

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**February 11, 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 941 9760 8599.

At 6:00 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: Land Use Director Courtney Starling; Municipal Project Manager Dave Sullivan; Town Moderator Jim Repetti; Rob Andrews, Warrant Committee; Greg Kahoun, Technology Advisory Board

PRESS: None present.

**Citizens' Comments**

There are no citizens' comments.

**I.1 Welcome Land Use Director Courtney Starling**

Dover's Land Use Director and Town Planner Courtney Starling joined the Town staff at the end of January, 2021, and Mr. Dwelley formally introduced her to the Board of Selectmen and the Town. Ms. Starling brings nearly 14 years of planning experience implementing planning projects for municipal clients, and along with her professional experience, she is a member of the American Planning Association and the American Institute of Certified Planners. The Board warmly welcomed Courtney, and the Selectmen are looking forward to working with her.

Ms. Starling reported that at a recent meeting of the Planning Board, members put together an 18-month strategic action plan which includes leveraging funding opportunities, moving forward with the Accessory Dwelling Unit bylaw, implementing a housing production plan, obtaining grant funding to repair a culvert, exploring funding opportunities for design and permitting, reviewing the scope of work associated with the Hale Reservation appraisal contract, pursuing grant funding for a Complete Streets plan which addresses multimodal transportation and funding for an Americans with Disabilities transition plan which addresses physical barriers.

**I.2 Massachusetts Housing Partnership Chapter 40B Technical Assistance Grant Acceptance**

The Zoning Board of Appeals has received a Comprehensive Permit Application under Massachusetts General Law Chapter 40B to construct a 39-unit multifamily rental development located at 61-63 County Street. Ms. Starling has applied for a Massachusetts Housing Partnership (MHP) Chapter 40B Technical Assistance Grant in the amount of \$15,000 to assist the Town with a review of the development proposal. Funding assistance includes staff support and training, the traffic and environmental impacts of the proposal, review of water and wastewater infrastructure and architectural design. Dover will be receiving assistance through MHP from Ms. Judi Barrett who has extensive experience in community planning and development and is a member of the American Institute of Certified Planners. Ms. Starling briefly discussed the complex legal requirements and the process associated with the review of the Comprehensive Permit Application.

Mr. Jeffries moved to accept the Massachusetts Housing Partnership's \$15,000 technical assistance grant to be used for the review of the 40B Comprehensive Permit Application and development proposal on County Street, seconded by Mr. Springett; it was unanimously approved by roll call vote.

**I.3 Massachusetts Housing Partnership Chapter 40B Technical Assistance Contract Vote**  
This agenda item is being withdrawn as it was already addressed and is no longer necessary.

**I.4 Email Policy Discussion and Potential Vote**

As part of the Town's modernization efforts, Municipal Project Manager Dave Sullivan conducted a comprehensive review of Dover's current email usage, privacy and security, and researched the email policies of similar towns. Based on the findings, it was determined that creation of an email policy is in the best interests of the Town, and Mr. Sullivan presented Dover's Email Policy to the Board for its approval. The purpose of the Policy is to establish procedures governing the use of the Town's email system to ensure proper, safe, and effective use of email to communicate and disseminate information for the Town. The Policy addresses acceptable email content, public records, confidentiality, unsolicited email, regulations and guidelines, and the assignment of email addresses to staff, boards and committees, and volunteers. Mr. Dwelley noted that all Town policies are reviewed and approved by Town Counsel.

Mr. Springett moved to approve the Town of Dover's Email Policy dated February 11, 2021, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

**I.5 2021 Town Meeting Warrant Articles Discussion and Potential Vote**

Mr. Dwelley briefly reviewed the list of the 2021 Town Meeting Warrant Articles and pointed out that the Board of Health has withdrawn its Article related to Massachusetts General Law Chapter 40U – Municipal Fines. Additionally, per the recommendation of the Massachusetts Department of Revenue, Article 11–Appropriate for Free Cash to Fund the FY22 Budget and Article 14–Appropriate for FY22 Reserve Fund will be folded over into Article 4–Appropriate the FY22 Operating Budget. The Selectmen will execute the Warrant at their February 25, 2021 meeting.

The Warrant Committee will be holding an Open Hearing on Monday, March 15 at 7:30 PM for the purpose of presenting in detail the Warrant Articles that will be voted on at Town Meeting

and engaging in questions and answers with residents. It is anticipated that Town Information Sessions will be held for the same purpose.

In planning for the 2021 Annual Town Meeting in the midst of the Covid-19 pandemic, the safety and well-being of Dover's residents has always been a priority. Keeping that in mind, Mr. Dwelley is recommending that the Meeting be held at 10:00 AM on Saturday, May 1, 2021, with a rain date of Saturday, May 8, 2021, at the Dover-Sherborn Regional School football field. The Town's bylaw states that Town Meeting must occur before the second Monday or Tuesday in May, and these two dates will allow the Meeting to be held outside to accommodate as many residents as possible while following social distancing and other Covid-19 protocols. The Board will take this matter under advisement.

Additionally, Mr. Springett wanted to make citizens aware that there may be a Special Town Meeting in June of 2021 for the purpose of voting on the plans for the Community Center Building project.

#### **I.6 Policy on the Disposition of Surplus Material Discussion and Potential Vote**

On occasion, the Town finds it necessary to dispose of materials, equipment, or other property that are no longer needed or useful. Massachusetts General Law Chapter 30B requires that municipalities have in place a policy for disposal of surplus materials under \$10,000, and while reviewing the Town's policies, it was realized that Dover does not have a formal surplus materials policy. Assistant Town Administrator Kate O'Brien researched Dover's current practice and surplus policies of similar towns and crafted, for the Board's approval, Dover's Policy on the Disposition of Surplus Material. Mr. Dwelley pointed out that while Dover currently does not have a formal policy, the longstanding surplus disposal practice of the Town very much reflects compliance with the guidelines and procedures noted in the new Policy.

Mr. Springett moved to approve the Town of Dover Policy on the Disposition of Surplus Material dated February 11, 2021, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

#### **I.7 Board of Selectmen Updates**

The Selectmen reported on the following ongoing projects and initiatives.

Community Center Building Committee – At the Community Forum held on February 10, 2021, the project architects presented and reviewed four facility design options—two building renovation options and two new building options—and attendees were asked to select one from each of the two options. Additionally, the Committee will be sending out a survey to residents asking them to express their preferences on the choices. The Selectmen encouraged Town citizens to respond and help ensure that the Committee is moving forward with the right options for Dover. The link to the survey is on the front page of the Town's website at [doverma.org](http://doverma.org) as well as on the Town's social media channels. Mr. Springett emphasized that the community center options that are being developed offer a welcoming environment, multipurpose flexible space and rooms, and tremendous user opportunities for residents and stressed the importance of reviewing the options and reading the background documents available on the website in order to make an informed choice about the future of the building.

### **I.8 Town Administrator Updates**

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

**Covid-19 Task Force** – The focus of the Task Force continues to be on the distribution and access of vaccines. The Council on Aging has been an informative resource for seniors and has done a fantastic job assisting with navigation of the state’s website. There have been discussions surrounding the creation of a publicity campaign designed to announce the opening of vaccine sites, and Dover will continue discussions with Needham and Medfield regarding partnering of distribution efforts. Furthermore, Mr. Dwelley and State Representative Denise Garlick speak weekly about the efforts underway at the Federal and state level.

**Hale Reservation Task Force** –The Task Force had chosen an appraisal firm to conduct an appraisal of the Hale Reservation property in Dover. Logistics regarding the Scope of Work are being finalized, and it is anticipated that the final contract will be presented to the Selectmen at their next meeting on February 25, 2021.

**Harpers Payroll Time and Labor Management-Related Services** – Mr. Sullivan has been meeting with Town staff to review the paperwork and complete the spreadsheets required by Harpers to start the service.

**Cemetery Management Software** – Mr. Sullivan is in the process of reviewing proposals received for the implementation of cemetery management software and is building a matrix to evaluate and rank the respondents.

### **C.1 Consent Agenda**

The following items are included in the Consent Agenda.

- Approve Special Liquor Licenses for January 30 (retroactive) and February 12, 2021
- Approve Open Session Meeting Minutes for June 5, June 26, July 15, July 17, September 30, 2020; January 7 and January 21, 2021 and Executive Session Meeting Minutes for July 22, August 12, September 17, 2020 and January 7, 2021.

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

### **Adjournment**

At 7:02 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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John D. Jeffries, Clerk