

## **Dover Board of Health COVID-19 Meeting Minutes - July 8, 2021**

Held remotely via zoom

**Participants:** Professor Gerald Clarke, Chairman; Stephen Kruskall, M.D., member; Kay Petersen, M.D., member; Agent Felix Zemel, Wells

**Guest:** Felicia Hoffman, Dover Town Clerk

1. Meeting called to order 9:03 am
2. The Board had invited the Town Clerk to review specific agenda requirements for the ongoing COVID meetings since the state of emergency has been lifted. She emphasized the need to list items in detail so as to inform the public of what to expect at the meeting.
3. There was a discussion of the process for interviewing candidates for the RFQ Consulting Services. Concerns were raised over the procurement process and whether an exemption was applicable in this case. The Board decided to request a written opinion from Town Counsel.
4. Temporary office assistant - Dr. Petersen will check with Kate O'Brien, Assistant Town Administrator, to find out when the job description and posting would be available. She informed the Board that according to Kate, Board members wanting to interview the candidates would need to meet with each candidate individually so as to not violate public meeting law. It was thought that perhaps an executive session is permitted in this situation.
5. Tick signs - The Board agreed to the tick sign design as presented. Signs will be ordered and placed at various locations throughout the town.
6. At 10:15 am it was moved and seconded to adjourn the meeting. The motion was approved unanimously.