

# ***TOWN OF DOVER***

***www.doverma.org***

## **Warrant Committee Report and Recommendations**

for the

## **ANNUAL TOWN MEETING**

**Monday, May 6, 2019**

**7:00 PM**

Dover-Sherborn Regional School  
Alan Mudge Auditorium  
and

## **TOWN ELECTIONS**

**Monday, May 20, 2019**

**7:00 AM - 8:00 PM**

Dover Town House



Please bring this booklet with you to the Town Meeting.

# Contents

<b>Moderator's Note .....</b>	<b>4</b>
<b>Excerpted from the Town Bylaws .....</b>	<b>7</b>
<b>Report of The Warrant Committee .....</b>	<b>8</b>
<b>Tax Rate .....</b>	<b>12</b>
<b>Revenue Sources and Expenditures .....</b>	<b>13</b>
<b>Estimated Local Receipts, School Aid Receipts .....</b>	<b>14</b>
<b>The Cherry Sheet .....</b>	<b>15</b>
<b>Dover School Data Summary FY20 .....</b>	<b>16</b>
<b>Tax History for Four Sample Properties .....</b>	<b>17</b>
<b>Outstanding Long-Term Debt By Purpose as of 7/1/19 .....</b>	<b>18</b>
<b>Bonds and State House Notes .....</b>	<b>19</b>
<b>Tax Impact of Debt Service on a Median Property .....</b>	<b>20</b>
<b>Projected Total Debt Service for Town of Dover .....</b>	<b>21</b>
<b>Town of Dover Levy Capacity .....</b>	<b>22</b>
<b>Appropriation by Purpose (Article 4) .....</b>	<b>23</b>
<b>Report of the Capital Budget Committee .....</b>	<b>24</b>
<b>Article 1 - Hear/Act on Committee Reports .....</b>	<b>30</b>
<b>Article 2 - Salaries for Elected Officials for FY2020.....</b>	<b>31</b>
<b>Article 3 - Revolving Funds .....</b>	<b>31</b>
<b>Article 4 - Operating Budget .....</b>	<b>32</b>
<b>Article 5 - Capital Budget .....</b>	<b>43</b>
<b>Article 6 - Unemployment Compensation Fund .....</b>	<b>47</b>
<b>Article 7 - Sick Leave for Retiring Police Officer .....</b>	<b>47</b>
<b>Article 8 - Road Construction, Reconstruction and Improvements .....</b>	<b>48</b>
<b>Article 9 - Conservation Fund.....</b>	<b>48</b>
<b>Article 10 - Information Technology Study and Analysis .....</b>	<b>48</b>
<b>Article 11 - Regional School OPEB Stabilization Fund .....</b>	<b>49</b>
<b>Article 12 - Capital Stabilization Fund.....</b>	<b>50</b>
<b>Article 13 - Land Preservatio Stabilization Fund.....</b>	<b>50</b>
<b>Article 14 - Dover Stabilization Fund.....</b>	<b>50</b>
<b>Article 15 - Reauthorize Cary Community Center Design Funds .....</b>	<b>51</b>
<b>Article 16 - Caryl Community Center Extraordinary Repairs .....</b>	<b>51</b>
<b>Article 17 - Free Cash to Fund the FY2020 Operating Budger .....</b>	<b>52</b>

<b>Article 18 – Reserve Fund .....</b>	<b>53</b>
<b>Article 19 – Unpaid Bills of Prior Years .....</b>	<b>53</b>
<b>Article 20 – Supplemental Apprpriation .....</b>	<b>53</b>
<b>Article 21 – Municipal Fines .....</b>	<b>54</b>
<b>Article 22 – Payment of Tax Bills Less Than \$100 .....</b>	<b>54</b>
<b>Article 23 – Accept Dover Farms Rd, Hughes Lane, Ann’s way &amp; Monroe Court as Public Ways .....</b>	<b>54</b>
<b>Article 24 –Accept Dancer Farm Drive .....</b>	<b>55</b>
<b>Article 25 – Ban on the Commercial Use/Distribution Plastic Bags .....</b>	<b>55</b>
<b>Article 26 – Transfer from Free Cash to Stabilize the Tax Rate .....</b>	<b>55</b>
<b>Article 27 – Town Election .....</b>	<b>57</b>
<b>Reserve Fund Transfer FY18 .....</b>	<b>58</b>
<b>Municipal Terminology .....</b>	<b>59</b>

## **A Note from the Moderator, James Repetti, and Assistant Town Moderator, David Haviland, about Town Meeting Procedure:**

We conduct our Meeting according to a tradition unique to the New England Town Meeting that has evolved through a combination of custom, statute and judicial interpretation. The guide that we use is “Town Meeting Time,” a book compiled and updated by a committee of the Massachusetts Moderators Association. Copies are available in the Dover Town Library. Although somewhat similar to Robert’s Rules, this volume varies from that strict guide for parliamentary bodies. Moreover, while our tradition includes numerous “thou shalts” and “thou shall nots,” much is left to local custom and to our discretion.

The following is a brief explanation of some common Town Meeting terms and bylaws:

### **1. Main Motion**

The Warrant Articles that you receive before Town Meeting are intended to give notice of what will be considered at the Meeting. At Town Meeting, we do not actually vote on the Warrant Article, itself, but rather on a motion, referred to as the “Main Motion.” The Main Motion states the specific action to be taken with respect to the Warrant Article and is read aloud by the Warrant Committee, the Selectmen, or a citizen at the beginning of the consideration of the Warrant Article. The subject matter of the Main Motion must always be within the scope of the subject matter described in the Warrant Article. Most Main Motions require a majority vote to pass, but some will need a two thirds or four fifths vote depending on the subject matter of the Motion. We will let you know before the vote is taken what percentage is required.

### **2. Amendment to the Main Motion**

If a voter desires to amend a Motion, he or she must be recognized and deliver a written copy of the amendment to the podium at the time he or she proposes the amendment. A motion to amend the Main Motion, like the Main Motion itself, must be within the scope of the subject matter discussed in the Warrant Article. An amendment to the Main Motion must be seconded by another voter and is required to be discussed and voted on before we may return to the Main Motion. The motion to amend requires a majority

vote to be adopted. Any amendment that will cause additional funds to be appropriated must identify the source and amount of these funds.

### **3. Move the Question**

After a period of discussion, sometimes a Town Meeting attendee will wish to terminate discussion and move the question to a vote. Anyone wishing to move the question to a vote must be recognized before making the motion. After a motion to move the question has been proposed and seconded, no further debate is permitted with respect to the Main Motion or the motion to move the question. We will vote immediately on the motion to move the question. If the motion to move the question is approved by the requisite two thirds vote, the meeting must then move directly to the vote on the Main Motion without any further debate. If the motion to Move the Question is defeated, more debate on the main motion will be allowed.

### **4. Motion to Reconsider**

Even after an issue has been voted on and decided by the Meeting, it is possible to re-open the issue for further discussion and voting. This is done by a Motion to Reconsider. Dover's bylaws state that if a motion to reconsider a Town Meeting vote is made within 30 minutes of such vote, only a simple majority is required to pass the motion to reconsider. A motion to reconsider not made within 30 minutes, requires a two thirds vote to pass. A lesson learned from past Town Meetings: **DO NOT LEAVE THE TOWN MEETING UNTIL IT HAS ADJOURNED. YOUR FAVORITE ARTICLE IS ALWAYS AT RISK FOR RECONSIDERATION.**

### **5. Motion to Dissolve**

A motion to dissolve takes privilege over all other motions, is not debatable, and requires a majority vote. This motion ends Town Meeting.

### **6. Voting Procedure**

We use electronic voting. All registered Town voters will receive "clickers" as you check in. Pressing "1" on your clicker registers a "yes" vote. Pressing "2" on your clicker registers a "no" vote. If you change your mind about your vote while the vote is being electronically collected, the last item you click will be the vote that is counted.

## 7. Speaking at Town Meeting

A person sponsoring a Warrant Article is allowed up to eight minutes to explain the Main Motion after the Main Motion has been seconded. If there is a group of Town voters opposed to an article, and this group has contacted the Moderator in advance of Town Meeting, the Moderator may grant such group up to eight minutes for a rebuttal.

All registered Town voters then have the right to comment or ask a question about the Main Motion. Each registered Town Voter should wait to be recognized by the Moderator. After being recognized, such speaker should first state her or his name and address. The speaker should avoid repeating what has previously been said by prior speakers. Instead, such speaker should focus on new perspectives or questions. In order to provide time for all persons wishing to speak, we ask that your comments or questions not exceed **two minutes**.

Consistent with the character of our great Town, all speakers should be courteous. One of the finest attributes of our Town is our ability to disagree without being disagreeable.

*Excerpted from the Town Bylaws*

## **WARRANT COMMITTEE**

4-26. There shall be a nine-member Warrant Committee appointed by the Moderator on a rotating basis with three members appointed each year for three-year terms. A vacancy resulting from the resignation of a member shall be filled by majority vote of the remaining members. No member shall serve in any Town office or committee except as a representative of the Warrant Committee.

4-27. The Warrant Committee shall consider and investigate the various articles in the warrants for all Town Meetings. It shall be the duty of the Board of Selectmen, immediately after signing any Town Meeting warrant, to transmit a copy of the same to each member of the Warrant Committee. It shall be the duty of the Town officers and the committees to furnish the Warrant Committee with all information requested by the Warrant Committee relative to the matters considered by it.

**THE REPORTS AND RECOMMENDATIONS  
CONTAINED HEREIN ARE FOR YOUR GUIDANCE  
AND COUNSEL.**

**PLEASE READ THE REPORT AND BE SURE TO  
RETAIN THIS COPY AND BRING IT TO THE TOWN  
MEETING:**

**May 6, 2019**

**YOU MAY ALSO FIND IT HELPFUL TO BRING THE  
2018 ANNUAL TOWN REPORT OR DOWNLOAD TO A  
MOBILE DEVICE FOR YOUR REFERENCE PRIOR  
TO THE MEETING.**

**TOWN OF DOVER**  
**REPORT OF THE WARRANT COMMITTEE**  
**MONDAY, MAY 6, 2019**

The Warrant Committee is pleased to present its recommendations to Dover's citizens in preparation for the 2019 Annual Town Meeting. The decisions reached at Town Meeting will determine the level of funding for all Town services as well as expenditures for capital budget requests and the outcome of a variety of important special articles. The Warrant Committee, which is the Town's finance committee, was established under M.G.L. c.39, §16.

In the fall of 2018, we began the budget process for fiscal year 2020 by providing budget guidelines to all Town committees and departments. The budget guidelines requested that each Town department, committee, and board prepare one version of its budget as a level service budget. The Warrant Committee asked that all exceptions to these guidelines be explicated and justified. The Warrant Committee also issued energy usage price guidelines to Town departments to ensure consistent energy pricing across all the budgets. The Warrant Committee, the Board of Selectmen, and the Personnel Board agreed on the cost-of-living increase of 3.0% for non-contract personnel. The amounts printed in Article 4 of this Blue Book are based upon this recommended increase. During the review process, we evaluated these budgets with consideration given to the projected revenues and the needs of the community. The Warrant Committee's discretion to control budgetary growth is significantly limited in certain areas by the existence of uncontrollable costs (insurance and fuel costs, primarily), plus contractual and statutory health obligations. Our goal is to bring to Town Meeting a budget that reflects the demands of the citizens, considers the impact of uncertain revenues, and demonstrates fiscal accountability. With the help of the Town's commissions, departments, boards, and committees, we were able to accomplish our goal. We are truly grateful for their assistance.

**FINANCIAL OVERVIEWS**

After a thorough review of FY20 budget requests, the Warrant Committee is pleased to present to the Town a budget that is balanced and does not

require a Proposition 2½ override. Overall, the operating budget increased by \$448,813 which represents a 1.2% increase from the FY19 operating budget. The total budget appropriation was increased to \$41,521,451, an increase of \$1,813,201, or 4.6%, over FY19's appropriation.

When we considered the amount of Free Cash that could be prudently used, we excluded the Special Education "Circuit Breaker" reimbursement from the State, estimated to be \$1 million payable in FY20, which, net of unanticipated SPED Out of District spending for FY19, will be returned to the Town from the local schools and closed out to Free Cash at the end of the fiscal year. It has been the Town's practice to fund the local school budget in its entirety, rather than rely on an estimate of the State's Circuit Breaker reimbursement, which has varied from 40% to 75% of the net request in recent years. This practice effectively overstates the amount of Free Cash required to fund the budget shortfall by the amount of the reimbursement, but protects the school budget from fluctuations in State reimbursements.

The Commonwealth certified Free Cash at \$9,785,433 as of July 1, 2018. This amount was \$1,872,340 more than the \$7,913,093 that had been certified as of July 1, 2017. At the May 2018 Town Meeting, \$1,509,072 of Free Cash was used to offset the difference between estimated revenues and budgeted expenses. One of the decisions voters will make at Town Meeting will be the use of Free Cash in order to fund a portion of the FY20 budget.

The Town's Operating Budget has increased 18% over the past five fiscal years, from an appropriation of \$31,751,674 for FY14 to an appropriation of \$37,499,644 for FY19. During this same period, the total budget appropriation including capital items and special articles increased 19% from \$32,678,208 for FY14 to \$38,807,189 for FY19. Meanwhile, revenues generated through property taxes grew 13%, from \$26,664,674 to \$30,195,442. Total revenue from all sources (excluding free cash) increased 12% from \$32,207,812 to \$36,099,919 from FY14 to FY19, respectively. Over the past several years, the growth in the Operating Budget has been largely the result of increases in health insurance, pensions, utilities, education costs, and the continued growth in other budget expenses. Total school budget line item operating costs for the Dover (Chickering) School, Dover's statutory share of the Regional Schools, Minuteman Vocational and Norfolk County Agricultural School comprised 60% of the Town's FY19 Operating Budget.

In FY04, FY05, and FY06, the Town passed three separate general overrides totaling \$1,900,000 to balance the budget. These three overrides also raised the floor from which the Proposition 2½ limit is calculated. While the Town has experienced an increase in new growth and local receipts, it is still below the rate of growth of expenditures. Using a prudent amount of Free Cash has filled the gap. Accordingly, the Town's ability to manage the increase in operating expenses is imperative in balancing the fiscal budget.

## **OPERATING BUDGET**

The FY20 Article 4 Operating Budget for the Town is \$38,043,457; up 1.5% as compared with that of FY19. This increase, in comparison with the 1.6% increase recommended at last year's Town Meeting, reflects a commitment on the part of all Town departments to review carefully, and in detail, the needs of each department, as well as a significant reduction in debt service costs.

## **CAPITAL BUDGET**

For FY20, the Capital Budget Committee has recommended for approval at Town Meeting capital requests totaling \$726,364 as detailed in Article 5. The Warrant Committee has agreed with the recommendations of the Capital Budget Committee. The comments regarding the Warrant Committee's recommendations for each of the items submitted for approval by the Capital Budget Committee are included in Article 5.

## **SPECIAL ARTICLES**

This year's Warrant contains 27 articles. In addition to the Operating Budget (Article 4) and the Capital Budget (Article 5), there are 12 articles with associated dollar costs. These include recurring articles (unemployment fund, accumulated police sick leave, and the Reserve Fund) and special articles. The Warrant Committee evaluated and voted on all these articles, and our recommendation and an explanation of our position are included

for each. As of the date of this printing, 4 of the 27 articles have been withdrawn by their sponsors.

## **RECOMMENDATION**

Given the recommended increases in the Operating Budget, plus proposed capital and other necessary expenditures outlined in the table of Revenue Sources and Expenditures, the Warrant Committee is recommending the use of \$1,743,016 of Free Cash to fund the estimated revenue/expense gap (Article 17), special articles (Article 11), and unpaid bills (Article 19). This maintains our Free Cash position at levels recommended by the Massachusetts Association of Town Finance Committees. The Warrant Committee endorses this approach as prudent, and believes that it will allow the Town to offset deficits in future years, to continue to preserve its strong bond rating, and to preserve the financial flexibility necessary to continue to provide quality services. In addition, the proposed use of Free Cash will allow all Town committees, commissions, boards, and departments to continue providing the quality of services in which our citizens take great pride.

Finally, this Blue Book contains recommendations only. Your vote on each of the articles contained herein is critical and will help to chart the future course of the Town. We hope you will attend the Town Meeting on May 6, 2019 at 7:00 PM at the Dover-Sherborn Regional High School, Alan Mudge Auditorium to cast your vote on these measures. We also urge you to vote in the Town Elections, which are scheduled for Monday, May 20, 2019 in the Dover Town House.

Respectfully submitted,

Erika Alders, Chair

Andy Ursitti, Vice Chair

Kate Cannie, Secretary

Robert Andrews

Fred Hammerle

Melissa Herman

Gordon Kinder

Steve Migausky

Peter Smith

## **TAX RATE**

Responsibility for setting the tax rate rests with the Board of Assessors. By updating the present valuation of the Town with predicted growth estimates, and assuming that all appropriations are approved as recommended, the Board expects that the FY 2020 tax rate will increase from the current rate of \$12.93 per thousand of assessed valuation to not more than \$13.35 – a 3.25% increase.

## REVENUE SOURCES AND EXPENDITURES

	FY18 Actual	FY19 Estimated	FY20 Projected	\$ Change FY20/19	% Change FY20/19
<b>Revenue Sources</b>					
Tax Levy Limit ( <i>For information purposes only. Equals levy limit plus net Excluded Debt Service</i> )	\$33,523,555	\$34,942,851	\$35,635,017	\$692,165	2.0%
Property Tax Levy Excluded Debt Service	30,412,201	32,965,520	34,452,772	1,487,251	4.5%
Dover	1,484,517	1,608,596	1,188,350	(420,246)	-26.1%
Regional School	558,369	546,461	525,878	(20,583)	-3.8%
Less: MSBA Reimbursements (a)	(531,983)	(531,983)	(531,983)	0	0.0%
Subtotal: Excluded Debt Service Net of MSBA Reimbursement	1,510,903	1,623,074	1,182,245	(440,829)	-27.2%
Total: Tax Levy with net debt exclusion	31,923,104	34,588,594	35,635,017	1,046,422	3.0%
State Aid (Receipts) (b)	1,032,957	1,095,701	1,142,635	46,934	4.3%
Local Receipts	2,774,685	1,872,500	2,358,400	485,900	25.9%
Free Cash to Balance the Budget	2,482,126	1,317,072	1,743,016	425,944	32.3%
Other Available Funds (c)	642,383	834,383	642,383	(192,000)	-23.0%
<b>Total Revenue</b>	<b>\$38,855,255</b>	<b>\$39,708,250</b>	<b>\$41,521,450</b>	<b>\$1,813,200</b>	<b>4.6%</b>
<b>Expenditures</b>					
Article 4-Operating Budget	\$34,097,229	\$37,464,644	\$38,043,457	\$578,813	1.5%
Article 5-Capital Budget	408,622	262,700	726,364	463,664	176.5%
Special Articles-Recurring	252,595	434,845	34,432	(400,413)	-92.1%
Special Articles-Other	675,000	587,000	1,900,000	1,313,000	223.7%
Reserve Fund	250,000	250,000	250,000	0	0.0%
Subtotal-Amount to be Appropriated	35,683,446	38,999,189	40,954,253	1,955,064	5.0%
Other Expenditures					
Additions to Overlay	195,105	259,002	200,000	(59,002)	-22.8%
State Assessments and Offsets	321,419	331,937	360,698	28,761	8.7%
Recap Charges & Other	7,448	6,475	6,500	25	0.4%
Prior Year Snow and Ice Deficit	33,179	111,647	0	(111,647)	-100.0%
Subtotal-Other Expenditures	557,151	709,061	567,198	(141,863)	-20.0%
<b>Total Expenditures</b>	<b>\$36,240,597</b>	<b>\$39,708,250</b>	<b>\$41,521,451</b>	<b>\$1,813,201</b>	<b>4.6%</b>
Excess Tax Levy Capacity	1,600,451	354,257			

(a) Massachusetts School Building Authority for Chickering

(b) State aid and charges based on Governor's Budget

(c) Overlay Surplus, Title V Receipts, Bond Proceeds, & MSBA Reimbursements

## **ESTIMATED LOCAL RECEIPTS FOR FY18**

Motor Vehicle Excise	\$1,400,000
Other Excise	200
Penalties & Interest on Taxes	75,000
Payments in Lieu of Taxes	200
Other Charges for Services - Police, Fire, Ambulance	100,000
Fees	30,000
Rentals	350,000
Departmental Revenue - Library	1,000
Departmental Revenue - Cemeteries	25,000
Other Departmental Revenue	50,000
Licenses & Permits	250,000
Court Fines	2,000
Investment Income	75,000
Miscellaneous Non-Recurring	0
	<b><u>\$2,358,400</u></b>

## **SCHOOLAID RECEIPTS**

	<b>FY19</b>	<b>FY20</b>	<b>Change</b>
	Actual	Budget*	
Chickering School Chapter 70	812,073	851,831	39,758
Dover Share of Regional Chapter 70	1,203,229	1,286,873	83,645
Dover Share of Regional Transportation	273,278	275,103	1,825
<b>Total</b>	<b>\$ 2,288,580</b>	<b>\$ 2,413,807</b>	<b>\$ 125,227</b>

\* Reflects the Governors House 1 Cherry Sheet Estimate

**THE CHERRY SHEET**, named for the color of paper once used, is issued annually by the Department of Revenue. It provides an estimate of assessments levied upon the town for its share of the costs of running various state and county agencies. The town also receives a local aid allocation of funds distributed from the state budget.

It is difficult to compare Cherry Sheets year by year as the categories often change, are eliminated, or consolidated. As we go to press, the final Cherry Sheet for FY 2020 has not been issued; the estimates below are based on the best available data

RECEIPTS	FY17	FY18	FY19	FY20	HI (Governor's Proposed)
Schools Chapter 70	\$728,362	\$767,856	\$812,073	\$851,831	
Unrestricted General Government Aid	184,957	192,170	198,896	204,266	
Exemptions: VBS & Elderly	12,657	1,004	12,879	13,128	
State Owned Land	61,435	61,377	61,377	62,712	
Public Libraries (Offset)	10,529	10,550	10,476	10,698	
<b>TOTAL RECEIPTS</b>	<b>\$997,940</b>	<b>\$1,032,957</b>	<b>\$1,095,701</b>	<b>\$1,142,635</b>	
<b>ASSESSMENTS</b>					
County Tax	\$116,658	\$113,276	\$116,108		
Mosquito Contrl	61,142	61,731	65,458		
Air Pollution	3,533	3,513	3,608		
Metro Area Planning Council	2,940	3,023	3,106		
RMV Non-Renewal Surcharge	2,500	1,820	1,820		
MBTA	125,374	127,506	131,361		
<b>TOTAL ASSESSMENTS</b>	<b>\$312,147.00</b>	<b>\$310,869.00</b>	<b>\$321,461.00</b>	<b>\$350,000.00</b>	
<b>NET CHERRY SHEET AID</b>	<b>\$685,793.00</b>	<b>\$722,088.00</b>	<b>\$774,240.00</b>	<b>\$792,635.00</b>	

\* Formerly known as Lottery Aid

# DOVER SCHOOL DATA SUMMARY FY18

	Local	Region		
		Dover	Sherborn	Total
In-District Enrollment*	492	662	507	1,169
% of Enrollment	100%	56.63%	43.37%	100%
In-District Operating Budget**	\$7,252,487	N/A	N/A	\$25,292,254
Less: State Aid & Other Revenues	\$851,831	N/A	N/A	\$3,215,463
Net In-district Operating Budget, Raised by Taxation	\$6,400,656	\$11,955,169	\$9,155,822	\$21,110,991
Allocations: Health and Pensions paid by Dover, not in Local In-district Operating Budget	\$1,939,828	N/A	N/A	N/A
Fully Allocated Operating Budget, Raised by Taxation	\$8,340,484			
FY20 Net Debt Service (Included Local SBAB Reimbursement)	\$238,717	\$552,534	\$413,266	\$965,800
Total Costs/Assessment	\$8,579,201	\$12,507,703	\$9,569,088	\$22,076,791
Taxpayer Cost per Pupil	\$17,437	\$18,894	\$18,874	\$18,885
Out-of-District Enrollment (Pre-K-22 yrs old)	30			
Out-of-District (OOD) Placements Budget (Pre-K-22 yrs old)***	\$3,363,867			
OOD Taxpayer Cost per Pupil prior to Circuit Breaker***	\$112,129			
Less: Estimated Circuit Breaker Reimbursement to be received against prior year expenses	\$1,000,000			
Net Out-of-District Placements Budgeted Costs (Pre-K-22 yrs old) after Est. Circuit Breaker	\$2,363,867			
Net OOD Taxpayer Cost per Pupil after Estimated Circuit Breaker	\$78,796			

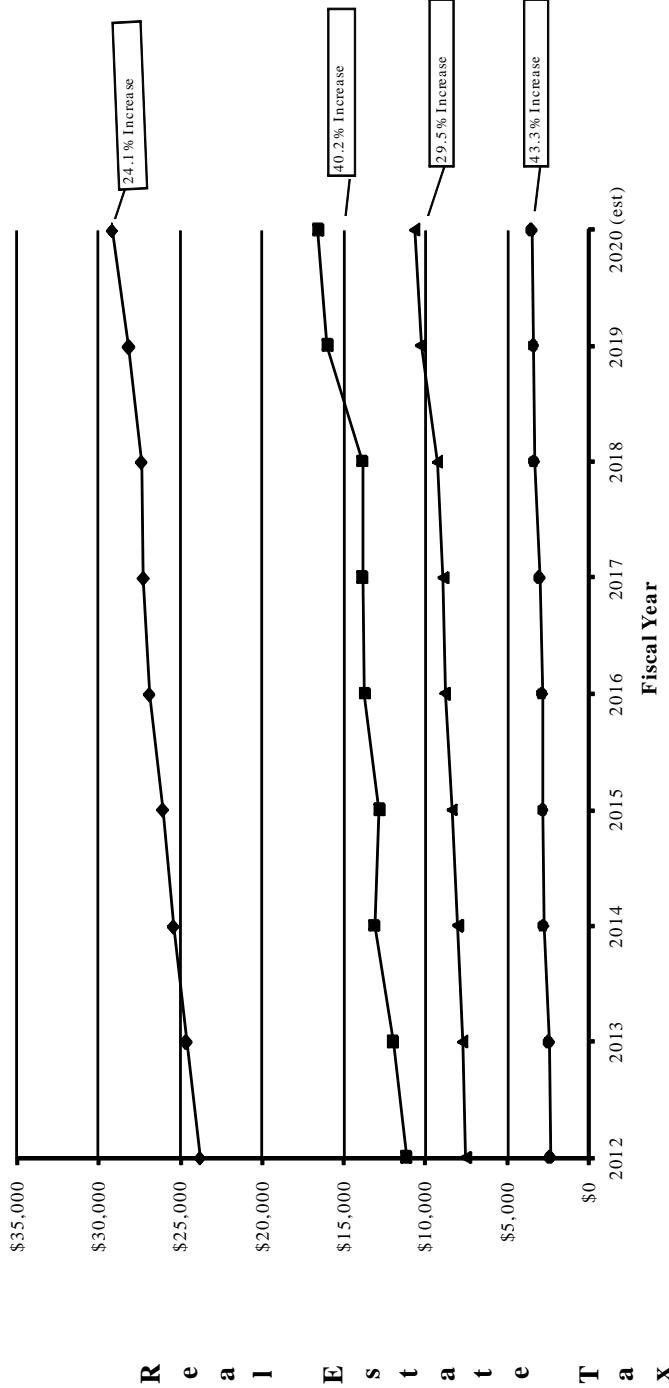
\* The “Local” enrollment consist of 15 Pre-K students and 477 K-5 students

\*\* The “Local” In-District Operating Budget excludes Out-Of-District costs (tuition and transportation).

\*\*\* Does not reflect state reimbursement for Circuit Breaker which is subject to legislative approval during the state’s budget building process. This reimbursement has ranged from 65-75% over the past several years.

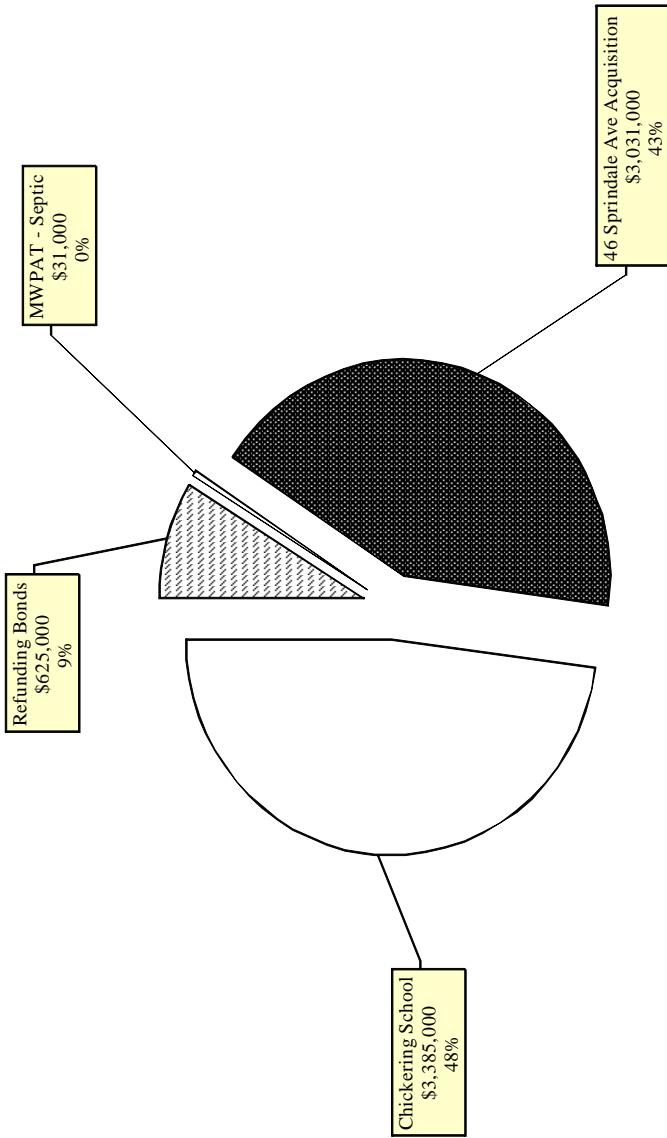
The estimated Circuit Breaker Reimbursement shown here is 70%.

## Tax History for Four Sample Residential Properties



This graph shows the annual tax bill history for four selected sample residential properties

## OUTSTANDING LONG TERM DEBT BY PURPOSE AS OF 07/01/18



# BONDS AND STATE HOUSE NOTES

## SCHEDULE OF PAYMENTS - OUTSTANDING PRINCIPAL

<b>Long-term Debt</b>				
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>TOTALS</b>	<b>Outstanding Principal</b>
2017	\$1,125,400	\$198,300	\$1,323,700	\$5,156,397
2018	<b>\$1,115,400</b>	<b>\$162,250</b>	<b>\$1,277,650</b>	<b>\$7,072,000</b>
2019	\$1,186,400	\$239,042	\$1,425,442	\$5,885,600
2020	\$1,005,400	\$193,350	\$1,198,750	\$4,880,200
2021	\$995,200	\$131,225	\$1,126,425	\$3,885,000
2022	\$820,000	\$127,850	\$947,850	\$3,065,000
2023	\$810,000	\$100,150	\$910,150	\$2,255,000
2024	\$155,000	\$74,688	\$229,688	\$2,100,000

### Authorized & unmissed debt as of 06-30-18

Elderly Housing \$250,000

Total \$250,000

### LONG TERM OUTSTANDING DEBT

#### BY PURPOSE AS OF 06/30/18

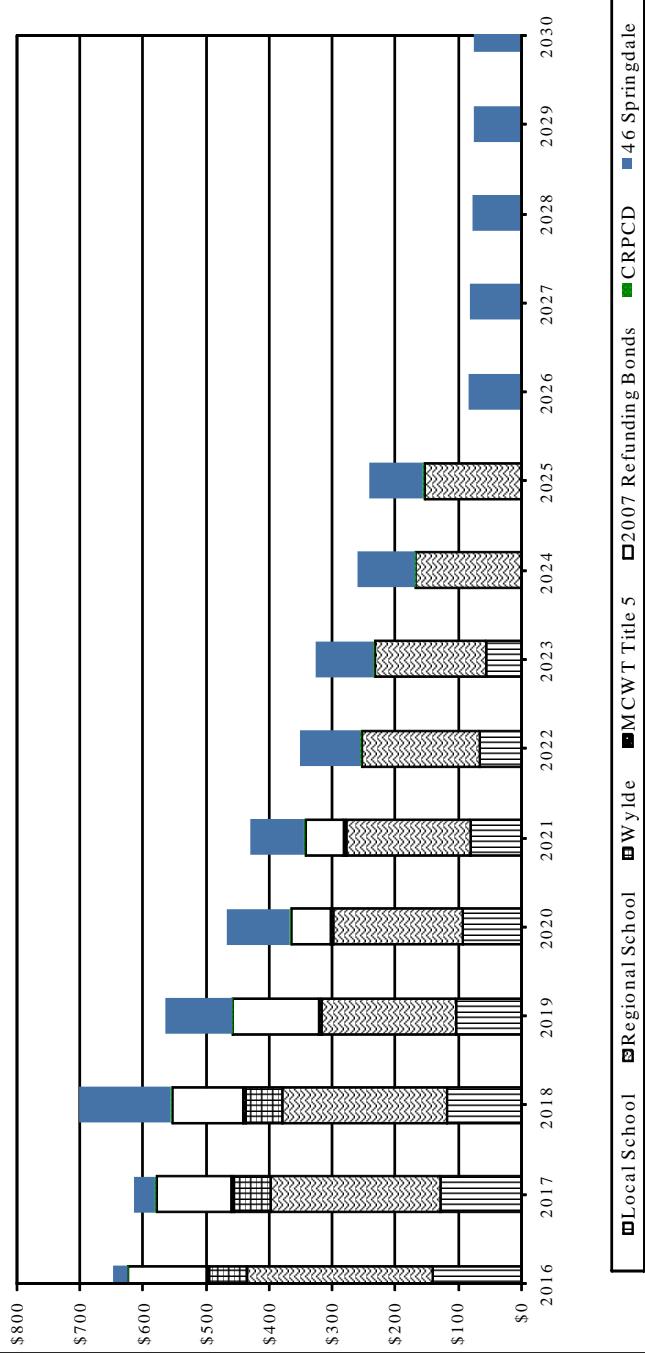
	<b>Maturity</b>	<b>Amount</b>	<b>% of total</b>
Chickering School - 2012 Refunding	2023	\$3,385,000	47.86%
MW PAT - Septic	2021	\$31,000	0.44%
Wylde Property Acquisition - 2012 Refunding	2018	\$0	0.00%
Refunding Bonds of 2007	2021	\$625,000	8.84%
46 Sprindale Ave Acquisition GO Bond	2038	\$3,031,000	42.86%
<b>Total</b>		<b>\$7,072,000</b>	<b>100.00%</b>

### SHORT TERM OUTSTANDING DEBT

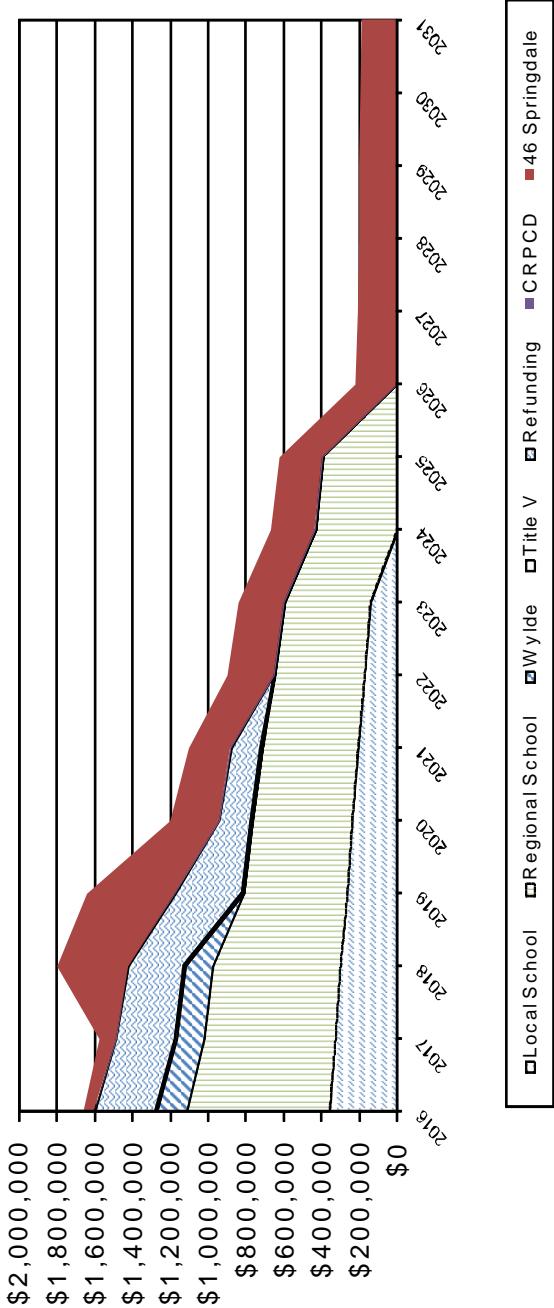
#### BY PURPOSE AS OF 06/30/18

	<b>Maturity</b>	<b>Amount</b>	<b>% of total</b>
46 Springdale Ave. Property Acquisition	2019	\$192,000	100.00%
<b>Total</b>		<b>\$192,000</b>	<b>100.00%</b>

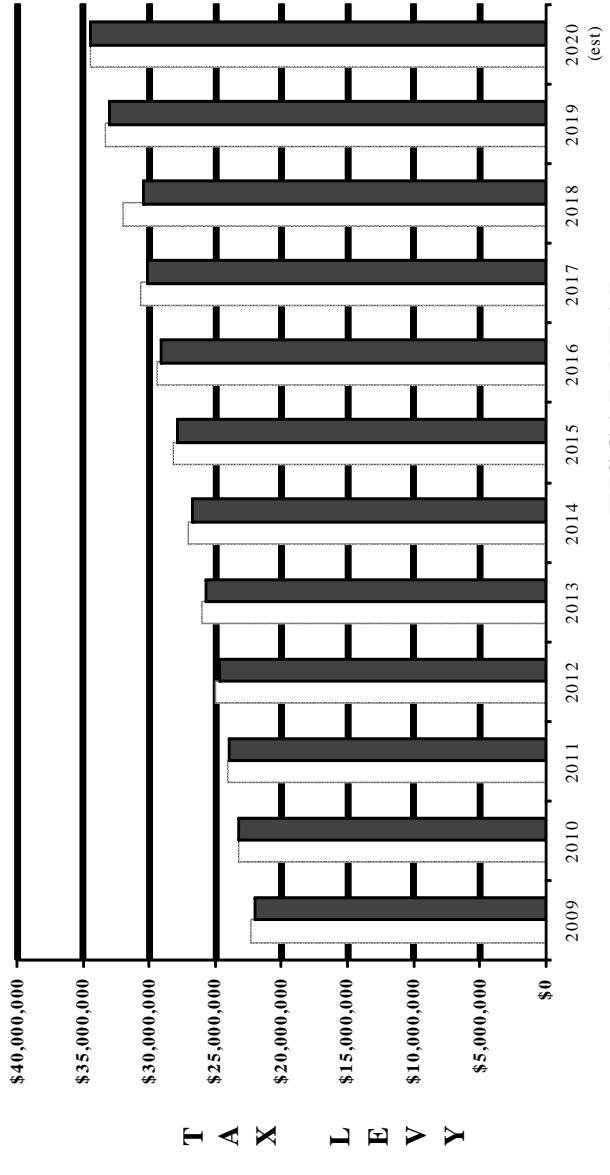
## Tax Impact of Debt Service on a \$1,1039,600 Property



## Projected Total Debt Service for Town of Dover FY20

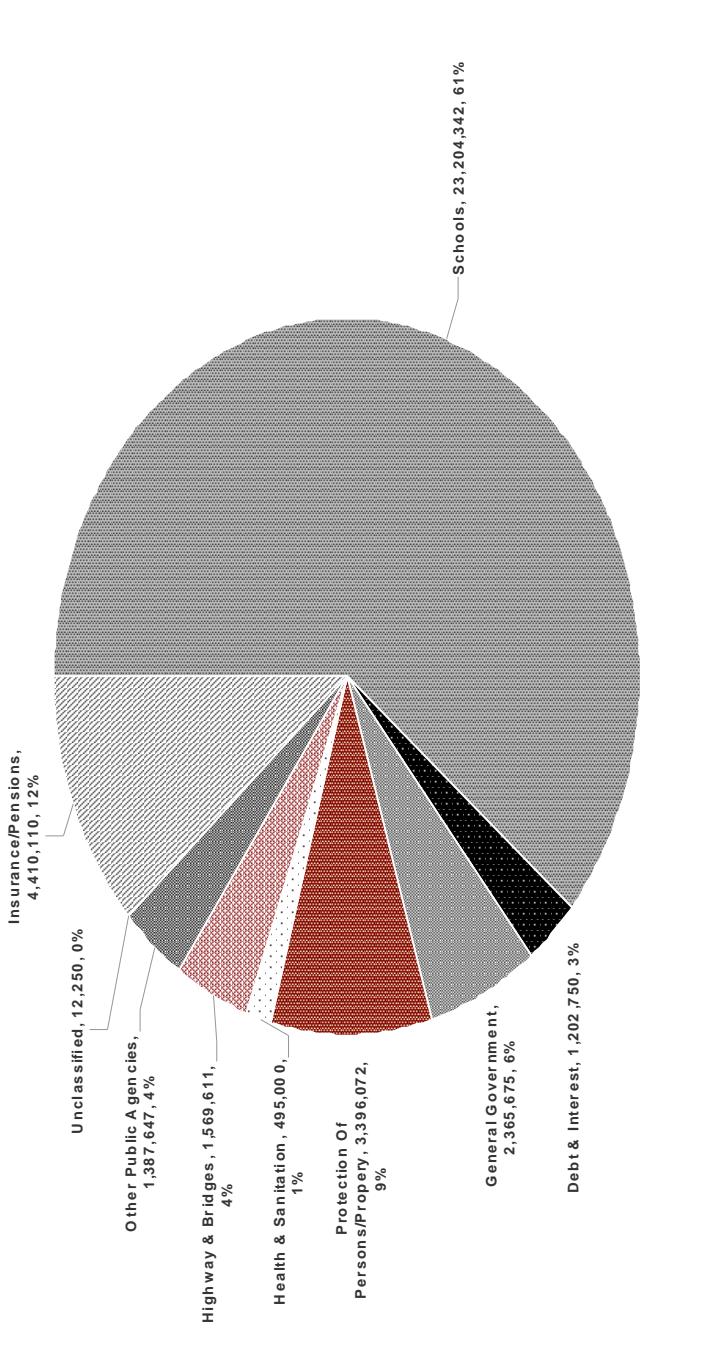


## Town of Dover Levy Capacity



This chart shows the historical Levy Limit, Tax Levy and Excess Levy Capacity Net of Debt Exclusion

## FY20 REQUESTED APPROPRIATION BY PURPOSE



## CAPITAL BUDGET COMMITTEE

The Capital Budget Committee's responsibility is to "prepare a capital budget program for use by the Warrant Committee, the voters, and other Town boards and officials." It performs this responsibility by reviewing and performing due diligence on capital budget requests from Town boards and departments and makes recommendations regarding their disposition to the Warrant Committee and the voters.

The Committee prepared its FY20 capital budget recommendations during the fall of 2018 and winter of 2019. Individual requests by Town departments and committees were reviewed and meetings held to clarify issues and consider alternative options. In addition, the Committee requested from each department a five-year capital budget outlook.

In March 2019, the Committee recommended FY20 expenditures for Article 5 of \$726,326 an increase of \$174,915 (31.7%) from FY19 expenditures.

Warrant Article	FY20	FY19	Change
Article 5	\$726,326	\$262,700	\$463,626
Regional School	0	\$288,711	-\$288,711
<b>Total</b>	<b>\$726,326</b>	<b>\$551,411</b>	<b>\$174,915</b>

### Special Articles

CCC – Boiler Replacement	0	\$600,000	-\$600,000.00
CCC – HV Controls/ADA	0	\$3,400,000	-\$3,400,000.00
<b>Total Capital Requests</b>	<b>\$726,326</b>	<b>\$4,551,411</b>	<b>-\$3,825,085.00</b>

FY20 Article 5 capital expenditures reflect cyclical replacement of equipment and infrastructure by the Fire Department, Highway Department and Board of Selectmen.

The Dover School Committee and the Dover-Sherborn Regional School Committee did not have any capital requests for FY20 and continue to use their capital needs assessment reports from On-Site Insight, to prepare their requests for capital replacement and maintenance of their existing facilities. These reports, updated on a 5-year cycle, are now well embedded in their facilities management procedures and have simplified the planning and review process.

Since the Capital Budget Committee reviews replacement assets, it is charged with the responsibility of identifying which initiatives are eligible for Green Communities grants. This gives the Town the opportunity to replace older, less efficient assets with new high efficiency ones with substantial grants of up to \$250,000 by the Commonwealth. By determining the payback of the investment, we not only increase energy efficiency, but also realize considerable savings year after year, which can actually exceed the Town's original cost.

The Committee, together with the Town Planner, the Highway Department, and the Superintendent of Buildings, worked on several initiatives to apply for grants under the Green Communities Act. This group collaboration resulted in an application being filed for grants for the Protective Services Building (insulation and HVAC replacement), Town Hall (insulation), Library (insulation), and Highway Department (LED street lights) with an aggregate projected annual energy cost savings of \$19,323. These items have a total cost of \$139,016, offset by the grant application of \$118,142 and utility incentives of \$5,875. The grant and incentives cover 89% of the total cost.

In the future, the Committee will meet with Town departments, commissions, and the Town Planner to coordinate early identification of potential energy saving projects. The goal is to ensure the identification of all projects eligible for Green Communities grants early enough to meet grant application deadlines. The Committee is recommending an earlier start date for this work, August 2019, for implementation in FY21. The plan to accomplish this will begin with information sessions for all interested parties, including the Town Administrator, Town departments, and commissions. State

representatives will be invited to assist us in training, and we will prepare extensive information packets and checklists to bring potential grants to everyone's attention. All of these projects would result in substantial cost and energy savings to the Town

The Capital Budget Committee continues its initiative to revise the Town's equipment and fleet inventory process. The objective is to ensure that replacement guidelines are prudent, similar to those used by the private sector and similar towns, and are applied with consistency across Town departments. In consultation with equipment manufacturers, neighboring towns and industry experts, the Committee is developing replacement guidelines based on critical need, usage, maintenance, and repair history. We expect these guidelines to enable more concrete, objective criteria for the replacement decisions. The Committee will continue to review its policies and practices to ensure that they are efficient and provide the voters with the important information they need to make informed decisions.

The following table lists the requests received from Town boards and departments. Only the Capital Budget Committee's recommendations for FY20 are shown, with a description and dollar amount for each request. The projected capital budget items for FY21 through FY24 also appear. Article 5 contains, by Town department, the list of the capital request with the item, the amount, a description and rationale, along with the recommendations of the Capital Budget Committee and the Warrant Committee.

The Capital Budget Committee wishes to thank all the Town boards and departments for their cooperation in submitting timely budget requests, supplying additional information as requested, meeting with Committee members at review sessions, and revising their requests when necessary.

Respectfully submitted,  
Barry Goldman, Chair  
Cindy Devall, Member-at-large  
John Quackenbush, Member-at-large

Robyn Hunter, Board of Selectmen

Mark Sarro, Long Range Planning Committee

Erika Alders, Warrant Committee

Fred Hammerle, Warrant Committee

## CAPITAL BUDGET COMMITTEE

FY20 Commission/Department	Recommended			Requested			Notes
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024		
1 Cemetery Commission	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ 22,000	FY20 mower; F Y22 & 24 tractors
0 Clerk	\$ -	\$ 12,400	\$ -	\$ -	\$ -	\$ -	FY21 voting machine & booths
2 Fire & Ambulance	\$ 324,364	\$ 30,000	\$ 650,000	\$ 120,000	\$ 50,000	\$ 50,000	FY20 ambulance & radios; FY21 turn out gear; FY22 Engine 1
2 Highway	\$ 80,000	\$ 90,000	\$ 150,000	\$ 180,000	\$ 165,000	\$ 165,000	FY23 extraction equip., radios FY24 radio repeater
2 Parks & Recreation	\$ -	\$ 44,000	\$ 44,000	\$ 350,000	\$ 35,000	\$ 35,000	FY21 pickup, fuel dispensing eq up. FY21 utility & pickup trucks FY22 roll off truck FY23 10-wheel dump truck FY24 loader
0 Police	\$ -	\$ 125,000	\$ 115,000	\$ 80,000	\$ 315,000	\$ 315,000	FY20 tractor, dump truck FY21 mower; F Y22 mower FY23 playground equip. FY24 dept. vehicle
0 Chickering School	\$ -	\$ 154,375	\$ 631,800	\$ 251,000	\$ 175,950	\$ 175,950	FY21 patrol vehicles FY22 portable radios FY24 radio system
3 Selectmen	\$ 322,000	\$ 94,000	\$ 940,000	\$ 120,000	\$ 95,000	\$ 95,000	FY20 protective agencies roof, de-lead firing range, A/C FY21 Town House painting & re-glazing
10 Article 5 Total	<b>\$ 726,364</b>	<b>\$ 549,775</b>	<b>\$ 2,549,800</b>	<b>\$ 1,101,000</b>	<b>\$ 857,950</b>		FY22 Town House roof FY23 protective agencies lower bath, floors FY24 Library roof, Town House A/C

FY20 Entity Commission/Department	Recommended			Requested		
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Notes
7 Regional Schools (Dover's Allocation) Article 4	\$ 291,500	\$ 337,000	\$ 2,192,000	\$ 1,034,500	\$ 255,000	
<b>Total Capital Items</b>	<b>\$ 1,017,864</b>	<b>\$ 886,775</b>	<b>\$ 4,741,800</b>	<b>\$ 2,135,500</b>	<b>\$ 1,112,950</b>	

Article 1.(Selectmen) To hear and act on the various reports of the various committees:

- (a) As contained in the printed 2018 Annual Report; and
- (b) Any other reports submitted to the voters by the Town committees.

THE WARRANT COMMITTEE RECOMMENDS THAT THE VARIOUS REPORTS BE CALLED OVER BY THE CLERK SO THAT ANY VOTER WHO DESIRES TO OBJECT TO ANYOF THE REPORTS MAY SO SIGNIFY.

THE WARRANT COMMITTEE FURTHER RECOMMENDS THAT IF THERE ARE NO OBJECTIONS, THE REPORTS AS PRINTED IN THE TOWN REPORT AND IN THIS BLUEBOOK BE ACCEPTED AND PLACED ON FILE.

Article 2. (Selectmen) To see if the Town will set the salaries for its elected officials for the ensuing fiscal year; or take any other action relative thereto.

Elected Position	FY 17	FY 18	FY 19	FY 20 (R)
<b>1. Board of Selectmen</b>				
a. Chairman	\$200	\$200	\$200	\$200
b. Clerk	150	150	150	150
c. Other Member	100	100	100	100
<b>2. Assessors</b>				
a. Chairman	400	400	400	400
b. Other Members (each)	350	350	350	350
<b>3. Town Clerk</b>	<b>544,550</b>	<b>57,368</b>	<b>61,434</b>	<b>74,044</b>
<b>4. Planning Board</b>				
a. Chairman	100	100	100	100
b. Other Members (each)	50	50	50	50
<b>5. Constables (3 each)</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>
<b>6. Board of Health</b>				
a. Chairman	150	150	150	150
b. Other Members (each)	100	100	100	100
(R) = Recommended				

THE WARRANT COMMITTEE RECOMMENDS THAT THE SALARIES SHOWN FOR FY20 BE APPROVED.

Article 3.(Selectmen) Authorize Amounts for Revolving Funds.

To see if the Town will vote pursuant to Section 5-16 (Finances) of the General Bylaws of the Town of Dover to authorize the use of revolving fund accounts for the following boards or departments, and that unless otherwise amended by the Board of Selectmen and Warrant Committee, such accounts shall not exceed the following amounts for Fiscal Year 2020:

1.	Building Department	
	(a) Gas Inspector	\$9,000
	(b) Plumbing Inspector	\$17,500
	(c) Wiring Inspector	\$32,500
2.	Board of Health	
	(a) Perk and deep hole inspection and permitting	\$40,000
	(b) Septic inspection and permitting	\$50,000
	(c) Well inspection and permitting	\$20,000
	(d) Swimming pool inspection and permitting	\$10,000
3.	Library	
	(a) Materials replacement	\$5,000
4.	Council on Aging	
	(a) Senior activities and transportation	\$35,000
5.	Recycling Committee	
	(a) Materials sales proceeds	\$1,500;
	or take any other action relative thereto.	

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 4.(Selectmen) To see what sum the Town will raise and appropriate for salaries and expenditures by departments, officers, boards, and committees of the Town for the ensuing fiscal year; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

## ARTICLE 4

DEPARTMENT	EXPENDED	EXPENDED	EXPENDED	FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2020/FY19	
				APPROVED	REQUESTED	% CHANGE	\$ Variance	APPROVED	REQUESTED	% CHANGE	\$ Variance	APPROVED	REQUESTED	% CHANGE	\$ Variance
<b>GENERAL GOVERNMENT</b>															
301 MODERATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NM	NM	\$0.00	
131 WARRANT COMMITTEE	5,261.00	5,676.20	6,226.00	6,130.00	7,680.00	7,680.00	0.0%	0.0%	0.0%	0.0%	0.0%	0.00	0.00	0.00	
122 SELECTMEN															
SALARIES	280,642.99	298,180.35	302,984.52	319,303.42	331,239.00	416,885.00	25.9%	85,646.00							
EXPENSES	208,029.12	56,811.80	47,794.52	133,855.00	53,820.00	104,820.00	94.8%	51,000.00							
TOTAL	488,672.11	354,992.15	350,779.04	453,158.42	385,059.00	521,705.00	35.5%	136,646.00							
192 TOWNHOUSE EXPENSES	43,556.80	33,415.51	37,769.59	49,237.36	56,256.00	55,256.00	(1.8%)	-1,000.00							
191 WHITING ROAD	2,299.14	1,609.55	1,777.81	2,473.51	4,734.00	4,734.00	0.0%	0.0%							
193 CARYL COMMUNITY CENTER	68,352.11	51,881.01	56,529.01	71,541.49	90,584.00	86,084.00	(5.0%)	-4,500.00							
199 BUILDING MAINTENANCE															
SALARIES	198,894.18	187,357.55	194,266.00	200,640.00	207,284.00	214,028.00	3.3%	6,744.00							
EXPENSES	168,952.84	199,572.64	119,203.70	122,917.40	116,890.00	113,300.00	(3.0%)	-3,500.00							
TOTAL	367,847.02	386,930.19	313,469.70	323,557.40	324,084.00	327,328.00	1.0%	3,244.00							
129 COPY/POSTAGE	24,041.05	28,992.17	23,320.91	26,400.85	30,140.00	32,870.00	9.1%	2,730.00							
151 LAW	194,821.20	143,878.32	184,513.77	126,867.05	200,000.00	200,000.00	0.0%	0.00							

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19
								\$ Variance
135 TOWN ACCOUNTANT	152,712.67	152,689.75	157,989.44	162,903.06	188,818.00	175,649.00	(7.0%)	-13,169.00
	<u>28,040.89</u>	<u>32,851.24</u>	<u>32,243.39</u>	<u>31,403.66</u>	<u>37,200.00</u>	<u>38,300.00</u>	<u>3.0%</u>	<u>1,100.00</u>
	180,753.56	185,540.99	190,232.83	194,306.72	226,018.00	213,949.00	(5.3%)	-12,069.00
141 ASSESSOR	130,319.09	134,455.27	138,602.76	142,971.45	153,210.00	159,705.00	4.2%	6,495.00
	<u>22,216.32</u>	<u>26,739.56</u>	<u>13,023.14</u>	<u>10,041.68</u>	<u>29,000.00</u>	<u>29,355.00</u>	<u>1.2%</u>	<u>355.00</u>
	152,553.41	161,194.83	151,625.90	153,013.13	182,210.00	189,060.00	3.8%	6,850.00
145 TREASURER/COLLECTOR	175,946.15	172,746.10	170,797.55	183,354.00	191,681.00	211,304.00	10.2%	19,623.00
	15,589.81	22,617.62	20,725.68	20,167.76	29,975.00	29,175.00	(2.7%)	-80.00
	191,535.96	195,363.72	191,523.23	203,521.76	221,656.00	240,479.00	8.5%	18,823.00
155 DATA PROCESSING	53,698.00	54,779.95	56,850.85	57,917.12	59,785.00	49,569.00	(17.1%)	-10,216.00
	<u>44,760.38</u>	<u>60,247.20</u>	<u>50,380.71</u>	<u>61,892.62</u>	<u>110,010.00</u>	<u>109,741.00</u>	<u>(0.2%)</u>	<u>-269.00</u>
	98,458.38	115,027.15	107,231.56	119,809.74	169,795.00	159,310.00	(6.2%)	-10,485.00
161 TOWNCLERK	49,375.98	52,049.00	54,650.00	58,368.00	61,434.00	74,054.00	20.6%	12,630.00
	70,041.31	5,354.16	5,204.63	3,956.99	10,985.00	<u>10,985.00</u>	<u>0.0%</u>	<u>0.00</u>
	56,417.29	57,403.16	59,854.63	62,324.99	72,419.00	85,049.00	17.4%	12,630.00

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	FY 2020 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19 \$ Variance
162 ELECTION/REGISTRATION										
SALARIES	22,530.74	23,028.34	20,957.90	24,554.19	40,478.00	41,919.00	3,6%	1,441.00		
EXPENSES	7,614.24	7,637.80	23,792.77	10,096.36	15,335.00	25,955.00	69.3%	10,630.00		
TOTAL	30,144.98	30,666.14	44,750.67	34,650.55	55,813.00	67,884.00	21.6%	12,071.00		
175 PLANNING BOARD										
SALARIES	31,755.23	32,654.07	33,004.16	33,845.48	34,711.00	36,059.00	3.9%	1,348.00		
EXPENSES	22,365.43	27,269.02	28,102.13	29,045.27	31,872.00	32,715.00	2.6%	843.00		
TOTAL	54,120.66	59,923.09	61,106.29	62,890.75	66,583.00	68,774.00	3.3%	2,191.00		
411 ENGINEERING										
SALARIES	14,531.40	15,860.64	12,553.12	11,858.47	38,384.00	39,843.00	3.8%	1,459.00		
EXPENSES - SELECTMEN	4,307.28	3,434.49	32,662.83	23,034.01	71,100.00	62,600.00	(12.0%)	8,500.00		
EXPENSES - PLANNING BOARD	0.00	0.00	0.00	0.00	3,070.00	3,070.00	0.0%	0.00		
TOTAL	18,838.68	19,295.13	45,215.95	34,892.48	112,554.00	105,513.00	(6.3%)	-7,041.00		
<b>GENERAL GOVERNMENT TOTAL</b>	<b>\$1,977,655.35</b>	<b>\$1,831,789.31</b>	<b>\$1,825,926.89</b>	<b>\$1,924,776.20</b>	<b>\$2,265,585.00</b>	<b>\$2,365,675.00</b>	<b>7.3%</b>	<b>\$160,090.00</b>		
<b>PROTECTION OF PERSONS/PROP.</b>										
201 POLICE										
SALARIES	1,667,991.37	1,741,050.24	1,795,675.19	1,788,691.54	1,929,163.00	1,991,344.00	3.2%	62,181.00		
EXPENSES	78,394.61	85,020.35	88,132.41	94,262.98	124,450.00	128,050.00	2.9%	3,600.00		
OUT OF STATE TRAVEL	2,516.96	1,798.12	3,000.00	3,000.00	3,000.00	3,000.00	0.0%	0.00		
TOTAL	1,748,902.94	1,827,868.71	1,886,807.60	1,885,954.52	2,056,613.00	2,122,394.00	3.2%	65,781.00		

DEPARTMENT		FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19 \$ Variance
299	PROTECTIVE AGENCY BLDG	68,961.44	56,318.64	57,855.51	70,352.72	79,523.00	76,323.00	(4.0%)	-3,200.00
292	ANIMAL CONTROL								
	SALARIES	22,134.96	22,569.92	18,662.00	18,634.82	23,694.00	22,274.00	(6.0%)	-1,420.00
	EXPENSES	<u>5,359.16</u>	<u>5,227.85</u>	<u>5,052.57</u>	<u>5,266.44</u>	<u>6,460.00</u>	<u>6,500.00</u>	<u>0.6%</u>	<u>-40.00</u>
	TOTAL	27,494.12	27,797.77	23,714.57	23,901.26	30,154.00	28,774.00	(4.6%)	-1,380.00
220	HRE								
	SALARIES	373,524.71	398,305.80	412,493.20	415,301.74	485,751.00	500,623.00	3.1%	14,872.00
	EXPENSES	65,859.35	101,083.79	68,350.37	144,556.19	92,250.00	92,250.00	0.0%	0.00
	TOTAL	439,384.06	499,389.59	480,843.57	559,857.93	578,001.00	592,873.00	2.6%	14,872.00
231	AMBULANCE								
	SALARIES	142,709.09	137,501.66	141,092.28	154,444.10	155,913.00	160,593.00	3.0%	4,680.00
	EXPENSES	<u>33,182.03</u>	<u>70,907.74</u>	<u>33,228.41</u>	<u>55,611.66</u>	<u>47,807.00</u>	<u>64,307.00</u>	<u>34.5%</u>	<u>16,500.00</u>
	TOTAL	175,891.12	208,499.40	174,350.69	210,055.76	203,720.00	224,900.00	10.4%	21,180.00
241	BUILDING INSPECTOR								
	SALARIES	66,409.92	81,411.33	92,565.73	99,295.21	114,263.00	120,573.00	5.5%	6,310.00
	EXPENSES	<u>3,456.15</u>	<u>2,754.97</u>	<u>4,329.18</u>	<u>2,767.33</u>	<u>5,500.00</u>	<u>5,550.00</u>	<u>0.9%</u>	<u>50.00</u>
	TOTAL	69,866.07	84,166.30	96,894.91	102,060.54	119,763.00	126,123.00	5.3%	6,360.00

DEPARTMENT	FY 2015 EXPENDED			FY 2016 EXPENDED			FY 2017 EXPENDED			FY 2018 EXPENDED			FY 2019 APPROVED			FY 2020 REQUESTED			% CHANGE	FY20/FY19 \$ Variance		
	201	EMERGENCY MANAGEMENT	776.20	593.76	199.52	199.52	0.00	0.00	199.52	196.00	196.00	196.00	196.00	196.00	196.00	196.00	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
201 SALARIES			106.04	0.00																	0.00	0.00
201 EXPENSES			882.24	593.76	199.52	199.52															0.00	0.00
201 TOTAL																						
171 CONSERVATION COMMISSION																						
171 SALARIES			29,379.12	31,289.24	32,545.00	34,301.00				36,148.00		38,573.00									6.7%	2,425.00
171 EXPENSES			38,627.22	26,985.57	32,270.73	39,396.53				65,695.00		65,695.00									0.0%	0.00
171 TOTAL			68,006.34	58,274.81	64,815.73	73,697.53				101,843.00		104,268.00									2.4%	2,425.00
176 BOARD OF APPEALS																						
176 SALARIES			986.85	2,434.96	0.00	527.93				2,672.00		2,752.00									3.0%	80.00
176 EXPENSES			1,076.25	529.40	555.09	585.88				1,450.00		1,450.00									0.0%	0.00
176 TOTAL			2,063.10	2,964.36	555.09	1,113.81				4,122.00		4,202.00									1.9%	80.00
294 CARE OF TREES																						
294 SALARIES			8,810.48	9,004.32	9,203.00	9,433.08				9,669.00		9,959.00									3.0%	290.00
294 EXPENSES			88,300.31	102,187.32	65,756.44	102,638.71				102,640.00		102,640.00									0.0%	0.00
294 TOTAL			97,110.79	111,191.64	74,959.44	112,071.79				112,309.00		112,599.00									0.3%	290.00
295 TREE COMMITTEE			2,408.00	2,480.00	2,500.00	2,474.37				2,500.00		2,500.00									0.0%	0.00
<b>PROTECTION OF PERSONS AND PROPERTY TOTAL</b>			<b>\$2,700,970.22</b>	<b>\$2,879,454.98</b>	<b>\$2,863,496.63</b>	<b>\$3,041,739.75</b>	<b>\$3,289,664.00</b>	<b>\$ 3,396,072.00</b>												<b>3.2%</b>	<b>\$106,408.00</b>	

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19 \$ Variance
<b>HEALTH AND SANITATION</b>								
433 GARBAGE DISPOSAL	18,700.00	18,900.00	18,800.00	19,364.00	19,848.00	19,848.00	0.0%	0.00
439 SOLID WASTE	62,912.18	64,195.76	64,637.99	70,309.87	71,350.00	81,020.00	13.6%	9,670.00
SALARIES	<u>299,926.45</u>	<u>267,644.49</u>	<u>302,565.53</u>	<u>301,755.00</u>	<u>274,907.00</u>	<u>355,927.00</u>	<u>(8.9%)</u>	<u>-26,848.00</u>
EXPENSES								
TOTAL	<u>364,122.21</u>	<u>332,282.48</u>	<u>372,815.40</u>	<u>373,105.00</u>				<u>-17,178.00</u>
450 TOWNWATER	6,725.88	6,857.40	6,991.80	7,147.00	7,308.00	7,505.00	2.7%	197.00
SALARIES	<u>24,829.46</u>	<u>21,386.71</u>	<u>12,203.51</u>	<u>17,150.66</u>	<u>21,500.00</u>	<u>21,500.00</u>	<u>0.0%</u>	<u>0.00</u>
EXPENSES								
TOTAL	<u>31,555.34</u>	<u>28,244.11</u>	<u>19,195.31</u>	<u>24,297.66</u>	<u>28,808.00</u>	<u>29,005.00</u>	<u>0.7%</u>	<u>197.00</u>
519 BOARD OF HEALTH	35,750.48	42,926.16	43,691.60	44,599.28	45,644.00	47,272.00	3.6%	1,628.00
SALARIES	21,103.86	23,911.84	25,964.78	32,464.27	42,948.00	42,948.00	0.0%	0.00
EXPENSES								
TOTAL	<u>56,834.34</u>	<u>66,838.00</u>	<u>69,656.38</u>	<u>77,063.55</u>	<u>88,592.00</u>	<u>90,220.00</u>	<u>1.8%</u>	<u>1,628.00</u>
<b>HEALTH AND SANITATION TOTAL</b>	<b>\$477,747.68</b>	<b>\$478,104.32</b>	<b>\$439,934.17</b>	<b>\$493,540.61</b>	<b>\$510,253.00</b>	<b>\$495,000.00</b>	<b>(3.0%)</b>	<b>-\$15,353.00</b>
<b>HIGHWAY AND BRIDGES</b>								
422 MAINTENANCE	461,221.41	471,284.44	474,266.84	475,807.00	490,360.00	507,447.00	3.5%	17,087.00
SALARIES	<u>243,091.40</u>	<u>244,575.10</u>	<u>248,602.96</u>	<u>265,030.00</u>	<u>278,367.00</u>	<u>275,367.00</u>	<u>(1.1%)</u>	<u>-3,000.00</u>
EXPENSES								
TOTAL	<u>704,312.81</u>	<u>715,859.54</u>	<u>722,869.80</u>	<u>740,837.00</u>	<u>768,727.00</u>	<u>782,814.00</u>	<u>1.8%</u>	<u>14,087.00</u>

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19 \$ Variance
423 SNOW AND ICE	142,263.60	55,363.85	93,245.36	90,651.08	105,700.00	105,700.00	0.0%	0.00
SALARIES	<u>289,161.83</u>	<u>339,933.69</u>	<u>440,995.64</u>	<u>314,300.00</u>	<u>314,300.00</u>	<u>0.0%</u>	<u>0.0%</u>	<u>0.00</u>
EXPENSES	344,525.68	433,179.05	531,646.72	420,000.00	420,000.00	0.0%	0.0%	0.00
TOTAL	618,585.68							
424 STREET LIGHTING	9,614.55	9,467.93	8,423.91	9,101.67	12,489.00	12,489.00	0.0%	0.00
425 TOWN GARAGE	67,387.70	65,690.67	76,497.66	57,120.16	71,102.00	79,308.00	11.5%	8,206.00
428 TARVIA/PATCHING	250,000.00	249,654.02	261,900.00	274,239.56	275,000.00	275,000.00	0.0%	0.00
<b>HIGHWAY AND BRIDGES TOTAL</b>	<b>\$1,649,900.74</b>	<b>\$1,385,197.84</b>	<b>\$1,502,870.42</b>	<b>\$1,612,945.11</b>	<b>\$1,547,318.00</b>	<b>\$1,569,611.00</b>	<b>1.4%</b>	<b>\$22,293.00</b>
<b>OTHER PUBLIC AGENCIES</b>								
194 ENERGY COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	NM	0.00
491 CEMETERY								
SALARIES	77,963.59	79,482.47	83,445.30	84,492.69	89,230.00	92,472.00	3.6%	3,242.00
EXPENSES	22,673.29	22,625.90	22,234.94	16,679.30	28,485.00	28,485.00	0.0%	0.00
TOTAL	100,636.88	102,108.37	105,680.24	101,261.99	117,715.00	120,957.00	2.8%	3,242.00
541 COUNCIL ON AGING								
SALARIES	93,223.41	92,853.21	100,525.69	98,262.71	110,557.00	119,287.00	7.9%	8,730.00
EXPENSES	<u>23,946.26</u>	<u>35,664.47</u>	<u>30,890.40</u>	<u>35,174.17</u>	<u>37,650.00</u>	<u>45,450.00</u>	<u>20.7%</u>	<u>7,800.00</u>
TOTAL	117,169.67	128,517.68	131,416.09	133,436.88	148,207.00	164,757.00	11.2%	16,530.00

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19	\$ Variance
610 LIBRARY									
SALARIES	391,171.69	405,823.51	398,442.69	431,672.18	460,137.00	478,302.00	3.9%	18,165.00	
EXPENSES	<u>161,367.74</u>	<u>165,195.00</u>	<u>176,266.75</u>	<u>176,541.17</u>	<u>196,067.00</u>	<u>192,824.00</u>	<u>(1.7%)</u>	<u>3,243.00</u>	
TOTAL	552,539.43	571,018.51	574,709.44	608,213.35	656,204.00	671,126.00	2.3%	14,922.00	
650 PARKS AND RECREATION									
SALARIES	317,618.69	321,487.45	349,421.02	296,891.20	328,752.00	347,563.00	5.7%	18,811.00	
EXPENSES	<u>80,119.80</u>	<u>69,759.06</u>	<u>68,403.72</u>	<u>94,337.85</u>	<u>83,264.00</u>	<u>83,264.00</u>	<u>0.0%</u>	<u>0.00</u>	
TOTAL	397,738.49	391,246.51	417,824.74	391,229.05	412,016.00	430,827.00	4.6%	18,811.00	
<b>OTHER PUBLIC AGENCIES TOTAL</b>	<b>\$1,468,084.47</b>	<b>\$1,192,891.07</b>	<b>\$1,229,630.51</b>	<b>\$1,234,141.27</b>	<b>\$1,334,142.00</b>	<b>\$1,387,647.00</b>	<b>4.0%</b>	<b>\$53,505.00</b>	
<b>UNCLASSIFIED SERVICES</b>									
152 PERSONNEL COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00		NM	0.00
178 DOVER HOUSING PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00		NM	0.00
195 TOWN REPORT	7,458.34	11,509.00	8,021.57	5,422.90	6,000.00	6,000.00	0.0%		0.00
543 VETERANS									
SALARIES	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.0%	0.00	
EXPENSES	0.00	2,848.29	0.00	0.00	1,000.00	1,000.00	0.0%	0.00	
TOTAL	1,000.00	3,848.29	1,000.00	1,000.00	2,000.00	2,000.00	0.0%	0.00	
691 HISTORICAL COMMISSION	15.00	316.08	0.00	608.10	1,250.00	1,250.00	0.0%	0.00	
692 MEMORIAL DAY	2,658.09	2,614.79	2,471.24	2,978.94	3,000.00	3,000.00	0.0%	0.00	
<b>UNCLASSIFIED SERVICES TOTAL</b>	<b>\$11,131.43</b>	<b>\$18,288.16</b>	<b>\$11,492.81</b>	<b>\$10,009.94</b>	<b>\$12,250.00</b>	<b>\$12,250.00</b>	<b>0.0%</b>	<b>\$0.00</b>	

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19 \$ Variance
<b>INSURANCE</b>								
912 WORKERS COMPENSATION	41,106.23	65,846.26	69,416.17	76,916.00	93,880.00	110,980.00	18.2%	17,100.00
914 GROUP INSURANCE	1,655,370.48	1,852,401.49	2,002,057.54	2,078,679.75	2,564,683.00	2,491,324.00	(2.9%)	-73,359.00
916 MEDICARE/FICA	138,484.61	139,104.86	145,815.79	152,015.96	186,881.00	197,160.00	5.5%	10,279.00
950 OTHER INSURANCE	156,688.90	149,483.88	161,734.14	145,546.00	188,245.00	189,619.00	0.7%	1,374.00
<b>INSURANCE-SUB-TOTAL</b>	<b>\$1,991,650.22</b>	<b>\$2,206,836.49</b>	<b>\$2,379,023.64</b>	<b>\$2,453,157.71</b>	<b>\$3,033,689.00</b>	<b>\$2,989,083.00</b>	<b>(1.5%)</b>	<b>-\$44,606.00</b>
<b>PENSIONS</b>								
911 NORFOLK COUNTY RETIREM	929,040.00	1,023,985.00	1,129,266.00	1,210,458.00	1,325,669.00	1,421,027.00	7.2%	95,538.00
<b>INSURANCE/PENSIONS TOTAL</b>	<b>\$2,920,690.22</b>	<b>\$3,230,821.49</b>	<b>\$3,508,289.64</b>	<b>\$3,663,615.71</b>	<b>\$4,359,358.00</b>	<b>\$4,410,110.00</b>	<b>1.2%</b>	<b>\$50,752.00</b>
<b>SCHOOLS</b>								
600 DOVER SCHOOL OPERATING	8,797,083.84	9,147,416.00	8,411,165.96	8,942,536.11	10,437,843.00	10,616,354.00	1.7%	178,511.00
601 DOVERS SHARE REGIONAL-- OPERATING ASSESSMENT	9,609,199.00	9,656,211.00	10,610,531.00	11,098,808.00	11,474,779.00	11,955,169.00	4.2%	480,390.00
DEBT ASSESSMENT	858,297.00	754,629.00	714,264.00	581,416.00	568,138.00	552,534.00	(2.7%)	-15,604.00
<b>TOTAL</b>	<b>10,467,496.00</b>	<b>10,410,840.00</b>	<b>11,324,795.00</b>	<b>11,680,224.00</b>	<b>12,042,917.00</b>	<b>12,507,703.00</b>	<b>3.9%</b>	<b>464,786.00</b>

DEPARTMENT	FY 2015 EXPENDED	FY 2016 EXPENDED	FY 2017 EXPENDED	FY 2018 EXPENDED	FY 2019 APPROVED	FY 2020 REQUESTED	% CHANGE	FY20/FY19 \$ Variance
602 MINUTEMAN VOCATIONAL	37,800.00	91,149.00	75,016.00	63,533.00	96,218.00	74,285.00	(22.8%)	-21,933.00
604 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL	3,736.00	3,736.00	3,409.37	0.00	6,000.00	6,000.00	0.0%	0.00
<b>SCHOOLS TOTAL</b>	<b>\$19,306,115.84</b>	<b>\$19,653,141.00</b>	<b>\$19,814,386.33</b>	<b>\$20,686,293.11</b>	<b>\$22,582,978.00</b>	<b>\$23,204,342.00</b>	<b>2.8%</b>	<b>\$621,364.00</b>
<b>MATURING DEBT AND INTEREST</b>								
710 MATURING DEBT PRINCIPAL	1,160,400.00	1,140,400.00	1,125,400.00	1,115,400.00	1,378,400.00	1,005,400.00	(27.1%)	-373,000.00
751 MATURING DEBT INTEREST	263,200.00	290,300.00	281,550.00	259,375.00	240,596.00	193,350.00	(19.6%)	-47,246.00
759 BANK CHARGES	20,192.87	16,524.19	16,948.33	55,392.18	4,000.00	4,000.00	0.0%	0.00
<b>DEBT &amp; INTEREST TOTAL</b>	<b>\$1,443,792.87</b>	<b>\$1,447,224.19</b>	<b>\$1,423,898.33</b>	<b>\$1,430,167.18</b>	<b>\$1,623,996.00</b>	<b>\$1,202,750.00</b>	<b>(25.9%)</b>	<b>-420,246.00</b>
<b>TOWN BUDGET GRAND TOTAL</b>	<b>\$34,656,088.82</b>	<b>\$32,116,912.36</b>	<b>\$32,619,925.73</b>	<b>\$34,097,228.88</b>	<b>\$37,464,644.00</b>	<b>\$38,043,457.00</b>	<b>1.5%</b>	<b>\$578,813.00</b>

Article 5. (Selectmen) To see what sums the Town will raise and appropriate for the various capital purposes listed below; to determine whether the money shall be included in the tax levy, transferred from available funds, borrowed, or provided by any combination of these methods; or take any other action relative thereto:

1. Fire and Ambulance

(a) Ambulance	\$292,364
---------------	-----------

**This request is to purchase and place in service a new ambulance to replace the current ambulance with a larger, more capable vehicle. The current 2007 model ambulance vehicle has required substantial repairs, which has resulted in 3 months out of service. The new ambulance will possess better road and off-road capability, have enlarged carrying capacity for fire personnel and gear, and will be built on a truck chassis, rather than the existing van chassis. It will have 4 wheel drive, and be safer and more capable in emergency response situations, in addition to meeting the latest State and Federal fire and safety regulations and codes. The ambulance to be replaced does not possess these capabilities.**

*The Capital Budget Committee recommends approval of \$292,364 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$292,364 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF AN AMBULANCE.

(b) Radio Equipment	\$32,000
---------------------	----------

**This request is to purchase and place in service replacements for the department's mobile, portable, and pager radios. The department operates two different versions of emergency pagers, 70% of which were acquired in 2010. These older models can no longer be serviced.**

*The Capital Budget Committee recommends approval of \$32,000 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$32,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF RADIO EQUIPMENT.

2. Highway Department

(a) Pickup Truck \$44,000

**This request is to replace a model 2008 pickup truck, which will be 11 years old at the time of replacement. This truck is used in difficult weather conditions and the undercarriage has become heavily corroded.**

*The Capital Budget Committee recommends approval of \$44,000 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$44,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF A NEW PICKUP TRUCK.

(b) Fuel Dispensing Equipment \$36,000

**This request is to replace the current fuel dispensing system for the Town pumps that fill all of the Town vehicles. The current system is obsolete and, it is increasingly difficult to obtain replacement parts. This equipment has a vital role in Highway Department and Town operations.**

*The Capital Budget Committee recommends approval of \$36,000 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$36,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF NEW FUEL DISPENSING EQUIPMENT.

### 3. Selectmen -Protective Agencies Building

(a) Roof Replacement	\$250,000
----------------------	-----------

**This request is to replace the original shingle roof now approaching the end of its useful life. There are a number of areas which have deteriorated and suffered wind damage. These areas have required patching to prevent leaks and further damage. The new roof will have a guarantee for approximately the remaining life of the Protective Agencies Building. The estimate for this work is based upon a quote from a third-party vendor and has been reviewed by an architect.**

*The Capital Budget Committee recommends approval of \$250,000 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$250,000 BE RAISED AND APPROPRIATED FOR THE REPLACEMENT OF THE ROOF.

(b) De-leading Firing Range	\$12,000
-----------------------------	----------

**This request is to remove, clean and dispose of the lead waste that has accumulated at the firing range. A third-party vendor has given the estimate for this work.**

*The Capital Budget Committee recommends approval of \$12,000 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$12,000 BE RAISED AND APPROPRIATED FOR DELEADING THE FIRING RANGE.

(c) Replacement of HVAC System	\$60,000
--------------------------------	----------

**This request is to replace HVAC equipment with 3 high efficiency compressors and air handlers, together with related and ancillary equipment, using approximately 30-**

40% less electric power. The current pieces of equipment are older, less efficient models, which are only capable of providing cooling. The new equipment will also add heating and will reduce some of the use of more expensive fuel oil used in the boiler system.

*The Capital Budget Committee recommends approval of \$60,000 for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$60,000 BE RAISED AND APPROPRIATED FOR THE REPLACEMENT OF THE HVAC SYSTEM.

4. Cemetery Department Mower	\$16,000
------------------------------	----------

This request is to replace the John Deere Mower used for the mowing of the cemetery. This mower has been used for approximately 1500 hours. In order to determine replacement standards, the Capital Budget Committee has established new guidelines for the replacement of this class and type of equipment. These guidelines were established in consultation with equipment dealers, neighboring towns, and other users of similar equipment. Specific criteria that are given weight in the replacement decision include cost of maintenance and repairs, age, current value and condition, and number of hours of use. For this type and class of equipment, third parties have recommended 2500 hours of use.

*Based upon these guidelines the Capital Budget Committee recommends \$16,000 not be approved for this request.*

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$16,000 NOT BE APPROVED FOR THE REPLACEMENT OF THE MOWER.

5. Park and Recreation Tractor	\$16,000
--------------------------------	----------

**This request is to replace the John Deere Tractor used for mowing and some clearing of snow. This tractor has been used for approximately 1100 hours. In order to determine replacement standards, the Capital Budget Committee has established new guidelines for the replacement of this class and type of equipment. These guidelines were established in consultation with equipment dealers, neighboring towns, and other users of similar equipment. Specific criteria that are given weight in the replacement decision include cost of maintenance and repairs, age, current value and condition, and number of hours of use. For this type and class of equipment, third parties have recommended 2500 hours of use.**

***Based upon these guidelines the Capital Budget Committee recommends \$27,000 not be approved for this request.***

**THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$27,000 NOT BE APPROVED FOR THE REPLACEMENT OF THE TRACTOR.**

Article 6. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the purpose of funding an unemployment compensation fund as authorized by Chapter 40, Section 5E of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE WITHDRAWN.**

Article 7. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money to provide for the payment of accumulated sick leave to retired police officers as authorized by Chapter 375 of the Acts of 1984; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THAT  
THIS ARTICLE BE WITHDRAWN.**

Article 8. (Selectmen) To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds, borrow, or provide by any combination of these methods, a sum of money for the purpose of highway construction, reconstruction and other improvements under the authority of the Massachusetts General Laws as funded by various state budgets; and to authorize the Selectmen to enter into contracts, apply for, accept, expend, and borrow in anticipation of state aid for such projects; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THAT  
THIS ARTICLE BE APPROVED.**

Article 9. (Conservation Commission) To see if the Town will vote to raise and appropriate a sum of money for the Conservation Fund to be used by the Conservation Commission for any purpose authorized by Chapter 40, Section 8C of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THAT THE  
SUM OF \$25,000 BE RAISED AND APPROPRIATED FOR  
THE PURPOSE OF THIS ARTICLE.**

Article 10. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the purpose of funding a study of the Town's Information Technology systems including hardware, software applications and network, and including the first phase of implementing recommendations from the study; to determine whether the money shall be included in the tax levy, by transfer of available funds, or any combination of these methods; or take any other action relative thereto.

**This Article funds a study that will enable the Town to analyze the current state of its information technology system. The study will provide recommendations to enhance the Town's current processes and systems to enable the Town to**

**effectively use technology to serve both its employees and citizens. Additionally, it provides funding for the first phase of implementing high-priority recommendations, to be determined by the Board of Selectmen. The Technology Advisory Board, appointed by the Board of Selectmen, will also review and make recommendations to the Board of Selectmen concerning the Town's implementation of plans for proposed computing and information technologies. Use of additional funds to support implementation of study recommendations beyond the first phase will require approval of the Town's citizens at a future Town Meeting.**

**THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$250,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.**

Article 11. To see if the Town will vote to create a Regional School Other Post-Employment Benefit Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws for the purpose of funding Dover's portion of the Dover-Sherborn Regional School Other Post-Employment Benefits liability; and raise and appropriate a sum of money to a Regional School Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, by transfer from available funds, or any combination of these methods; or act in any other manner in relation thereto.

**The Dover-Sherborn Regional School District has an unfunded Other Post-Employment Benefit (OPEB) liability of \$28,000,000. The Board of Selectmen proposes that the Town of Dover establish an OPEB Stabilization fund to set aside funds that will be used to address the Town of Dover's share of the liability. The Dover-Sherborn Regional School District adopted Section 20 of Chapter 32 of the Massachusetts General Laws and will proceed with the establishment of an OPEB Trust to address the District's retiree healthcare liability. Funds placed in the Town of Dover's OPEB Stabilization Fund will be used to fund the District's requests for OPEB funding in the future.**

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$1,600,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 12. (Selectmen) To see if the Town will vote to create a Capital Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws for the purposes of funding capital projects or the debt service related to capital projects; and raise and appropriate a sum of money to a Capital Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, by transfer from available funds; or any combination of these methods; or act in any other manner in relation thereto.

THIS ARTICLE HAS BEEN WITHDRAWN BY THE SPONSOR.

Article 13 (Selectmen) To see if the Town will vote to create, and raise and appropriate a sum of money to a Land Preservation Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws for the purposes of purchasing land within the Town or the debt service related to the purchase of said land; to determine whether the money shall be included in the tax levy, by transfer from available funds, or any combination of these methods; or act in any other manner in relation thereto.

THIS ARTICLE HAS BEEN WITHDRAWN BY THE SPONSOR.

Article 14. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the purpose of supplementing the Town of Dover Stabilization Fund in accordance with Chapter 40, Section 5B of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, by transfer from available funds, or any combination of these methods; or take any other action relative thereto.

THIS ARTICLE HAS BEEN WITHDRAWN BY THE SPONSOR.

Article 15. (Selectmen) To see if the Town will vote to appropriate the unexpended balance of the funds appropriated under Article 15 of the 2018 Annual Town Meeting a sum of money for the purpose of remodeling, reconstructing or new construction of the Caryl Community Center, including the cost of architectural and engineering services for plans and specifications related thereto; or take any other action relative thereto.

**At the 2018 Annual Town Meeting, the Town approved an amended Article 15 that replaced the Article 15 text appearing in the 2018 Blue Book and authorized “the Town to transfer from Free Cash the amount of \$200,000 for the purpose of developing schematic designs for a complete renovation of the Caryl Community Center.”**

**The 2018 Article 15 text restricted use of the approved funds to renovation of the existing Caryl Community Center structure only.**

**This Article would expand the allowable uses for the remainder of the \$200,000 originally approved in 2018 to allow studies covering reconstruction or replacement of the Caryl Community Center in addition to renovation.**

**This Article would not add to the \$200,000 total amount approved in 2018 for studies related to the Caryl Community Center but would broaden the options available to the Town for their use.**

THE WARRANT COMMITTEE RECOMMENDS THAT  
THIS ARTICLE BE APPROVED.

Article 16. To see if the Town will vote to raise and appropriate a sum of money for the purpose of making extraordinary repairs to and equipment replacement at the Caryl Community Center, including the cost of architectural and engineering services for plans and specifications related thereto; determine whether the money shall be included in the tax levy, by

transfer from available funds, borrowed, or any combination of these methods; or take any other action relative thereto.

**At the 2018 Annual Town Meeting, the Town approved an amended Article 15 which appropriated funds to study the costs of renovation at the Caryl Community Center (“CCC”). In addition, the Town did not approve Article 11 which would have appropriated funds to specifically replace the boilers, thus providing for the status quo at the CCC.**

**Separately, the Community Center Project Committee is working to formulate a range of options, together with the costs associated therewith, to be presented and voted upon at a Special Town Meeting scheduled for October, 2019. Given the realistic timeline to implement any plan the Town might approve, the Board of Selectmen is requesting funds to be available for extraordinary repairs during the planning and implementation phase. This will ensure that the Caryl Center can remain open with all current programs functioning in the event any such circumstances, including a failure of the heating system, are encountered.**

**This Article only appropriates funds for extraordinary circumstances to keep the building operating at the status quo during the next year.**

**THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.**

Article 17. (Selectmen) To see if the Town will vote to appropriate a sum of money for the purpose of funding the FY2020 Operating Budget as approved by Town Meeting in Article 4, to determine whether said money shall be provided from the transfer of available funds; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THE USE OF FREE CASH FOR THE PURPOSES OF THIS ARTICLE. THE EXACT AMOUNT WILL BE PROVIDED AT TOWN MEETING.**

Article 18. (Warrant Committee) To see if the Town will vote to raise and appropriate a sum of money to the Reserve Fund, pursuant to Chapter 40, Section 6 of the Massachusetts General Laws, not to exceed 5% of the tax levy of Fiscal Year 2019, from which transfers are voted by the Warrant Committee from time to time and transferred as provided by statute, and determine whether the money shall be included in the tax levy, by transfer from available funds including the Reserve Fund, Overlay Surplus, or by any combination of these methods; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$250,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.**

Article 19. (Warrant Committee) To see if the Town will vote to raise and appropriate a sum of money to pay any unpaid bills rendered to the Town for prior years; to determine whether the money shall be included in the tax levy, by transfer from available funds, or any combination of these methods; or take any other action relative thereto.

**THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$9,432 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.**

Article 20. (Warrant Committee) To see if the Town will make supplemental appropriations to be used in conjunction with money appropriated under Article 4 of the Warrant for the 2018 Annual Town Meeting, to be expended during the current fiscal year, or make any other adjustments to the Fiscal Year 2019 budget that may be necessary, and determine whether the money shall be provided by transfer from available funds; or take any other action relative thereto.

**AS OF THE DATE OF THE PRINTING OF THE BLUE BOOK THE WARRANT COMMITTEE ANTICIPATES THAT THIS ARTICLE WILL BE WITHDRAWN.**

Article 21. (Board of Health) To see if the Town will vote to accept Massachusetts General Law Chapter 40U and approve procedures for the

payment of fines in accordance with Massachusetts General Law Chapter 40U, Section 4; or take any other action relative thereto.

**THIS ARTICLE HAS BEEN WITHDRAWN BY THE SPONSOR.**

Article 22. To see if the Town will vote to accept Massachusetts General Law Chapter 59, Section 57A; or take any other action relative thereto.

**In 1992, the Town accepted Chapter 59, Section 57B, which made payments of tax bills up to \$50 payable in two installments, instead of the typical four installments throughout the year. This section was repealed in 2016. Chapter 59, Section 57A similarly would require payment of Town tax bills up to \$100 in one installment for preliminary and actual bills.**

**THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.**

Article 23. (Citizens' Petition) To see if the Town will vote to accept Dover Farms Road, Hughes Lane, Ann's Way, and Monroe Court as accepted public ways as laid out by the Board of Selectmen, as shown on the plans on file in the Office of the Town Clerk; or take any other action relative thereto.

**The Warrant Committee has received confirmation from Town officials that the development is in compliance in all material respects with the comprehensive permit under which it was built, with the exception of installation of monuments marking the bounds of the rights of way. The Homeowners Association has informed the Town that they have contracted to have these monuments installed prior to Town Meeting.**

**THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.**

Article 24. (Citizens' Petition) To see if the Town will vote to accept Dancer Farm Drive as an accepted public way, as laid out by the Board of Selectmen, as shown on the plans on file in the Office of the Town Clerk; or take any other action relative thereto.

**The Warrant Committee has received confirmation from Town officials that the development has met all the requirements for acceptance as a Town road.**

**THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.**

Article 25. (Citizens' Petition) To see if the Town will vote to amend the General Bylaws of the Town of Dover to ban the commercial use of plastic bags in accordance with the proposed amendment language on file with the Town Clerk, or take any other action relative thereto.

**The purpose of this bylaw is to ban the use of Thin Film Single Use Plastic Bags by all retail stores and restaurants in Dover, due to concerns about the impact to the environment. Thin Film Single Use Plastic Bags without handles that are used to contain produce, meat, bulk foods, wet items, newspapers, dry cleaning, and other similar merchandise will not be subject to this bylaw. In order to allow time for businesses to prepare, the Bylaw shall go into effect three months after Town Meeting approval, and a six-month implementation waiver may be authorized by the Town Administrator for extenuating circumstances.**

**THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.**

Article 26. (Selectmen) To see if the Town will vote to transfer from Free Cash in the Treasury an amount to stabilize the tax rate for the ensuing fiscal year and authorize the Board of Assessors to use the same to stabilize the tax rate; or take any other action relative thereto.

**Free Cash was certified at \$9,785,433 as of July 1, 2018, which is over 25% of Dover's FY19 operating budget. To**

ensure that a reduction to the balance of Free Cash would not have unforeseen negative impacts, the Warrant Committee, Board of Selectmen, and Dover citizens created a formula and set of guidelines to consider what amount of Free Cash was prudent to retain based on a review of similar towns, forecast expenditures in coming years, unfunded obligations, stabilization fund balances, and input from citizens. Some concerns that were raised and considered by the Warrant Committee included the lack of reserves for unfunded obligations, the Town's bond rating, upcoming expenditures, and the desire to avoid a Proposition 2½ override in the future or a substantial increase in tax rate in following years.

The Warrant Committee determined that a Free Cash target range of 10-15% of the annual operating budget would be reasonable, given the limited funding of stabilization and trust funds in our town, as well as increases forecasted for outlays in coming years. The Warrant Committee also believes that a gradual reduction in the Free Cash balance to bring it into this range would be prudent for the Town's financial management. Accordingly, the Warrant Committee is recommending an amount that would bring the balance meaningfully closer to - but not likely below - the high end of the range.

THE WARRANT COMMITTEE RECOMMENDS THAT \$2,500,000 OF FREE CASH BE USED FOR THE PURPOSES OF THIS ARTICLE.

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Dover, qualified as aforesaid, to assemble at the Town House on said Monday, the 20th of May, 2019 at seven o'clock in the forenoon, then and there to act on the following Article, to wit:

Article 27. To choose by ballot the following Town Offices:

Moderator .....	one year
One member of the Board of Selectmen .....	three years
One member of the Board of Assessors .....	one year
One member of the Board of Assessors .....	three years
Two members of the Dover School Committee .....	three years
One member of the Dover-Sherborn Regional School Committee .....	three years
One member of the Board of Library Trustees .....	three years
One member of the Board of Library Trustees .....	two years
One member of the Cemetery Commission .....	three years
One member of the Planning Board .....	five years
One associate member of the Planning Board .....	two years
One member of the Board of Health .....	three years
Two members of the Park & Recreation Commission....	three years
Three Constables .....	three years
Three members of the Trustees of the Larrabee & Whiting Estate .....	five years

For these purposes the polls will be open at seven o'clock in the forenoon and will close at eight o'clock in the evening.

**TOWN OF DOVER**  
**RESERVE FUND TRANSFERS FOR FY18**

<i>Department</i>	<i>Request Date</i>	<i>Description</i>	<i>Town Meeting Appropriation</i>	<i>Prior Notice</i>	<i>Transfer Amount</i>	<i>Transfer Date</i>
Reserve Fund	07/01/18	FY19 Appropriation - ATM Mart. 23	250,000.00		11,000.00	09/12/18
Selectmen	09/11/18	Retirement of Town Administrator			10,720.00	
Building Maint/Town Hse	09/13/18	Replace Town House-Air Conditioning			8,500.00	
Ambulance	10/02/18	Quality Assurance/Quality Improvement Program			7,500.00	11/14/18
Building Maint/Caryl Hse	10/11/18	Eradicate powder post beetle infestation-Caryl Hse			27,488.18	01/02/19
Fire Dept.	11/06/18	Rear Dump chutes rebuilt/redesigned to stop leaks		yes	22,000.00	01/23/19
Building Maint/Protective	12/21/18	Bring holding cells into compliance			3,500.00	
Ambulance	02/05/19	EMT class reimbursement			4,500.00	
Fire Dept.	02/05/19	Engine 1 motor repair				
			<b>TOTAL</b>	<b>250,000.00</b>	<b>27,220.00</b>	<b>67,988.18</b>

## MUNICIPAL TERMINOLOGY

The following terms are frequently used in the Annual Town Report and at Town Meeting. Appropriate figures are noted.

**RESERVE FUND** is established by the voters at an Annual Town Meeting only. It may be composed of an appropriation not exceeding 5% of the tax levy of the preceding year, or money transferred from the Overlay Surplus or both. Transfers from the Reserve Fund are within the exclusive control of the Warrant Committee for "extraordinary or unforeseen expenditures."

**SURPLUS REVENUE** is the amount by which the cash, accounts receivable, and other assets exceed liabilities and reserves.

**FREE CASH** is an amount calculated annually by the Accountant and certified by the State Bureau of Accounts. The amount is determined by subtracting uncollected taxes and certain deficits from **SURPLUS REVENUE**. The Warrant Committee at Town Meeting recommends the use of Free Cash.

7/1/18	\$9,785,433
--------	-------------

**OVERLAY RESERVE** is the amount raised and appropriated by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions to be granted.

6/30/17	\$856,990.44
---------	--------------

**OVERLAY SURPLUS** is the amount accumulated for Overlay for various years not used or required to be held in the Overlay Reserve account for a specific year.

Voted	\$100,000
-------	-----------

**STABILIZATION FUND** is to provide a reserve for any lawful municipal purpose. Appropriations from the **STABILIZATION FUND** may be made at Annual or Special Town Meetings by a two-thirds vote.

6/30/18	\$891,679.71
---------	--------------

**CONSERVATION FUND** was established in 1962 and has been added to from time to time by the voters at Town Meeting. The Fund may be expended by the Conservation Commission for any conservation purpose, other than taking by eminent domain. Total conservation funds available from all sources:

6/30/18	\$26,079.42
---------	-------------

TOWN OF DOVER



MASSACHUSETTS

POSTAL PATRON

DOVER, MA 02030

IMPORTANT  
TOWN BUSINESS

