

**MEETING MINUTES
BOARD OF SELECTMEN
May 20, 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 944 1517 1508.

At 6:40 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: Ford Spalding, Ruth Townsend, Community Center Building Committee; Carol Lisbon, Water Resources Committee, Planning Board, Recycling Committee; Town Clerk Felicia Hoffman; Kay Petersen, Board of Health; Chris Boland, Park 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; Beth McGuire, Parks and Recreation Department; Barry Greenwood, Capital Budget Committee; Janit Greenwood, Recycling Committee; Sara Kinney, Cam Hudson, Warrant Committee

PRESS: None present.

Citizens' Comments

There are no citizens' comments.

I.1 Reorganization of the Board of Selectmen

It is the tradition of the Board of Selectmen to reorganize their positions at their first meeting following the annual Town Election. The third-term Board member will serve as Chairman, the second-term Board member will serve as Clerk, and the first-term Board member will serve as a Member. At the May 17, 2021 Town Election, Mr. Springett was re-elected to serve another three-year term.

Mr. Springett moved to nominate Mr. Jeffries as Chair of the Board of Selectmen, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

Mr. Jeffries moved to nominate Ms. Hunter as Clerk of the Board of Selectmen, seconded by Mr. Springett; it was unanimously approved by roll call vote.

Ms. Hunter moved to nominate Mr. Springett as a Member of the Board of Selectmen, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

I.2 Park and Recreation Commission Special Town Meeting Article 4 Presentation and Potential Vote

The Park and Recreation Commission is sponsoring a June 12, 2021 Special Town Meeting (STM) Warrant Article to see if the Town will vote to include in the plans for a new or renovated building additional designated space of at least 3,500 square feet for recreational purposes. Parks and Recreation Director Mark Ghiloni presented a slideshow in support of that request and explained in detail each of the slides including community feedback and results of recent surveys indicating that residents are in favor of improved recreational space and facilities; the benefits of recreation space; the limitations of the proposed smaller space, and the opportunities for growth and benefits of a larger space. Park and Recreation Commission Chair Chris Boland noted that while the current space and the proposed smaller space meets Parks and Recreation's immediate needs, the requested additional space will allow Parks and Recreation to expand recreational programming and build for the future. Mr. Boland emphasized that the Commission is not asking for space that will focus on or benefit youth sports at the exclusion of other groups in the community but for space that is appropriate for all members of the community to use. The estimated cost for the additional 3,500 square feet of space is \$850,000. In response to Mr. Boland's question asking if the Selectmen would unanimously support the Article, Ms. Hunter is in support of the Article, Mr. Jeffries is in support of the Article being presented for vote at the STM, and Mr. Springett would prefer that the voters, not the Selectmen, decide whether or not to support the Article.

I.3 Special Town Meeting Community Center Building Financing Plan and Potential Vote

The Community Center Building project is estimated to cost \$18 million for either a renovated or a new building, and, if voted, the addition of recreational space is estimated to cost \$750,000 and the addition of preschool space is estimated to cost \$4.5 million. Working closely with the Community Center Building Committee, the Town's finance team and staff have developed a financing plan for the various options, and Mr. Dwelley relayed that the two tenets that the team wants to follow are ensuring affordability to the community and avoiding or minimizing unnecessary spikes in the tax rate year after year for the duration of the project. The team put together various scenarios and options predicated on a 20-year debt exclusion--the first option is to follow basic 20-year borrowing with level principle payments and the second option is to use bond anticipation notes. The third option is to use \$4 million of cash reserves to both reduce the overall cost of the project and to smooth out spikes in the tax rate, and Mr. Dwelley is requesting a recommendation or endorsement from the Board on this plan. Financial charts were displayed and explained, and the specifics of each option were discussed including the tax impact of borrowing and the average annual cost to taxpayers based on their property values, the financial impact of each Article being voted on, the benefits and consequences of using cash reserves, and Dover's annual debt schedule. A spirited discussion followed with each of the Selectmen offering their view of the plan.

Mr. Springett views the plan to use \$4 million from Free Cash as well conceived and a prudent way to finance the project. Ms. Hunter would like to better understand the numbers and raised concerns about utilizing the \$4 million and inadvertently putting the community in a position where the Town has overcommitted Free Cash to one project leading to an inability to continue to stabilize the tax rate over time. Mr. Dwelley offered to work out and provide to the Board

calculations of the effect the \$4 million scenario will have on the cash reserve balance. Mr. Jeffries emphasized that a “no cost” option does not exist as the Town needs to renovate, build new, or perform the deferred maintenance items identified in the Caryl Community Center capital needs assessment. The Board was not able to recommend or endorse the financial plan, as presented, and will revisit the issue at their next meeting.

I.4 Special Town Meeting Article FAQs Review and Potential Vote

In preparation for the June 12, 2021 Special Town Meeting (STM), the Board has prepared a draft of an Executive Summary which will be distributed to residents prior to the Meeting. The Executive Summary provides background on the Caryl Community Center, details the Community Center building project options which will be presented for vote at the STM and the impact the selected option will have on the Town, explains the funding required to construct the selected option, and describes the voting procedure. The Board will be making final edits based, in part, on this evening’s discussion and will vote on the document at their next meeting.

I.5 Website Overview Presentation

Goals identified by the Board in 2019 included modernization of services and the implementation of a new website and in June of 2020, the Town’s new website was publicly launched. Assistant Town Administrator Kate O’Brien provided a slideshow presentation and timeline on the progress made since then, the guidelines created, and the future plans.

New Features of the Website

- Covid-19 Page – provides updated weekly information
- Notify Me Center – citizens can sign up for notifications from various departments
- Social Media Hub – access to Facebook, YouTube, and Twitter
- Online Tools – access to fillable transfer station sticker applications, burn permits, Special One-Day Liquor Licenses, pay online features
- Community Center Building Committee Page – provides updated facts, meeting and presentation information, document links

Other Presentation Highlights

- Community feedback solicited through a Website Public Survey
- Two virtual public tours were offered
- Staff and volunteer website trainings were held
- Parks and Recreation launched a new website in January of 2021
- The Town moved from Doverma.org to Doverma.gov
- A website team was created and protocols developed for updating the site

Moving forward, guidelines will be refined, as needed; monthly staff refresher trainings will be held; online services will be expanded, and dedicated pages will be created. Ms. O’Brien emphasized that it is the goal of the Town staff to use the website to communicate with residents about Town affairs and provide them with convenient, on-line services.

I.6 Approve Proposal Submitted by DIJ Consulting for Personnel Classification Study

In February of 2021, Dover advertised a Request for Proposal (RFP) to conduct a Personnel Classification Study for approximately 80 positions within the Town held by full time, part-time and full-time elected employees. The purpose of the study is to update the existing classification plan to ensure that all positions within the Town are internally equitable. The end product of the study will include updated/revised position descriptions, and a position evaluation system used for evaluating positions in relation to their placement on the existing pay plan.

Three proposals were received and after review by the Selection Committee, comprised of Kate O'Brien and the Personnel Board, the DI Jacobs Consulting Company (DIJ) was selected to undertake the study at a cost of \$28,000. DIJ, a professional personnel management consulting firm, comes highly recommended, and all reference checks were positive.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the DI Jacobs Consulting Company, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.7 Determine Board's Summer Meeting Schedule

It is the Board's practice to meet every other week from September to May and once a month throughout the summer with added meetings, if necessary. It is anticipated that the upcoming summer months will be busy for the Town and the Board, and for easier scheduling, the Selectmen's office will put together a calendar of activities and potential meeting dates to be voted on at an upcoming scheduled meeting.

I.8 Cemetery Software Review and Potential Vote

Municipal Project Manager Dave Sullivan provided an overview of the Town's cemetery software. The software currently in use is antiquated and inefficient and is no longer supported as the vendor is out of business. To mitigate those issues, Dover applied for and received a Commonwealth Compact Grant for \$30,000 which will pay the procurement and implementation costs of a new cemetery software system. Mr. Sullivan reviewed proposals from three firms, and he is recommending that the Town enter into an agreement with webCemeteries for cemetery software services. webCemeteries will set up the accounts for the cemetery, and staff members will be able to create sales contracts, manage inventory, enter and track plot owners, burials, memorials, next of kin, and work orders. Live training will be provided to staff, software will be continuously monitored by webCemeteries to ensure it is being properly used, and webCemeteries support will be available to staff via phone or online. Additionally, the Town will be able to link the software with the website, digitize archival records, and access a GIS map of Highland Cemetery. Implementation of the software will commence in the summer and end in the fall of 2021.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to webCemeteries, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.9 Managed Print Services Presentation

Mr. Sullivan displayed a slideshow on managed print services and provided background and inventory on the Town's current print fleet including desktop printers and multifunction devices and pointed out that there are different manufacturers and models of various ages, supplies are ordered from different sources, and there are multiple maintenance agreements throughout the

departments. He also tracked the monthly print and copy volume and the related costs, broke down IT ticket maintenance requests into specific categories and tracked the related maintenance costs, and based on that information concluded that average annual print costs are \$12,807. To manage the Town's print services and lower the annual cost, Mr. Sullivan is recommending that Dover enter into an Agreement with Xerox Business Solutions Northeast. The first phase of this undertaking is to consolidate and automate the purchasing of supplies and maintenance agreements, the second phase is to replace the aging and inefficient multifunction devices, and the third phase is to start removing the redundant and obsolete desktop printers and move most of the printing to multifunction devices. The estimated annual cost for this service is \$7,728, and other benefits include increased efficiency, modernized devices with updated functionality, centralized management, automatic ordering of supplies, and same-day maintenance service.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to Xerox Business Solutions Northeast, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

I.10 Presentation on Dover's Fiscal Year 2021 in Review

Mr. Dwelley was scheduled to present a slideshow of Fiscal Year 2021 highlights and accomplishments showcasing the outstanding work that has been done by the Town and the community over the past year, but given the late hour, it was determined that the slideshow will be the first item on the next scheduled Board meeting agenda.

I.11 Award Highway Bids

Because required bid paperwork was not submitted to the Town, this agenda item was withdrawn and will be revisited when the paperwork is complete.

I.12 Board of Selectmen Updates

The Selectmen reported on the following ongoing projects and initiatives.

Community Center Building Committee – Mr. Springett reported that the Building Committee has been working diligently preparing documents and working on communication outreach efforts in preparation for the Special Town Meeting on June 12, 2021. Signs reminding citizens of the date and time of the meeting have been placed around Town, the proposed building plans will be displayed on the lawn in front of the Caryl Community Center, and building project handouts will be distributed at the Transfer Station.

I.10 Town Administrator Updates

Covid-19 Update – Mr. Dwelley reported that there may be changes regarding the status of virtual meetings. The current State of Emergency guidance regarding the Open Meeting Law issued by Governor Baker in 2020 allowing remote meetings of public bodies is set to expire on June 15, 2021. Unless a change in guidance is made by the Governor, all public meetings must be held in person effective June 15, 2021. Mr. Dwelley will be drafting a memo to that effect to send out to the Town staff and boards/committees. The Town is working with its legislative delegation and others to lobby them to consider some type of hybrid model to allow remote participation as it provides flexibility for attendees and increased meeting participation by individuals who may not be able to attend an in-person meeting.

C.1 Consent Agenda

The following items are included on the Consent Agenda:

- Approve License Agreement Between Dover and The Center for The Development of Children (CDC)
- Approve License Agreement Between Dover and the Boy Scouts of America, Corp.
- Approve License Agreement Between Dover and Dover Automotive
- Approve Special Liquor Licenses for May 31, June 4, 5, 5, 6, 9, 10, 11, 16, 18, 19, 20, 25, 26, and 26, 2021
- Approve March 19, April 1, April 15, April 22, and April 28, 2021 Open Session Meeting Minutes

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

Adjournment

At 9:05 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