

**MEETING MINUTES
BOARD OF SELECTMEN
January 6, 2022**

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 951 2552 2141.

At 6:30 PM Chair John Jeffries called the meeting to order with members Robyn Hunter and Robert Springett present. Also in attendance were Christopher Dwelley, Town Administrator; Katelyn O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

PARTICIPANTS: Police Chief Peter McGowan, Peg Crowley, Emergency Management; Dr. Kay Petersen, Board of Health

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Emergency Management Committee Presentation

An update on the roles and activities related to the Emergency Management Committee was provided by the Emergency Management team which consists of Chief McGowan and Peg Crowley. The services of Jim Repetti are utilized on an as-needed basis. The Committee is charged with assisting the Town and its residents with emergency preparedness and response in the event of natural disasters such as blizzards or flooding. Ms. Crowley provided historical background on the creation and past activities of the Committee, and it was noted that over the last ten years the Committee has been activated only twice. Chief McGowan relayed that when emergency events occur, the response directorship logically falls to the Police, Fire, and Highway Departments and suggested to the Board that it consider dissolving the Committee as those departments are well prepared to handle any emergency that may arise. The Selectmen are in agreement, and on behalf of the residents, thanked the Committee for their many years of service to the Town.

Various Town boards/committees/commissions have appeared or are scheduled to appear at Selectmen's meetings to discuss roles and activities, and as part of the Board's modernization goals, Mr. Dwelley will be compiling a list of those groups that may be dissolved, restructured or changed and presenting it to the Selectmen for an action vote.

I.2 Review of Annual Town Meeting Warrant Articles Submitted To Date

The Annual Town Meeting Warrant will close on Friday, January 14, 2022, and Mr. Dwelley presented the Board with a draft of the Articles submitted to date. The Articles and placeholders were reviewed at the December 16, 2021 Board meeting, and Mr. Dwelley pointed out the changes made since then which include the following Citizen Petitions.

Requestor – Citizen Petitions

- Climate Emergency Resolution
- Increase Membership of the Board of Selectmen
- Install Sidewalks on Main Street and Dover Road

In response to a question about funding for the sidewalk installation and ongoing maintenance, Mr. Dwelley relayed that the Highway Department will estimate the costs and include them in the Operating Budget process. Additionally, over the next several meetings, the Selectmen will be discussing the logistics of the 2022 Annual Town Meeting.

I.3 Six-Month Update of FY22 Goals and Objectives

Over the summer of 2021, the Board, with input from Town staff and boards/committees, identified its goals and objectives for Fiscal Year (FY) 2022 to address key areas of concern, need, and opportunity that the Town should consider addressing. Mr. Dwelley provided an update and status report on each of the goals and its focus elements, identified the next steps, and he was pleased to report that great progress is being made in all areas. The goals, focus areas, and project status are listed below.

Land Use/Open Space

- Long-Term Water Resources Efforts – Nearing completion
- Open Space Funding Opportunities – In progress
- Hale Reservation Recommendation – In progress
- Climate Vulnerability – Nearing completion

Long-Term Financial Planning

- Implement Financial Best Practices and Modernization Efforts – Nearing completion
- Develop Capital Reserve Policy – Nearing completion
- Develop Free Cash Policy – Nearing completion

Town Governance Structure

- Support Dover's Volunteer Base – Nearing completion
- Project Manager Recruitment – In progress/delayed
- Create a Department of Public Works – In progress
- Create a Multi-Year Planning Document – In progress

Modernization

- Investigate Digital Transformation with the Technology Advisory Board – Complete
- Website Assessment – In progress
- Document Management/Digital Processes – Nearing completion

Mr. Dwelley reminded residents that this presentation, as well as others, are available for review on the Town's website at doverma.gov. The Board was impressed with the comprehensive presentation and the amount of work that has been completed and recognized Mr. Dwelley and the Town's staff for their outstanding efforts.

I.4 Covid-19 Rapid Test Kit Discussion and Potential Vote

Dr. Kay Petersen introduced the Board to a new Massachusetts program related to Covid-19 testing. Due to the shortage of Covid-19 at-home test kits, the Commonwealth has entered into contracts with Covid-19 at-home test manufacturers, and this will allow municipalities and eligible entities to place orders for rapid test kits, at state-negotiated prices, for distribution to their constituents. In order to help prevent spread of the virus, the Board of Health is requesting permission of the Selectmen to purchase 2,000 test kits, containing 2 tests each, to be distributed free of charge to the schools, child care centers, Dover residents, and Town staff. Depending on the manufacturer selected, each kit will cost between \$6 and \$20 dollars, and American Rescue Plan Act (ARPA) funds will be used to cover the cost. Working with Town staff, the Board of Health will devise a distribution plan and present it to the Board at its January 20, 2022 meeting.

Mr. Jeffries moved to approve the purchase of 2,000 Covid-19 test kits, as recommended by the Dover Board of Health, using American Rescue Plan Act (ARPA) funds, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.5 Board of Selectmen Updates

The Selectmen reported on the following projects and initiatives.

Town Center – Mr. Jeffries encouraged residents to complete the Planning Board's Visual Preference Survey related to residents' visions of future development in the Town's center. The survey is under the Planning Board tab of the Town website at doverma.gov.

Community Center Building Committee – Mr. Springett reported that the Committee has been discussing septic tank requirements and sizing for the renovated center as well as food services/kitchen area-related issues. The Committee is tightly adhering to the project's defined timeline.

I.6 Town Administrator Updates

The Town Administrator provided updates in Item I.3.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approval of 2022 Mileage Reimbursement Rate
- Awarding of the Washed Sand Bid
- Approval of Special One-Day Liquor Licenses for January 8, 29; February 1, 5, 11, and 12, 2022
- Approval of November 16, 2021 BOS Open Session Meeting Minutes

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

Board of Selectmen Open Session Meeting Minutes
January 6, 2022

ES.1 Executive Session

- Discussion Regarding Telecommunications Lease Negotiations with AT&T
- Conduct Contract Negotiations with the Town Administrator

Mr. Jeffries moved that the Board enter into Executive Session, not to return to Open Session, to discuss telecommunications lease negotiations with AT&T and to discuss contract negotiations with the Town Administrator. Further, Mr. Jeffries declared that an Open Meeting discussion may have a detrimental effect on the negotiating position of the Town, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Adjournment

At 7:40 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

Robyn Hunter, Clerk