



**AGENDA**  
**BOARD OF SELECTMEN MEETING**  
**October 21, 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/92771227112> and enter the Meeting ID 927 7122 7112 and Passcode 318328. 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      Update on the Colonial Water Discoloration Issue
- 6:55 PM      I.2.      Appointment to the Dover School Committee
- 7:05 PM      I.3      Norfolk County ARPA Grant Management Update and Appointments
- 7:15 PM      I.4      Community Center Building Project Borrowing Discussion
- 7:25 PM      I.5      Review Capital Budgets
- 7:35 PM      I.6      Discuss Waiver of Building Permit Fee for the Town House Window Replacement Project and Potential Vote
- 7:45 PM      I.7      Board of Selectmen Updates  
                    • Upcoming Agendas
- 7:55 PM      I.8      Town Administrator Updates
- 8:05 PM      C.1      Consent Agenda  
                    • Approve September 9, 2021 Open Session Meeting Minutes  
                    • Vote Noon Closing on Thanksgiving Eve
- 8:10 PM      Adjournment

The next scheduled meeting of the Board of Selectmen is November 4, 2021.

**Join Zoom Meeting:**

<https://zoom.us/j/92771227112>

**Meeting ID:** 927 7122 7112

**Passcode:** 318328

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

**One Tap Mobile:** +16468769923, 92771227112#

**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 BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.2**

**To: Dover Board of Selectmen**  
John Jeffries, Chair  
Robyn Hunter  
Robert Springett


**From: Dover School Committee**  
Sara Gutiérrez Dunn, Chair  
Colleen Burt  
Elizabeth Grossman  
Mark Healey

**Date: October 19, 2021**

**Re: Dover School Committee Vacancy**

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The Dover School Committee recommends the appointment of Jeff Cassidy to fill the unexpired term of Leslie Leon until the 2022 Dover town election. Please find attached the candidate's letter of interest and resume.

**From:** Jeff Cassidy jcassidy318@gmail.com   
**Subject:** Application for School Committee  
**Date:** October 12, 2021 at 9:19 PM  
**To:** gutierrez-dunns@doversherborn.org



Dear Sara,

I have been a resident of Dover for three years. My Two daughters currently attend Chickering. I was raised by a family of teachers and for the last 8 years I have worked for an education company. I would appreciate the opportunity to be able to give back to the community and to the school which has already given our family so much. Please accept my attached resume as my application for the current open School Committee seat. Please let me know if there is any additional information you need from me to consider my application.

Thank you  
Jeff



Jeff Cassidy  
Resum...22.pdf

# JEFF CASSIDY

JCassidy318@gmail.com

linkedin.com/in/cassidyjeff/

(617) 584 8124 / Dover, MA

- Global C-Level Finance & Business leader with 15+ years of experience
- Proven leadership at small, medium, and large size organizations across multiple geographies
- Extensive knowledge across travel, consumer, restaurant, retail, biotech, edtech, technology, & financial services
- Skills include: Finance, Strategy, Team Leadership, BI, Product Development, Investor Relations, and Operations

## Professional Experience

### EF Education First

Aug 2013 – Present

EF Education First is an international education company that specializes in language training, educational travel, academic degree programs, and cultural exchange.

### Chief Financial Officer “EF Tours”

Nov 2018 – Present

Partner to the CEO on all business matters, specifically overseeing Finance, Accounting, and Strategy teams.

- Lead global finance and accounting teams of roughly 100 employees (US, Canada, Europe, India, and China)
- Set business strategy and goals directly with CEO and Board of Directors
- Provided financial stewardship and cashflow engineering to weather the Covid 19 Pandemic
- Recruit, hire and retain top talent. Not a single senior person in the finance organization departed on their own throughout my tenure as CFO
- Evaluate and execute on M&A opportunities
- Oversight over international tax structure to ensure compliance
- Work with audit firm on interim and annual audits
- Co-created and oversee our entry level financial leadership development program in North America
- Foster EF’s Entrepreneurial culture to maintain an innovative, fast moving company
- Reimagined the Board of Director presentations to help facilitate more productive collaboration
- Champion for technology efforts to become more modern for customers and streamline operations

### VP Finance Strategy & Product “EF Educational Tours”

Aug 2013 – Oct 2018

Partnered with the President; initially leading the finance team and grew the role to oversee almost every department. Directed and oversaw finance, analytics, business strategy, market development, business development and customer loyalty program for the market leader in international student tours.

- Developed and executed business strategy
- Doubled top line revenue while increasing profitability by 400%
- Implemented new sales compensation structure for all levels of sales teams
- Initiated semi-annual business reviews for sales directors to ensure P&L accountability at that level
- Responsible for finance, analytics, strategy, market development, business development and customer loyalty
- Built a BI Function and developed new KPI’s to help drive the business more intelligently

### Panera Bread

Mar 2012 – Aug 2013

### Senior Manager Corporate Planning

Managed forecast process across organization, delivering updates & recommendations to senior team monthly.

- Responsible for building Financial Plan and reworking the way it was presented to the executive team
- Worked closely with operations teams to understand and grow same store sales trends
- Developed Board of Director and investor presentations
- Built new process for Quarterly earnings preparation for Wall Street analyst calls

**Vertex Pharmaceuticals, Inc.***Jan 2009 – Mar 2012***Manager Strategic Finance & Analytics**

Led valuation and internal strategy consulting projects for the Executive Team, Finance, Business Development, and Investor Relations focused on portfolio decision analysis, cash flow modeling, corporate planning and capital markets

- Led cash flow modeling and mid range planning for the CFO to support \$1B of debt and equity financing
- Coordinated semiannual R&D portfolio planning to enable portfolio prioritization and optimization.
- Led quarterly investor relation preparation sessions with Investor Relations, Finance, and Executive team
- Select responsibilities: discounted cash flow modeling, Stock analyses, portfolio optimization, market and company analyses, Monte Carlo analyses, Board of Directors presentation preparation, task force leader

**General Electric***Jan 2007 – Jan 2009***Financial Management Program**

Graduated from GE's premier management leadership development program; completed four job rotations: Portfolio Analysis, Corporate Finance, Strategic Pricing, and Capital Markets; Completed training in Corporate Strategy, Controllershship, Operational Accounting, Financial Statement Analysis, Lean/Six Sigma, and Leadership Skills.

**CampusLIVE.com***Sep 2006 – Jan 2009***Co-Founder & CFO**

"#3 best Entrepreneur under the age of 25" ranked by Businessweek.com.

CampusLIVE was a company whose platform enabled students to connect to brands in fun and exciting ways

- Raised seed funding, managed financial records, forecasted earnings, and deployed early marketing strategy

**Education**

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**University of Massachusetts Amherst***Dec 2006*

BBA Isenberg School of Management, *Cum Laude*

Major: Marketing, Minor: Economics

**Boston Latin School***Jun 2003***Interests**

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Playing Sports (Ice Hockey, Cycling, Swimming), Entrepreneurship, Politics, Personal Finance/Investments





## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.3**



# Norfolk County - American Rescue Plan Act

Presentation of Portal Access and Use

# Welcome!

# Norfolk County - American Rescue Plan Act

## Presentation of Portal Access and Use

# Agenda

1. Welcome (Commissioner(s) remarks) -Joining are Clifton Larson Allen and Powers and Sullivan
2. Brief background/update since August 23 presentation
  - a. Tri-county involvement has grown to quad-county!
  - b. Portal opening is second in the Commonwealth (behind Plymouth County)
  - c. Norfolk County is examining opportunity to harness the CLA product for use by communities for their NEU usage - more to follow
3. Presentation of portal by CLA
  - a. Demo of a mock application entry and it's path through initial screening by CLA, secondary screening by P&S, and final approval by County for payment.
  - b. Note the technical support button for communities to reach in the event they have questions about the program
  - c. Note on sub-recipient applications
  - d. Note on 25% allotment
4. Presentation of updated ARPA grants by communities less County share and with 25% allotment
5. Announce portal activation/opening on Monday October 18, 2021 at 9:00

# Norfolk County - American Rescue Plan Act

Presentation of Portal Access and Use

## Note

- Zoom rules apply - raise hand to be recognized for questions - please announce your name and city/town affiliation - mute when not speaking
- This meeting is being recorded for future reference



# Norfolk County - American Rescue Plan Act

Presentation of Portal Access and Use

Demonstration of ARPA portal by  
Clifton Larson Allen (CLA)

# Norfolk County - American Rescue Plan Act

## Presentation of Portal Access and Use

### Allotment

- Norfolk County will be allotting 25% of a community's award to start this program
- A presentation of what this value is (less county administration and project costs) follows
- Exceptions to this rule will be entertained for projects that require funding above this level

# Norfolk County - American Rescue Plan Act

## Presentation of Portal Access and Use

### ARPA Coronavirus Local Fiscal Recovery Fund Allocations by Municipality

Municipality	2019 population	US Treasury Classification	DPH Hardest Hit Community	Municipal Allocation	Total Per Capita Amount	Total Paid to Date	County Amount	"County Amount" less Admin/County share*	Expected 25% allotment	County Amt per Capita	Implied Total Amount with County
Avon	4,549	Nonentitlement Unit	N	476,137	105	238,069	888,590	857,082	214,271	194	1,359,727
Bellingham	17,270	Nonentitlement Unit	N	1,807,626	105	903,813	3,354,495	3,253,860	813,465	194	5,162,121
Braintree	37,190	Nonentitlement Unit	N	3,892,624	105	1,946,312	7,228,722	7,007,010	1,751,753	194	11,116,345
Brookline	59,121	Metropolitan City	N	32,406,450	548	16,203,225	11,488,561	11,139,054	2,784,764	194	43,890,011
Canton	23,805	Nonentitlement Unit	N	2,491,635	105	1,245,817	4,628,842	4,485,127	1,121,282	194	7,115,477
Cohasset	8,548	Nonentitlement Unit	N	894,707	105	447,353	1,660,349	1,610,599	402,635	194	2,555,056
Dedham	25,219	Nonentitlement Unit	N	2,639,636	105	1,319,818	4,898,495	4,751,540	1,187,885	194	7,538,131
Dover	6,127	Nonentitlement Unit	N	641,304	105	320,652	1,190,098	1,154,395	288,599	194	1,831,402
Foxborough	18,399	Nonentitlement Unit	N	1,925,797	105	962,898	3,573,790	3,466,576	866,644	194	5,499,587
Franklin	34,087	Nonentitlement Unit	N	3,567,837	105	1,783,919	6,621,000	6,422,370	1,605,593	194	10,188,837
Holbrook	11,033	Nonentitlement Unit	N	1,154,808	105	577,404	2,143,081	2,078,740	519,685	194	3,297,839
Medfield	12,955	Nonentitlement Unit	N	1,355,981	105	677,991	2,516,357	2,440,866	610,217	194	3,872,338
Medway	13,479	Nonentitlement Unit	N	1,410,827	105	705,414	2,618,138	2,539,594	634,898	194	4,028,965
Mills	8,310	Nonentitlement Unit	N	869,796	105	434,898	1,614,120	1,565,696	391,424	194	2,483,916
Milton	27,593	Nonentitlement Unit	N	2,888,119	105	1,444,060	5,359,617	5,198,828	1,299,707	194	8,247,736
Needham	31,388	Nonentitlement Unit	N	3,285,337	105	1,642,668	6,096,751	5,913,848	1,478,462	194	9,382,088
Norfolk	12,003	Nonentitlement Unit	N	1,256,337	105	628,168	2,331,442	2,261,499	565,375	194	3,587,779
Norwood	29,725	Nonentitlement Unit	N	3,111,273	105	1,555,636	5,773,793	5,600,521	1,400,130	194	8,885,006
Plainville	9,293	Nonentitlement Unit	N	972,685	105	486,342	1,805,056	1,750,904	497,726	194	2,777,741
Quincy	94,470	Metropolitan City	N	45,316,692	480	22,658,346	18,349,690	17,799,199	4,449,800	194	63,666,382
Randolph	34,362	Nonentitlement Unit	Y	3,596,621	105	1,798,310	6,674,416	6,474,184	1,618,546	194	10,271,037
Sharon	18,895	Nonentitlement Unit	N	1,977,712	105	988,856	3,670,132	3,560,028	890,007	194	5,647,845
Stoughton	28,915	Nonentitlement Unit	N	3,026,491	105	1,513,246	5,616,400	5,447,908	1,361,977	194	8,642,891
Walpole	25,200	Nonentitlement Unit	N	2,637,648	105	1,318,824	4,894,805	4,747,961	1,186,990	194	7,532,452
Wellesley	28,670	Nonentitlement Unit	N	3,000,847	105	1,500,424	5,568,811	5,403,747	1,350,437	194	8,569,659
Westwood	16,400	Nonentitlement Unit	N	1,716,564	105	858,282	3,185,508	3,089,943	772,486	194	4,902,072
Weymouth	57,746	Metropolitan City	N	17,804,215	308	8,902,108	11,216,484	10,879,989	2,719,997	194	29,020,699
Wrentham	12,023	Nonentitlement Unit	N	1,258,430	105	629,215	2,395,927	2,265,267	566,317	194	3,593,757
<b>Total</b>	<b>706,775</b>			<b>147,384,136</b>	<b>3,961</b>	<b>79,692,068</b>	<b>137,282,760</b>	<b>133,164,277</b>	<b>39,291,069</b>	<b>5,492</b>	<b>284,666,896</b>

\* County share is 2.5% for Administrative costs and .5% for eligible County projects.

# Norfolk County - American Rescue Plan Act

Presentation of Portal Access and Use

## Portal activation

- Scheduled for Monday October 18, 2021 at 9:00AM
- The site link will be sent to all Norfolk County Cities/Towns (note - this link is not the County's home page)
- We have reached out to each City/Town requesting information to register your community



# Norfolk County - American Rescue Plan Act

## Presentation of Portal Access and Use

# Your Portal Use

### *We require the following;*

1. Please submit your city/town ABA# and Account # that the County will use to remit payment via electronic funds transfer
2. Please provide your city/town EIN# and DUNS#
3. Each city/town will need to provide the names of (2) contacts - a “Creator” and a “Certifier”
  - a. A “Creator” will typically be a Town Accountant or Fiscal Director
  - b. A “Certifier” will typically be a Town Administrator or Town Manager
  - c. We will need the names, email addresses, and cell phone numbers for each contact (this allows for the dual authentication process to work)
  - d. City/town portal access will not be opened until this information is received
4. Each city/town shall validate these (2) points of contact either through elected oversight board vote or through city/town executive appointment (Town Manager/Mayor)
5. In order for your portal access to be opened, please send to [wbuckley@norfolkcounty.org](mailto:wbuckley@norfolkcounty.org)

# Norfolk County - American Rescue Plan Act

Presentation of Portal Access and Use

# Questions?



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.4**

## Memorandum

To: Board of Selectmen  
Chris Dwelley, Town Administrator

From: Carl F. Valente, Acting Finance Director  
Gerard Lane, Treasurer Collector

Re: Caryl Community Center Building Project Borrowing Discussion

Date: October 19, 2021

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Staff would like to have a follow-up discussion to the Board's September 23 meeting regarding the issuance of debt for the Caryl Community Center (CCC) building project. Direction by the Board (i.e., a vote) is requested.

To recap, the inter-related issues the Board is considering are:

- **The Potential Debt Exclusion Impact of Rising Interest Rates**
  - **Whether to Issue Short-Term Bond Anticipation Notes (BANs) or Long-Term Bonds**
  - **When to Issue the Debt**
  - **How Much Debt to Issue**
- 

### **The Potential Debt Exclusion Impact of Rising Interest Rates**

Given the amount of inflation the economy is experiencing and the indications that this may continue for a while, it is not unreasonable to foresee that the Fed will increase interest rates one or more times over the next 6-12 months. In past years, interest rate adjustments tended to be in the .25% range for each increase made by the Fed. If the Town issues \$15,000,000 in long-term debt, for each increase in rates of .25%, the total impact on debt service over the 20-year period of a long-term bond would be approximately \$448,000.

The Town's financial advisor reports that they are seeing much more acceleration of long-term debt issuance to lock in rates rather than delays in bonding and/or the use of BANs.

### **Whether to Issue Short-Term Bond Anticipation Notes (BANs) or Long-Term Bonds**

Typically, for a capital project of this size and duration, a municipality will issue a short-term Bond Anticipation Note or BAN at the beginning of the project and another BAN approximately halfway through. Then, a Bond (long-term borrowing) will be issued to retire any BANs at the conclusion of the project when all final project costs are known. Of course, there are many potential variations on the timing of issuing Bonds and BANs.

As noted above, because we are entering a period when Bond interest rates are anticipated to increase, there is a potential financial incentive to issue the Bonds early into the CCC project to lock in the current low long-term interest rates.

## **When to Issue the Debt**

The Town needs six to eight weeks to issue either a BAN or Bond, once a decision is made by the Selectmen.

At a minimum, the Town needs to issue either a BAN or Bond before the end of Fiscal Year 2022, as project costs are being incurred and currently funded with the Town's available funds (as previously approved by the Board). If a BAN or Bond is not issued before June 30, the Town's Free Cash will be impacted by the amount spent on the project as of that date.

The risk in issuing a Bond early (i.e., December or January) is that the project has not yet gone out to bid, so that data-point is not available. The Town has recently received an updated project cost estimate that is above earlier projections. The Building Committee is now engaged in a value engineering exercise to determine what design options may be appropriate to keep the project within its budget.

Of course, the Town could also issue one larger Bond now (and lock in low interest rates) and another smaller Bond later in the project when total project costs are known. The primary downside in doing this is that the Town will pay more for Bond issuing costs than if only a single Bond is issued.

As noted above, the Town's financial advisor reports that they are seeing much more acceleration of long-term debt to lock in rates than delays in bonding and/or the issuing of BANs.

## **How Much Debt to Issue**

If a BAN is issued, for a project this size and duration the Town would borrow funds based on the projects projected cash flow. We have received a preliminary cash flow from the Project Manager.

If a Bond is issued early in the project, the Town needs to be concerned with:

- 1) Federal arbitrage requirements (i.e., how quickly borrowed funds must be expended). At this time, arbitrage requirements would only be a concern if, for some reason, the Town issued bonds early and the project was significantly delayed in beginning and/or progressing.
- 2) Over-borrowing, resulting in 'excess' project funds. If the Town over-borrows resulting in a cash balance at the end of the project, these funds would need to be re-appropriated by Town Meeting for a similar type of capital project.

## **Next Steps**

Staff would like direction from the Board on:

- when it would like to issue debt for the CCC project;
- how much debt to issue; and
- whether the Board would like to issue a bond or BAN.



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.5**

5 Year Department Plans with Projects

Highway Department

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	3.5 metric ton mini excavator	\$ 63,000	\$ -	\$ -	\$ -	\$ -
2	10-wheel dump truck	\$ -	\$ 220,000	\$ -	\$ -	\$ -
3	Loader	\$ -	\$ -	\$ 200,000	\$ -	\$ -
4	Pickup truck	\$ -	\$ -	\$ -	\$ 60,000	\$ -
5	Roll-off truck	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Total		\$ 63,000	\$ 220,000	\$ 200,000	\$ 60,000	\$ 240,000

Cemetery

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	X728 Tractor	\$ -	\$ 19,000	\$ -	\$ -	\$ -
2	X738 Tractor	\$ -	\$ -	\$ -	\$ 22,000	\$ -
3	Z920M Ztrak	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ 19,000	\$ -	\$ 22,000	\$ -

Fire/ Ambulance

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	Repeater/ Radio Equipment	\$ 115,365	\$ -	\$ -	\$ -	\$ -
2	SCBA Equipment	\$ -	\$ 240,000	\$ -	\$ -	\$ -
3	Turnout Gear	\$ -	\$ 46,000	\$ -	\$ -	\$ -
4	Engine 1 or Engine 3	\$ -	\$ -	\$ 675,000	\$ -	\$ -
Total		\$ 115,365	\$ 286,000	\$ 675,000	\$ -	\$ -

Police

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	Patrol Vehicles	\$ 53,000	\$ 102,000	\$ 102,000	\$ 53,000	\$ 102,000
2	Firearms	\$ 23,500	\$ -	\$ -	\$ -	\$ -

3	Radio System Upgrade ***	\$ 205,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 281,500	\$ 102,000	\$ 102,000	\$ 53,000	\$ 102,000	\$ -	\$ 102,000

**Selectmen**

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	Town House Replace fire alarm	\$ 56,000	\$ -	\$ -	\$ -	\$ -
2	Protective Agencies Building: Paint Sally Port floor	\$ 25,000	\$ -	\$ -	\$ -	\$ -
3	Protective Agencies Building: Renovate lower bathroom in locker room and upper bathroom	\$ 35,000	\$ -	\$ -	\$ -	\$ -
4	Library: Re-roof flat roof	\$ -	\$ 60,000	\$ -	\$ -	\$ -
5	Town House: Install two air conditioning units	\$ -	\$ 35,000	\$ -	\$ -	\$ -
6	Library: Replace boiler	\$ -	\$ -	\$ -	\$ 31,000	\$ -
7	Library: Replace fire alarm	\$ -	\$ -	\$ 30,000	\$ -	\$ -
8	Highway: Replace firm alarm	\$ -	\$ -	\$ -	\$ 30,000	\$ -
9	Protective Agencies Building: Install air conditioning in the Police Department locker room	\$ -	\$ -	\$ 20,000	\$ -	\$ -
10	Protective Agencies Building: Replace boilers	\$ -	\$ -	\$ -	\$ -	\$ 90,000
11	Town House Replace boiler	\$ -	\$ -	\$ -	\$ -	\$ 40,000
12	Library Main HVAC system	\$ 90,000	\$ -	\$ -	\$ -	\$ -
13	Town House Office Reconfiguration	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Total		\$ 606,000	\$ 95,000	\$ 50,000	\$ 61,000	\$ 130,000



**Parks and Recreation**

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	Dump Truck F350	\$ 60,000	\$ -	\$ -	\$ -	\$ -
2	Deere 738 Tractor	\$ -	\$ 30,000	\$ -	\$ -	\$ -
3	Deere Mower 1585	\$ -	\$ 44,000	\$ -	\$ -	\$ -
4	Deere Mower 1575	\$ -	\$ -	\$ 44,000	\$ -	\$ -
5	Dept. Vehicle	\$ -	\$ -	\$ 35,000	\$ -	\$ -
<b>Total</b>		\$ 60,000	\$ 74,000	\$ 79,000	\$ -	\$ -

**Information Technology**

Project	Name	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
1	Server Refresh, 2 Physical Servers to be refreshed. 1 Server is the Domain controller and file server. The other is the Assessor server.	\$ -	\$ 75,000	\$ -	\$ -	\$ -
2	PC refresh 12 Desktop PC's, and monitors	\$ -	\$ -	\$ 25,000	\$ -	\$ -
3	PC refresh 12 Desktop PC's, and monitors	\$ -	\$ -	\$ -	\$ 25,000	\$ -
4	PC refresh 12 Desktop PC's, and monitors	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total</b>		\$ -	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000

Grant Total	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027
	\$ 1,125,865	\$ 871,000	\$ 1,131,000	\$ 221,000	\$ 497,000



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.6**

**TOWN OF DOVER**  
**BUILDING DEPARTMENT**

5 SPRINGDALE AVENUE - P.O. BOX 250 - DOVER, MASSACHUSETTS 02030

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Walter A. Avallone  
Building Commissioner  
Zoning Enforcement Officer

Phone - 508-785-0032 x225  
Fax - 508-785-8144  
Email- wavallone@doverma.gov

October 20, 2021

Board of Selectmen  
Town of Dover

This is a request to waive the building permit fee for the municipal facilities improvement project to replace windows in the Town House.

As is customary to waive building permit fees with the approval of the Selectmen I request the authority to do so through the Selectmen.

The estimated cost of construction is \$250,000 and the permit fee would be \$2500.

Respectfully submitted,



Walter A. Avallone



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.7**

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

**November 4, 2021**

- Recycling Committee Update Presentation
- Discuss Chapter 61A Sale of Agricultural Land – 130 Farm Street and Potential Vote
- 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
- Board of Selectmen Updates
  - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda

**December 2, 2021**

- FY23 Budget Presentation
- Tax Classification Hearing
- Award Washed Sand Bid
- Approve 2022 Mileage Reimbursement Rate
- Board of Selectmen Updates
  - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda

**December 16, 2021**

- Annual Town Meeting Warrant Articles Look-Ahead
- Board of Selectmen Updates
  - Upcoming Agendas
- Town Administrator Updates
- Consent Agenda



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.8**



## **DOVER BOARD OF SELECTMEN MEETING**

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

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**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**September 9, 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:** Mary Carrigan, Juris Alksnitis, Personnel Board; Land Use Director Courtney Starling, Sara Kinney, Warrant Committee; Carol Lisbon, Planning Board, Water Study Committee; George Sidgwick, Planning Board; Justin-Kent Uritam, Water Study Committee; Council on Aging Director Janet Claypoole

**PRESS:** None present.

**Citizens’ Comments**

There are no citizens’ comments.

**I.1 Personnel Board Chair Mary Carrigan re Fiscal Year 2023 General Increase**

It is the annual practice of the Personnel Board to present to the Selectmen, in conjunction with the Warrant Committee, its recommendation for a general salary increase for the Town’s non-union employees for the upcoming year. Personnel Board Chair Mary Carrigan updated the Board on the process and methodology that the Board follows to determine the increase percentage. The Collins Center at the University of Massachusetts recently completed for the Town a Compensation Study of all salaries by position in comparison to other comparable towns, and the study indicates that Dover is -7 percent behind the 50<sup>th</sup> percent target of similar compensation for similar towns. In process is a classification study being conducted by DI Jacobs Consulting which will review and update all job descriptions for accuracy and recommend a new structure for compensation. The anticipated completion date is October of 2021, and after all the data is available, the Personnel Board will reconvene to discuss compensation overall and the general increase and will subsequently present their findings and recommendations to the Board of Selectmen at a future meeting. Brief comments were made about the rates of growth of the operating budget and inflation rates and health and pension benefits.

The Selectmen expressed their thanks and appreciation to the Personnel Board for the time and effort they have expended year after year to benefit both the Town and its staff.



46 **I.2 Land Use Activities Update**

47 Land Use Director Courtney Starling provided a slideshow presentation on the activities of the  
48 Planning Board and discussed the following topics in detail:

- 49
- 50 • Housing Production Plan – a community’s proactive strategy for planning and developing  
51 affordable housing
  - 52 • Hazard Mitigation Plan – forms the basis for a community’s long-term strategy to reduce  
53 disaster losses
  - 54 • Americans with Disabilities Act Self-Evaluation and Transition Plan – a public entity’s  
55 assessment of its program, services, facilities, policies, and practices
  - 56 • Village Center Visioning – a process to better understand local desires related to  
57 architectural design and land use in Dover’s center
  - 58 • Hale Task Force – the Task Force was convened to determine potential interest in acquiring  
59 a Conservation Restriction on land in Dover currently occupied by Hale Reservation
  - 60 • Infrastructure and Resiliency – focus areas include the Green Communities Act, Funding  
61 Opportunities, Water Resource Protection, and Regional Partnership Opportunities
  - 62 • Open Space and Recreation – The Open Space Committee is currently completing an  
63 update to the Town’s Open Space and Recreation Plan
  - 64 • Zoning Initiatives – focus areas include grant funding to develop bylaws and Planning  
65 Board Rules and Regulations updates
- 66

67 **I.3 Discussion on the Adoption of the Village Center Vision and Zoning Process and**  
68 **Potential Vote**

69 Due to the redevelopment of the Caryl Community Center and future development projects at 10  
70 and 14 Springdale Avenue, the Town center will be experiencing significant changes. In  
71 anticipation of those changes, Ms. Starling and the Planning Board are requesting approval of the  
72 Selectmen to contract with Civic Space Collaborative (CSC), an interdisciplinary firm that  
73 specializes in transforming public space and building community, to assist the Planning Board, the  
74 Town, and Dover’s stakeholders and residents in creating a cohesive vision to guide the future  
75 redevelopment of several key parcels within the center.

76

77 Mr. Dwelley and the Board commended Ms. Starling for the comprehensive overview of the  
78 activities of the Planning Board and Land Use Department and thanked the Town’s staff and  
79 boards and committees who have been involved in those activities.

80

81 Mr. Jeffries moved to authorize the Town Administrator to execute all documents related to the  
82 Agreement Between Dover and Civic Space Collaborative, seconded by Ms. Hunter; it was  
83 unanimously approved by roll call vote.

84

85 **I.4 Discussion on the Coronavirus State and Local Fiscal Recovery Funds**

86 In May of 2021, the U.S. Department of Treasury launched the Coronavirus State and Local Fiscal  
87 Recovery Funds to provide emergency funding through the American Rescue Plan Act of 2021  
88 (ARPA) to eligible local governments to assist with the response and recovery of the Covid-19  
89 public health emergency. Funds can be expended for public health spending, the economic impact  
90 of the public health emergency, lost revenue, premium pay for essential workers, and water, sewer  
91 and broadband infrastructure. It is anticipated that Dover will receive approximately \$2 million in

92 Federal funding, and Mr. Dwelley recommended that the Town utilize those funds for the two  
93 water infrastructure projects specified below.

94

95 • Town Water System Mapping and Digitization – Dover’s water system is poorly mapped,  
96 incomplete, and does not include full details of the infrastructure such as size, material and  
97 age nor are there “tie cards” which indicate where service lines connect to the system. An  
98 assessment of the Town’s water system will help position the Town to be better informed  
99 and prepared as it undertakes a long-term water assessment to determine how it wants to  
100 supply water to the community, and location of the service lines will allow the Town to  
101 efficiently identify and stop water leaks. The estimated costs for mapping and digitization  
102 is \$20,000.

103

104 • Electronic Systems for Chickering Well Pumphouse – The Chickering Well Pumphouse  
105 runs on older technology resulting in recurring water service disruptions at the Chickering  
106 Elementary School, and it is recommended that the Town replace this equipment with a  
107 modern electronic system. The estimated cost for a new system is \$5,000.

108

109 A possible third project is replacement of the failed safety communication tower on Snow Hill at  
110 an estimated cost of \$200,000. Mr. Dwelley is working through the details of replacement to  
111 ascertain whether this project is eligible for funding. Another possible consideration is to engage  
112 a technical consultant to help the Town develop long-term water recommendations and  
113 investments. The Board is in agreement that the Town should move forward with the Water  
114 Mapping System and a new electronic system for the Chickering Well Pumphouse.

115

116 Mr. Jeffries moved to authorize the Town Administrator to utilize the ARPA funds to move  
117 forward with the Town Water System Mapping and Digitization and an Electronic System for  
118 the Chickering Well Pumphouse, seconded by Ms. Hunter; it was unanimously approved by roll  
119 call vote.

120

121 **I.5 Community Center Storage Discussion and Potential Vote**

122 Based, in part, on SMMA’s September 8, 2020 Space Study Assessment Report of the Town’s  
123 buildings and reports generated by the architects of the Community Center Building project, it has  
124 been determined that storage space at the Caryl Community Center and the Town House is at full  
125 capacity. Superintendent of Buildings, Karl Warnick, was asked to recommend options for  
126 storage, and he discussed the viability of the buildings and possible renovations at Five Whiting  
127 Road and Two Dedham Street, and the possibility of building a new structure behind Five Whiting  
128 Road. After comparison, it was determined that the 2,000 square foot building at Five Whiting  
129 Road currently fits the space needs and timeline of the Town and is the preferred facility for storage  
130 space. The exterior character of the building will remain the same, and renovations will include  
131 replacing four insulated overhead doors, climate control, upgrading of electrical services,  
132 repurposing the ductless mini-splits from the Caryl Community Center, repainting the floor with  
133 epoxy, and upgrading the fire alarm system. The estimated renovation cost is \$65,500.

134

135 Ms. Hunter moved to dedicate Five Whiting Road for additional storage needs associated with the  
136 Community Center Building Project and authorize the Town Administrator to take any action  
137 related thereto, seconded by Mr. Springett; it was unanimously approved by roll call vote.

138

139 **I.6 Project Manager Reorganization Proposal and Potential Vote**

140 Mr. Dwelley relayed that the Town is considering hiring a Municipal Business Analyst (MBA) to  
141 assist the Municipal Project Manager (MPM) and Town staff and outlined the responsibilities of  
142 the position, the existing projects being undertaken by the MPM, and the anticipated projects based  
143 on the Board's goals and objectives. The currently vacant and obsolete Information Technology  
144 (IT) Coordinator position has been repurposed into the Municipal Business Analyst position which  
145 is essentially a support role to assist the MPM with modernizing Dover's delivery systems and act  
146 as a resource to assist in the implementation of broad-based projects. Additionally, the MBA will  
147 serve as the point person for the day-to-day IT staff needs and questions. Mr. Dwelley will be  
148 meeting with the Personnel Board for the purpose of reclassifying the position, and he does not  
149 anticipate any salary budget changes beyond what has already been budgeted in the past for the IT  
150 Coordinator position. The Selectmen will be kept apprised of the recruitment's progress.

151  
152 **I.7 Vote to Declare Ameer Tejani a Special Municipal Employee**

153 Due to the recent resignation of Annemarie Thompson, the Council on Aging (COA) recruited for  
154 a COA Program Coordinator, and Ameer Tejani is the recommended candidate. Ms. Tejani is  
155 currently an elected official for the Town as a Library Trustee, and in order for her to hold both  
156 positions, the State Ethics Commission, under Massachusetts Conflict of Interest Law, c.268A,  
157 s.20(c) requires that a Disclosure of Financial Interest form be completed and filed with the Town  
158 Clerk and the Commonwealth.

159  
160 The Selectmen welcomed Ms. Tejani to the Council on Aging, and staff is looking forward to  
161 working with her.

162  
163 Mr. Jeffries moved to approve the Disclosure by Special Municipal Employee of Financial Interest  
164 in a Municipal Contract as required by Massachusetts General Law, c268A, s.20(c), seconded by  
165 Ms. Hunter; it was unanimously approved by roll call vote.

166  
167 **I.8 Board of Selectmen Updates**

168 The Selectmen reported on the following ongoing projects and initiatives.

169  
170 Colonial Water Company - Ms. Hunter reported that she and Mr. Dwelley spoke with the Town's  
171 legal counsel about the role of the Board of Selectmen and the Town's responsibilities with respect  
172 to the recent discoloration of water supplied to residents by the Colonial Water Company. Legal  
173 Counsel suggested that the Town contract the Department of Public Utilities, (DPU), and a call  
174 between the DPU, Representative Denise Garlick, and Mr. Dwelley had already been arranged.

175  
176 A Request for Qualifications for a water consultant has been prepared by Town staff with the input  
177 of Ron Myrick, a resident who is involved in the water business, and the Board of Health, and  
178 consideration has been given to engaging a short-term consultant to help the Town decipher the  
179 discoloration issue and remedy the situation.

180  
181 Colonial notified the Town that it is doing work on one of the Town's main water wells and asked  
182 that residents limit their irrigation use as it will hinder the work being done on the well. Detailed  
183 information can be found on the Town's website at [doverma.gov](http://doverma.gov) and its social media pages.

184

185 Information Technology – In order to gain a better understanding of Information Technology (IT)  
186 being utilized in other towns, Mr. Springett and Cam Hudson, who served on the Technology  
187 Advisory Board, spoke with staff members in several Massachusetts towns about their IT  
188 strategies, website use, document management and plotting a digital future. While the towns  
189 utilize different mechanisms, a common theme of these conversations is that the towns have similar  
190 questions and are working towards a way forward. Speaking with other towns now and in the  
191 future provides an opportunity to share ideas and gather information.

192

193 **I.9 Town Administrator Updates**

194 The Town Administrator reported on the following ongoing projects and initiatives.

195

196 Dover Days Fair – Mr. Dwelley reminded residents that the Dover Days Fair will take place on  
197 Saturday, September 11 from 10 AM to 3 PM in the Town’s center. He encouraged residents to  
198 attend and bring the whole family to kick off the fall season with Dover’s wonderful community.

199

200 Norway Spruce Tree – The Parks and Recreation Commission voted last week to remove and  
201 replace the Norway spruce holiday tree located in the Town center. Removal will begin after  
202 preparatory work involving electrical and water lines is completed.

203

204 Mask Mandate – The Board of Health voted on September 8, 2021 to institute a mask mandate for  
205 all public buildings in Dover effective Monday, September 11, 2021. Notification has been sent  
206 out to the Town’s staff and boards/committees/commissions, and signage will be posted on all  
207 Town buildings.

208

209 Natick Dam Project – The Town’s Land Use Director and the Conservation Agent have been  
210 engaged in conversations regarding this project to determine the renovation/removal status of  
211 Natick’s dam, and both will be attending an upcoming meeting to discuss the flooding and  
212 hydrological impacts, if any, resulting from the project.

213

214 Small Cell Wireless Technology – The Planning Board recently voted on a bylaw designed to  
215 guide the installation and implementation of small cell wireless technology installation throughout  
216 the Town. Mr. Dwelley has asked Dover’s Wireless Communications Counsel, Bill Solomon, to  
217 provide the Board with a written overview of what the bylaw means and how the Town could  
218 promote and solicit small cell wireless technology to help with cell phone coverage that is  
219 insufficient in some areas of the community.

220

221 **C.1 Consent Agenda**

222 The following item is included on the Consent Agenda:

223

- 224 • Approve 2021 Special One-Day Liquor Licenses for September 10, 11, 12, 17, 18, 19,  
225 24, 25, 26; October 2, 3, 9, 10, 11, 15, 16, 17, 21, 23, 24, 29, 30, 31; November 6, 18;  
226 December 4 and 18

227

228 Mr. Jeffries moved to approve the Consent Agenda, as presented, seconded by Ms. Hunter; it was  
229 unanimously approved by roll call vote.

230

Board of Selectmen Open Session Meeting Minutes  
September 9, 2021

231 **Adjournment**

232 At 8:57 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved  
233 by roll call vote.

234

235 DOVER BOARD OF SELECTMEN

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Robyn Hunter, Clerk