

MEETING MINUTES
BOARD OF SELECTMEN
February 17, 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 995 7528 7944.

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; Kate O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

PARTICIPANTS: Personnel Board Chair Mary Carrigan; Municipal Project Manager Dave Sullivan;

PRESS: None present.

Citizens' Comments

Mr. Jeffries read a statement regarding a recent motor vehicle accident which took the life of a young man who was a student at the Dover-Sherborn High School and caused injuries to four other teenagers. A moment of silence was held and on behalf of the Board and the Town, deepest condolences and support were expressed to the families and friends of those involved in the incident, and thanks and gratitude were conveyed to the first responders and emergency personnel.

I.1 Personnel Policy Discussion and Potential Vote

In 2020 the Town engaged Personnel Consultant Mary Beth Bernard to perform an audit of Dover's human resources processes and procedures to ensure that records are accurate and properly maintained and to review compliance practices as they relate to the Town's Personnel Rules and Regulations. Based, in part, on the consultant's recommendations and the implementation of Harper's Time and Attendance electronic payroll reporting system, a team, comprised of staff members Kate O'Brien, Carl Valente, Jerry Lane, Dave Sullivan, and Chris Dwelley, along with the Personnel Board, was assembled to update the current practices and procedures. Ms. O'Brien provided a slideshow presentation and detailed information on the Rules and Regulations updates and new policy recommendations and is seeking approval of the Board of the new Personnel Rules and Regulations. The slideshow concentrated on the following topics, and Ms. O'Brien and Ms. Carrigan provided detailed information on each focus area: Hours of Work, Holiday Leave, Personal Leave, Sick Leave, Vacation Leave, the CORI Policy, Workplace

Violence, Conduct/Civility, and Discrimination, Harassment and Retaliation. The Selectmen thanked the team and the Personnel Board for their many hours of work and their outstanding efforts in producing an impressive, up-to-date policy which will be mutually beneficial to staff and the Town.

Mr. Jeffries moved to adopt Dover's Personnel Rules and Regulations policies, as presented, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.2 Town Administrator Evaluation Process Assessment

In 2020, the Selectmen, in conjunction with the Personnel Board, created an evaluation form for evaluating the Town's Administrator's annual performance. The form lists specific criteria used and a ranking scale for categories including Management/Organization, Planning, Communication/Collaboration/ Staff Recruitment/Development, Financial Management/ Professional Development, and Other Performance Observations. Ms. Carrigan briefly reviewed the evaluation process and posed questions to ascertain if the Board is getting the data it needs, if the right questions are being asked, if the listed criteria is relevant, and if the structure of the form needs to change. The Board is in agreement that, overall, the process works well, but the Selectmen will take the issue under advisement before responding to the Personnel Board.

I.3 Discussion re Dover Water Use Restriction Bylaw

Mr. Sullivan provided a slideshow presentation on the proposed Dover Water Use Restriction Bylaw based on the recommendation of the Board of Health's Water Resources Committee. In short, the purpose of the bylaw is to protect, preserve and maintain public health, safety, welfare, and the environment whenever there is a water emergency by ensuring an adequate supply of water, and the bylaw applies to all public and private users of Dover's public water system and/or of groundwater within the borders of Dover. The slideshow highlighted the following topics, and Mr. Sullivan provided detailed information on each focus area:

- Project Background and Process
 - Draft a water use restriction bylaw
 - Consider water irrigation system registration general bylaw
- Research Conducted, Legal Framework, Feedback
- Regulatory Background and Data Sources
- Authority and Purpose
- Applicability
- Regulations
 - Declarations which restrict water use include Declaration of a state of water supply conservation (Board of Selectmen), Declaration of a state of water supply emergency (Department of Environmental Protection), and Declaration of a state of drought (Department of Environmental Protection)
- Public Notification Process
- Enforcement Responsibility - falls under the Department of Public Works

Mr. Sullivan thanked the Water Resources Committee, Ms. O'Brien, Land Use Director Courtney Starling, and Town Counsel for their efforts and assistance with the Bylaw.

Mr. Jeffries moved to approve Dover's Water Use Restriction Bylaw, as presented, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.4 Review Ambulance Rates and Potential Vote

Dover's ambulance billing service, Comstar Ambulance Billing, has notified the Town that the 2022 Medicare and Medicaid rates in the Metro Boston area have increased by 5.1 percent, and to adjust the Town's ambulance billing to reflect the rate increase, Treasurer-Collector Jerry Lane is requesting permission of the Selectmen to increase the Town's current ambulance billing rates by 5.1 percent.

Mr. Jeffries moved to increase Dover's current ambulance rates by 5.1 percent for 2022, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.5 Review Ambulance Abatements and Potential Vote

It is the Town's practice to abate ambulance bills as uncollectible if there has been no activity on the account for two and one-half years. Dating from July 2, 2018 through June 3, 2019, 6 bills totaling \$3,761.03 remain uncollected despite repeated collection efforts by the Town. Treasurer-Collector Jerry Lane is requesting permission of the Selectmen to abate the bills, as presented.

Mr. Jeffries moved to approve the abatement of 6 bills covering the period of July 2, 2018 through June 3, 2019 in the amount of \$3,761.03, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.6 Approve and Execute the Final 2022 Annual Town Meeting Warrant

The Warrant has not been finalized; hence, this item has been withdrawn from the Agenda and will be addressed at a future scheduled meeting.

I.7 Board of Selectmen Updates

The Board of Selectmen reported on the following projects and initiatives.

Covid-19 Mask Mandate – The Board of Health has lifted the mask mandate for commercial buildings only in Dover; the mandate will stay in effect for the Town's facilities. The State is recommending removal of the mask mandate on February 28, 2022.

Labor Union Negotiations – Mr. Jeffries reported that negotiations regarding the collective bargaining agreement between the Town and the Town's labor union are underway and significant progress has been made.

Water Consultant – Ms. Hunter reported that the Water Resources Selection Committee will be providing the Board of Selectmen with a recommendation for the water consultant who will work with the Town to create a long-range strategic plan for Dover's water delivery system. The two firms which were interviewed were both excellent prospects, and Mr. Dwelley will conduct background and reference checks on each of the firms and report back to the Selectmen.

Community Center Building Committee – Mr. Springett reported that preparation and submission of the Community Center construction bid documents have been delayed by approximately two to

four weeks as the architects continue to review the copious design and diagram documents which will be submitted.

A Working Group has been established to review the work that the Caryl Management Advisory Committee (CMAC) completed last spring which focuses on community center management. It is anticipated that the Group will provide the Selectmen with its recommendations on the management and staffing of the new Community Center Building.

I.8 Town Administrator Updates

The Town Administrator reported on the following projects and initiatives.

Hale Reservation Task Force – Mr. Dwelley reported that the Hale Reservation Task Force has drafted a map form of a conceptual Conservation Restriction (CR) showing various areas of the Hale property with and without a CR restriction, highlighted trails, and trail connectivity routes. Mr. Dwelley noted that there is great enthusiasm for the project, and he is optimistic that a full presentation will be provided to the Board in early spring in preparation for a potential fall Special Town Meeting for the purpose of voting on the acquisition of the Conservation Restriction.

Covid-19 Test Kit Distribution Drive-Through – In early February, 2022 two drive-throughs were held to distribute Covid-19 test kits to residents. The event was a great success, and over 300 kits were distributed by staff and volunteers. Mr. Dwelley thanked the organizers, volunteers, and staff who worked hours to address the many details involved in ensuring the event’s success, and he recognized Kate O’Brien, Janet Claypoole and the Council on Aging, Bob Tosi and the Highway Department staff, Chief McGowan, and Dave Sullivan for their efforts. Kits are available to the public, free of charge, and can be obtained by calling the Dover Board of Health at 508-785-0032.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approve Employment Agreement with the Town Accountant
- Approve Special One-Day Liquor Licenses for February 19 and 26; March 18 and 19, 2022

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

Adjournment

At 7:46 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