

MEETING MINUTES
BOARD OF SELECTMEN AND BOARD OF HEALTH MEETING
February 24, 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 964 6256 3312.

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: Bernie Lynch, Ray Santilli, Community Paradigm Associates; Bridget Sweet, The Sweet Group; Jerry Clark, Kay Petersen, Steve Kruskall, Board of Health; Town Engineer Mike Angieri; Carol Lisbon, Recycling Committee, Planning Board, Water Study Committee; John Quackenbush, Capital Budget Committee; Janet McCormick, Warrant Committee; Justine Kent-Uritam, Water Study Committee; Maureen Callahan, Office of Representative Denise Garlick

PRESS: None present.

Citizens' Comments

There are no Citizens' Comments.

I.1 Discussion of Community Paradigm's Board of Health Assessment Study

In the fall of 2021, the Town of Dover engaged Community Paradigm Associates (CPA) to review and evaluate the structure, staffing, and function of the Board of Health (BOH) and to make recommendations for short- and long-term changes to improve the core public health services the Board provides to the Town. The Assessment was completed in February of 2022, and representatives of Community Paradigm and The Sweet Group presented a summary of the Study and their recommendations. The Assessment consisted of interviewing various Town officials and residents to obtain a full understanding of the Board of Health's function and the services it provides to the Town as well as its structure and staffing. Additionally, financial documents were reviewed, and to obtain organizational data for benchmark purposes, 23 comparable communities were surveyed. Deficiencies, inefficiencies, and limitations were defined, and CPA's detailed recommendations include:

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- Employ a full-time health agent
- Employ a part-time public health nurse
- Increase the work hours of the current administrative assistant from 28 hours a week to full-time status
- Maintain the temporary current part-time clerical position to support office operations
- Participate in Shared Services with other towns to support, in part, food and camp plan reviews and inspections and public health outreach

Also discussed were budgeting, funding resources and incentives, online permitting, an electronic record-keeping system, and options for BOH membership structure.

Resident Dr. John Quackenbush, Harvard School of Public Health, commented that he has been attending BOH meetings and applauds the members for carrying out the Board's mandate and its increasing involvement in the many different aspects and challenges faced by the Town. Dr. Quackenbush believes that the adoption of CPA's proposal would be transformative for the Town as it would provide a broader range of services with improved speed, quality, and consistency, and hiring professional staff would alleviate the many hours of volunteer work being undertaken by the BOH members.

Speaking on behalf of the Board of Health, Chair Jerry Clark is in favor of adopting the proposal and spoke about the merits of an on-line permitting system and implored the Board of Selectmen to proceed with that expeditiously. Mr. Jeffries noted that modernization of Town services and improved technology are goals and priorities of the Selectmen that have been and will continue to be addressed. The Board of Health is excited about this Assessment and is of the opinion that the staffing and technology recommendations will offer enhanced services and allow the Board members to focus on and better oversee BOH operations and policy rather than on staff work.

The Board of Selectmen lauded CPA for the excellent, comprehensive Assessment and recommendations which fit very well with the kind of framework that the Selectmen and the Town are trying to build throughout all Town departments. The Board would like to move forward with hiring a professional health agent and is in favor of exploring the other recommendations offered in the Assessment and utilizing a phased approach to implementation. The next step for the Board of Health is to determine what path and/or recommendations it would like to adopt, and Mr. Dwelley has offered the Town's assistance with implementation.

The Board of Selectmen expressed their appreciation to Community Paradigm for the outstanding Assessment and to the Board of Health for their efforts in overseeing the health and well-being of Dover's residents.

Adjournment

At 8:19 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