accountant Kathy LaPlant presented the budget and discussed the steps required for submittal to the State.

Mr. Springett moved to approve the 1/12 budget as presented and authorized the Town Accountant to submit it to the Massachusetts Department of Revenue, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.7 Appointments of John Sullivan and Tim Holiner to the Conservation Commission

The Conservation Commission is recommending that the Board reappoint John Sullivan and Tim Holiner to the Conservation Commission.

Mr. Springett moved to reappoint John Sullivan and Tim Holiner to the Conservation Commission, each for a three-year term, effective July 1, 2020 and ending on June 30, 2023, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.8 Town Administrator Annual Evaluation

Shortly after Mr. Dwelley assumed the Town Administrator position in July of 2019, he and the Board, along with input from Town boards, committees and staff, developed a list of goals and objectives for FY20, and throughout the year, Mr. Dwelley provided slideshow updates on the progress of those goals and objectives. As criteria for evaluating Mr. Dwelley's performance, the Selectmen, in conjunction with the Personnel Board, created an evaluation form which mirrors the FY20 goals and objectives and assigned a ranking scale of 1 (lowest) to 5 (highest) for each category listed below. The Selectmen individually completed the evaluation form and provided comments and rankings on each of the categories and their components.

- Management/Organization/Planning
- Communication/Collaboration
- Staff Recruitment/Development
- Financial Management
- Professional Development – Skills and Expertise
- Other Performance Observations

The Board is very pleased and impressed with the tremendous work Mr. Dwelley has undertaken to accomplish the goals and objectives and with the strong foundation he has built to continue moving the Town in a positive direction.

Noting that it is a privilege and honor to work in Dover, Mr. Dwelley expressed his thanks and gratitude to the Board for their leadership, partnership, and guidance, and his appreciation to the

Town's staff, boards and committees, and volunteers who team with him to accomplish the important and beneficial work being done in Dover.

Ms. Hunter moved that pursuant to Section 5 of the Employment Agreement between Dover and the Town Administrator dated June 7, 2019, a bonus of \$10,000 be awarded to Mr. Dwelley based upon his FY20 performance, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.9 Board of Selectmen Updates

There are no new updates to report.

I.10 Town Administrator Updates

Mr. Dwelley reported that work continues in the Town House and Town buildings on Phases 2 and 4 of the technology and hardware infrastructure improvements. Over the past several days, the main focus of the work has been on improving the reliability of access points which provide Wi-Fi and broadband availability to staff and guests of the building.

The Request for Qualifications (RFQ) for designer services for the Community Center Building Project bid packet was released on Wednesday, June 10, 2020, and there has been a robust response from architects and design firms. Members of the Community Center Building Project Committee, led by Chair Ford Spalding, provided several interested respondents with a walkthrough of the building which is a customary practice of building project bidders before their RFQ is submitted. Once bids are received, a review process similar to that undertaken for the Owners' Project Manager bid, will be completed.

The Town Election was held at the Town House on June 18, 2020 with a voter turnout of approximately 25 percent. On behalf of the Town, Mr. Dwelley recognized and thanked Town Clerk Felicia Hoffman, along with her team, for the absolutely outstanding work she did organizing and running the Election in the face of the Covid-19 crisis, and putting into place procedures and protocols which resulted in a flawless election process. Congratulations were extended to those individuals voted into office.

C.1 Consent Agenda

The following items are included in the Consent Agenda:

- Approve and Execute Caryl Community Center License Agreements
- Approve Town Administrator Employment Agreement
- Approve April 30, 2020 Open Session Meeting Minutes

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

Adjournment

At 9:07 PM, Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

John D. Jeffries, Clerk