

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

Consistent with guidance issued by Governor Baker on March 12, 2020 suspending certain provisions of the Open Meeting Law due to Covid-19, this meeting was held remotely using Zoom technology, Meeting ID 992 8895 2210.

At 6:30 PM Chair John Jeffries called the meeting to order with members Robyn Hunter and Robert Springett present. Also in attendance were Christopher Dwelley, Town Administrator; Kate O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant.

**PARTICIPANTS:** Department of Public Works Director Kevin McCabe; Municipal Project Manager Dave Sullivan; Cultural Council Members Judy Schulz, Wendy Gordon, Deni Auclair, Shashi Chawla; Dover-Sherborn Schools Business Administrator Dawn Fattore; Interim Superintendent of Schools Kathleen Smith; Camille Johnston, Council on Aging Chair; Janet Claypoole, Council on Aging Director; Caryl Management Advisory Committee Chair Kathy Weld and Member Ruth Townsend; Rob Andrews, Warrant Committee; Carol Lisbon, Recycling Committee

**PRESS:** None present.

**Citizens' Comments**

There are no citizen's comments.

**I.1 Welcome Department of Public Works Director Kevin McCabe**

In early 2021 the Town engaged Community Paradigm Associates (CPA) to assess the merits of consolidating the Building Maintenance, Parks and Recreation, and Cemetery departments into a Department of Public Works (DPW). In March of 2021 CPA submitted to the Town its recommendations which included the creation of a Public Works Director who will oversee the Department and provide support and expertise to the Town as it undertakes, structures, and implements the different steps and phases of the consolidation process. The Selectmen voted to engage Community Paradigm to assist in the hiring of the Director and after a rigorous recruitment process, Kevin McCabe was selected for the position. Mr. McCabe comes to Dover from the Town of Sudbury where he served as the Public Works Director of Operations and has extensive and applicable experience in operations, engineering, and large capital infrastructure projects. Mr.

Dwelley introduced and welcomed Mr. McCabe and noted that his experience will serve the Town well. Mr. McCabe is honored to be Dover's first DPW Director, and he is excited about working with the Town as it moves forward with several large projects including Claybrook Road and the Centre Street Bridge projects. Prior to working for Sudbury, Mr. McCabe worked for the City of Newton in the Engineering Department and as a private engineering consultant in Worcester. He has a background in civil engineering and graduated from the Wentworth Institute of Technology. On behalf of the Town, the Selectmen congratulated and warmly welcomed Mr. McCabe and are very much looking forward to working with him as he undertakes the Town's projects and implements new initiatives. Dover-Sherborn Schools Business Administrator Dawn Fattore and Recycling Committee member Carol Lisbon welcomed Mr. McCabe and are looking forward to gaining his expertise and assistance with projects undertaken by the schools and the Recycling Committee.

### **I.2 Dover Cultural Council Presentation**

Dover Cultural Council Co-Chairs Judy Schulz and Wendy Gordon provided a slideshow presentation on the role and activities of the Dover Cultural Council (DCC). The DCC is part of the Massachusetts Cultural Council which provides funds to Massachusetts cities and towns for cultural enrichment opportunities, presentations, and programs which support arts, humanities, and sciences. For 2020 and 2021, \$5,000 was received by DCC from the State, and after a grant application process, grant funds ranging from \$300 to \$2,500 were awarded to the groups listed below which sponsored programs for Dover's residents including concerts and musical productions, plays, community reads, storytellers, paint exhibits, and more.

- Charles River School
- Chickering School
- Dover-Sherborn Middle School
- Friends of the Council on Aging
- Dover Parks and Recreation
- Town Library

Through Dover's website and the Newsletter, 50 residents responded to the Council's short Community Input Survey about awareness of the DCC, funding priorities, program interests, and recommendations. The banner appearing on the Town common ranked first as a means of communicating cultural events, and nature, science, environmental education programs and community-wide gatherings are the preferred event activities.

Remarking that the Cultural Council is a Town treasure, the Selectmen thanked the members for their tremendous efforts to secure educational and entertaining activities and events that benefit residents of all ages.

### **I.3 Discussion re Intergovernmental Agreement Between Dover and the Dover-Sherborn Regional School District and Potential Vote**

The Dover-Sherborn Regional School District (DSRSD) is requesting that the Board of Selectmen approve the Intergovernmental Agreement between Dover, the town of Sherborn, and the Dover-Sherborn Regional School District. The Agreement is a tool that allows each town to independently fund its portion of capital budget improvements to the Dover-Sherborn Regional School campus. At its February 16, 2022 meeting, the Regional School Committee voted to

approve a roof restoration project covering the Middle School Building/Gym and Lindquist Commons for a total project cost of \$1,575,000 to be funded through an IMA with Dover and Sherborn. Dover's share of the project amounts to \$872,393. Interim Superintendent of Schools Kathleen Smith thanked the Town for its support of the schools over the years.

Ms. Hunter moved to approve the Intergovernmental Agreement Between Dover, Sherborn, and the Dover-Sherborn Regional School, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

#### **I.4 Pine Street Land Opportunity Discussion and Potential Vote**

Conservation Commission Member and Open Space Committee Chair Amey Moot provided background information on the efforts of the Dover Land Conservation Trust (DLCT) to acquire 8.5 acres of land owned by The Dover Church on Pine Street adjacent to Snow Hill. The Dover Church accepted DLCT's offer of \$800,000 to purchase the property which will be preserved as open space and open to the public. The Conservation Commission is seeking to acquire a Conservation Restriction on the property for \$25,000 from the Conservation Fund and \$25,000 from the Arthur Adams Trust Fund, the details of which are outlined in a Memorandum of Understanding which has been signed by the DLCT. Ms. Moot is requesting that the Selectmen vote to approve the Memorandum which will allow the release of the funds. The Selectmen are in favor of the Conservation Restriction and expressed their appreciation to those involved in the acquisition of the property.

Mr. Jeffries moved to approve the Memorandum of Understanding By and Between the Town of Dover and the Dover Land Conservation Trust, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

#### **I.5 Fiscal Year 2023 Operating Budget**

In October of 2021, the Town began the Fiscal Year (FY) 2023 Operating Budget process, and in December of 2021, Mr. Dwelley provided an overview of the budget. Since that time, the budget has been changed and updated, and Mr. Dwelley provided a slideshow presentation of the budget update. Addressed in detail were the following presentation areas:

- FY23 revenue estimates which include the tax levy, new growth, local receipts, and state aid
- Recurring expenditures which include Cost of Living Adjustments for non-union and school staff, and retirement, general liability, and health insurance figures
- A listing and explanation of new, significant budget requests from the Board of Health, Conservation Commission, Board of Selectmen, Accounting, Data Processing, Planning, Police and Ambulance, and Highway
- Capital budget summary
- Funding sources including the tax levy, Free Cash, and repurposed Warrant Articles
- Proposed Free Cash Uses

Mr. Dwelley will be finalizing the budget and the overall budget model and will submit those documents to the Board of Selectmen and the Warrant Committee in preparation for the May, 2022 Annual Town Meeting.

### **I.6 Appointment of Gerry Wise as a Full Member of the Council on Aging Board**

The Council on Aging is requesting that the Board of Selectmen appoint Council on Aging Associate Board Member Gerry Wise to a Full Board Member to fill the unexpired term (June 30, 2022) of Joanne Connolly who has recently moved out of Dover. The Selectmen thanked Ms. Connolly for her many years of service on the Council on Aging and to the Town.

Ms. Hunter moved to appoint Gerry Wise to the Council on Aging Board as a Full Member to fill an unexpired term ending on June 30, 2022, seconded by Mr. Jeffries; it was unanimously approved by roll call vote.

### **I.7 Board of Selectmen Updates**

The Board of Selectmen reported on the following projects and initiatives.

Town Caucus – The Town Caucus, held to highlight those individuals running for the Town’s open elected positions, took place on March 7, 2022 followed by the Warrant Committee’s Open Hearing on March 14, 2022, held to present and discuss the May, 2022 Annual Town Meeting Warrant Articles. Both events were well attended, and Mr. Jeffries acknowledged the efforts of the organizers and thanked all those who attended and participated.

Caryl Management Advisory Committee (CMAC) - CMAC was initiated in 2002 and was charged to make recommendations to the Board of Selectmen related to the operation and maintenance of the Caryl Community Center (CCC) and to serve as a liaison to current and potential user groups as well as to develop marketing materials to promote use of the Center. Since that time CMAC has worked diligently to ensure that the CCC remains a productive asset of the Town and that the building is used and enjoyed by residents. Town Meeting has voted to extensively renovate and add to the existing Center, and to facilitate that decision, CMAC researched and prepared comprehensive reports on the financial and management operations of other community centers. The CCC will be vacating and closing in March, 2022, and Mr. Springett has suggested that while it is important to preserve the work of CMAC and the expertise and talents of its members, it is now an appropriate time to revisit the role and mission of CMAC as it relates to the new building and its management and staffing. The Board of Selectmen and CMAC members Kathy Weld and Ruth Townsend are in agreement that this important, critical issue be addressed as a separate agenda item at an upcoming Selectmen’s meeting.

### **I.8 Town Administrator Updates**

The Town Administrator reported on the following projects and initiatives.

WebCemeteries Software – Mr. Dwelley reported that the new WebCemeteries software program will be introduced over the next two weeks, and Municipal Project Manager Dave Sullivan is finalizing details of the training sessions for the Cemetery staff and the Cemetery Commission. At the April 14, 2022 Selectmen’s meeting, Mr. Sullivan will provide a slideshow presentation on the program which enables staff to more efficiently manage records and allows the public use of an interactive front-end portal where users are able to navigate through property options, maps, and other features.

Infrastructure Funding – Mr. Dwelley and Mr. Jeffries will be meeting with Congressman Jake Auchincloss regarding Federal infrastructure funds that have recently been released and to discuss funding for the Town’s priority infrastructure projects including the Centre Street Bridge, Claybrook Road, and the Willow Street and Dedham Street culverts.

Hale Reservation Task Force – Mr. Dwelley reported that weekly meetings regarding Hale Reservation continue to take place and that areas of interest and concern have been addressed. The proposal is close to completion and a full presentation will be provided to the Board over the coming months.

Town Meeting – Conversation centered on the Annual Town Meeting Warrant Articles and the various ways in which informational materials about the Articles could be disseminated to residents. Discussed were Pre-Town Meeting Information Sessions, a Town Meeting web page which would include links to informational videos, an Article summary sheet mailing, and the use of Dover’s social media sites.

### **C.1 Consent Agenda**

The following items are included on the Consent Agenda:

- Approval to Accept Massachusetts Cultural Council FY22 Grant for \$5,000
- Approve Special One-Day Liquor Licenses for June 11 and 26, 2022

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

### **ES.1 Executive Session to Conduct Strategy Sessions in Preparation for Collective Bargaining Negotiations With Labor Union Personnel**

Board members prepared to enter into Executive Session to discuss collective bargaining negotiations with labor union personnel.

Mr. Jeffries moved that the Board enter into Executive Session, not to return to Open Session, for the purpose of conducting strategy sessions in preparation for collective bargaining negotiations with labor union personnel. Further, Mr. Jeffries, as Chair, declared that an Open Meeting discussion may have a detrimental effect on the negotiating position of the Town, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

### **Adjournment**

At 8:19 PM Mr. Jeffries moved to adjourn, seconded by Ms. Hunter; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

---

Robyn Hunter, Clerk