

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**April 1, 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 997 0267 8288.

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: Bernard Lynch, Ray Santilli, John Petrin, Community Paradigm Associates; Gerry Clark, Carol Lisbon, Greg Kahoun, Justine Kent-Uritam, Water Study 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; Interim Superintendent of Streets Bob Tosi; Municipal Project Manager Dave Sullivan; Parks and Recreation Director Mark Ghiloni

PRESS: None present.

**Citizens' Comments**

With regard to the Board of Health's FY22 budget request for \$44,235 for ongoing Water Study Committee research, Ms. Kent-Uritam asked for clarification on whether the funds will be under the Board of Health's operating expenses budget or the Board of Selectmen's operating expenses budget. She added that she has left messages with State Representative Denise Garlic, a Dover Selectman, and Senator Michael Rush pertaining to the proposed legislative statute that would require the Massachusetts Department of Environmental Protection to enforce the permitted water withdrawal limits of public water suppliers such as Colonial Water Company, and she would like an update on this issue. Mr. Springett replied that these matters will be addressed at a later time.

**I.1 Department of Public Works Organizational Assessment Report and Presentation**

In the spring of 2020 and as part of Dover's organizational structure review, the Town discussed the possible creation of a Department of Public Works thus combining the Highway, Cemetery, and Parks and Recreation Departments which would result in more effective and efficient services to residents. The Town received quotes from consulting firms to assess its public works and operational functions and offer recommendations on how best to organize the operation, and in

October of 2020, Dover entered into an agreement with Community Paradigm Associates (CPA). The Phase 1 study has been completed, and representatives of CPA presented the findings and recommendations to the Board. Discussed were the following components of the study:

- Project Team
- Scope of Project
- The Community
- Departments' Operations: Structure and Staffing
- Community Comparisons
- Observations and Analysis
- Conclusions and Recommendations

Mr. Dwelley has asked for feedback from study participants, Town staff, and other Town entities which will be taken into consideration and incorporated into a final set of recommendations and a phased implementation plan that will be presented at a later date to the Board for their review and comment.

Mr. Jeffries questioned and commented on several suggested recommendations including succession planning and safety issues, and while the Selectmen commended CPA for the well-done comprehensive assessment, they acknowledged that there is more work and research to undertake, and they look forward to continuing the discussion.

## **I.2 Board of Selectmen Recommendations on Annual Town Meeting Warrant Articles**

The Selectmen offered their recommendations on selected Annual Town Meeting Warrant Articles and budget items.

- Create and Appropriate for the Capital Stabilization Fund – the Board agreed to seed the fund with \$600,000 from Free Cash
- Free Cash to Reduce the Tax Rate – the Board agreed to transfer \$1.9 million from Free cash to reduce the tax rate
- Replacement of the Town House Roof – The Board agreed to transfer \$700,000 from Free Cash for replacement of the Town House roof.

Mr. Springett moved to approve the use of funds from Free Cash as presented, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

Both the Board of Selectmen and the Warrant Committee were asked to clarify their positions on the Board of Health's (BOH) submitted operating budget request which includes funding for a new part-time administrative position. The BOH later changed the request to a temporary part-time position rather than a permanent position as an organizational assessment of its office will be conducted. The individual hired will assist the Board of Health's office with completion of backlog and a variety of duties including digitization efforts. Mr. Dwelley noted that there has been some discussion about other available potential resources to assist the BOH. Warrant Committee Chair Gordon Kinder relayed that the Committee voted to approve the budget request

given its temporary status and in light of the pending assessment, but he wanted to be certain that it is understood that this is a temporary measure to relieve backlog exacerbated by Covid-19 and cautioned that the position should not change to a permanent position.

Mr. Springett moved to endorse the recommendation of the Board of Health to hire a temporary part-time individual to assist the Board of Health office, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

There was no further discussion on the remaining Warrant Articles.

Mr. Springett voted to recommend the Warrant Articles to be voted on at the May 1, 2021 Annual Town Meeting as presented, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

### **I.3 Vote to Reduce the May 1, 2021 Annual Town Meeting Quorum**

At the March 25, 2021 Board of Selectmen meeting, there was a lengthy discussion about reducing the Annual Town Meeting quorum, and the Selectmen voted their intent to formally reduce the quorum at their April 1, 2021 meeting. Subsequently and in order to follow Covid-19 safety protocols and to ensure the safety and well-being of the May 1, 2021 Annual Town Meeting participants, the Board of Selectmen and Town Moderator Jim Repetti agreed to reduce the 175 registered voter quorum requirement to 18 registered voters. Mr. Repetti emphasized that even though a lower quorum is being set, that should not impede the number of people who would like to attend. The meeting locale will be set up to safely accommodate 400 people, and all are welcomed and encouraged to attend and participate in the discussion.

Mr. Springett moved that pursuant to Chapter 92, Section 7 of the Session Laws of 2020, the Board of Selectmen 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, seconded by Mr. Jeffries; it was unanimously approved by the Board of Selectmen and Town Moderator Jim Repetti.

### **I.4 Board of Selectmen Updates**

The Selectmen reported on the following ongoing projects and initiatives.

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, outdoor space and revisions to the renovated/new building, and costs will likely be updated in late April, 2021. The Board is planning to hold a Pre-Town Meeting Information Session at which time each Warrant Article will be explained in detail, and the public is urged to attend this informative session to learn about the Articles and have an opportunity to engage in questions and answers. Details regarding the date and time of the Session will be posted on the Town's website at [www.doverma.gov](http://www.doverma.gov).

### **I.5 Town Administrator Updates**

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

Pre-Town Meeting Information Session – At the April 15, 2021 Board of Selectmen meeting, Mr. Dwelley will present a first look at the slideshow presentation of the Annual Town Meeting Warrant Articles prepared for the Information Session.

Town Meeting Materials – Mr. Dwelley reminded residents that all materials related to Town Meeting including the Warrant, Blue Book, and presentations are on the Town’s website under the Town Meeting page.

Transfer Station Dedication Ceremony – Due to inclement weather, the Craig Hughes Transfer Station Dedication Ceremony has been rescheduled from April 1, 2021 to Tuesday, April 6, 2021 at 11 AM at the Transfer Station on Powissett Street. The Ceremony will be live streamed on the Town of Dover Facebook page.

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

The following item is included in the Consent Agenda.

- Approve Special Liquor Licenses for April 15 and May 6, 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 7:50 PM Mr. Springett moved to adjourn, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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John D. Jeffries, Clerk