

**MEETING MINUTES  
BOARD OF SELECTMEN  
February 6, 2020**

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

ATTENDEES: Mark Walter, Michael Carter Lisnow Respite Center; Town Moderator Jim Repetti; Town Treasurer-Collector Gerard Lane; Camille Johnston, Council on Aging

PRESS: None present.

**Citizens' Comments**

There were no citizens' comments.

**I.1 Mark Walter Regarding Harvest Ride for Respite 2020**

Working with the Michael Carter Lisnow Respite Center in Hopkinton, MA, Mark Walter is developing the Harvest Ride for Respite, a charity bike ride to raise funds for the Center which provides emotional and physical support for individuals with disabilities. The Ride will be held on Saturday, September 26, 2020, and Mr. Walter is requesting permission of the Board to allow approximately 25 to 75 riders to come through Dover between 10 AM and 2 PM. The Board was provided with details and a map of the route, and Police Chief McGowan is satisfied with the plans and details as presented by Mr. Walter and has no reservations.

Mr. Springett moved to approve the Harvest Ride for Respite 2020 on Saturday, September 26, 2020, seconded by Mr. Jeffries; it was unanimously approved.

**I.2 Order and Assign 2020 Annual Town Meeting Warrant Articles**

Town Moderator Jim Repetti and the Selectmen discussed the numbering and placement of the 2020 Annual Town Meeting Warrant Articles. Mr. Repetti and the Board agreed that several Articles may generate lively debate including those related to free cash and cash reserves, Chapter 40U municipal fines, the water restriction use bylaw, the demolition review, and the citizens' petitions concerning additional school buses and a traffic study related to school start times. Concerns were raised that Town Meeting might take two nights to complete due, in part, to those controversial Articles, and it was suggested that those Articles be moved to the top of the Warrant

and discussed earlier in the evening. This would allow the Town Moderator to monitor the progress of the meeting, ensure enough time for presentations and discussions, and determine if the meeting should continue a second night. Consideration should also be given to attendees who are unable to stay for the entire meeting due to caregiver and/or childcare concerns. Briefly discussed were the procedures and rules of the meeting including reconsideration of a motion, commentary time limits, the logistics and cost of a second meeting, and the possible bundling of annually recurring Articles. The Selectmen will continue their discussion of the Warrant Articles in their upcoming meetings.

### **I.3 Review and Approve Ambulance Rates**

It has been the Town's past practice to set the ambulance billing rates to at least 110 percent of the Medicare rates. Treasurer-Collector Gerard Lane is recommending that for 2020 the ambulance rates remain at the current level as they are at or above the recommended 110 percent of the Medicare rates. As a guideline, Comstar Ambulance Billing Service provides a rate review analysis of the average rates for their highest 50 clients. In order to gain a better understanding of the rationale for the current practice and to determine a reasonable amount to bill and receive, Mr. Springett requested that Mr. Lane provide the Board with an analysis of the rates used by neighboring towns.

### **I.4 Review and Approve Ambulance Abatements**

It has been the Town's past practice to abate ambulance bills as uncollectible if there has been no activity on the account for two and one-half years. Dating from July of 2016 through June of 2017, 9 bills totaling \$4,901.18 remain uncollected.

Ms. Hunter moved to approve the abatement of 9 bills covering the period July, 2016 through June, 2017 in the amount of \$4,901.18, seconded by Mr. Jeffries; it was unanimously approved.

### **I.5 Discussion and Vote on Website Contract**

Mr. Dwelley presented the Board with a Statement of Work prepared by CivicPlus for redesign of the Town's website. CivicPlus has provided website services to approximately 85 percent of the Commonwealth's municipalities. Mr. Dwelley highlighted several features and capabilities of modules that are part of the website including a calendar, an epayment center, an alert center, a blog, and a news flash. The new website platform allows for permission-based access which enables individual departments to update their web content rather than rely on a central contact process, and it contains a robust document management component.

Ms. Hunter moved to approve the Statement of Work for website services provided by CivicPlus, seconded by Mr. Springett; it was unanimously approved.

Ms. Hunter moved to authorize Town Administrator Christopher Dwelley to execute any documents necessary in connection with CivicPlus, seconded by Mr. Springett; it was unanimously approved.

### **I.6 Discussion and Vote on Website Project Manager**

Mr. Dwelley is requesting approval of the Board to engage a consultant, CapeForward LLC, to facilitate the execution of the website work to be completed by CivicPlus. The Board was presented with a proposal from CapeForward, an IT Website Project Management firm with extensive experience in managing website implementation projects in municipalities and with CivicPlus, specifically. Additionally, CapeForward will provide on-site tailored training and support.

Mr. Jeffries moved to approve the CapeForward proposal to Dover for IT website project management, seconded by Mr. Springett; it was unanimously approved.

Mr. Jeffries moved to authorize Town Administrator Christopher Dwelley to execute any documents necessary in connection with CapeForward, seconded by Mr. Springett; it was unanimously approved.

### **I.7 Review and Approve Selectmen's Town Report**

Assistant Town Administrator Kate O'Brien presented the Selectmen's piece of the Annual Town Report which reflects the work, challenges, successes, and accomplishments of 2019.

Mr. Jeffries moved to approve the Selectmen's Town Report, seconded by Mr. Springett; it was unanimously approved.

### **I.8 Declare Surplus Items**

Parks and Recreation Director Mark Ghiloni is requesting approval of the Board to dispose of 15 chairs which were formerly used in the Parks and Recreation meeting room. The chairs are broken and pose a safety hazard. In order to dispose of Town-owned property, items must be declared as Surplus Items by the Board of Selectmen.

Ms. Hunter moved to deem the 15 chairs identified by Mr. Ghiloni as Surplus Items, seconded by Mr. Jeffries; it was unanimously approved.

### **I.9 Appointment – Town Counsel Anderson Kreiger**

Ms. Hunter moved to appoint Anderson Kreiger as Dover's Town Counsel for a term expiring on June 30, 2020, seconded by Mr. Springett; it was unanimously approved.

### **I.10 Board of Selectmen Updates**

Rail Trail – Ms. Hunter and Mr. Dwelley will be meeting with Town Counsel regarding the Rail Trail, and Ms. Hunter will provide an update at the next Selectmen's meeting.

Upcoming Agendas – Both the Technology Advisory Board and the Hale Reservation Task Force will be meeting next week, and updates will be provided at the next Selectmen's meeting.

### **I.11 Town Administrator Updates**

Water Issues - Over the past several days, Town staff has been working to repair a water main break resulting from a car accident on Centre Street. The Selectmen and Mr. Dwelley commended the staff for their outstanding and timely work completing the repairs.

Although Colonial Water provides water to the Town, Dover owns and is responsible for the underground water infrastructure. Mr. Dwelley suggested that the Town consider undertaking a professional assessment of the water system, and he has asked the Water Resources Study Committee to provide an opinion and recommendations regarding the infrastructure.

Technology – IT Coordinator Diana Piesak and a member of the Technology Advisory Board have been meeting to generate a plan addressing connectivity issues (broadband, hardwire, wi-fi) and connection speed at the Caryl Community Center and the Town House.

At the next Selectmen’s meeting, the Board will be asked to authorize the Town to request a change from a .org domain (doverma.org) to a .gov (doverma.gov) domain for Dover’s website and email addresses. There are security issues related to .org, and a .gov domain is more professional and dedicated to government organizations. Moreover, due to Federal government changes, the cost of owning a .org domain has increased significantly.

Ms. Piesak will be holding a staff training session on G-Suite use. Topics covered will include email, calendar usage, document sharing, and productivity tips.

Caryl Building Committee – The Owners’ Project Manager Request for Qualifications closes on February 12, 2020. Listed as an optional step in the application process is a site visit, and seven firms viewed the Caryl Community Center on January 29, 2020.

Municipal Project Manager – The first round of panel interviews for the Municipal Project Manager has been completed, and Mr. Dwelley is currently scheduling the second round of panel interviews which will include members of the Technology Advisory Board.

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

Consent Agenda items include approval of:

- Acceptance and expenditure of a gift to the Council on Aging from Rehab Associates which was used to cover part of the Council on Aging’s Thanksgiving luncheon costs.
- Special Liquor Licenses for February 22 and March 15, 2020.
- Open Session Meeting Minutes for November 6 and 21; December 4 and 19, 2019, and January 9, 2020.

Mr. Jeffries moved to approve the Consent Agenda as presented, seconded by Mr. Springett; it was unanimously approved.

Board of Selectmen Open Session Meeting Minutes  
February 6, 2020

**Adjournment**

At 7:55 PM, Ms. Hunter moved to adjourn, seconded by Mr. Springett; it was unanimously approved.

DOVER BOARD OF SELECTMEN

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Robert Springett, Clerk