

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**June 24, 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 987 2215 3888.

At 6:30 PM Chair John Jeffries called the meeting to order with members Robyn Hunter and Robert Springett present. Also in attendance were Christopher Dwelley, Town Administrator; Katelyn O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

ATTENDEES: Police Chief Peter McGowan; Ford Spalding, Community Center Building Committee; Superintendent of Buildings Karl Warnick

PRESS: None present.

**Citizens' Comments**

There are no citizens' comments.

**I.1 Police Chief McGowan re Appointments of Jared Layman and Richard Wilmot to the Dover Police Department**

Police Chief Peter McGowan recommended to the Board the appointments of Jared Layman and Richard Wilmot as part-time officers to the Dover Police Department to fill vacancies created by a recent retirement and two special officers assuming full-time positions outside of Dover. The part-time officers augment the full-time staff and are responsible for regularly scheduled shifts. Mr. Layman is currently a dispatcher for the Bedford Police Department and a part-time officer for the Town of Carlisle, and Mr. Wilmot is currently employed at a private security company. The customary stipulations, which include undertaking medical/psychological exams, passing the Physical Agility Test, and successfully completing the Police Academy, shall apply.

The Board congratulated Mr. Layman and Mr. Wilmot and warmly welcomed them to the Dover Police Department.

Mr. Jeffries moved to approve the appointments of Jared Layman and Richard Wilmot as part-time police officers to the Dover Police Department subject to the successful completion of

customary required testing and stipulations, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **I.2 Approve FY21 Year-End Budget Appropriation Transfers**

Under Massachusetts General Law, the Board of Selectmen can vote to transfer funds appropriated at the prior year's Town Meeting for a department's specific use to another use by the same department. There are eight FY21 departmental appropriation transfer requests:

- Parks and Recreation - \$40,000 from Full-time Salary expense to Grounds Maintenance expense
- Police/Animal Control - \$5,000 from Salary expense to Police Sick Pay expense
- Protective Agency - \$5,000 from Fuel Oil expense to Police Sick Pay expense
- Health Insurance - \$30,000 from Health Insurance expense to Debt Interest
- Highway - \$20,000 from Tarvia expense to Highway Maintenance Equipment expense
- Health Insurance - \$12,513.54 from Health Insurance expense to Accounting Full-time salary expense
- Law - \$40,000 from Professional Services Consultant expense to Selectmen's Professional Services expense
- Building Maintenance - \$6,886 from Salary Overtime expense to Purchase of Services expense

Mr. Jeffries moved to approve the FY21 Year-End Budget Appropriation Transfers, as presented, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **I.3 Appointments**

The chairs of the Town's board/committees have requested that the Selectmen appoint or reappoint selected individuals to their boards/committees. Additionally staff members whose terms have expired will be reappointed to their respective positions. Following is the list of individuals who have been appointed or reappointed to specific boards/committees and to staff positions for various terms.

The following individuals were each appointed for a one-year term effective July 1, 2021 through June 30, 2022:

#### **Mike Angieri**

Groundwater Bylaw Enforcement Agent  
Town Engineer

#### **Chris Dwelley**

Metrowest RTA Representative  
Personnel Rules Ombudsman  
Affirmative Action Officer

#### **Kate O'Brien**

Personnel Rules Ombudsman  
Title VI Nondiscrimination Coordinator

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**Bob Tosi**

Right to Know Coordinator  
Superintendent of Streets

**Nina Pickering-Cook**

Town Counsel  
Anderson & Kreiger

**Gerard Lane**

Town Treasurer-Collector

**Geoffrey Brooks**

Back-Up Water Operator

**Chief Peter McGowan**

Chief of Communications

**Walter Avallone**

Inspector of Buildings and Zoning Enforcement Officer  
Floating Dock Inspector

**Felix Zemel**

Back-Up Building Inspector

**Kevin Malloy**

Wiring Inspector

**James T. Murphy**

Second Alternate Wiring Inspector

**Paul Angus**

Alternate Wiring Inspector

**Police Officers**

Sergeant Edward Meau

Sergeant Ryan Menice

Sergeant Todd Wilcox

Sergeant Joseph Woollard

Officer Charles Marscher

Officer David Chaisson

Officer Jonathan Cash

Officer Nicole Bratcher-Heffernan

Officer Richard Collamore

Detective Matthew Lavery

Officer Donald Cahill

Officer Katherine Kolodziejczyk

Officer Jeff Farrell

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Officer Patrick Murphy  
Officer Edward Maguire  
Officer Ryan Sullivan  
Animal Control Officer Lorilyn Sallee

The following individuals were appointed/reappointed for various terms:

**Town Report Committee**

Reappoint Dee Douglas and Hadley Reynolds  
3-year terms effective July 1, 2021- June 30, 2024

**Historical Commission**

Reappoint Steve Kruskall  
3-year term effective July 1, 2021- June 30, 2024

**Council On Aging**

Reappoint Elizabeth Hagen, Gilbert Thisse  
3-year terms effective July 1, 2021- June 30, 2024

Reappoint Geraldine Wise  
1-year term effective July 1, 2021 – June 30, 2022

**Board Of Appeals**

Reappoint Laverne Lovell  
3-year term effective July 1, 2021- June 30, 2024

Reappoint Michael Donovan and Hamilton Hackney  
1-year terms effective July 1, 2021 – June 30, 2022

**Board Of Fire Engineers**

Reappoint Jim Dawley  
3-year term effective July 1, 2021- June 30, 2024

**Recycling Committee**

Reappoint Chris Poulsen  
3-year term effective July 1, 2021- June 30, 2024

**Tree Warden And Moth Superintendent**

Reappoint John Gilbert  
3-year term effective July 1, 2021- June 30, 2024

**Technology Advisory Board**

Reappoint Rui Huang

**Open Space Committee**

Reappoint Boynton Glidden and Valerie Lin  
3-year term effective July 1, 2021- June 30, 2024

Appoint Henry Faulkner  
3-year term effective July 1, 2021- June 30, 2024

**Conservation Commission**

Reappoint Amey Moot and James McLaughlin  
3-year terms effective July 1, 2021 – June 30, 2024

**Park And Recreation Commission**

Michael Gilio  
Appoint effective July 1, 2021 until the May, 2022 Town Election to Fill an Open Position

**Community Center Building Committee**

Richard Malcom (to replace Sam Cole)  
*(length of term is not indicated on Committee Charge)*

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

**I.4 Approve Contract Between the Metropolitan Area Planning Council and the Town of Dover**

Dover’s Hazard Mitigation Plan is designed to help the Town prepare for natural disasters and ensure that proactive mitigation policies, processes and actions are in place to help reduce risk and create a safer, more disaster-resilient community. Additionally, a Mitigation Plan is required in order to access funding through grants and Federal programs including the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA). The current Mitigation Plan requires a 2021 update, and the Town is recommending that the Board enter into an Agreement with the Metropolitan Area Planning Council for professional services related to the preparation and build-out of an updated plan at a cost not to exceed \$19,500.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the Contract for Professional Services By and Between the Metropolitan Area Planning Council and the Town of Dover, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

**I.5 Vote on the Board of Selectmen 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. The Board has determined the summer meeting schedule as follows:

- Thursday, July 8, 2021
- Thursday, July 15, 2021
- Thursday, August 19, 2021
- Additional Meetings, if necessary

Mr. Jeffries moved to approve the Board of Selectmen summer meeting schedule, as determined, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **I.6 Award Highway Bids – Street Line Pavement Markings, Catch Basin Cleaning, Type I In-Place Bituminous Concrete**

The Town issued a request for sealed bids for the services listed below, and received bids were opened on Thursday, May 20, 2021. The Highway Department is requesting approval of the Board to award the following bids.

- Street Line Pavement Markings – Of the two submitted bids, Markings, Inc. of Pembroke, MA was the qualified responsible bidder at a cost of \$55,500.

Mr. Jeffries moved to award the bid for Street Line Pavement Markings to Markings, Inc., seconded by Ms. Hunter; it was unanimously approved by roll call vote.

- Catch Basin Cleaning – Of the two submitted bids, R.J. Gabriel Construction of Bridgewater, MA was the qualified responsible bidder at a cost of \$56,816.

Mr. Jeffries moved to award the bid for Catch Basin Cleaning to R. J. Gabriel Construction, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

- Bituminous Concrete Type-I In-Place - Of the five submitted bids, D&R General Contracting, Inc. of Stoneham, MA was the qualified responsible bidder at a cost of \$72.95 per ton.

Mr. Jeffries moved to award the bid for Bituminous Concrete Type-I In-Place to D&R General Contracting, Inc., seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **I.7 Town Administrator Annual Evaluation and Potential Vote**

During the summer of 2020 the Board of Selectmen, with input from Town boards, committees and staff, developed a list of goals and objectives for FY21, and throughout the year Mr. Dwelley provided written and slideshow updates on the progress of those goals and objectives. As criteria for evaluating Mr. Dwelley's performance, the Selectmen, in conjunction with the Personnel Board, created an evaluation form which mirrors the FY21 goals and objectives and assigned a ranking scale of 1 (lowest) to 5 (highest) for each category listed below. The Selectmen individually completed the evaluation form, provided comments and rankings on each of the categories and their components, and submitted the form to the Personnel Board which compiled the results into a single final evaluation. The Evaluation Categories are:

- Management/Organization/Planning
- Communication/Collaboration
- Staff Recruitment/Development
- Financial Management

- Professional Development – Skills and Expertise
- Other Performance Observations

The Board is very pleased and impressed with Mr. Dwelley's strong performance and the progress made towards accomplishing the identified goals and objectives and strengthening the foundation he has built to continue moving the Town in a positive direction. The Board noted that under Mr. Dwelley's leadership and management of Covid-19, Town services continued to be provided throughout the pandemic, citizens were regularly updated on the status of events, and every effort was made to ensure the safety of the staff and residents.

Noting that it is a privilege and honor to work in Dover, Mr. Dwelley extended his thanks to the Selectmen for their comprehensive and constructive evaluation and his gratitude for their leadership, partnership, and guidance. He also expressed his appreciation to the Town's staff, boards and committees, and volunteers who team with him to accomplish the important and beneficial work being done in Dover.

Mr. Springett moved that pursuant to Section 5 of the Employment Agreement between Dover and the Town Administrator dated June 23, 2020, a bonus of \$10,000 be awarded to Mr. Dwelley based upon his FY21 performance, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **I.8 Board of Selectmen Updates**

The Selectmen reported on the following ongoing projects and initiatives.

Water Resources Committee – Ms. Hunter reported that she has been attending the Water Resources Committee meetings and there is some confusion regarding the roles and responsibilities of the members as it relates to monitoring of the wells, water resource management, and the administrative paperwork. The Selectmen will address these issues in their FY22 goals and objectives, and Mr. Dwelley has put together a staff team who will shape out and prioritize focus areas to be included in those goals. The Selectmen acknowledged the admirable work the Committee has done and encouraged continued cooperation between the interested parties.

### **I.10 Town Administrator Updates**

Colonial Water Issue - The Town Administrator reported that Town staff and the Board of Selectmen have been notified that some residents in Town are experiencing water discoloration, and the Town, along with State Representative Denise Garlick, has taken steps to rectify the issue. The Massachusetts Department of Environmental Protection (DEP) is the regulatory agency that oversees Colonial Water Company, and DEP is working with Colonial to identify the cause of the discoloration and develop a plan to correct the situation. Mr. Dwelley notified citizens that DEP contact information is on the home page of the Town's website at [doverma.gov](http://doverma.gov) and asked that residents who are experiencing discoloration in their water reach out to the individual listed and provide their contact information and photos of the water, if possible, and DEP will assess the situation and respond accordingly.

The Board and Mr. Dwelley thanked Representative Garlick for her efforts noting that she is a wonderful partner to the Town and works tirelessly to represent the best interests of her constituents.

American Rescue Plan Act – On behalf of the Town, Mr. Dwelley applied to receive Federal funding from the American Rescue Plan Act (ARPA) which offers a wide range of funding and relief for businesses and individuals impacted by the COVID-19 pandemic. Dover has been awarded \$700,000, and Mr. Dwelley will be working with the Selectmen and Town staff to determine the best way to utilize the funds which can be applied to Coronavirus-related relief or to infrastructure-related issues, among others. Additional funds have been designated to Norfolk County, and it is anticipated that Dover's share will be approximately \$1.5 million. The disbursement plan and regulations regarding the use of those funds are currently being finalized by the County.

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

The following items are included on the Consent Agenda:

- Vote to Accept and Expend a FY21 Formula Grant from the Massachusetts Executive Office of Elder Affairs for the Council on Aging
- Approve Special Liquor Licenses for May 31, (retroactive), June 6 (retroactive), July 3, 8, and 25, 2021
- Approve May 6, May 20 and May 26, 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.

### **ES.1 Executive Session**

Board members will enter into Executive Session pursuant to MGL c.30A, s21(a) (6) to discuss lease negotiations with telecommunications providers.

Mr. Jeffries moved that the Board enter into Executive Session, not to return to Open Session, to discuss lease negotiations with telecommunications providers. Further, as Chairman, he declared that an Open Meeting discussion may have a detrimental effect on the negotiating position of the Town, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **Adjournment**

At 7:40 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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Robyn Hunter, Clerk