

**MEETING MINUTES  
BOARD OF SELECTMEN  
April 14, 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 884 0572 8533.

At 6:30 PM Chair John Jeffries called the meeting to order with member Robert Springett present. Also in attendance were Kate O' Brien, Assistant Town Administrator, and Mona DiSciullo, Administrative Assistant. Selectman Robyn Hunter and Town Administrator Christopher Dwelley were not present due to longstanding commitments.

**PARTICIPANTS:** Town Counsel Nina Pickering-Cook; Krishana Patel, Swami Ne Sang Corporation; Attorney Matthew Porter, Vieira DiGianfilippo; Department of Public Works Director Kevin McCabe; Municipal Project Manager Dave Sullivan; Janet Claypoole, Council on Aging Director; Jen Luethy and Janit Greenwood, Recycling Committee

**PRESS:** None present.

**Citizens' Comments**

The Board of Selectmen acknowledged the recent passing of Dover's Senior Custodian, Scott Wainwright and, on behalf of the Selectmen and Town staff, expressed their sincere condolences to Scott's family. Scott was a valued and well-liked staff member, and his contributions, talents and engaging personality will be greatly missed.

**I.1 Public Hearing on an Application for Transfer of Liquor License from RWJ Beverage d/b/a/ Dover Wine Company to Swami Ne Sang Corporation**

The Selectmen's Office received an Application for a Transfer of a Liquor License of an All Alcoholic Beverages Package Goods Store, currently held by RWJ Beverage (MA) LLC d/b/a Dover Wine Company, 16 Springdale Avenue in Dover, to Swami Ne Sang Corporation. Pursuant to Massachusetts General Law Chapter 138, applications for a transfer of license to sell alcoholic beverages must be approved by the Local Licensing Authority, which is the Board of Selectmen, through a Public Hearing and by the Alcoholic Beverages Control Commission. A legal notice of this Hearing was mailed to abutters, and all the required documentation and filing fees have been provided. Both the applicant, Krishana Patel, and her attorney, Matthew Porter, as well as Town

Counsel Nina Pickering-Cook were present to speak about the application. Mr. Porter and Ms. Patel provided background on the Swami Ne Sang Corporation noting that it has over 30 years of experience in the alcoholic beverages package store industry with no violations, and they are anticipating a smooth transition as they do not plan to make any changes in staffing, operations, and hours. Ms. Pickering-Cook briefly reviewed and clarified the legalities of the application, and the Selectmen encouraged Ms. Patel to meet with the Land Use Director to review merchant regulations, including advertising and signage, and to discuss and understand the character of the Town.

Mr. Jeffries moved to approve the Application for a Transfer of a Liquor License of an All Alcoholic Beverages Package Goods Store, currently held by RWJ Beverage (MA) LLC d/b/a Dover Wine Company, 16 Springdale Avenue in Dover, to Swami Ne Sang Corporation and further moved to approve the pledge of license and inventory to Rockland Trust Company, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.2 Perambulation of Town Boundaries Discussion and Vote**

Per Massachusetts General Law, Chapter 42, the boundary markers of every town must be located, marked, and reported every five years by at least two of the Selectmen or by two substitutes designated by the Selectmen. Department of Public Works (DPW) Director Kevin McCabe is requesting that the Board authorize the Town Administrator, through the DPW, to undertake this task.

Mr. Jeffries moved to authorize the Town Administrator, through the Department of Public Works indefinitely, to locate and mark the Town boundary markers, record such, and provide a copy of records to contiguous towns and cities in accordance with Massachusetts General Law, Chapter 42, Section 2, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.3 Transfer Station Mattress Fee Recommendation and Potential Vote**

On March 31, 2022, a two-year grant from the Massachusetts Department of Environmental Protection, which funded a container for mattresses and box springs and pick-up from the container, will be expiring. Effective November 1, 2022, the Massachusetts Department of Environmental Protection will ban the disposal, incineration, or transfer for disposal at a solid waste disposal facility of mattresses and box springs. In order to continue to offer mattress disposal at the Transfer Station, DPW Director Kevin McCabe is requesting approval of the Board to collect a service fee for the disposal of mattresses and box springs which will offset the costs of recycling by a hauler. After conducting a rate study on costs in surrounding towns, the Recycling Committee has recommended that a fee of \$15 be charged per mattress and per box spring. Municipal Project Manager Dave Sullivan provided a brief overview of the payment process which includes payment by check, cash, or a new, on-line payment method.

Mr. Jeffries moved to approve the collection of a recycling service charge fee of \$15 per mattress and per box spring, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.4 Approve and Execute May 16, 2022 Annual Town Election Warrant**

Dover's Annual Town Election will take place on Monday, May 16, 2022 at the Town House from 7 AM to 8 PM. The Town Election Warrant notifies residents that an election will be taking place, provides the location and time, and lists the open positions of Dover's elected officials. The

Warrant will be mailed to residents on Friday, April 22, 2022, and the Board encouraged residents to attend and vote their choices.

Mr. Jeffries moved to approve and execute the May 17, 2022 Annual Town Election Warrant, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.5 Appointment of Nadir Ahmed to the Zoning Board of Appeals**

Due to the resignation of Hamilton Hackney, there is a vacancy on the Zoning Board of Appeal (ZBA), and Board Chair Alan Fryer is requesting that the Board of Selectmen appoint Nadir Ahmed to the ZBA as an Associate Member to fill the unexpired term of Hamilton Hackney which expires on June 30, 2022.

The Selectmen expressed their appreciation to Mr. Hackney for his years of service to the Town, and thanked Mr. Ahmed for accepting the Associate Member position.

Mr. Jeffries moved to approve the appointment of Nadir Ahmed to the Board of Appeals as an Associate Member to fill the unexpired term of Hamilton Hackney which expires on June 30, 2022, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.6 webCemeteries Update Presentation**

Implementation of webCemeteries software services was completed in the fall of 2021, and Municipal Project Manager Dave Sullivan provided a slideshow update presentation on its services and functions. The software is designed to replace obsolete cemetery software, allow citizen access to the Cemetery site, and to safely store data in the cloud with nightly backups. Mr. Sullivan reviewed the process to-date including the initial research, the mapping and migration of data from the existing software, the digitization and mapping process, staff training, and webCemeteries professional support services. The software allows the Cemetery Supervisor to manage all aspects of Highland Cemetery including plot sales, burials, work orders, and memorials, and the Citizen Portal allows citizens to search for loved ones and post on-line, pending approval of the Cemetery Commission, obituaries and information on individuals.

The Board is pleased with the software program and the opportunities it provides to users, and thanked Mr. Sullivan and Cemetery Supervisor Rusty Dauphinee for their tremendous efforts in implementing the software.

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

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

Spring Clean-Up of Dover Streets – Every April the Recycling Committee sponsors a month-long Town-wide clean-up of trash along Dover’s streets and parks. Mr. Jeffries reported that the Clean-Up is underway and encouraged all residents, local clubs, and organizations to assist by signing up to clean a street(s). Spring Clean-Up results have been very impressive, and the Board thanked Carol Lisbon, the Recycling Committee, and all those who are participating for their efforts to keep the Town beautiful and clean.

Annual Town Meeting Warrant Articles - Mr. Jeffries attended the recent joint meeting of the Zoning Board of Appeals, the Planning Board, and the Board of Health, and the discussion

centered on Dover's bylaws as they relate to potential Town Meeting Warrant Articles. He encouraged residents to visit the Town's website pages for information on the Town's bylaws and the Warrant Articles to be voted on at the Annual Town Meeting to be held on Monday, May 3, 2022. Council on Aging Director Janet Claypoole informed residents of a question and answer Talk with the Town Administrator session focusing on Town Meeting and the Warrant Articles. The hybrid session will be held on Thursday, April 21, 2022 at 10:30 AM in the Great Hall of the Town House and via Zoom; details of the event are on the Town's website at doverma.gov.

Town Meeting – Mr. Springett reported that a small group of individuals including the Board of Health, Town Clerk Felicia Hoffman, and Town Moderator Jim Repetti have been meeting to discuss the logistics of Town Meeting while keeping Covid-19 protocols in place to ensure the health and well-being of Meeting participants.

Water Consultant – Mr. Jeffries reported that the Town, with the assistance of Representative Denise Garlic, has secured a \$75,000 grant from the Massachusetts Executive Office of Energy and Environmental Affairs. The grant will be used to acquire a water consultant to assist the Town with assessing its water needs.

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

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

2021 Town Report – The 2021 Town Report has been published. Paper copies are available in the Town Clerk's office at the Town House, and the electronic version is available for download and/or viewing on the Town's website at doverma.gov. The Town Report is a comprehensive summary which reflects the demanding work and challenges undertaken by the Town's volunteers and staff and highlights Dover's tremendous successes and accomplishments. On behalf of the Board and the Town, Ms. O'Brien expressed thanks and appreciation to the Town Report Committee for their diligent efforts which produced an informative and outstanding document.

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

The following items are included on the Consent Agenda:

- Approval of the Agreement Between Dover and GM Framingham, LLC for Processing of Mattresses from the Transfer Station
- Approval to Accept and Expend the MA Executive Office of Elder Affairs Council on Aging Formula Grant in the Amount of 13,752 for FY22
- Approval to Accept and Expend a \$3,000 gift to the Council on Aging from the Dover Friends of the Council on Aging
- Approval of a One-Day Special Liquor License for May 7, 2022

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

### **ES.1 Executive Session to Conduct Strategy Sessions in Preparation for Contract Negotiations with the Town Administrator**

Due to Ms. Hunter's absence, the Executive Session will be rescheduled to a later date.

Board of Selectmen Open Session Meeting Minutes  
April 14, 2022

**Adjournment**

At 7:41 PM Mr. Jeffries moved to adjourn, seconded by Mr. Springett; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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Robyn Hunter, Clerk