

**MEETING MINUTES
BOARD OF SELECTMEN
March 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 979 9843 2799.

At 6:37 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: Sheriff Patrick McDermott, Dan Manning, Norfolk County Sheriff's Office; Gerry Clark, Carol Lisbon, Greg Kahoun, Justine Kent-Uritam, Water Study Committee; Ford Spalding, Community Center Building Committee; Gordon Kinder, Rob Andrews, Warrant Committee; Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Kay Petersen, Board of Health; Town Clerk Felicia Hoffman; Superintendent of Buildings Karl Warnick; Council on Aging Director Janet Claypoole

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Introduction of Norfolk County Sheriff Patrick W. McDermott

Patrick McDermott has been Sheriff of Norfolk County for approximately 12 weeks and came before the Selectmen to introduce himself and describe the services and public safety resources available to Dover through the Sheriff's Office. The Sheriff provided some background on his personal, educational and career paths and relayed that his office is taking a proactive approach to make sure that every resident of Norfolk County feels safe from crime and other challenges such as Covid-19, racism, isolation, and addiction. Adult and youth programming mentioned include leadership camp, the "Are You OK?" program, and a foreign languages initiative, and services available include the mobile command center, canine units, and a search and rescue team. Sheriff McDermott is looking forward to a partnership with the Police Department, Town officials, the Council on Aging and other Town Departments to work together and tailor a public safety plan that meets the needs of Dover's citizens.

I.2 Town Meeting Quorum Discussion

In order to follow Covid-19 protocols and to minimize the risk of exposure and ensure the safety and well-being of the May 1, 2021 Annual Town Meeting (ATM) participants, the Town Meeting planning group has been working through various planning and logistical scenarios including the possibility of reducing the required quorum of 175 voters to 18 voters, an option available to all Massachusetts municipalities given that the Commonwealth is still in a state of emergency. The June, 2020 ATM required quorum was reduced to 18 voters, and in order to expedite that meeting, the only Warrant Articles voted on were those essential to run the Town in FY21.

Mr. Springett noted that there is still a lot of uncertainty as the Town continues to deal with the pandemic, and he is in favor of the 18 voter requirement given the necessity of voting on certain Articles which are essential to running the Town in FY22. Further discussion included the possibility of controversy regarding the Articles, not changing the quorum or changing it to a number other than 18, possibly reducing the number of Warrant Articles, Covid-19 safety protocols, meeting logistics, and recommendations from the Board of Health, the Warrant committee, and citizen comments.

Mr. Springett moved that the Board reduce the quorum required under Section 2-4 of the Town's General Bylaws for the Town of Dover's 2021 Annual Town Meeting scheduled to take place on May 1, 2021 to 18 registered voters (more than 10 percent of the required quorum), seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.3 Determine 2021 Special Town Meeting Date

At the March 11, 2021 Selectmen's Meeting, the Community Center Building Committee recommended that the Town hold a Special Town Meeting (STM) on either June 5 or June 12, 2021 for the purpose of voting on a design for a new or renovated Community Center, and after discussion, it was determined that a formal vote will be taken at the March 25, 2021 meeting.

Building Committee Chair Ford Spalding explained that waiting until the fall of 2021 to hold a Special Town Meeting would, according to the project architect and pricing consultants, add inflationary costs of \$200,000 to \$300,000 to the project which has a \$13 million cost cap. Additionally, the Committee is concerned that because of the uncertainty of the Covid-19 situation, it might not be possible to hold a meeting in the fall and the excitement about the project and the momentum already gained due to the diligent efforts of the Committee, will be lost. The discussion centered on Covid-19 concerns and safety protocols and the advantages, disadvantages and benefits of holding the Special Town Meeting in either June or the fall of 2021. It was agreed that the Town will start planning for a June, 2021 Special Town Meeting, including setting the opening and closing dates of the STM Warrant, and if Covid-19 circumstances require that meeting to be rescheduled, planning for a meeting held on a later date will commence.

Mr. Springett moved to call a Special Town Meeting on June 12, 2021 for the purpose of voting on the Community Center Building Project and to set the opening and closing dates for the Warrant as March 25, 2021 and April 16, 2021, respectively, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.4 Discuss Ballot Questions for May 17, 2021 Annual Town Election

There will be no ballot questions on the May 17, 2021 Annual Town Election Warrant.

I.5 Warrant Committee Recommendations on the Annual Town Meeting Warrant Articles

Warrant Committee Chair Gordon Kinder and Co-Chair Rob Andrews presented the Committee's recommendations and comments on the 2021 Annual Town Meeting Warrant Articles as follows:

- Articles 3,6,7,8,15, and 16-21 – no issues or comments
- Article 22 - Amend Part II of the General Bylaws, Animals requires some clarification about service animals but it should not present a problem
- Article 4-Operating Budget and Article 5-Capital Budget – The Committee would like to hear the Selectmen's comments on the new budget lines that were not in the Operating Budget members received prior to this meeting
- Articles 2, 9, 11, 12, 13, and 14 – The Committee received earlier today the numbers associated with these Articles but it does not anticipate any issues after review.
- Article 10- Stabilization and Article 25–Free Cash - The Committee has no issue with the concept of a stabilization fund or the numbers discussed by the Board, but it has not recommended a Free cash number, and some members feel that there may be some controversy around the use of the Free Cash funds.

Mr. Dwelley inquired if the Warrant Committee had an opinion or recommendation on the request from the Water Resources Committee for \$44,235 for continued efforts around water quantity and quality tracking. Mr. Kinder replied that it is the consensus of the Warrant Committee that these funds should be included as part of the Town's Operating Budget. Mr. Dwelley also asked for clarification on the Committee's recommendation of the Operating Budget and specifically the request for a part-time position for the Board of Health. Mr. Andrews responded that Committee members were under the impression that the request would be withdrawn, and its recommendation is on hold until that has been determined. If the request is withdrawn, it is expected that the Committee will recommend passing of the Operating Budget, but if the request is not withdrawn, it is expected that members of the Committee may challenge the request.

I.6 Discuss Outstanding Budget/Warrant Article Recommendations - Free Cash, Water Resources, Operating Budget

There are three outstanding budget/Warrant Article items that need to be addressed and resolved by the Selectmen--specifically, the Water Study Committee (WSC) operating budget, Board of Health staffing, and Free Cash. The Water Study Committee is requesting \$44,235 for continued efforts related to water quantity, quality tracking, and analysis. The Board is in agreement that these efforts are necessary and that funds be incorporated into the Selectmen's Operating Budget given the broader scope of work the WSC intends to focus on in the coming years. No decision has been made on the Free Cash amount.

With respect to the Board of Health's request for staffing, discussions are ongoing between the Board of Health and the Selectmen's office. It is anticipated that the Board of Health will vote on this item at their March 29, 2021 meeting, after which time the Selectmen will revisit the issue at a scheduled Board of Selectmen meeting.

Ms. Hunter moved to increase the Board of Selectmen's budget by \$44,235 to be used for the continued efforts related to water quantity tracking and analysis, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.7 Update on Human Resources Recommendations

In July of 2020, HR Key Solutions completed an audit of the Town's human resources practices and processes, forms, and personnel filing system to ensure accuracy and compliance, identify any potential issues or problems, limit the Town's liability and make certain that best practices are in use and maintained. HR Solutions offered its recommendations and templates for Dover's ongoing use, and Ms. O'Brien provided a slideshow presentation of the audit's findings which focused on:

- Recruitment
- Application
- Offers of Employment and Onboarding
- Payroll Forms
- Benefit Forms and Process Policies
- Compensation and Classification Plans

The presentation included for each item listed some background information as well as changes that have been implemented based on the audit's findings and the advantages and benefits derived from those changes to both staff and Town residents. Mr. Dwelley noted that the implementation of the changes over the past year has been quite a complicated and extensive process and recognized Ms. O'Brien for her outstanding efforts in spearheading this project and working towards the Selectmen's goals of internal management, modernization and customer service.

I.8 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Hale Reservation – Mr. Jeffries recapped that Hale Reservation has targeted a \$40 million goal with \$20 million potentially obtained through private funding, \$10 million potentially from the Town of Dover, through a Conservation Restriction and \$10 million potentially from the Town of Westwood. He emphasized that while Hale did vote to sell parcels of land if necessary to meet that goal, they do not want to go down the avenue of “upselling” land but will, if necessary. Mr. Dwelley relayed that T.H. Reenstierna, the company hired by the Town to perform an appraisal of the Hale property, has been working with Land Use Director Courtney Starling to coordinate a timeline related to the appraisal. He added that the Hale Task Force and the Hale Reservation consultant have met to discuss various funding options including grant opportunities.

Community Center Building Committee – Mr. Springett reported that the Community Center Building Project's Owner's Project Manager and the Committee are continuing their work on site planning and revisions to the new building. Costs will likely be updated in April.

I.9 Town Administrator Updates

The Town Administrator reported that there are no new updates.

C.1 Consent Agenda

The following items are included in the Consent Agenda.

- Approve License Agreement between Dover and Troop 1 Dover Boy Scouts
- Approve Tetra Tech Proposal for Red Robin Pastures 40B Peer Review
- Approve Davis Square Architects Fee Proposal for Red Robin Pastures 40B Peer Review
- Approve Use of Chickering Trust Funds for Repair of Cemetery Fence
- Approve February 25, 2021 Executive 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.

Adjournment

At 8:37 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