



**AGENDA**  
**BOARD OF SELECTMEN MEETING**  
**October 7, 2021**

**Following guidance issued by Governor Baker 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://zoom.us/j/91543582268> and enter the Meeting ID 915 4358 2268 and Passcode 740116. 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. Speakers are encouraged to notify the Selectmen's Office at 508-785-0032, x221 if they wish to speak during public comments to assist the Chairman in managing meeting times.*
- 6:35 PM      I.1      Discuss Designer Selection Process for Architectural Services for the Replacement of the Town House Roof and Potential Vote
- 6:45 PM      I.2.      Review of Board of Selectmen-Appointed Boards/Committees/Commissions
- 6:55 PM      I.3      Board of Selectmen Updates  
                    •   Upcoming Agendas
- 7:05 PM      I.4      Town Administrator Updates  
                    •   Recycling Committee Staffing Memo  
  
                    •   Water Effort Updates
- 7:15 PM      C.1      Consent Agenda  
                    •   Approve Acceptance of Commonwealth of Massachusetts Grants Totaling \$71,266 for the Police Department's 911 Dispatch Center and Officer Training  
  
                    •   Approve 2021 One-Day Special Liquor Licenses for October 2 (retroactive), November 13 and 18  
  
                    •   Approve September 1, 2021 Open Session Meeting Minutes
- 7:25 PM      ES.1      Executive Session – Discussion re Lease Negotiations for the Highway Garage Solar Roof Project Located at Two Dedham Street

The next scheduled meeting of the Board of Selectmen is October 21, 2021.

**Join Zoom Meeting:**

<https://zoom.us/j/91543582268>

**Passcode:** 740116

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

**One Tap Mobile:** +16468769923, 91543582268#

**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.



Raise Hand

4. If you are participating by phone, please email questions to the Board of Selectmen at [kobrien@doverma.gov](mailto:kobrien@doverma.gov) 24 hours before the meeting.



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.1**

## **Dover Town House Roof Committee**

### **Composition and Charge**

The Dover Town House Roof Committee shall consist of four members: the Town Administrator, the Superintendent of Building Maintenance, the Assistant Town Administrator, and the Chair of the Capital Budget Committee.

The Committee will be responsible for conducting the designer selection process in accordance with the Town of Dover's Designer Selection Procedure. The Committee will work with the architect selected by the Board of Selectmen to prepare construction documents, assist in the public bidding procurement process which includes contractor selection, and contract award. The architect will also provide construction administration services related to the roofing work. It will be the responsibility of the Committee to provide periodic updates to the Board of Selectmen regarding its progress.

*Date: October 7, 2021*

**TOWN OF DOVER  
DOVER, MASSACHUSETTS**

**Dover Town House Roof Committee**

**Designer Selection Procedure**

**1.0 Purpose and Scope**

This procedure governs the selection of Designers to perform Design Services for the Town of Dover (hereinafter the “Town”) as specified by the Dover Town House Roof Committee (hereinafter the “Committee”) acting for the awarding authority, the Board of Selectmen (hereinafter the “Selectmen”). The procedure is intended to comply with the purposes and intent of the State Designer Selection Board law, G.L. Chapter 7, section 38A 1/2 - 38 O and to encourage Designers to compete for Designer Services contracts for the Town of Dover.

**2.0 Definitions**

The terms “Designer”, “Designer services”, and “Building project”, are defined in Appendix A hereto and are consistent with the definitions included in the Designer Selection Guidelines issued by the Massachusetts Designer Selection Board on February 13, 2003. The term “Committee” shall mean the Dover Town House Roof Committee appointed by the Selectmen to act as a Designer Selection Board for the Dover Town House Roof project.

**3.0 Request for Proposals**

The Committee will determine the nature and extent of the design services required for a project, develop the project criteria, and include same in a request for proposals (hereinafter the “RFP”). The RFP will also include the following information to the extent applicable to the given project:

- (a) a description of the project, the specific designer services sought, the estimated construction cost if available, and the time allotted for the completion of the work;

- (b) when and where the program prepared for the project will be available for inspection by applicants, or a statement that there is no program beyond the information in (a) above;
- (c) the qualifications required of applicants for the project;
- (d) the categories of designers' consultants, if any, for which applicants must list consultants they intend to use;
- (e) the total dollar amount of the fee that has been set by the Committee, if applicable, or at its option the Committee may establish a not-to-exceed amount if the fee is going to be negotiated;
- (f) a copy of the Standard Designer Application Form for Municipalities and Public Agencies not within DSB jurisdiction 2005;
- (g) the deadline for submission of proposals;
- (h) the person and address to which proposals should be sent;
- (i) a statement concerning the required contents of the proposal; and
- (j) any other pertinent information;
- (k) sample contract to be executed substantially in the form provided.

#### **4.0 Solicitation of Proposals**

The Committee shall publicly advertise each RFP in *The Press* and the central register established under G.L. Chapter 9, section 20A, at least two weeks before the deadline for filing proposals, and may also solicit Designers by mail as a supplement to public advertising to create greater competition.

#### **5.0 Selection of Finalists**

The Committee will select at least three finalists based on written proposals and interviews, if required, and the following additional criteria:

- (a) prior similar experience and past performance of public and private projects;
- (b) financial stability;
- (c) identity and qualifications of the consultants, if any, who will work with the applicant; and

- (d) any other criteria the Committee considers relevant for the project.

### **6.0 Consultant Changes**

When the Committee has required that applicants list consultants which they intend to use, any changes in, or additions to, consultants named in the application must be reported to an approved by the Committee with a written statement by the Designer of the reasons for the change. No person or firm debarred pursuant to G. C. Chapter 149, section 44C, or disqualified pursuant to Chapter 7, section 38D, shall be so included as a finalist.

### **7.0 Selection of a Designer**

The Committee will select and rank in order of qualification at least three finalists, and transmit the list, a record of the final vote of the Committee, and a written statement explaining the Committee's decision to the Board of Selectmen which transmittal will be a public record. All material shall be made available to the Selectmen.

If the fee is specified in the RFP, the Selectmen will select the Designer to be awarded the contract from the list. If a Designer other than the one ranked first is selected, the Selectmen shall file a written justification with the Committee. If the fee is to be negotiated, the Selectmen may exclude any Designer from the list with a written explanation of the exclusion. The Committee will then negotiate among the remaining finalists in order of rank, and the Selectmen shall then select based on successful negotiations.

### **8.0 Contract Negotiation**

The Committee will negotiate a contract with the selected finalist with the assistance of the legal counsel for the Town. If a contract satisfactory to the Town cannot be negotiated with the selected finalist, the Selectmen will select another finalist as in Section 7.0 above.

### **9.0 Contract**

The contract negotiated by the Committee shall be approved by the Selectmen and legal counsel for the Town before award and include:

- (a) the fee stated as a total dollar amount and a provision for equitable adjustments in the event of changes in scope of services;
- (b) a certification that the Designer has not given, offered, or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract;

- (c) a certification that no consultant to, or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer;
- (d) a certification that no person, corporation, entity, other than a bonafide full-time employee of the Designer, has been retained or hired to solicit for or in anyway assist in the Designer in obtaining the contract upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the Designer;
- (e) a certification that the Designer has internal accounting controls as required by Chapter 30, section 39R, and that Designer will:
  - (1) maintain accurate and detailed accounts for a six year period after the final payment;
  - (2) file regular statements of management concerning internal auditing controls;
  - (3) file an annual audited statement;
  - (4) submit a statement from an independent certified public accountant that such accountant has examined management's internal auditing control and expresses an opinion as to their consistency with the statements in (2) above and whether such statements are reasonable with respect to transactions and assets that are substantial in relation to Designer's financial statements, [see G. L. Chapter 7, section 38H(e)]; and
- (f) a requirement that the Designer at his or her expense obtain and maintain professional liability insurance policy covering negligent error, omissions and acts of the Designer or of any person or business entity for whose performance the Designer is legally liable arising out of the performance of the contract. The Committee may require a consultant employed by the Designer to obtain and maintain a similar liability insurance policy. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as may be specified in the RFP, and shall cover the applicable period of limitations. The Designer shall furnish a certificate of insurance coverage to the Selectmen prior to the award of the contract.

## **10.0 Record Retention**



The Committee and the Selectmen will collect, and the Selectmen will retain the following records which will be available for inspection by the State Designer Selection Board and other authorized public agencies:

- (a) all information supplied by or obtained about each applicant;
- (b) all actions taken by the Committee; and
- (c) all actions taken by the Selectmen.

### **11.0 Open Meetings**

All meetings of the Committee and Selectmen shall be open to the public and any person shall be permitted to attend any meeting except as otherwise provided by G. L. Chapter 30H, section 11A 1/2.

### **12.0 Conflicts of Interest**

No member of the Committee shall participate in the selection of a Designer for any project if the member or any member of his or her immediate family:

- (a) has a direct or indirect financial interest in the award of the contract to any applicant;
- (b) is currently employed by, or is a consultant to or under contract to any applicant;
- (c) is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
- (d) has an ownership interest in, or is an officer or director of, any applicant.

### **13.0 Amendments**

This procedure may be amended or modified by the Selectmen so long as the procedures adopted continue to satisfy the purpose and intent of G. L. Chapter 7, section 38A 1/2 to 38O, and to require newspaper and central register advertising, a uniform application form, uniform evaluation procedure, a public written explanation of the reasons for the designer selection, and lump sum fees.

*October 7, 2021*

## APPENDIX A

### Definitions

“Designer”, an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:

- i. if an individual, the individual is a registered architect, landscape architect, or engineer;
- ii. if a partnership, a majority of all the partners are persons who are registered architects, landscape architect, or engineers;
- iii. if a corporation, sole proprietorship, joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects, or engineers, and the person to have the project in his or her charge is registered in the discipline for the project; or
- iv. if a joint venture, each joint venturer satisfies the requirements of this section.

“Designer services” means any of the following services provided by any designer, programmer, or construction manager in connection with any public building project:

- i. preparation of master plans, studies, surveys, soil tests, cost estimates or programs;
- ii. preparation of drawings, plans or specifications including but not limited to schematic drawings, preliminary plans and specifications, working plans and specifications or other administration of construction contract documents;
- iii. supervision or administration of a construction contract; and
- iv. construction management or scheduling.

“Building project”, a capital facility project undertaken for the planning, acquisition, design, construction, demolition, installation, repair or maintenance of any building and appurtenant structures, facilities, and utilities, including initial equipment and furnishings thereof.



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.2**

**BOARDS/COMMITTEES/COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN**

NAME/MEMBERSHIP/ESTABLISHED BY	RESPONSIBILITY	NOTES
<b>Board of Appeals (Board)</b> 5 members Town Code	Holds public hearings to review applications for variances, special permits, and comprehensive permits; upholds zoning by-law requirements.	
<b>Board of Fire Engineers (Board)</b> 3 members Town Code	Oversees the financial operations of the Fire Department and appoint all officers to the Department.	Invite to BOS Meeting
<b>Board of Registrars (Board)</b> 3 members and the Town Clerk MGL	Oversees the registration of voters and the publication of voter lists and the annual street list.	
<b>Cable TV Advisor (Individual)</b> Currently vacant since 2017 Not in Town Code or MGL	Responsible for monitoring contractual compliance involving Verizon and Comcast.	
<b>Caryl Management Advisory Committee (Committee)</b> 7 members - 5 appointed by BOS Ad hoc committee	Makes recommendations to BOS for maintenance and operation of the CCC including capital planning, policy development and tenant selection.	Proposed revised Charge has been submitted by Kathy Weld
<b>Community Center Building Committee Building Committee</b> 7 members Ad hoc committee	Provides support to the Community Center Building Owners' Project Manager and Designer and performs community outreach engaging residents with the project.	
<b>Conservation Commission (Commission)</b> 7 members Town Code	Administers and enforces the MA and Dover Wetlands Protection Acts and oversees over 450 acres of Town-owned conservation land.	

NAME/MEMBERSHIP/ESTABLISHED BY	RESPONSIBILITY	NOTES
<b>Council on Aging (Board)</b> 9 members Town Code	Coordinates and implements programs to meet the emotional, physical, and social needs of citizens over 60 and their families.	
<b>Cultural Council (Council)</b> At least 5 members Town Code	Awards grants received from MA Cultural Council to individuals/organizations who provide arts, humanities, and other cultural benefits to citizens.	Invite to BOS Meeting
<b>Emergency Management</b> Deputy Director (Individual) Town Code	Responsible for emergency event planning and helping affected citizens.	Invite to BOS Meeting
<b>Fence Viewers</b> 2 or more members MGL	Fence Viewers ensure fence maintenance compliance and settle disputes between neighbors.	Invite to BOS Meeting
<b>Finance Committee on Roads (Committee)</b> 5 members Currently inactive Town Code	Makes recommendations to the BOS for highway priorities, funding, and operations of the Highway Department.	Proposing elimination at 2022 Town Meeting
<b>Historical Commission</b> 7 members Town Code	Works with the MA Historical Commission to identify, preserve and protect Dover's historical resources (documents and buildings) and oversees demolition delay bylaw.	
<b>MBTA Advisory Board Representative (Individual)</b> MGL	MBTA Advisory Board plays a key role in the allocation of Federal funds for MBTA Capital Projects and is composed of the Chief Elected Officials of MA towns.	
<b>Norfolk County Advisory Board (Individual)</b> MGL	The Board reviews and approves county budgeting and appropriations.	

NAME/MEMBERSHIP/ESTABLISHED BY	RESPONSIBILITY	NOTES
<b>Open Space Committee (Committee)</b> 11 members - 9 appointed by BOS Town Code	Works to promote open space and land conservation; updates and revises Open Space and Recreation Plan	Invite to BOS Meeting
<b>Personnel Board (Board)</b> 5 members - 3 appointed by BOS Town Code	Establishes, maintains, administers a system of personnel administration to promote fair and efficient personnel policies.	
<b>Recycling Committee (Committee)</b> 7 members Town Code	Serves as the Town's focal point for all trash and recycling activities.	Invite to BOS Meeting
<b>Surveyor of Lumber (Individual)</b> not Town Code or MGL Last appointment was 2010	Historic Town position responsible for determining the amount and volume of wood. In modern terms, inspect and measure firewood and bark brought into the Town for sale to ensure the correct quantity and grade.	Proposing elimination at 2022 Town Meeting
<b>Technology Advisory Board (Board)</b> Membership not defined in Charge Ad hoc	Addresses technology development and coordinates its actions with all independent boards/committees/commissions.	
<b>Town Counsel</b>		
<b>Town Report Committee</b> 5 members Town Code	Responsible for collecting data and publishing mandated Town Report.	
<b>Town Sexton (Individual)</b> Last appointment was 2019 not Town Code or MGL	Oversees burials in public cemeteries (Wikipedia).	DPW Assessment

NAME/MEMBERSHIP/ESTABLISHED BY	RESPONSIBILITY	NOTES
Tree Committee (Committee) 3 members Town Code	Responsible for the stewardship of trees located in the Town's Right-of-Way.	DPW Assessment
Veteran's Grave Officer (Individual) Town Code	Serves as burial officer for indigent veterans; ensures all veterans' graves are maintained.	
Water Study Committee (Committee) Membership not defined in Charge Ad hoc	Tasked with researching water resources and protection/preservation of Dover's water supply.	Invite to BOS Meeting
Water Resources Task Force (Committee) 7 members Ad hoc	Tasked with assessing the Town's strategic water needs and protecting the water supply.	



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.3**



**DOVER**  
**BOARD OF SELECTMEN MEETINGS**  
**PROJECTED AGENDA ITEMS**

**October 21, 2021**

- Update on the Colonial Water Discoloration Issue
- Community Center Building Project Borrowing Discussion
- Review Capital Budgets for Board of Selectmen, Highway, and Police
- Board of Selectmen Updates
  - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda
  - Vote Noon Closing on Thanksgiving, Christmas, and New Year Eves
  - Approve 2022 Holiday Calendar

**November 4, 2021**

- Appointment to the Dover School Committee
- Board of Selectmen Updates
  - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda
  - Approve Renewal of Annual Package Store and Club Liquor Licenses

**November 18, 2021**

- Set Opening and Closing Dates for the 2022 Annual Town Meeting Warrant
- Quarterly Goals Discussion
- Board of Selectmen Updates
  - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.4**



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM C.1**

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**INTEROFFICE MEMORANDUM**

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**TO:** TOWN ADMINISTRATOR  
**FROM:** PETER MCGOWAN, POLICE CHIEF  
**SUBJECT:** 9121 GRANT APPLICATION  
**DATE:** SEPTEMBER 22, 2021  
**CC:**



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For more than a decade, the Dover Police Department has been participating in the Commonwealth's E-911 grant program. This program is designed to help with the costs of running a 911 dispatch center. This year, Dover qualifies for \$30,244.00 in Dispatch support, \$20,000 in Emergency Medical Dispatch Services, and \$21,022 in training hours reimbursement. and I respectfully request permission to accept for the grants again this year.

These funds will be used to defray the costs of salaries for call takers, basically assisting the department in not overspending our salary line item. Additionally, the grant includes the ability to renew a dispatch notification system that collects and disseminates summaries and urgent alerts of the department's activities, as well as EMD costs and training hours reimbursements.

Please let me know if you have any questions.

Town of Dover Gift / Grant Acceptance  
Boards & Departments – Board of Selectmen

Date: 9/22/21

From: Police Department  
Donee / Grantee Board or Department

On 9/22 the Police Department voted/agreed to accept from  
Date Donee / Grantee Board or Department

State 911 a gift / grant in the amount of 30,244  
Donor Name \$ Amount

to be deposited in the \_\_\_\_\_ account.  
Name of Gift / Grant Account

The purpose of the gift / grant is EQ11 OPERATIONAL SUPPORT  
State Purpose

The gift / grant is irrevocable / revocable. The gift / grant is unrestricted / restricted.  
Circle One Circle One

If restricted, list restrictions: Reimbursement of prior approved expenses only

Funds not required to meet the stated purpose will be \_\_\_ returned or \_\_\_ allowed to be used for  
Check applicable

Alternative Purpose

The Board of Selectmen have / have not voted to authorize expenditure of the gift / grant.  
Circle One

Signed: [Signature]  
Donee Board Chair or Department Head

Date: 9/22/21

Original, signed form must be received by the Town Accountant before any expenditure will be allowed.

- Original: Town Accountant
- 1<sup>st</sup> Copy: Town Treasurer
- 2<sup>nd</sup> Copy: Donee / Grantee Board or Department
- 3<sup>rd</sup> Copy: Board of Selectmen

Does a narrative addressing the impacts of this request (see section C in the Gifts and Grants Acceptance policy) accompany this request for expenditure? Yes / No  
Circle One

For multiple donors to same gift please attach list with names and amounts. Please also attach any additional supporting information that may be useful to support the gift or grant.

Town of Dover Gift / Grant Acceptance  
Boards & Departments – Board of Selectmen

Date: 9/22/21

From: Police Department  
Donee / Grantee Board or Department

On 9/22 the Police Department voted/agreed to accept from  
Date Donee / Grantee Board or Department

State 911 a gift / grant in the amount of 20,000  
Donor Name \$ Amount

to be deposited in the \_\_\_\_\_ account.  
Name of Gift / Grant Account

The purpose of the gift / grant is EMERGENCY MEDICAL DISPATCH  
State Purpose

The gift / grant is irrevocable / revocable. The gift / grant is unrestricted / restricted  
Circle One Circle One

If restricted, list restrictions: Use only for contract with EMO Provider

Funds not required to meet the stated purpose will be \_\_\_ returned or \_\_\_ allowed to be used for  
Check applicable

Alternative Purpose

The Board of Selectmen have / have not voted to authorize expenditure of the gift / grant.  
Circle One

Signed: [Signature]  
Donee Board Chair or Department Head

Date: 9/22/21

Original, signed form must be received by the Town Accountant before any expenditure will be allowed.

- Original: Town Accountant
- 1<sup>st</sup> Copy: Town Treasurer
- 2<sup>nd</sup> Copy: Donee / Grantee Board or Department
- 3<sup>rd</sup> Copy: Board of Selectmen

Does a narrative addressing the impacts of this request (see section C in the Gifts and Grants Acceptance policy) accompany this request for expenditure? Yes / No  
Circle One

For multiple donors to same gift please attach list with names and amounts. Please also attach any additional supporting information that may be useful to support the gift or grant.

Town of Dover Gift / Grant Acceptance  
Boards & Departments – Board of Selectmen

Date: 9/22/21

From: Police Department

Donee / Grantee Board or Department

On 9/22 the Police Department voted/agreed to accept from  
Date Donee / Grantee Board or Department

State 911 a gift / grant in the amount of 21022  
Donor Name \$ Amount

to be deposited in the \_\_\_\_\_ account.

Name of Gift / Grant Account

The purpose of the gift / grant is 911 Continuing education for officers  
State Purpose

The gift / grant is irrevocable / revocable. The gift / grant is unrestricted / restricted.

Circle One

Circle One

If restricted, list restrictions: reimbursement of approved training  
hours only

Funds not required to meet the stated purpose will be \_\_\_ returned or \_\_\_ allowed to be used for  
Check applicable

Alternative Purpose

The Board of Selectmen have / have not voted to authorize expenditure of the gift / grant.

Circle One

Signed: [Signature]  
Donee Board Chair or Department Head

Date: 9/22/21

Original, signed form must be received by the Town Accountant before any expenditure will be allowed.

Original: Town Accountant

1<sup>st</sup> Copy: Town Treasurer

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3<sup>rd</sup> Copy: Board of Selectmen

Does a narrative addressing the impacts of this request (see section C in the Gifts and Grants  
Acceptance policy) accompany this request for expenditure? Yes / No

Circle One

For multiple donors to same gift please attach list with names and amounts. Please also attach any  
additional supporting information that may be useful to support the gift or grant.



**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:** Special Occasion Servers, Inc.

**Name/Address Where Approved License Should be Sent:** John Shue

**Telephone and E-mail of Applicant:** 5083411104,

**Name of Bartender or Caterer:** Special Occasion Servers, Inc.

**Telephone and E-mail of Bartender or Caterer:** 508-341-1104, starr58sos@msn.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:** 10/02/2021

**Start/End Times of Event:** 4 pm, 8 pm

**Location of Event:** Springdale Field


**Description of Event:** (ex., wedding, reunion): Field Festival

**Number of Attendees:** 100

**Event is:** Nonprofit

**Event is:** Public

**Liquor License is for:** Wine and Malt Beverages Only

<b>Police Chief Approval</b>	
Date Approved: <u>9/24/21</u>	 Police Chief Signature
Last Call: <u>7:30 pm</u>	
Tips Certification: <u>on file</u>	
<b>Board of Selectmen Approval</b>	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____





**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:** The Trustees Powisset Farm -- Jamie Picard

**Name/Address Where Approved License Should be Sent:** Jamie Picard -- 37 Powisset Street

**Telephone and E-mail of Applicant:** 5087850339,

**Name of Bartender or Caterer:** Jamie Picard

**Telephone and E-mail of Bartender or Caterer:** 5087850339, jpicard@thetrustees.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:** 11/13/2021

**Start/End Times of Event:** 11 AM, 6 PM

**Location of Event:** Powisset Farm

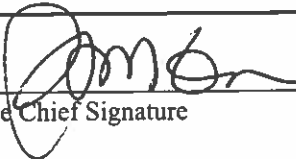
**Description of Event:** (ex., wedding, reunion): Reach the Peak

**Number of Attendees:** 150

**Event is:** Nonprofit

**Event is:** Public

**Liquor License is for:** All Alcoholic Beverages

<b>Police Chief Approval</b>	
Date Approved: <u>9/29/21</u>	 _____ Police Chief Signature
Last Call: <u>5:30 pm</u>	
Tips Certification: <u>on file</u>	
<b>Board of Selectmen Approval</b>	
Date Approved: _____	_____ Board of Selectman Signature
Fee Collected: _____	_____ Board of Selectman Signature
	_____ Board of Selectman Signature



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

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**Name/Address Where Approved License Should be Sent:** Jamie Picard 37 Powisset Street

**Telephone and E-mail of Applicant:** 5087850339,

**Name of Bartender or Caterer:** Jamie Picard

**Telephone and E-mail of Bartender or Caterer:** 5087850339, jpicard@thetrustees.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:** 11/18/2021

**Start/End Times of Event:** 5 PM, 9 PM

**Location of Event:** Powisset Farm

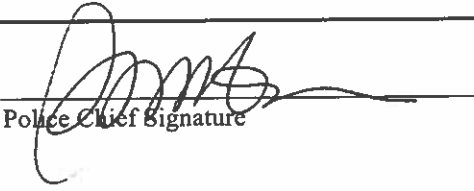
**Description of Event:** (ex., wedding, reunion): Adult Cooking Class

**Number of Attendees:** 12

**Event is:** Nonprofit

**Event is:** Public

**Liquor License is for:** All Alcoholic Beverages

<b>Police Chief Approval</b>	
Date Approved: <u>9/28/21</u>	 Police Chief Signature
Last Call: <u>8:30 pm</u>	
Tips Certification: <u>on file</u>	
<b>Board of Selectmen Approval</b>	
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  
September 1, 2021**

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

**ATTENDEES:** Community Center Building Committee Chair Ford Spalding; Dr. Kay Petersen, Dr. Steve Kruskall, Gerry Clarke, Board of Health; Carol Lisbon, Planning Board and Recycling Committee; Kate Cannie, Board of Fire Engineers; Janet Claypoole, Council on Aging Director; Superintendent of Buildings Karl Warnick

**PRESS:** None present.

**Citizens’ Comments**

There are no citizens’ comments.

**I.1 Discussion on the Contract Extension with Fennick McCredie Architecture and Potential Vote**

At the August 26, 2021 Board meeting, the Selectmen discussed a fee proposal for designer services for the Community Center Building submitted by Fennick McCredie Architecture (FMA). FMA previously contracted with the Town to provide feasibility and schematic design services for the Building. The Board had some concerns with the proposal, and Phil Palumbo of Colliers Project Leaders, the Owner’s Project Manager, and Deborah Fennick of FMA spoke to their concerns and provided a summary of the fee proposal. It was pointed out that the Building Committee had not yet had the opportunity to review the fee proposal. The Selectmen requested the input and recommendations of the Building Committee and decided to defer their vote on the fee proposal until the September 9, 2021 Board meeting. Building Committee Chair Ford Spalding reported that the Committee did meet on August 30, 2021 and had no comments or questions and voted, five to two, in favor of the fee proposal. The two members who abstained did so because they had not yet reviewed the proposal. In response to additional questions from the Board, Mr. Spalding provided brief remarks about the project costs and the timeline.

Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to Fennick McCredie Architecture’s Fee Proposal for Designer Services, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

46 **I.2 Mask Mandate Discussion and Potential Vote**

47 The Board of Health (BOH) presented its plan to issue a mask-wearing mandate for Dover due to  
48 the rising rates of Covid-19 cases in Massachusetts as well as in Dover. Dr. Petersen provided  
49 facts about the Delta variant, its transmission rates and the risk to vaccinated and unvaccinated  
50 individuals. The Board of Health prepared a detailed slideshow which included figures from the  
51 Massachusetts Department of Public Health showing the number of confirmed cases,  
52 hospitalizations, deaths, and vaccinations rates in Massachusetts as well as figures showing the  
53 number of cases specific to Dover. Dr. Petersen spoke about the effectiveness of masks and their  
54 role in reducing hospitalization and death rates and relayed facts about the rates and situations of  
55 states that have masked mandates and those which do not. The Board of Health believes that  
56 masking is crucial to reducing the transmission rate of Covid-19 and is vital in promoting the health  
57 of the community. She emphasized that the Board of Health's goal is to promote policy that  
58 protects the public. The BOH is in the process of drafting a public health order that mandates  
59 masks in municipal buildings and in buildings that are open to the public and, once instituted, the  
60 order will be reviewed regularly to determine its status. Further conversation centered on a mask  
61 mandate versus a mask recommendation and communities that have instituted and/or rescinded  
62 the mandate and the resulting numbers. Also discussed was the enforceability of a mandate and  
63 finding the right balance of reasonable intervention for the public good.

64  
65 Before any decision is made regarding a mandate, Mr. Jeffries and Mr. Springett are in favor of  
66 perhaps reconvening the Covid-19 Taskforce or convening a group that reflects a broader  
67 consensus view to specifically discuss the mask issue and other Covid concerns. Ms. Hunter has  
68 no issues with a mask mandate or wearing a mask in a public setting.

69  
70 The Selectmen thanked the Board of Health and acknowledged the countless hours it has worked  
71 to combat the effects of the pandemic.

72  
73 **Adjournment**

74 At 7:54 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved  
75 by roll call vote.

76  
77 DOVER BOARD OF SELECTMEN

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Robyn Hunter, Clerk