

**MEETING MINUTES
BOARD OF SELECTMEN
February 25, 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 981 6270 5320.

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: Treasurer-Collector Jerry Lane; Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Jennifer Luethy, Recycling Committee; Leslie Leon and Elizabeth Grossman, Dover School Committee; Carol Lisbon, Water Study Committee, Planning Board, Recycling Committee

PRESS: None present.

Ms. O'Brien announced that closed captioning is now available during the Zoom broadcasts of Board of Selectmen meetings.

Citizens' Comments

There are no citizens' comments.

I.1 Modernizing Government Services Presentation

A goal identified by the Board of Selectmen is Modernizing Government Services, and Municipal Project Manager David Sullivan provided an update on his efforts in that area and a slideshow presentation. The slideshow addressed the transformation of older paper-based manual processes into modern digital processes, and examples showing the old process transformed into the new process were provided including the Transfer Station Vehicle Sticker Application and Open Burn Permit Application. Mr. Sullivan specified other documents to be transformed including building permits and food and beverage licenses and outlined the benefits of the new processes, noting that they facilitate the gathering and finding of information and signatures and save time for citizens and staff. The Selectmen are pleased with the progress to date and recognized that the work undertaken is a step in the right direction.

I.2 Ambulance Abatements Discussion and Vote

It is the Town's practice to abate ambulance billings as uncollectible if there has been no activity on the account for two and one-half years. Dating from September 4, 2017 through May 26, 2018, 10 bills totaling \$5,609.72 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. Springett moved to approve the abatement of 10 ambulance billings covering the period of September 4, 2017 through May 26, 2018 in the amount of \$5,609.72, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.3 Ambulance Rates Discussion and Vote

Dover's ambulance billing service, Comstar Ambulance Billing, has notified the Town that the 2021 Medicare and Medicaid rates in the Metro Boston area have increased by .09 percent, and to adjust the Town's ambulance billing to reflect the rate increases, Treasurer-Collector Jerry Lane is requesting permission of the Selectmen to increase the Town's current ambulance billing rates by .09 percent.

Mr. Springett moved to increase the Town's current ambulance rates by .09 percent for 2021, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.4 Craig Hughes Transfer Station Dedication

At their November 5, 2020 meeting, the Board of Selectmen honored recently-retired Craig Hughes for his 45 years of dedicated service to Dover. In his capacity as Superintendent of Streets, Mr. Hughes played an instrumental role in the development and expansion of the Transfer Station and the Recycling program, and to recognize his work and contributions to Dover, the Selectmen determined that it is fitting and appropriate that the Transfer Station be renamed in his honor. It is anticipated that a dedication ceremony and a new sign unveiling will be held in the spring.

Mr. Springett moved to approve renaming the Dover Transfer Station to the Craig S. Hughes Solid Waste Transfer and Recycling Facility, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.5 Review and Approve 2021 Annual Town Meeting Warrant

Mr. Dwelley presented the final version of the May 1, 2021 Annual Town Meeting Warrant. Two changes were highlighted--three Articles related to Other Post-Employment Benefits (OPEB) were combined into one entitled Article 19-OPEB Trust Fund, and the inclusion of Article 23- Lease Authorization for Personal Wireless Service Providers, a standard authorization article which will allow the Town to move forward with lease renewals related to personal wireless service providers.

Mr. Springett moved to approve the 2021 Annual Town Meeting Warrant, as presented, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Mr. Dwelley informed the Board that Ford Spalding, Chair of the Community Center Building Committee, is suggesting that the Town plan for a June, 2021 Special Town Meeting for the purpose of voting on a design for a new Community Center building as well as a design for a renovated Community Center building. According to the building project architects' pricing

consultant, holding the meeting in June rather than in the Fall of 2021, as originally envisioned, is important because waiting three to four months until the fall will add projected inflationary costs of \$200,000 to \$300,000 to the overall cost of the facility. The Board will discuss the date at their March 11, 2021 meeting, and in preparation for the May 1, 2021 Annual Town Meeting and a possible June, 2021 Special Town Meeting, Mr. Dwelley put together a calendar of events listing required actions and deadlines leading up to both meetings. Town Meeting planning sessions are currently being scheduled, and it is anticipated that two or three Town Meeting Information Sessions, designed to inform and educate residents about the Warrant Articles, will be held before both Town Meetings.

The Selectmen reminded citizens that all Covid-19 safety protocols will be in place and that State directives and guidelines related to both meetings will be followed. The logistics and organization of both meetings will likely mirror that of the 2020 Annual Town Meeting which was held successfully, efficiently, and safely in the midst of the Covid-19 pandemic.

I.6 Review and Approve Hale Reservation Appraisal Contract

This item has been withdrawn and will be addressed at the March 11, 2021 Selectmen's meeting.

I.7 Review and Approve Water Study Committee Tax Insert Mailing

On behalf of the Water Study Committee, Carol Lisbon is requesting approval of the Board to include in the March, 2021 tax mailing an informational insert regarding water usage and conservation. The Selectmen are strongly in favor of water conservation efforts and have invited the Water Study Committee to their March 11, 2021 meeting to provide an update of its activities which include conservation efforts, community education initiatives, and outreach.

Mr. Springett moved to approve the Water Study Committee insert to be included in the March, 2021 tax mailing, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.8 Appoint Jennifer Luethy to the Recycling Committee

Recycling Committee Chair Chris Poulsen is recommending that the Board appoint Jennifer Luethy to the Recycling Committee to fill the vacancy created by the resignation of Savita Shukla. The Board welcomed Ms. Luethy to the Committee and expressed its appreciation to Ms. Shukla who was on the Committee for ten years and oversaw the Container Recycling program and community outreach efforts.

Mr. Springett moved to approve the appointment of Jennifer Luethy to the Recycling Committee for a term ending on June 30, 2023, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.9 Appoint Elizabeth Grossman to the Dover School Committee

Acting School Committee Chair Leslie Leon is recommending that the Board appoint Elizabeth Grossman to the Dover School Committee to fill the unexpired term of Brooke Matarese, who recently resigned from the Committee, until the 2021 Town Election. The Board welcomed Ms. Grossman to the Committee and thanked Ms. Matarese for her service to the Town.

Mr. Springett moved to approve the appointment of Elizabeth Grossman to the Dover School Committee to fill the unexpired term of Brooke Matarese until the 2021 Town Election, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.10 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Mr. Springett relayed that the Community Center Building Committee has chosen two facility design options for the building to be voted on at a 2021 Special Town Meeting. Open items the Committee is currently addressing include financing options, building management, on-site and off-site storage options, and landscaping.

At the March 11, 2021 Board meeting, Ms. Hunter will be introducing initiatives to move the newly-created Water Task Force forward. Additionally, she will present for discussion, a slideshow on the Capital Stabilization Fund Warrant Article.

Ms. Hunter attended the February 24, 2021 Zoning Board of Appeals Hearing on the application of the Red Robin Pastures 40B Comprehensive Permit. Developers of the proposed, 36-unit affordable housing rental development presented the building plans and results of various studies completed, including a traffic study. Members of the Zoning Board are scheduled to visit the site, and the Town has hired a consultant to help with the application review process. There will be another Hearing via Zoom on Thursday, March 25, 2021 at 7 PM and on Wednesday, March 24, 2021 at 6 PM, an affordable housing workshop designed to explain the intricacies of 40B projects, will be held for the public. Additional project and meeting information is on the Town's website at doverma.org.

I.11 Town Administrator Updates

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

With regard to the presentation on modernizing government services, Mr. Dwelley added that digitizing Town services will facilitate user interaction and will provide a solid platform to create an online services portal which will allow the Town to better highlight and publicize opportunities for residents.

At an upcoming Board meeting, Ms. O'Brien will be providing a retrospect on the development of Dover's website and a presentation on plans for continuing website development.

Mr. Dwelley confirmed that the proposed project to install a solar rooftop on the Highway garage has been accepted by the State, and Solect Energy, the Town's solar consultant, is working with the Town and Town Counsel to prepare a presentation to the Board at an upcoming meeting.

C.1 Consent Agenda

The following item is included in the Consent Agenda.

- Approve February 11, 2021 Open Session Meeting Minutes

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

ES.1 Enter into Executive Session to Discuss Contract Negotiations with Colonial Water

Mr. Springett moved that the Board enter into Executive Session, not to return to Open Session, for the purpose of discussing 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 8:01 PM, Mr. Springett moved to adjourn, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

John D. Jeffries, Clerk