

**MEETING MINUTES  
BOARD OF SELECTMEN  
May 6, 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 936 0305 7113.

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: Kathy Weld, Caryl Management Advisory Committee; Phil Palumbo, Colliers Project Leaders; Ford Spalding, Ruth Townsend, Community Center Building Committee; Victoria Virtue; Ryan Cook, Showtime Productions; Carol Lisbon, Water Resources Committee; Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Town Clerk Felicia Hoffman; Town Counsel Nina Pickering-Cook; Gerry Clark, Steve Kruskall, Kay Petersen, Board of Health; Chris Boland, Jennifer James, Parks and Recreation Commission; Municipal Project Manager Dave Sullivan; Council on Aging Director Janet Claypoole; Superintendent of Buildings Karl Warnick; Parks and Recreation Director Mark Ghiloni; Treasurer-Collector Jerry Lane; Acting Finance Director Carl Valente

PRESS: None present.

**Citizens' Comments**

There are no citizens' comments.

**I.1 Caryl Management Advisory Committee Update**

On behalf of the Caryl Management Advisory Committee (CMAC), Committee Chair Kathy Weld summarized an update of its activities and recommendations regarding the Caryl Community Center and the renovated or new Community Center building. Ms. Weld supplied the Board with five documents, listed below, and provided a detailed summary of each.

- Contingency and Alternate Site Planning Guidelines  
CMAC has started an initiative to help Dover develop a contingency plan to prepare for potential significant changes to the use of the building.

- Caryl Community Center Operations  
CMAC has defined the objectives, responsibilities and duties of Center Operations.
- Community Center Operations – Comparative Analysis by Town  
CMAC has prepared an analysis of community center operations in similar towns to identify key elements for consideration in planning for the renovated or new building.
- General Job Descriptions for the Renovated or New Center  
It is estimated that two full-time custodians will be needed in order to meet the requirements of a fully active community center as well as a Community Center Coordinator who will coordinate activities, provide customer service, and facilitate running of the building.
- Caryl Community Center Operating “Mock-up” Budget Draft  
CMAC created a draft budget detailing initial investment, income from the Center, and costs over a three-year period.

The Board thanked Ms. Weld and the Committee for their work creating the impressive and comprehensive documents and suggested that they be numbered and organized behind a Table of Contents and put on the CMAC page of the Town’s website.

### **I.2 Community Center Building Committee Update**

Community Center Building Committee Chair Ford Spalding provided an update on the activities of the Building Committee and the status of the Community Center building project. He emphasized that the renovated or new Center will meet the needs of Dover’s residents and is to be enjoyed by people of all ages to socialize and participate in a variety of activities, both passive and active. Owner’s Project Manager Phil Palumbo spoke about the increase in the schematic design estimates due to heavy demand for building materials and labor, and dramatic inflationary building supply costs including wood, steel, and plastic, largely as a result of the Covid-19 pandemic. Project costs increased to \$18 million from \$13 million, and Town staff and Committee members have been meeting to determine a strategy to finance the project. Mr. Spalding displayed images of the plans for both the renovated and the new building options and outdoor spaces and identified various rooms and their purposes. The plans, presentations, and other numerous documents related to the building project can be found on the Town’s website under the Community Center Building Committee page. The Citizen Forums, which are designed to provide planning and budget updates on the project, solicit input from attendees on what they envision in a renovated or new building, and participate in a question and answer session, have been very successful, and the Committee encourages residents to attend upcoming sessions.

### **I.3 Revised Special Town Meeting Date and Location Discussion and Potential Vote**

The Annual Town Meeting was held on Saturday, May 1, 2021 on the Nora Searle Field at the Dover-Sherborn Regional School. Despite Covid-19 limitations and the active wind, the Meeting was conducted efficiently and effectively, and the Selectmen thanked Town Clerk Felicia Hoffman and all those who worked so diligently to ensure the success of the Meeting. The Saturday, June 12, 2021 Special Town Meeting (STM) regarding the future of the Caryl Community Center will also be held at 10 AM at the Nora Searle Field, and Mr. Springett raised the possibility of moving

the Meeting to a weekday evening and an indoors location. The building project has generated much interest and discussion, and Mr. Springett wants to ensure that residents are given an opportunity to voice their opinions, and he feels that there may be conflicts with sports and other activities on a Saturday which will prevent voters from attending. Additionally, there will be a number of handouts showing building plans, etc., and he is concerned about the elements and the wind preventing people from viewing the documents easily and comfortably. However, Mr. Springett emphasized that the safety of the residents is the first priority, and conversation followed with the Board of Health regarding the status and uncertainties of Covid-19, the vaccine rate, breakout cases, the incidences of people gathering closely, and the fear of attending an indoor meeting. Mr. Repetti believes that the Town would be better served if the Meeting is moved from June to September and his reasoning is that the Covid situation may improve and the Meeting could possibly be held indoors, project costs and the budget may stabilize, and residents will have more time to review and understand the project plans. Other advantages and disadvantages were discussed, and it was determined that the date and location of the STM will not change.

#### **I.4 Discuss Showtime Request for Use of Town-Owned Property During Filming and Potential Vote**

In June, 2021 the Showtime Production Company will be filming Marble, the next installment of the Dexter TV series, at a private residence on Pegan Lane in Dover. Showtime is requesting approval of the Selectmen to use the Caryl Community Center, and Showtime's Victoria Virtue and Ryan Cook explained that the building will be used to host the crew and actors/actresses while they wait to get shuttled to the filming site and as a place for the caterers' to set up meals which will be prepared on their trucks and not in Caryl's kitchen. All Covid-19 protocols and sanitation requirements will be followed, and Mr. Dwelley and Town Counsel will prepare a lease agreement between the Town and Showtime outlining hours of building use, insurance requirements and the Town's fees for use of its property.

Mr. Springett moved to authorize the Town Administrator to enter into a License Agreement with the Showtime production company for the purposes presented this evening, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

#### **I.5 Century Bank Lockbox Discussion and Potential Vote**

Acting Finance Director Carl Valente and Town Treasurer-Collector Jerry Lane is recommending that the Town enter into a three-year contract agreement with Century Bank and Trust Company for automated lockbox processing of real estate and motor vehicle excise payments. The basic concept of a lockbox service is that payments to the Town are processed by a bank daily rather than manually by Treasurer-Collector staff which may take two to three days, and benefits to the Town include improved services to residents, faster processing of bills, improved cash flow for the Town, and more efficient use of Treasurer-Collector's staff. Residents will still be able to pay bills in person or through an online service or escrow company. The use of this technology is in keeping with the Selectmen's goals of modernization and the increased use of technology, and all are in agreement that this service is advantageous to the Town.

#### **I.6 Approve and Execute June 21, 2021 Special Town Election Warrant**

The Special Town Election Warrant lists the ballot questions to be voted on at the June 21, 2021 Special Town Election. The Warrant will be mailed to residents on Friday, May 14, 2021.

Mr. Springett moved to approve the June 21, 2021 Special Town Election Warrant, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

### **I.7 Health Insurance Memorandums of Agreement Discussion and Potential Vote**

Three years ago the Town and West Suburban Health Group (WSHG) crafted three-year health insurance plan Agreements that strengthened the health insurance programs offered to Town staff while reducing the liability and cost to the Town. Negotiations were held between the Town and the employee unions, and financial incentives offered to staff, including choice of a high deductible health plan and an opt-out program, resulted in savings to the Town. Mr. Dwelley pointed out that the incentives saved approximately \$70,000 in Fiscal Year 2021. The Agreements will be expiring on June 30, 2021, and the Town is requesting approval of the Board to enter into another three-year agreement with the Dover Police Association, the Massachusetts Laborers' District Council Local Union 1116, and the Dover-Sherborn Education Association, Administrative Assistants Association, Education Support Professional Association, Custodial Association, and Food Service Association.

Mr. Springett moved to approve the Memorandums of Agreement as presented and to extend these same benefits to all other non-bargaining unit eligible employees, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

### **I.8 Town House Updates/Reopening Presentation**

Due to the Covid-19 pandemic, the Town House and Town buildings have been closed to the public since March of 2020 although the Town remained fully operational as staff worked both remotely and in person or by appointment only, and public meetings were held virtually. To ensure the safety of staff, Covid-19 protocols were followed including distribution of Personal Protection Equipment, rearrangement of office space and work stations, installation of desk shields, and floor markings placement. Over the last several weeks, plans have been developed to reopen the Town buildings to the public on the anticipated date of August 2, 2021, and in preparation for that opening, several planned improvements and upgrades have been made to the Town House. Ms. O'Brien presented a slideshow of the work completed and summarized the scheduled phases of work to be undertaken, as noted below.

#### **Work Completed**

- Social distancing protocols were put into place
- Board of Health and Planning Office spaces were rearranged
- Technology implemented – new website design, Zoom, Google Meet, laptops provided to staff, YouTube, Facebook

#### **Phase I Goal – Improve and Update the Great Hall and Selectmen's Meeting Room (April, May and June, 2021)**

- Install carpeting in Great Hall to improve acoustics
- Add more functional, flexible boardroom furniture
- Install TV monitors in Great Hall and Selectmen's Meeting Room (funding provided by the CARES Act)
- Utilize technology to conduct hybrid remote/in-person meetings with live streaming and broadcast recording

**Phase II – First Floor Town House Restroom Renovation (Summer, 2021)**

- Update facilities to provide easy access, greater comfort, increased sanitation, a fresh look

**Phase III – Town House Space Improvements (beginning September, 2021)**

In the fall of 2020, a space study assessment of Town buildings was conducted by SMMA and recommendations of that report will be refined and implemented including:

- Better utilization of space
- Installation of flexible wall partitions, movable workstations, privacy pods
- Configuration of departments to be more customer-centric
- Improved signage for easier navigation

**I.9 Board of Selectmen Updates**

The Selectmen reported on the following ongoing projects and initiatives.

Community Center Building Committee – In response to a question about the financing of the potential building project, Mr. Dwelley provided general remarks about bond anticipation notes and the bonding process and the timing of the issuance of bonds as it relates to rates.

**I.10 Town Administrator Updates**

The Town Administrator reported that there are no further project updates.

**C.1 Consent Agenda**

The following items are included on the Consent Agenda.

- Approve May 22 and May 23, 2021 One-Day Special Liquor Licenses
- Approve March 25, 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.

**Adjournment**

At 8:15 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