



AGENDA
BOARD OF SELECTMEN/MODERATOR'S MEETING
April 28, 2022

This public meeting is a hybrid meeting being held in the Great Hall of the Town House and via Zoom. To join the meeting by video conferencing using a computer or tablet, please click on the link <https://zoom.us/j/84393633045> and enter the Meeting ID 843 9363 3045 and Passcode 663725. To join by telephone only, please call 1-646-876-9923. Please see the attached page regarding Zoom participation.

- 6:30 PM Citizens' Comments
Public comments are allowed for up to ten minutes at the beginning of each meeting for items not otherwise on the agenda. Each speaker is limited to three minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification.
- 6:35 PM I.1 Moderator's Meeting
- 7:35 PM I.2 Board of Selectmen Updates
 • Upcoming Agendas
- 7:45 PM I.3 Town Administrator Updates
- 7:55 PM C.1 Consent Agenda
 • Approve One-Day Special Liquor Licenses for May 14, 17, 19 and 29; June 14 and 18, 2022
 • Approve February 17 and March 3, 2022 Open Session Meeting Minutes
- 8:00 PM Adjournment

The next scheduled meeting of the Board of Selectmen is May 12, 2022.

Join Zoom Meeting:

<https://zoom.us/j/84393633045>

Meeting ID: 843 9363 3045

Passcode: 663725

Or listen to the meeting using one of the following (at the time of the meeting):

One Tap Mobile: +1 301 715 8592 or 8 439 363 3045#

Or Call on the Telephone:

Dial by your location

+1 646 876 9923 US

Zoom Dover BOS protocol:

1. All participants are automatically muted by Host
2. Public Comment is only allowed during the Public Comment period
3. Please click Raise Hand in the webinar controls to let the host know you would like to comment.





DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.1



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.2

DOVER
BOARD OF SELECTMEN MEETINGS
PROJECTED AGENDA ITEMS

May 2, 2022 - Town Meeting

May 12, 2022

- Appointment of One-Day Constables for the Town Election
- Department of Public Works Proclamation
- Plumbing and Gas Permit Fees Increase Discussion and Potential Vote
- Website Phase II Recommendation
- Board of Selectmen Updates
 - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda
- Executive Session – Discussion re Collective Bargaining Strategy Related to the Dover Police Association

May 26, 2022

- Reorganization of the Board of Selectmen
- Discussion re Community Center Building Committee Recommendation for General Contractor and Potential Vote
- Dover Fiscal Year 2022 in Review
- Determine Board's Summer Meeting Schedule
- Board of Selectmen Updates
 - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.3



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM C.1



TOWN OF DOVER, MA
PO Box 250
Dover, MA 02030
508-785-0032 x221

REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

The Board of Selectmen, Dover's local licensing authority, has approved, pursuant to the provisions of M.G.L. Chapter 138 Section 14, issuance of a One-Day Special Liquor License as described herein.

Name of Applicant/Organization Applying for License: Simply Serving

TANYA KALMAS

Name/Address Where Approved License Should be Sent: Simply Serving - beth.harris@simplyserving.com

Telephone and E-mail of Applicant: 617-842-1400,

Name of Bartender or Caterer: Simply Serving, Amy Flynn

Telephone and E-mail of Bartender or Caterer: 617-842-1400 - Simply Serving, beth.harris@simplyserving.com

*Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.
12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.*

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: No

Date of Event: 05/14/2022

Start/End Times of Event: 12:30pm, 4:30pm

Location of Event: Hale Reservation - Powissett Lodge

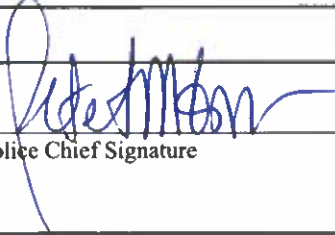
Description of Event: (ex., wedding, reunion): Bridal Shower

Number of Attendees: 50

Event is: Bridal Shower

Event is: Private

Liquor License is for: Wine and Malt Beverages Only

Police Chief Approval	
Date Approved: <u>4/21/2022</u>	 Police Chief Signature
Last Call: <u>4:00 pm</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



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Name of Applicant/Organization Applying for License: Massachusetts Horticultural Society

Name/Address Where Approved License Should be Sent: 900 Washington Street, Wellesley, MA 02482

Telephone and E-mail of Applicant: 617-933-4921,

Name of Bartender or Caterer: Allison Dush

Telephone and E-mail of Bartender or Caterer: 617-933-4973, adush@masshort.org

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: No

Date of Event: 05/17/2022

Start/End Times of Event: 6:00 PM, 07:30 PM

Location of Event: Massachusetts Horticultural Society


Description of Event: (ex., wedding, reunion): Gathering for Committee

Number of Attendees: 40

Event is: Nonprofit

Event is: Private

Liquor License is for: Wine and Malt Beverages Only

Police Chief Approval	
Date Approved: <u>4/27/2022</u>	 Police Chief Signature
Last Call: <u>7:00 pm</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



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Name of Applicant/Organization Applying for License: Danielle Davidoff

Name/Address Where Approved License Should be Sent: Kayleigh Tosches, Director of Events, The Gardens at Elm Bank, 900 Washington Street Wellesley, MA 02482

Telephone and E-mail of Applicant: 6172339352,

Name of Bartender or Caterer: NRM CATERING INC DBA APERFECT TASTE

Telephone and E-mail of Bartender or Caterer: 781-223-8088, neil@aperfecttaste.com

*Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.
12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.*

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: No

Date of Event: 05/19/2022

Start/End Times of Event: 5:00PM, 10:30PM

Location of Event: The Gardens at Elm Bank, Massachusetts Horticultural Society, 900 Washington Street, Wellesley, MA 02482

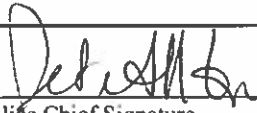
Description of Event: (ex., wedding, reunion): Wedding

Number of Attendees: 140

Event is: Wedding

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>4/27/2022</u>	 Police Chief Signature
Last Call: <u>10:00 pm</u>	
Tips Certification: <u>in file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature
Fee Collected: _____	Board of Selectman Signature
	Board of Selectman Signature



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Name of Applicant/Organization Applying for License: Donna Kutzer

Name/Address Where Approved License Should be Sent: Donna C Kutzer, 142 Margery Lane, Westwood, MA 02090

Telephone and E-mail of Applicant: 6179680417,

Name of Bartender or Caterer: Simply Serving

Telephone and E-mail of Bartender or Caterer: 781-769-1900, Thomas.Grenon@simplyserving.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: ~~Yes~~ NO

Date of Event: 05/29/2022

Start/End Times of Event: 2:00 pm, 6:00 pm

Location of Event: Hale Reservation, Powisset Lodge


Description of Event: (ex., wedding, reunion): Graduation Celebration

Number of Attendees: 100-150

Event is: Nonprofit

Event is: Private

Liquor License is for: Wine and Malt Beverages Only

Police Chief Approval	
Date Approved: <u>4/21/2022</u>	 Police Chief Signature
Last Call: <u>5:30pm</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



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Name of Applicant/Organization Applying for License: Bakers' Best Catering

Name/Address Where Approved License Should be Sent: 150 Gould Street Needham, MA

Telephone and E-mail of Applicant: 617-332-4588,

Name of Bartender or Caterer: Bakers Best Catering

Telephone and E-mail of Bartender or Caterer: 617-332-4588, nmartins@bakersbestcatering.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: Yes

Date of Event: 06/14/2022

Start/End Times of Event: 5:30pm, 8:00pm

Location of Event: Elm Bank - 900 Washington Street Wellesley, MA

Description of Event: (ex., wedding, reunion): Retirement Reception

Number of Attendees: 80

Event is:

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>4/21/2022</u>	 _____ Police Chief Signature
Last Call: <u>7:30pm</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	_____ Board of Selectman Signature
Fee Collected: _____	_____ Board of Selectman Signature
	_____ Board of Selectman Signature



TOWN OF DOVER, MA
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Dover, MA 02030
508-785-0032 x221

REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

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Name of Applicant/Organization Applying for License: Dover American Legion

Name/Address Where Approved License Should be Sent: Thomas H McGill

Telephone and E-mail of Applicant: 7819101079,

Name of Bartender or Caterer: Thomas H McGill

Telephone and E-mail of Bartender or Caterer: 7819101079, thommcgill@yahoo.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: ~~Yes~~ **NO**

Date of Event: 06/18/2022

Start/End Times of Event: ~~02:00am, 09:00pm~~ **2p-9p**

Location of Event: 32 dedham st (dover legion)

Description of Event: (ex., wedding, reunion): Dover music fest

Number of Attendees: 300

Event is: Nonprofit

Event is: Public

Liquor License is for: Wine and Malt Beverages Only

Police Chief Approval	
Date Approved: <u>4/21/2022</u>	 Police Chief Signature
Last Call: <u>8:30 pm</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____

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**MEETING MINUTES
BOARD OF SELECTMEN
February 17, 2022**

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 995 7528 7944.

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; Kate O’ Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

PARTICIPANTS: Personnel Board Chair Mary Carrigan; Municipal Project Manager Dave Sullivan;

PRESS: None present.

Citizens’ Comments

Mr. Jeffries read a statement regarding a recent motor vehicle accident which took the life of a young man who was a student at the Dover-Sherborn High School and caused injuries to four other teenagers. A moment of silence was held and on behalf of the Board and the Town, deepest condolences and support were expressed to the families and friends of those involved in the incident, and thanks and gratitude were conveyed to the first responders and emergency personnel.

I.1 Personnel Policy Discussion and Potential Vote

In 2020 the Town engaged Personnel Consultant Mary Beth Bernard to perform an audit of Dover’s human resources processes and procedures to ensure that records are accurate and properly maintained and to review compliance practices as they relate to the Town’s Personnel Rules and Regulations. Based, in part, on the consultant’s recommendations and the implementation of Harper’s Time and Attendance electronic payroll reporting system, a team, comprised of staff members Kate O’Brien, Carl Valente, Jerry Lane, Dave Sullivan, and Chris Dwelley, along with the Personnel Board, was assembled to update the current practices and procedures. Ms. O’Brien provided a slideshow presentation and detailed information on the Rules and Regulations updates and new policy recommendations and is seeking approval of the Board of the new Personnel Rules and Regulations. The slideshow concentrated on the following topics, and Ms. O’Brien and Ms. Carrigan provided detailed information on each focus area: Hours of Work, Holiday Leave, Personal Leave, Sick Leave, Vacation Leave, the CORI Policy, Workplace

45 Violence, Conduct/Civility, and Discrimination, Harassment and Retaliation. The Selectmen
46 thanked the team and the Personnel Board for their many hours of work and their outstanding
47 efforts in producing an impressive, up-to-date policy which will be mutually beneficial to staff and
48 the Town.

49
50 Mr. Jeffries moved to adopt Dover's Personnel Rules and Regulations policies, as presented,
51 seconded by Ms. Hunter; it was unanimously approved by roll call vote.

52
53 **I.2 Town Administrator Evaluation Process Assessment**
54 In 2020, the Selectmen, in conjunction with the Personnel Board, created an evaluation form for
55 evaluating the Town's Administrator's annual performance. The form lists specific criteria used
56 and a ranking scale for categories including Management/Organization, Planning,
57 Communication/Collaboration/ Staff Recruitment/Development, Financial Management/
58 Professional Development, and Other Performance Observations. Ms. Carrigan briefly reviewed
59 the evaluation process and posed questions to ascertain if the Board is getting the data it needs, if
60 the right questions are being asked, if the listed criteria is relevant, and if the structure of the form
61 needs to change. The Board is in agreement that, overall, the process works well, but the
62 Selectmen will take the issue under advisement before responding to the Personnel Board.

63
64 **I.3 Discussion re Dover Water Use Restriction Bylaw**
65 Mr. Sullivan provided a slideshow presentation on the proposed Dover Water Use Restriction
66 Bylaw based on the recommendation of the Board of Health's Water Resources Committee. In
67 short, the purpose of the bylaw is to protect, preserve and maintain public health, safety, welfare,
68 and the environment whenever there is a water emergency by ensuring an adequate supply of
69 water, and the bylaw applies to all public and private users of Dover's public water system and/or
70 of groundwater within the borders of Dover. The slideshow highlighted the following topics, and
71 Mr. Sullivan provided detailed information on each focus area:

- 72
73
 - Project Background and Process
 - 74 - Draft a water use restriction bylaw
 - 75 - Consider water irrigation system registration general bylaw
 - 76 • Research Conducted, Legal Framework, Feedback
 - 77 • Regulatory Background and Data Sources
 - 78 • Authority and Purpose
 - 79 • Applicability
 - 80 • Regulations
 - 81 - Declarations which restrict water use include Declaration of a state of water supply
 - 82 conservation (Board of Selectmen), Declaration of a state of water supply
 - 83 emergency (Department of Environmental Protection), and Declaration of a state
 - 84 of drought (Department of Environmental Protection)
 - 85 • Public Notification Process
 - 86 • Enforcement Responsibility - falls under the Department of Public Works

87
88 Mr. Sullivan thanked the Water Resources Committee, Ms. O'Brien, Land Use Director Courtney
89 Starling, and Town Counsel for their efforts and assistance with the Bylaw.

90

91 Mr. Jeffries moved to approve Dover's Water Use Restriction Bylaw, as presented, seconded by
92 Ms. Hunter; it was unanimously approved by roll call vote.

93
94 **I.4 Review Ambulance Rates and Potential Vote**
95 Dover's ambulance billing service, Comstar Ambulance Billing, has notified the Town that the
96 2022 Medicare and Medicaid rates in the Metro Boston area have increased by 5.1 percent, and to
97 adjust the Town's ambulance billing to reflect the rate increase, Treasurer-Collector Jerry Lane is
98 requesting permission of the Selectmen to increase the Town's current ambulance billing rates by
99 5.1 percent.

100
101 Mr. Jeffries moved to increase Dover's current ambulance rates by 5.1 percent for 2022, seconded
102 by Ms. Hunter; it was unanimously approved by roll call vote.

103
104 **I.5 Review Ambulance Abatements and Potential Vote**
105 It is the Town's practice to abate ambulance bills as uncollectible if there has been no activity on
106 the account for two and one-half years. Dating from July 2, 2018 through June 3, 2019, 6 bills
107 totaling \$3,761.03 remain uncollected despite repeated collection efforts by the Town. Treasurer-
108 Collector Jerry Lane is requesting permission of the Selectmen to abate the bills, as presented.

109
110 Mr. Jeffries moved to approve the abatement of 6 bills covering the period of July 2, 2018 through
111 June 3, 2019 in the amount of \$3,761.03, seconded by Ms. Hunter; it was unanimously approved
112 by roll call vote.

113
114 **I.6 Approve and Execute the Final 2022 Annual Town Meeting Warrant**
115 The Warrant has not been finalized; hence, this item has been withdrawn from the Agenda and
116 will be addressed at a future scheduled meeting.

117
118 **I.7 Board of Selectmen Updates**
119 The Board of Selectmen reported on the following projects and initiatives.

120
121 Covid-19 Mask Mandate – The Board of Health has lifted the mask mandate for commercial
122 buildings only in Dover; the mandate will stay in effect for the Town's facilities. The State is
123 recommending removal of the mask mandate on February 28, 2022.

124
125 Labor Union Negotiations – Mr. Jeffries reported that negotiations regarding the collective
126 bargaining agreement between the Town and the Town's labor union are underway and significant
127 progress has been made.

128
129 Water Consultant – Ms. Hunter reported that the Water Resources Selection Committee will be
130 providing the Board of Selectmen with a recommendation for the water consultant who will work
131 with the Town to create a long-range strategic plan for Dover's water delivery system. The two
132 firms which were interviewed were both excellent prospects, and Mr. Dwelley will conduct
133 background and reference checks on each of the firms and report back to the Selectmen.

134
135 Community Center Building Committee – Mr. Springett reported that preparation and submission
136 of the Community Center construction bid documents have been delayed by approximately two to

137 four weeks as the architects continue to review the copious design and diagram documents which
138 will be submitted.

139
140 A Working Group has been established to review the work that the Caryl Management Advisory
141 Committee (CMAC) completed last spring which focuses on community center management. It
142 is anticipated that the Group will provide the Selectmen with its recommendations on the
143 management and staffing of the new Community Center Building.

144
145 **I.8 Town Administrator Updates**

146 The Town Administrator reported on the following projects and initiatives.

147
148 Hale Reservation Task Force – Mr. Dwelley reported that the Hale Reservation Task Force has
149 drafted a map form of a conceptual Conservation Restriction (CR) showing various areas of the
150 Hale property with and without a CR restriction, highlighted trails, and trail connectivity routes.
151 Mr. Dwelley noted that there is great enthusiasm for the project, and he is optimistic that a full
152 presentation will be provided to the Board in early spring in preparation for a potential fall Special
153 Town Meeting for the purpose of voting on the acquisition of the Conservation Restriction.

154
155 Covid-19 Test Kit Distribution Drive-Through – In early February, 2022 two drive-throughs were
156 held to distribute Covid-19 test kits to residents. The event was a great success, and over 300 kits
157 were distributed by staff and volunteers. Mr. Dwelley thanked the organizers, volunteers, and staff
158 who worked hours to address the many details involved in ensuring the event’s success, and he
159 recognized Kate O’Brien, Janet Claypoole and the Council on Aging, Bob Tosi and the Highway
160 Department staff, Chief McGowan, and Dave Sullivan for their efforts. Kits are available to the
161 public, free of charge, and can be obtained by calling the Dover Board of Health at 508-785-0032.

162
163 **C.1 Consent Agenda**

164 The following items are included on the Consent Agenda:

- 165 • Approve Employment Agreement with the Town Accountant
166 • Approve Special One-Day Liquor Licenses for February 19 and 26; March 18 and 19, 2022

167
168 Mr. Jeffries moved to approve the Consent Agenda, seconded by Ms. Hunter; it was unanimously
169 approved by roll call vote.

170
171 **Adjournment**

172 At 7:46 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved
173 by roll call vote.

174
175 DOVER BOARD OF SELECTMEN

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179 _____
180 Robyn Hunter, Clerk

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MEETING MINUTES
BOARD OF SELECTMEN
March 3, 2022

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 966 3618 6667.

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; Kate O’ Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

PARTICIPANTS: Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Dover Historical Society Members Elisha Lee, Betty Brady, Ellie Herd, and Lori Carbone; Land Use Director Courtney Starling; Ron Myrick, Water Study Committee

PRESS: None present.

Citizens’ Comments

There are no Citizens’ Comments.

I.1 Approve and Execute the 2022 Annual Town Meeting Warrant

The Town Meeting Warrant lists the agenda of Articles that will be voted on by those present at the Monday, May 2, 2022 Annual Town Meeting (ATM). The Articles have been reviewed and discussed over the past several months, and Mr. Dwelley spoke specifically about two of the Articles. It was determined that the placeholder Article entitled Creation and Appropriation of a Special Purpose Stabilization Fund is no longer necessary based on the outcome of the work undertaken by the Town’s Capital and General Reserve Task Forces and has been removed from the final Warrant. There has been some discussion about holding a Special Town Meeting in the fall for the purpose of voting on the acquisition of Hale Reservation land. However, Article 26 – Appropriation for Hale Reservation Land Acquisition will remain on the May 2, 2022 ATM Warrant unless the Selectmen vote to remove it. Once approved and printed, the Warrant will be mailed to Dover residents, and a detailed explanation of each of the Articles as well as various Article presentations and other Town Meeting documents can be found under the Town Meeting page on Dover’s website at doverma.gov.

44 Mr. Repetti and Mr. Haviland cautioned that the ATM may be held over two nights due to the
45 number of Articles being presented and any potential controversy surrounding certain Articles.
46 Additionally, there was a brief discussion regarding the order of the Articles.

47
48 Mr. Jeffries moved to approve and execute the 2022 Annual Town Meeting Warrant, seconded by
49 Ms. Hunter; it was unanimously approved by roll call vote.

50
51 **I.2 Dover Historical Society Presentation**
52 Members of the Dover Historical Society provided an informative and engaging presentation about
53 Dover's history and an update of its activities and events. Elisha Lee, who served as President of
54 the Society for 13 years, relayed that the Society is an all-volunteer organization that was organized
55 in 1895 with the mission of collecting, preserving, and exhibiting artifacts, information, and
56 documents related to Dover's local history. The Sawin Museum serves as the Society's
57 headquarters, and it oversees the Benjamin Caryl House, the home of Dover's first minister.
58 Assistant Curator Lori Carbone spoke about Dover's civil war flag and the story behind its
59 rediscovery and the women who got together in 1861 to hand-sew the flag. Ellie Herd provided a
60 glimpse of the life of Minister Caryl who was ordained in 1762 and served for 49 years, and she
61 displayed a copy of one of his handwritten sermons. Numerous artifacts, historic weapons, and
62 toys of the past are housed at the Museum, and members encouraged visits to the site to learn about
63 Dover's past, present, and future. The Selectmen thanked the Society for the outstanding
64 presentation and recognized Betty Brady for organizing the presentation and for her enthusiasm to
65 preserve, protect, and educate residents about the history of Dover.

66
67 **I.3 Planning Board re Formal Comments on MBTA Communities**
68 Dover is considered an MBTA community as it has within its borders a commuter rail line/station.
69 Massachusetts laws on MBTA Communities (MGL Chapter 40A") changed in 2021, and new
70 regulations require, in part, Dover to provide at least one zoning district of "reasonable size" that
71 allows multifamily housing with a minimum of 15 units an acre. If Dover does not comply, the
72 Town will not be eligible for specific grants and will lose access to funding for key infrastructure
73 programs. The Massachusetts Department of Housing and Community Development (DHCD)
74 issued Compliance Guidelines for Multifamily Districts and, as a compliance requirement, is
75 asking the Town to submit comments on the draft Guidelines. Ms. Starling recommends that the
76 Town submit the comments and a MBTA Community Information Form by May 2, 2022.
77 Additionally, to remain in compliance Dover must either submit, by the end of 2022, a complete
78 request for Determination of Compliance or submit a proposed action plan as provided for in the
79 draft Guidelines. Ms. Starling is of the opinion that the Town will not be in a position to receive
80 a Determination of Compliance as the Town does not meet several of the regulations and does not
81 fall into the defined categories, and she is recommending that the focus should be on the
82 submission of a proposed action plan in accordance with the Guidelines. Mr. Springett is of the
83 opinion that the State is following a blanket policy regarding regulation criteria, and he cannot
84 support a policy that completely disregards local history, tradition, and culture. Mr. Dwelley
85 clarified that the motion Ms. Starling is asking the Board to make is simply to submit comments
86 that essentially say that the State's blanket approach is not the right approach for the Town and
87 that Dover and other communities, as they stand today, are incapable of meeting the requirements.
88 He strongly encourages the Board to vote to submit comments as it provides the Town's first
89 communication on record to the State during the public comment period. The Selectmen are in

90 agreement that while they are not in favor of the language used by the State, it is procedurally
91 correct to notify the State of the Town's compliance.

92
93 Mr. Jeffries moved to direct Land Use Director Courtney Starling to submit the Community
94 Information Form and Public Comments to the Department of Housing and Community
95 Development on behalf of the Board of Selectmen, seconded by Ms. Hunter; it was unanimously
96 approved by roll call vote.

97
98 **I.4 Water System Sustainability Consultant Discussion and Potential Vote**
99 In the fall of 2021, the Town issued a Request for Qualifications (RFQ) from qualified engineering
100 firms to study Dover's public water system and develop recommendations to create a path forward
101 that will improve the quality and quantity of Dover's local water supply, as well as provide on-
102 demand technical assistance, as needed, to represent the Town's interests in discussions on, and
103 evaluations of, water-related issues. Proposals were received and reviewed and Kleinfelder, Inc.
104 and CDM Smith, both previously engaged by the Town, were selected by the Water Resource
105 Committee as potential candidates. A rigorous meeting and interview process was held, and while
106 both of these quality firms provided excellent presentations, it was determined that CDM Smith,
107 based on output, knowledge and depth of experience, would provide the Town with the required
108 qualifications. Mr. Dwelley conducted a thorough background and reference check, and the results
109 were stellar. CDM will prepare a Scope of Work and Cost Proposal, and a final contract will be
110 submitted to the Selectmen for approval. Mr. Myrick commented that the Town is in a very good
111 place with CDM Smith, and the Board thanked the Water Study Committee for their extensive
112 efforts in securing the consultant and for their work on the Committee.

113
114 Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to CDM
115 Smith and the long-range water sustainability study, seconded by Ms. Hunter; it was unanimously
116 approved by roll call vote.

117
118 **I.7 Board of Selectmen Updates**
119 The Board of Selectmen reported on the following projects and initiatives.

120
121 Upcoming Events – Mr. Jeffries reminded residents that the Town Caucus will be held on Monday,
122 March 7, 2022 at 7:30 PM in the Great Hall and the Warrant Committee's Open Hearing will be
123 held on Monday, March 14 at 7:30 PM via Zoom. Details on each event are on the Town's website
124 at doverma.gov.

125
126 Covid-19 Mask Mandate – The State has removed the mask mandate; masks are no longer required
127 in Town facilities.

128
129 Road Conditions – Mr. Jeffries commended the Highway Department for their efficient work
130 cleaning up the roads after a recent storm.

131
132 Contribution Recognition – Mr. Springett and Chair of the Community Center Building Committee
133 Ford Spalding have started a discussion regarding recognition of the contributions of the many
134 individuals, past and present, who have served on committees related to the Caryl Community
135 Center or who have been involved with the management, upkeep, and future direction of the
136 building. It was suggested that a traditional plaque listing the individual names be placed on or

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137 near the building. Mr. Springett and Mr. Ford will continue this dialogue, and all suggestions are
138 welcomed.

139

140 **I.8 Town Administrator Updates**

141 The Town Administrator reported on the following projects and initiatives.

142

143 Hale Reservation Task Force – Mr. Dwelley reported that the draft of the Conservation Restriction
144 (CR) for various areas of the Hale property is progressing along nicely and productive
145 conversations with Hale and the Trustees continue.

146

147 Office Moves – Due to the upcoming renovations at the Caryl Community Center, both the Council
148 on Aging (COA) and the Parks and Recreation (P&R) Department have moved their offices. The
149 COA is now housed on the first floor of the Town House, and P&R is at the Highway Department.
150 Thanks were extended to Kate O'Brien and Dave Sullivan for coordinating and organizing the
151 move, and to Karl Warnick, Brad Crosby, and Scott Wainwright for efficiently preparing the new
152 spaces and moving the offices.

153

154 Reserve Policy Recommendations – Mr. Dwelley met with the Warrant Committee to present a
155 high level overview of the Reserve Policy Recommendations put forth by the Free Cash and
156 Capital Reserve Policy Working Groups. Mr. Dwelley is drafting a presentation which reflects
157 the input of both groups and once finalized, that document will be used to prepare for Town
158 Meeting. Mr. Dwelley suggested that the Warrant Committee, the Capital Budget Committee and
159 the Board of Selectmen vote to support the final Reserve Policy Recommendation.

160

161 Aquarion Water – Aquarion Water will be performing a robust flushing of the water system, and
162 customers will be receiving notification of that prior to the start of flushing. The new Aquarion
163 bills communicate information as well as contain tips and strategies for water use.

164

165 **C.1 Consent Agenda**

166 The following items are included on the Consent Agenda:

- 167 • Approve Waiver of Building Permit Fee for the Community Center Building Project
- 168 • Approve Special One-Day Liquor License for March 18, 2022
- 169 • Approve January 6, January 20, January 27 and February 3, 2022 Open Session Meeting
170 Minutes

171

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

174

175 **Adjournment**

176 At 7:57 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved
177 by roll call vote.

178

179 DOVER BOARD OF SELECTMEN

180

181

182

183 _____
Robyn Hunter, Clerk