

**MEETING MINUTES
BOARD OF SELECTMEN
January 7, 2021**

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 968 3105 7061.

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: Superintendent of Buildings Karl Warnick; Municipal Project Manager Dave Sullivan; Council on Aging Director Janet Claypoole; Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Carol Lisbon, Planning Board, Recycling Committee, Water Resources Study Committee; Justine Kent-Uritam, Water Resources Study Committee

PRESS: None present.

Citizens' Comments

Dover resident and Water Resources Study Committee member Justine Kent-Uritam expressed, as a resident, her ongoing concerns about Colonial Water exceeding their mandated permit withdrawal limits from the aquifer, especially during the summer months. She noted that without a large capacity water supply available, it would be difficult to supply water to 40B housing, if developed, and she questioned the effects of excessive water withdrawal secondarily on the private wells near Colonial's water wells. Ms. Kent-Uritam urged the Board to continue to work with Senator Rush and Representative Garlic about actions the State is taking to ensure that the Department of Environmental Protection pressures Colonial Water to pump within its permitted withdrawal limits. Ms. Lisbon suggested that the Town build on the great deal of knowledge it has gained through the work undertaken by other committees and individuals over the years, and conduct research and analysis to determine the best course of action for Dover.

Mr. Dwelley has been working with the Water Resources Study Committee to determine the best date for the Committee to attend a Selectmen's meeting and present an update of their work.

I.1 FY22 Operating Budget Presentation

Annually during the operating budget process, it is the Town's practice that the Warrant Committee and a member of the Board of Selectmen meet with departments heads to review submitted department budgets. In preparation for those meetings, Mr. Dwelley presented a slideshow overview of the FY22 estimated operating budget and provided a budget summary that breaks down the individual lines of the actual, estimated and projected budgets from FY18 to FY22. Mr. Dwelley noted that while there are many assumptions at this early stage in the process, the budget provides for essential Town services, addresses community goals in the areas of customer service, modernization, and succession planning, and fully funds contractual obligations and OPEB. The slideshow addressed the following areas:

- A recap of the FY21 budget summarizing changes made
- A review of the historical tax rate
- Revenue estimates including the tax levy, new growth, local receipts, and a local receipts estimate
- Major costs increases including schools, town wages, pension, and insurance
- New cost increases including staffing positions
- Assessment overview of health and liability insurance, retirement, Dover-Sherborn Regional School, and Chickering School

I.2 2021 Town Meeting Warrant Article Preview

Mr. Dwelley reviewed the list of the 2021 Town Meeting Warrant Articles submitted, to date, for consideration and vote at Town Meeting. Due to the safety protocols and guidelines imposed by Covid-19, the Articles voted on at the 2020 Town Meeting were only those necessary to keep Town operations running. Almost all the other Articles submitted in 2020 were carried over to the 2021 Town Meeting per request; exceptions to that include two Citizens' Petitions for school-related Articles. A new Article submitted, per request of the Selectmen, concerns amending the general bylaws related to animal control fees, and the Warrant Committee's Article, Appropriate for FY22 Reserve Fund, will no longer be a separate Article as it will be folded into Article 4, Appropriate the FY22 Operating Budget, per recommendation of the financial management review completed by the MA Department of Revenue.

The Warrant will close at 11 AM on Friday, January 15, 2020.

I.3 Harpers Payroll Time and Labor Management-Related Services Proposal Discussion and Vote

The Town has been considering the use of electronic time and attendance products to replace the current paper-based time and attendance process currently in use. Use of an electronic system provides numerous benefits to the Town including increased staff productivity and flexibility and more efficient use of time, staff access to a self-service portal where data can be manipulated and viewed, and less use of paper and file storage space. Municipal Project Manager Dave Sullivan has been soliciting, researching and evaluating vendors, and it is his recommendation that the Board approve the proposal submitted by Harpers Payroll Services. Harpers is the current payroll vendor for the Town and met the criteria set by the Finance team and the Technology Advisory Board.

Mr. Springett moved to approve the Time and Labor Management Services Proposal submitted by Harpers Payroll Services, 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 Harpers Payroll Services, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.4 Approve 2020 Selectmen's Town Report

For inclusion in the Town Report, the Annual Report of the Board of Selectmen has been drafted by Ms. O'Brien, and comments provided by the Selectmen have been incorporated. The Report is a summary reflecting the demanding work, challenges, and tremendous successes and accomplishments of the Selectmen and Town in 2020.

Mr. Springett moved to approve the 2020 Annual Report of the Board of Selectmen as presented, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.5 Award Washed Sand Bid; Award Tree Removal Bid

Washed Sand - The bids for washed sand were opened on Monday, December 28, 2020. Two bids were submitted. P.A. Landers of Hanover, MA was the lowest qualified bidder at a cost of \$19.43 per ton for delivered sand and \$14.50 per ton for picked-up sand.

Mr. Springett moved to award the bid for washed sand at a cost of \$19.43 per ton for delivered sand and \$14.50 per ton for picked-up sand to P.A. Landers of Hanover, MA, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Tree Removal - The bids for tree removal services were opened on January 7, 2021. Three bids were submitted. Northeastern Tree Service was the lowest qualified bidder at a cost of \$32,800.

Mr. Springett moved to award the bid for tree removal services at a cost of \$32,800 to Northeastern Tree Service, Inc. of Cranston, RI, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.6 Appointment of Erika Alders to the Board of Appeals

Alan Fryer, Chair of the Board of Appeals, is recommending that the Board appoint Erika Alders to the Board of Appeals to fill the unexpired term of Tobe Deutschmann who resigned in December of 2020. Mr. Deutschmann, a longtime resident of Dover, was a member of several Boards/Committees in Town, and the Selectmen thanked him for his many years of service and loyalty to Dover.

Mr. Springett moved to appoint Erika Alders to the Board of Appeals to fill the unexpired term of Tobe Deutschmann, for a term ending June 30, 2022, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.7 Approve 2021 Mileage Reimbursement Rate

In December, 2020 the IRS issued the 2021 optional standard mileage rate used to calculate the deductible costs of operating a vehicle for business purposes. It is the Town's practice to adopt the rate issued by the IRS, and for 2021 that rate is .56 per mile driven for business use, down 1.5 cents from the 2020 rate.

Mr. Springett moved to approve the 2021 standard mileage rate of .56 per mile driven for business use, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.8 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Community Center Building Committee – Mr. Springett reported that the Building Committee has compiled a comprehensive document detailing the current status and progress of the building project, the timeline, and next steps and addressing frequently asked questions and answers. The document is near completion and review and will be distributed to the public via various channels.

Open Space Committee – Mr. Jeffries attended the recent Open Space Committee meeting, and he reported that the Committee is making progress with its initiative of identifying various parcels of land in Town for conservation and protection purposes. Also discussed were potential 40B developments and water issues.

Hale Reservation Task Force –Dover, in conjunction with Westwood, has solicited proposals from appraisal firms to conduct an appraisal of the Hale Reservation property in Dover. The information from the proposals submitted has been collated, and the firms all quoted approximately the same price point and all have similar experiences. The documents have been submitted to the Task Force and to Westwood for review and discussion on the best way to move forward.

Transfer Station Parking – In early spring of 2020, traffic and walking congestion at the Transfer Station was remediated by the use of signage and traffic cones. Over the holiday season, congestion again occurred, and it was determined by the Police Department and the Highway Department that the signs and other impediments put into place to redirect traffic were missing, possibly affected by inclement weather. The signs, cones and traffic advisory equipment have been posted and replaced.

Covid-19 Task Force – The Covid-19 Task Force will be discussing vaccine distribution and safety protocols and the UK variant of the virus.

I.9 Town Administrator Updates

The Town Administrator reported on the following ongoing projects and initiatives.

Council on Aging – Mr. Dwelley thanked Council on Aging Director Janet Claypoole for securing for the Town a \$4,000 grant from Beth Israel Hospital Needham for the purpose of funding food access for seniors—specifically, those seniors who are at high risk and homebound as a result of Covid-19. The Council on Aging and Board of Health will continue to work together to provide those types of services and more to the Town’s most vulnerable population.

CARES Funding – The State’s Coronavirus Aid, Relief, and Economic Security (CARES) Act for Covid-related expense reimbursement has been extended, and while Dover is not receiving any additional monies at this time, the extension will allow the Town another year to use the funds granted in 2020. Currently, Dover has a balance of approximately \$200,000 to be used for identified service needs, potentially including a vaccination program.

Board of Selectmen Open Session Meeting Minutes
January 7, 2021

Caryl Community Center (CCC) Reopening – Parks and Recreation Director Mark Ghiloni, Council on Aging (COA) Director Janet Claypoole, and Superintendent of Buildings Karl Warnick have been writing a CCC reopening plan. The detailed plan includes a report on the improvements, including HVAC, that have been made to the building, safety protocols to be put into place, and an overview of upcoming programming for COA and for Parks and Recreation. At their meeting on January 8, 2021, the Covid-19 Task Force will be reviewing the plan.

ES.1 Executive Session to Discuss Strategy Related to Contract Negotiations with Colonial Water Company

Mr. Springett moved that the Board enter into Executive Session, not to return to Open Session, for the purpose of preparing for contract negotiations with Colonial Water. Further, as Chair, Mr. Springett declared that an Open Meeting discussion may have a detrimental effect on the negotiating position of the Town, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Adjournment

At 7:47 PM Mr. Springett moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

John D. Jeffries, Clerk