

**MEETING MINUTES
BOARD OF SELECTMEN
February 27, 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 Howe, Calumet Corp.; Steve Kruskall, Gene Hornsby, and Richard Eells, Historical Commission; Gerry Clarke, Board of Health; Eric Arnold, Hale Reservation; Kate Cannie, Warrant Committee; Justine Kent-Uritam, Open Space Committee; Amey Moot, Hale Reservation Taskforce, Open Space Committee, Conservation Commission; Carol Chirico, Planning Board; Carol Lisbon, Planning Board, Recycling Committee; Town Clerk Felicia Hoffman; Town Moderator Jim Repetti; Town Treasurer-Collector Gerard Lane

PRESS: None present.

Citizens' Comments

There were no citizens' comments.

I.1 Mark Howe re Notice of Intent to Lay Out Stagecoach Lane

There is a Citizens' Petition Article on the Town Meeting Warrant requesting that Stagecoach Lane be accepted by the Town as a public way. As part of the street acceptance process, the Selectmen are required, at their Board meeting, to provide notice of their intent to lay out a public way and at their subsequent Board meeting, to lay out the public way. After the Board votes its intent to lay out the street, abutters will be notified, per state law, that the Selectmen will lay out the street at their next meeting, and the Planning Board will be asked for its recommendation on the acceptance.

Ms. Hunter moved to provide the owners of the properties on Stagecoach Lane and abutters within 300 feet of the properties of the Selectmen's intent to lay out Stagecoach Lane at its meeting on March 12, 2020, seconded by Mr. Springett; it was unanimously approved.

I.2 Historical Commission Request to Relocate Historic Building

Members of the Historical Commission are seeking guidance from the Board regarding the possible relocation of a historic structure from its existing site on Strawberry Hill to land that is owned by the Town, possibly Chickering Fields, should the need arise. There was a brief discussion about the history of the building, the size of the structure, funding for possible relocation, and suitable sites. Ms. Hunter noted that it was premature to offer guidance or make a decision because the Board has not received background information, and there are many unanswered questions including what the structure would look like on a new site, what would be the use of the building, and who would maintain and pay for the building. Dr. Kruskall specifically asked if the Board would support the idea or concept of moving a historical structure to Town-owned property, and Ms. Hunter responded that while the Board is not opposed to the move, they would consider the idea provided that detailed information is presented at a future meeting and that the project has been thoroughly vetted.

I.3 Historical Commission Request to Honor Paul Tedesco

The Historical Commission would like to honor community activist Paul Tedesco by engraving an inscription in his memory on the existing stone bench in front of the Highway Department. This location is significant as Mr. Tedesco was the historian of the E.F. Hodgson Company which stood on that site for many years. Additionally, an unveiling ceremony will be held in April of 2020. Superintendent of Streets Craig Hughes has given his approval to use the bench, and the Historical Commission will pay all costs associated with the engraving process and the ceremony. The Historical Commission and the Selectmen acknowledged the many contributions made by Mr. Tedesco to the Town.

Ms. Hunter moved to approve engraving the existing stone bench at the Highway Department and holding an unveiling ceremony in memory of Paul Tedesco, seconded by Mr. Springett; it was unanimously approved.

I.4 Historical Commission re Proposed Changes to Demolition Bylaw

The Historical Commission placed an Article on the Annual Town Meeting Warrant which would change the wording of the existing Chapter 96, Demolition Review bylaw. Under Section 2, Definitions, the current bylaw reads, "Any building which was wholly or in part constructed during or before 1929 and which is..." and the Commission is requesting that those words be changed to read "Any building which was wholly or in part constructed 67 or more years prior to the date of the application to demolish and which is ..." Mr. Eells explained that the original bylaw regarding the demolition of historically significant structures was written in 1996 specifying the year 1929 which translated to a structure that was built 67 or more years ago. Twenty-four years later, or 2020, the time gap has increased, and to create a rolling date while keeping the original law's 67 year age requirement, the Commission has requested the change and is seeking the support and guidance of the Selectmen. This change will allow the Commission to evaluate more homes including those built after 1929. Mr. Eells provided a brief history of Dover's historic structures and demolition permits issued over the years. The Board posed several questions and concerns regarding an inventory of houses, how many homeowners would be impacted

by the change, homeowner notification that a home is a historical structure, and the criteria used to evaluate a structure. Ms. Hunter communicated that the Board could not, at this time, provide their support as there are too many unanswered questions and strongly suggested that, in preparation for Town Meeting, the Commission prepare answers to those questions and attend the Open Hearing to present their request.

I.5 Board of Health Chair Gerry Clarke re Board of Health Warrant Articles

The Board of Health placed Article 19 - Water Use Restriction Bylaw and Article 20 - Accept Massachusetts General Law Chapter 40U, Municipal Fines on the Annual Town Meeting Warrant. Mr. Clarke informed the Selectmen that it is the Board of Health's recommendation to withdraw Article 19 as the hydrology study report being prepared by the Water Resources Study Committee is not yet completed. The completed hydrology study report would have served as support for the Article and would have been presented at the Open Hearing for discussion before Town Meeting.

Article 20 addresses a community's control over enforcing penalties for violations related to sanitation, housing and snow removal. This is a complex issue which has been discussed several times at meetings with the Board of Health, Town officials and Town Counsel. The Selectmen raised questions about types of violations, the penalty and fine structure, and enforcement mechanisms. It was suggested by Town Moderator Jim Repetti that because of its complexity, this issue be presented and discussed at a Board of Health Open Hearing designed to educate citizens about the Article and assist them in making an informed decision at Town Meeting.

I.6 Hale Taskforce Warrant Article Recommendation Slideshow Presentation

Hale Reservation approached Dover about acquiring a Conservation Restriction (CR) on 652 acres of property in Dover which would limit and protect use of the land and support Hale's endowment mission. The Hale Reservation Taskforce, comprised of representatives from Dover, Westwood, and Hale Reservation, has been meeting to explore the feasibility of a CR. An Article requesting funds for an appraisal of the property has been placed on the Warrant, and Amey Moot prepared a printout of the Taskforce's Warrant Article slideshow presentation, provided background on Hale and the CR, and reviewed the activities of the Taskforce to date. The proposed cost to acquire a CR is approximately \$10 million, and the Taskforce would like to move forward to the next step which is an appraisal of the 652 acres that are in Dover. The cost of the appraisal/related costs is approximately \$50,000. The Selectmen offered their comments and suggestions as to how the presentation can be strengthened and focused, and in order to educate the citizens about the project, it was suggested that the Taskforce put together an informational pamphlet and/or hold information sessions about Hale and the CR. Additionally, a Town Meeting page will be placed on the Town's website at doverma.org which will contain detailed information on each of the Warrant Articles.

I.7 Treasurer-Collector Gerard Lane re Approval of Ambulance Rates

It is the Town's practice to set the ambulance billing rates to at least 110 percent of the Medicare rates. At the February 6, 2020 Selectmen's meeting, Mr. Lane recommended that the Town leave the ambulance rates at the current levels for 2020 as they are at or

above the recommended 110 percent of the Medicare rates. 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, at an upcoming meeting, with an analysis of the rates used by neighboring towns.

Mr. Lane provided the Board with a summary and analysis of neighboring towns' ambulance rates, and of those, Dover is among the lowest. After discussion, it was determined that Dover should set the ambulance rates to the median rate as presented in the summary.

Ms. Hunter moved to set the 2020 ambulance rates to the median rate as presented in the summary, seconded by Mr. Springett; it was unanimously approved.

I.8 FY21 Budget Review/Update Slideshow Presentation

Mr. Dwelley provided an FY21 budget review/update slideshow presentation and highlighted several key points for each budget line item. He noted that 35-40 percent of the line items were either cut or level-funded. The Board will continue reviewing the budgets and will formally vote on the Selectmen's budgets at their next meeting.

Mr. Dwelley and the Selectmen thanked the Finance Team for their outstanding efforts and great team work in developing the Town's budget.

I.9 Execute 2020 Annual Town Meeting Warrant

At their February 6, 2020 Selectmen's meeting, Moderator Jim Repetti and the Board discussed the procedure, timing and logistics of Town Meeting, controversial Articles, and the number and placement of each of the Articles. At tonight's meeting each of the Articles was summarized and recapped, and in order to conserve time and facilitate the flow of the Meeting, recurring and related Articles were bundled and consolidated, and the list was renumbered.

Mr. Jeffries moved to execute the annual Town Meeting Warrant as amended, seconded by Ms. Hunter; it was unanimously approved.

I.10 Board of Selectmen Updates

Ms. Hunter's term as a Selectman will be expiring this year, and she has announced that she will be seeking reelection. There are many projects in Dover that Ms. Hunter is enthusiastic about, and she would like to continue her involvement in those undertakings.

Rail Trail – Ms. Hunter reported that she and Mr. Dwelley will be meeting with the Friends of the Dover Greenway on February 28, 2020, and Ms. Hunter will provide an update on their activities at the next Selectmen's meeting.

I.11 Town Administrator Updates

Mr. Dwelley provided an update on the following items.

Technology Advisory Board (TAB) – The Town’s existing website has been migrated to a new platform which has increased the efficiency and speed of the site. The design phase of the project is underway ensuring consistent branding and marketing of the Town’s services. Website project manager, CapeForward, will be meeting with the TAB to provide an update of their activities and next steps. Town staff and Retrofit, the Town’s IT provider, have come to an agreement on the scope of work for Phases 2 and 4 of the IT infrastructure security assessment, and once the contract is received, Mr. Dwelley will present it to the Board. Lastly, Retrofit will be attending an upcoming Board meeting to update the Board and the community on their activities to date and next steps.

Municipal Project Manager (MPM) – The staff is concluding the vetting process of the final candidates, and it is anticipated that the MPM will be on board in late March.

Owner’s Project Manager (OPM), Community Center Building project – Six OPM firms responded to the Request for Qualifications, and four have been selected to go through the interview and reference check process. Interviews are currently being scheduled.

C.1 Consent Agenda

The items listed comprise the Consent Agenda.

- Approve change of domain name from .org to .gov.
- Approve Conservation Commission insert re yard waste into Spring tax bill
- Approve Special Liquor Licenses for February 19 (retroactive); March 1, 16, 17, 18, 19; August 16; October 17, 2020
- Approve January 22 and February 6, 2020 Open Session Meeting Minutes
- Approve November 6, 21, December 10, 2019 and January 22, 2020 Executive Session Meeting Minutes

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

ES.1 Executive Session

Ms. Hunter moved that the Board enter into Executive Session, not to return to Open Session, for the purpose of discussing contract negotiations with the Chief of Police. The Board members were polled individually and, by unanimous roll call vote, convened in Executive Session.

Adjournment

At 9:20 PM, Ms. Hunter moved to adjourn, seconded by Mr. Springett; it was unanimously approved.

DOVER BOARD OF SELECTMEN

Robert Springett, Clerk

**EXECUTIVE SESSION MEETING MINUTES
BOARD OF SELECTMEN
February 27, 2020**

At 8:45 PM Chair Robyn Hunter called the meeting to order after unanimous roll call vote to convene in Executive Session to discuss contract negotiations with Police Chief Peter McGowan. Members John D. Jeffries and Robert Springett were present. Also in attendance were Town Administrator Christopher Dwelley, Assistant Town Administrator Kate O'Brien, and Administrative Assistant Mona DiSciullo.

The current three-year employment contract between Dover and Police Chief Peter McGowan expires on June 30, 2020, and Ms. Hunter, Town Labor Counsel Kevin Feeley, and the Chief have been in negotiations to finalize a new contract.

The Board agreed to the following terms:

- The length of the new contract will be five years commencing July 1, 2019 and ending June 30, 2024.
- There will be no "just cause" provision regarding termination of the Chief's contract at any time.
- There will be no sick day buy-back.
- There will be an increase in vacation days from 20 to 24. The Chief shall be compensated for any accrued but unused vacation days at the end of his employment with the Town.

Ms. Hunter moved to approve the terms as presented, seconded by Mr. Springett; it was unanimously approved.

At 9:20 PM Ms. Hunter moved to adjourn the Executive Session, seconded by Mr. Springett; it was unanimously voted by roll call vote.

DOVER BOARD OF SELECTMEN

Robert Springett, Clerk