



AGENDA
BOARD OF SELECTMEN PLANNING MEETING
August 9, 2023

Following the guidance issued by the Commonwealth in 2020 regarding the Open Meeting Law, this public meeting will be held remotely, and individuals wishing to participate may do so by utilizing Zoom video conferencing technology. To join the meeting by video conferencing using a computer or tablet, please click on the link <https://us06web.zoom.us/j/88488777495> and enter the Meeting ID 884 8877 7495 and Passcode 885275. To join by telephone only, please call 1-646-876-9923. Please see the attached page regarding Zoom participation.

- 12:00 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.
- 12:05 PM I.1 Vote Response to Open Meeting Law Complaint Filed by Jonathan Fryer Dated August 3, 2023 on File with the Town Clerk Regarding the July 25, 2023 Board of Selectmen Meeting
- 12:20 PM I.2 Review of Board/Committee/Commission Feedback on FY24 Goals and Priorities
- 12:30 PM I.3 Finalize Goals and Priorities
- 12:45 PM Adjournment

The next scheduled meeting of the Board of Selectmen is Wednesday, August 23, 2023.

Join Zoom Meeting:

<https://us06web.zoom.us/j/88488777495>

Meeting ID: 884 8877 7495

Passcode: 885275

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

One Tap Mobile: +13126266799

Or Call on the Telephone:

Dial by your location

1 312 626 6799

1 646 876 9923

1 646 931 3860

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



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

TOWN OF DOVER
RECEIVED

Please note that all fields are required unless otherwise noted. 2023 AUG -3 | P 1: 59

Your Contact Information: TOWN CLERK

First Name: Jonathan Last Name: Fryer

Address: 16 Haven Street

City: Dover State: MA Zip Code: 02030

Phone Number: 508-785-1505 Ext. _____

Email: jfryer@dover-law.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?
(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Town of Dover Board of Selectmen

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: July 25, 2023

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On or about March 2, 2023, I served a public records request upon the Town of Dover Planning Board. Included with the documents produced was a privilege log asserting attorney client privilege over a dozen or so e-mails. I questioned the privilege designation and requested (via town counsel) that the Board of Selectmen (BOS) review the e-mails and examine whether the town counsels claims of privilege were warranted. If the BOS validated the privilege claim, I asked that they review the e-mails and waive the privilege claim in the interest of public disclosure.

I expected that I would have an opportunity to participate in the discussion of the e-mails. Unfortunately, the BOS noticed an executive session and held their discussion outside of the public view.

The notice of the executive session stated it was to "Discuss Strategy With Respect to Threatened Litigation Over Public records request from J, Fryer."

The BOS violated the Open meeting Law by:

1. Justifying going into an executive session claiming threatened litigation.

No litigation has been initiated or threatened.

2. Posting notice of the executive session that failed to adequately identify the subject matter of the meeting. The general public could not glean sufficient information from this notice to understand the nature of the meeting. The claim of threatened litigation is misleading.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

1. Rescind any votes taken at such meeting
2. Hold any new discussion in an open session
3. Publicly correct that there was no litigation pending or threatened at the time of the BOS meeting notice.
4. Publicly correct that the BOS wrongly used the executive session to discuss withholding Planning Board members emails from the public.
5. Release to the public the meeting minutes of the executive session.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

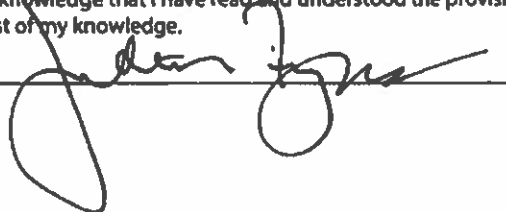
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____



Date: _____

8/3/23

For Use by Public Body: Date Received by Public Body:	For Use by AGO: Date Received by AGO:
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DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.2



**TOWN OF DOVER
Board of Selectmen**

To: Board of Assessors
Board of Health
Capital Budget Committee
Conservation Commission
Council on Aging
Open Space Committee
Personnel Board
Recycling Committee
Board of Appeals
Historical Commission
Town Report Committee
Board of Registrars
Veterans' Grave Officer
Memorial Day Committee
Trustees of Larrabee and Whiting
Board of Fire Engineers
Board of Library Trustees
Cemetery Commission
Town Moderator/Assistant Town Moderator
Community Center Building Committee
Parks and Recreation Commission
Planning Board
Warrant Committee
Cultural Council
Veteran's Services Director
Community Center Building Committee
Dover School Committee
Dover-Sherborn Regional School Committee
BOS Membership Size Study Committee

cc: Department Heads

From: Robert P. Springett, Chair
Board of Selectmen

Date: July 26, 2023

Re: Board of Selectmen's Fiscal Year 2024 Goals

Over the past several years, the Board of Selectmen has asked Dover's boards/committees/commissions to provide input and suggestions on its goals and priorities before a work plan was finalized for the fiscal year.

Building and expanding on that existing framework, the Selectmen have identified and prioritized their Fiscal Year 2024 goals and priorities and would very much appreciate your input. Please share this memo and attached document with your board/committee/commission members and send comments, if any, to Mona DiSciullo in the Selectmen's office at mdisciullo@doverma.gov no later than Tuesday, August 8, 2023.

Thank you for your time and thoughtful response.

FY24 Board of Selectmen Goals & Priorities		
Priority	Focus Area	Suggested Key Actions
Culture of Management	I. Define Role of BOS	1. Set Direction/Strategy 2. Set Priorities 3. Establish Accountability 4. Leadership - challenge the status quo 5. Management - set example 6. Establish Key Performance Metrics
	II. Succession Planning	1. Establish Policies 2. Document BOS Procedures/Policies/Practices
	III. Define Role of Warrant Committee	Work with Warrant Committee to review state statute, bylaws, and Massachusetts Association of Town Finance Committees resources.
	IV. Town Meeting Format	Work with Town Meeting Working Group to continue to improve format/flow.
Technology and Communication	I. Website	1. Redesign website to improve navigation/reduce clicks needed to find frequently accessed information and resources. 2. Identify and train content managers.
	II. Public Communication/Notification	Increase resident participation/sign-up for Town communications and emergency notifications.
Town Operation and Services	I. Treasurer and Accounting Operations	Continue to work with Interim Finance Director and consultants to implement best practices and modernization efforts.
Bylaw Changes	I. Employee Reporting	Work with volunteer boards and committees on centralizing personnel management and reporting structures.
Staffing	I. Recruitment and Onboarding	1. Successful recruitment of vacant positions. 2. Develop and document formal onboarding and training processes for new employees. 3. Reduce recruitment time.
Other	I. Community Center Project	
	II. Hale Reservation Conservation Restriction Proposal	
	III. BOS 3 to 5 Committee	
	IV. Improve Communication with Boards and Committees	

**Dover, MA**

Mona DiSciullo <mdisciullo@doverma.gov>

FW: Dover Board of Selectmen FY24 Goals and Priorities

1 message

Carol Lisbon <clisb51@gmail.com>

Mon, Aug 7, 2023 at 11:54 AM

To: "mdisciullo@doverma.gov" <mdisciullo@doverma.gov>

First, thank you very much for giving the entire Town governance structure the opportunity to participate in this process. **The comments below are a compilation from all Planning Board members.** You will note that many share your goals but also included are those that focus on the operations of the land use boards, committees and departments on the ground floor of the Town House. As we are a decentralized group, I do believe we have lacked a common focus and visibility on how these functions are currently being handled using antiquated and inefficient processes. These department responsibilities are critical to the future of Dover and are often the only interactions residents have with Town government. We fully appreciate that these suggestions require resources not currently available but as goals and priorities we believe they are essential to meet the overarching goal of improving Town operations to reflect the best use of technology and best practices in 2023.

1. implementation of an online permitting process for all land use departments (especially important if engineering transfers to a consultant basis)
2. strengthening digitization and content management/access systems across the Townhouse
3. support in the digitizing of paper records with appropriate system enhancements for search capabilities
4. website enhancements (search capabilities) and real in-house support for updates
5. installation of a real hybrid meeting room/system
6. improved mechanisms for community engagement (e.g., perhaps a better e-sign at the traffic light to take advantage of the thousands of cars that pass though the intersection every day, take a look at the Town Needham weekly newsletter)

The Planning Board welcomes the opportunity discuss these in more detail.

Thanks again,

Carol

**Dover, MA**Mona DiSciullo <mdisciullo@doverma.gov>

Re: Dover Board of Selectmen FY24 Goals and Priorities

1 message

CBakins <cbakins@comcast.net>

Tue, Aug 1, 2023 at 3:39 PM

To: Mona DiSciullo <mdisciullo@doverma.gov>

In reply to your request for comments re the above, I have two.

Special attention needs to be paid immediately to the accounting department so that basic, required reports are submitted timely.

What boards and committees are being considered in the proposed centralized reporting system and how would that system require bylaw changes?

I appreciate the Board's sharing their proposed Goals and Priorities with the many Town boards and committees.

Bonnie Akins

Board of Assessors

On Jul 26, 2023, at 4:47 PM, Mona DiSciullo <mdisciullo@doverma.gov> wrote:

Good Afternoon,

Please see the attached memo and chart from Board of Selectmen Chair Bob Springett regarding FY24 Goals and Priorities. I would appreciate it if you would share this document with members of your board/committee/commission.

Thank you.

Mona

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*Mona DiSciullo**Administrative Assistant**Dover Board of Selectmen/Town Administrator Offices**508-785-0032 x 221*

<FY24 BOS Goals & Priorities.pdf><BOS Goal Setting Memo for FY24.pdf>

TO: Board of Selectmen; Town Administrator
FROM: Kathy Weld
DATE: August 7, 2023
RE: Comments on BOS GOALS FY2024

Overall:

The BOS FY2024 goals show several areas in which the BOS is seeking major changes. Cementing such goals in place during the slow summer season when most people are away, with minds far from Town issues, does not seem like a truly inclusive move on its part.

That being said, it seems as if the BOS once again has too many plans on its plate, including this year a number of redundant or “make-work” goals, particularly in the Culture of Management category.

Specific:

The goal to “Define Role of Warrant Committee” strikes me as being outside the purview of the BOS.

The by-law change regarding “employee reporting” is described in rather veiled terms which make it difficult for citizens to recognize the real intent.

Staffing – recruitment and onboarding: Whose responsibility is this really? The TA or the BOS, especially step #2?

For whom are the “performance metrics” (under culture of management) intended?

The BOS could set a good management example by staying in its governance lane, allowing the Town Administrator to execute the policies it endorses, and not injecting itself into every detailed aspect of the areas under its jurisdiction.

Certain items in the FY2024 goals and objectives – challenge status quo, employee reporting, finance operations, and by-law – give me the sense that a complete overhaul is planned, indeed has already begun – a remake of Dover from a small, living, breathing, friendly “municipality,” to a hard, cold, presumably more efficient “corporation” controlled by a small group at the top. There are many of us with long public service records in the Town who want to preserve the best of the past methods of operation while embracing the best of the future and who are concerned with the direction in which we appear to be heading.

**Dover, MA**Mona DiSciullo <mdisciullo@doverma.gov>**Re: Dover Board of Selectmen FY24 Goals and Priorities**

1 message

Kay Petersen <kpetersen@doverma.gov>
To: Mona DiSciullo <mdisciullo@doverma.gov>
Cc: Jason Belmonte <jbelmonte@doverma.gov>

Mon, Aug 7, 2023 at 9:00 PM

I am writing with three needs that the Board of Health would like to see the Board of Selectman begin to address over the coming year:

1. The permitting system in Dover relies on paper forms and plans and multiple visits to several Town House offices by residents and contractors. Online permitting systems are now the standard of practice, and are much more effective. They are readily available, are increasingly used in other municipalities, and they clearly enhance customer satisfaction by making permitting processes more transparent, convenient, and efficient. The BOH strongly supports the purchase of such a system.
2. Dover's method of storage of documents used by the departments on the Lower Level of the Town House needs to be uniform and updated. Plans and reports, among other documents, should be digitized and stored in files that residents, contractors, and staff can access readily online. The Town needs to be sure that its digital storage system interfaces well with whichever online permitting system it ultimately purchases.
3. The BOH supports the creation of a group whose mission is to review water resource issues on an ongoing basis and make recommendations to the BOS for study or action. Examples of specific issues that the group should address include, but would not be limited to: monitoring of water quantity and quality; drought response; education of Town residents about water and wells; emerging information about PFAS; assessment of the impact of residential growth on the sustainability of the local aquifers; and the risk to wells in flood-prone areas. The BOH recommends that the group work across silos and include representatives from all departments that are involved with water as well as representatives from the Dover community.

Thank you for considering the issues I've raised as you plan your work for the next year. Please contact me if you have questions.

Kay Petersen, M.D.
Chair, Dover Board of Health
617-966-3558

On Wed, Jul 26, 2023 at 4:47 PM Mona DiSciullo <mdisciullo@doverma.gov> wrote:

Good Afternoon,

Please see the attached memo and chart from Board of Selectmen Chair Bob Springett regarding FY24 Goals and Priorities. I would appreciate it if you would share this document with members of your board/committee/commission.

Thank you.

Mona

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Mona DiSciullo
Administrative Assistant
Dover Board of Selectmen/Town Administrator Offices
508-785-0032 x 221



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.3