



AGENDA
BOARD OF SELECTMEN
January 31, 2023

Following guidance issued by Governor Baker in 2020 regarding the Open Meeting Law, this public meeting will be held remotely, and individuals wishing to participate may do so by utilizing Zoom video conferencing technology. To join the meeting by video conferencing using a computer or tablet, please click on the link <https://us06web.zoom.us/j/89767604196> and enter the Meeting ID 897 6760 4196 and Passcode 573531. To join by telephone only, please call 1-301-715-8592. Please see the attached page regarding Zoom participation.

- 6:30 PM Citizens' Comments
Public comments are allowed for up to ten minutes at the beginning of each meeting for items not otherwise on the agenda. Each speaker is limited to three minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification.
- 6:40 PM I.1 Capital Budget Committee Chair Barry Goldman re Review of Fiscal Year 2024 Capital Budgets
- 6:50 PM I.2 Order and Assign Annual Town Meeting Warrant Articles
- 7:00 PM I.3 Appoint Rich Forte to the Board of Selectmen Membership Size Study Committee
- 7:10 PM I.4 Appoint Geoffrey Sauter to the Dover Historical Commission
- 7:20 PM I.5 Board of Selectmen Items
- Progress Update on Rebidding of the Community Center Building Project
 - Designate Selectmen's Liaison to the Town Administrator Search Committee and Review 2018 Screening Committee Mission Statement
 - Upcoming Agendas
 - BOS Updates
- 7:30 PM I.6 Town Administrator Updates
- 7:40 PM ES.1 Executive Session
- Exception 3 – Discuss strategy with respect to collective bargaining negotiations with the Dover Police Association
- 7:50 PM Adjournment

The next scheduled meeting of the Board of Selectmen is February 9, 2023.

Join Zoom Meeting:

<https://us06web.zoom.us/j/89767604196>

Meeting ID: 897 6760 4196

Passcode: 573531

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

One Tap Mobile: +13017158592, 89767604196#

Or Call on the Telephone:

Dial by your location

+1 301 715 8592 US

+1 305 224 1968 US

Zoom Dover BOS protocol:

1. All participants are automatically muted by Host
2. Public Comment is only allowed during the Public Comment period
3. Please click Raise Hand in the webinar controls to let the host know you would like to comment.



Raise Hand



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.1



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.2

| Annual Town Meeting Warrant Articles 2023 | | | |
|---|------------------------------------|---|-------------------------|
| Article Number | Requestor | Article Title | Notes |
| 1 | Selectmen* | Hear/Act on Committee Reports | |
| Financial/Budget Articles | | | |
| 2 | Selectmen* | Establish Salaries for Elected Officials for FY2024 | |
| 3 | Selectmen* | Authorize Amounts for Revolving Funds for Building Department, Board of Health, Library, Council on Aging and Recycling Committee | |
| 4 | Selectmen* | Appropriate the FY2024 Operating Budget | |
| 5 | Selectmen* | Appropriate the FY2024 Capital Budget | |
| 6 | Selectmen* | Appropriate to the Unemployment Compensation Fund | Possible Consent Agenda |
| 7 | Selectmen* | Appropriate for Sick Leave for Retiring Police Officers | Possible Consent Agenda |
| 8 | Selectmen* | Appropriate for Road Construction, Reconstruction and Improvements | Possible Consent Agenda |
| 9 | Conservation Commission* | Appropriate to Conservation Fund | Possible Consent Agenda |
| 10 | Selectmen | Appropriate for General Stabilization Fund | |
| 11 | Selectmen* | Appropriate for Dover Sherborn Regional Schools OPEB Stabilization Fund | |
| 12 | DSRS* | Appropriate for Dover Sherborn Regional Schools Capital Items | |
| 13 | Selectmen* | Appropriate Through Borrowing for Dover Sherborn Regional Schools Capital Items | |
| 14 | Selectmen* | Appropriate from Free Cash or Other Available Funds for One-time Projects | |
| 15 | Warrant Committee* | Appropriate for Unpaid Bills of a Prior Fiscal Year | |
| 16 | Warrant Committee* | Supplemental Appropriations to Article 4 of the 2022 Annual Town Meeting | |
| 17 | Parks & Recreation | Appropriate for Community Center Recreation Items | |
| Zoning/Planning Articles | | | |
| 18 | Planning Board | Amendments for Accessory Dwelling Units | |
| 19 | Planning Board | Amendments to Floodplain Overlay District | Withdrawn by Chair |
| | Planning Board | Amendments to Zoning Bylaws & Planning Board Regulations (Village Center) | Withdrawn by Chair |
| | Planning Board | Amendments to Zoning Bylaws & Planning Board Regulations (Village Center) | Withdrawn by Chair |
| | Planning Board | Amendments to Zoning Bylaws (Schedule of Use) | Withdrawn by Chair |
| | Planning Board | Amendments to Zoning Bylaws (Definitions) | Withdrawn by Chair |
| 20 | Conservation Commission | Amendments to Conservation Commission Bylaw (Fees) | |
| 21 | Selectmen | Amendments to Regulatory Bylaws (Stormwater) | DpW |
| General Bylaw Articles | | | |
| 22 | Selectmen | Amend General Bylaw - Appointment of Wiring Inspector | Building Comm. |
| 23 | Town Clerk | Amend General Bylaw - Terms of Office for Constables | Town Clerk |
| 24 | Selectmen | Eliminate General Bylaw - Finance Committee on Roads | DpW |
| 25 | Selectmen | Eliminate General Bylaw - Tree Committee | DpW |
| 26 | Capital Budget Committee | Amend General Bylaw - Committee Membership | CBC |
| 27 | Selectmen | Increase Real Estate and MVE Demand Fee | Treasurer / |
| 28 | Selectmen | Amend General Bylaw - Long Range Planning Committee | Collector |
| Citizens' Petitions | | | |
| 29 | Citizens' Petition | Install Sidewalks on Cross Street | |
| Tax Rate | | | |
| 30 | Selectmen | Transfer from Free Cash to Reduce Tax Rate | |
| Town Election | | | |
| 31 | Town Clerk* | Town Election | |
| | * Annually Recurring Articles | | |
| Key Dates: | | | |
| | Potential "Pre" Open Hearing Prep. | Tuesday, February 28, 2023 | |
| | Open Hearing | Monday, March 13, 2023 | |
| | Moderator's Meeting | Thursday, April 20, 2023 | |
| | Town Meeting | Monday, May 1, 2023 | |
| | 2nd Night of TM if necessary | Monday, May 8, 2023 | |



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.3



Board of Selectmen Membership Size Study Committee
(As voted by 2022 Annual Town Meeting Article 28)

Mission: Appointed by the Board of Selectmen, the Board of Selectmen Membership Size Study Committee will conduct a study to explore the aspects of the Town adopting, within the next several years, a five member BOS structure.

Membership: The Committee will consist of seven voting members, made up of Town residents with varied town-related board or committee experience within the past 15 years, and a current member of the Board of Selectmen and the Town Administrator serving as ex-officio members.

Activities: The Committee will conduct a study to explore the aspects (pros, cons, risks, issues to consider, potential timetable, and pathway to implementation) of moving the Town's Board of Selectmen membership from three to five members. The study will include an assessment of communities who have increased their Board of Selectmen size and will also take into account Dover's long-standing community ideals.

The Committee will engage a consultant or consulting firm with operational improvement experience in Massachusetts municipal governments to assist the Committee in achieving this work.

The Committee and selected consultant will present the results of the study to the Board of Selectmen and to the Town within the next eighteen months, and to the extent possible, before the 2023 Annual Town Meeting.

Approved by the Board of Selectmen
September 8, 2022



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.4

**Dover, MA**

Mona DiSciullo <mdisciullo@doverma.gov>

Re: Dover Historical Commission vacant position

1 message

Mona DiSciullo <mdisciullo@doverma.gov>

Fri, Jan 20, 2023 at 11:03 AM

To: Steve Kruskall [REDACTED]

Hello Steve,

The Board will be meeting again on Tuesday, January 31 at 6:30 PM via Zoom, and I will add the appointment to the agenda. If you would like to share any background information on Mr. Sauter, I would be happy to share that with the Board.

Enjoy the weekend!

Mona
Mona

On Wed, Jan 18, 2023 at 11:44 AM Steve Kruskall [REDACTED] wrote:

Mona,

As I mentioned to you this morning, the Dover Historical Commission met last week and discussed the candidacy of Geoffrey Sauter for the vacant position on the Dover Historical Commission. In a unanimous vote at that meeting the DHC asked that Mr Sauter's name for this open position be advanced to the Board of Selectmen.

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Mona DiSciullo
Administrative Assistant
Dover Board of Selectmen/Town Administrator Offices
508-785-0032 x 221



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.5

Town Administrator Screening Committee
Mission Statement
Draft

1. The Board of Selectmen (the “Board”), hereby appoints a Screening Committee to assist in the screening of candidates for Town Administrator. The following _____ citizens have been nominated by the Board at their _____ meeting:
 1. _____, Chair
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
2. The Screening Committee shall work collaboratively with the staff of Community Paradigm Associates, along the lines described in the Scope of Services dated January 19, 2023, which is incorporated by reference.
3. The Screening Committee, with the assistance of the Community Paradigm, shall recommend three to five candidates to the Board as finalists for the position of Town Administrator. The recommendations shall be unranked, and the finalists should be fully vetted before the Screening Committee makes its recommendation.
4. In carrying out its work the Screening Committee will utilize the Profile approved by the Board to guide its work as well as the professional advice of Community Paradigm.
5. To the extent permitted by law, the Screening Committee shall maintain the names and any information about candidates in strict confidence until it votes its recommendations.
6. It is the intention of the Board for the Screening Committee to function as a governmental body as that term is defined in the Massachusetts Open Meeting Law. Citizens designated to be members of the Committee will be sworn in by the Town Clerk at the initial organizational meeting.

The Board has provided a Candidate Profile – based on the Board's expectation of the challenges and opportunities the new administrator may encounter:*

1. *Management – plan, organize, resource, track, adapt and report:*
 - a. *Set goals, develop key performance metrics, management reporting, results oriented.*
 - b. *Staff management, development and training; feedback and formal performance assessments*
 - c. *Span of control, communication and coordination responsibilities*

2. *Personal Attributes and Characteristics*

- a. *Collaborative Leadership - to perform at a high level and collaborate with and influence those not under her/his direct control.*
- b. *Strong communicator*
- c. *Forward looking, adaptable, brings out the best in people*
- d. *Work/life experiences demonstrate ability to excel in Dover's environment*

3. *Skills and Experience – given the broad role and responsibilities*

- a. *Work History – demonstrates ability to achieve results and reasonable stability*
- b. *MA. Municipal Law – working understanding of the regulatory and compliance framework likely to be encountered in the day-to-day work*
- c. *Financial acumen*
- d. *Technological literacy*
- e. *Professional Credentials*
- f. *Professional Network*

4. *Other*

- a. *References*
- b. *Reputation*

- * *Please consider the administrator's various roles a) legalistic: knows town by laws, state laws and regulations, procurement procedures, warrant articles construction, town meeting procedures, advisory; b) management: financial; budgets, municipal accounting, treasurer's office, c) technology d) resident services and communication; e) coordination and collaboration across town entities.*

A final profile shall be presented to the Board for approval.



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

Thursday, February 9, 2023

- Update on the Community Center Building Project

Thursday, February 16, 2023

- Public Hearing re Verizon Pole Petition
- Review of the FY24 Dover Town Library Operating Budget
- BOS Sign Annual Town Meeting Warrant
- Board of Selectmen Items
 - Progress Update on Community Center Rebidding
 - Upcoming Agendas
 - BOS Updates
- Town Administrator Updates
- Consent Agenda

Thursday, March 2, 2023

- Board of Selectmen Items
 - Progress Update on Community Center Rebidding
 - Upcoming Agendas
 - BOS Updates
- Town Administrator Updates
- Consent Agenda

Thursday, March 16, 2023

- BOS Review Election Ballot Questions
- Board of Selectmen Items
 - Progress Update on Community Center Rebidding
 - Upcoming Agendas
 - BOS Updates
- Town Administrator Updates
- Consent Agenda



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM 1.6

2022 / 2023 Project Status Summary

| | Status | Key Actions | Next Steps |
|-------------------------------------|--------------------|--|--|
| 1 | | | |
| HR Projects | | | |
| 2 | Complete | <ul style="list-style-type: none"> - New plan approved by Personnel Board and Board of Selectmen - Budgeted for in FY '24 - Provides market equity for non-union staff - Clarifies processes surrounding compensation & annual COLA | <ul style="list-style-type: none"> - Process three classification appeals received - Implement new three-year trial bonus program |
| 3 | In progress | Community Paradigm selected and contact signed. | <ul style="list-style-type: none"> - Department Questionnaires sent to all departments. - Develop and appoint selection committee, if desired |
| 4 | Nearing Completion | <ul style="list-style-type: none"> - Internal HR processes mapped and recorded - Checklists and guides created to assist present and future staff | R. Reed and C. Valente scheduled to meet with consultant on Thursday to review work product. |
| Recruitments | | | |
| | In Progress | Consultant contract signed. Questionnaire send to all departments. | BOS to appoint a liaison from Board and decide on use of Screening committee. |
| | In Progress | Posted position internally. | Will begin external advertising week of Jan. 30 |
| | Not Started | R. Reed to develop job description for Personnel Board to approve. | |
| | Not Started | R. Reed to revise existing job description for Personnel Board to approve. | |
| Town-wide Community Projects | | | |
| 6 | In Progress | <ul style="list-style-type: none"> - General terms agreed on by BOS - Substantial progress made on CR. - Special Town Meeting timeframe identified - Finalizing review of draft CR document internally for alignment with General terms - Meeting with all parties to align Special Town Meeting dates | <ul style="list-style-type: none"> - Trustees to develop communication materials - Town to publish informational materials - Finalize CR document - Schedule Town Meeting date |
| 7 | In Progress | <ul style="list-style-type: none"> - Charge created & voted on by Board- - Majority of members appointed | <ul style="list-style-type: none"> - Finalize committee appointments - Organize committee - Draft scope of work for RFQ for consultant selection |
| 8 | In Progress | BOS Size Study Committee / Bylaw Review | |

| | | | | |
|----|---|--------------------|--|---|
| 9 | Long-term Water Sustainability Study | Nearing Completion | <ul style="list-style-type: none"> - Working group and consultant have worked to identify alternative water options for town to consider - These alternatives will be costed out and incorporated into final report - Report nearing 75% completion | <ul style="list-style-type: none"> - Public presentation and engagement campaign regarding report and report findings - BOS determines path forward, if any |
| 10 | | | | |
| 11 | IT Projects | | | |
| 12 | Server Migration - Cloud Services | Nearing Completion | <ul style="list-style-type: none"> - Retrofit finalizing migration of on premise server data to cloud server | <ul style="list-style-type: none"> - Switchover to cloud when complete - Decommission on-premise hardware |
| 13 | Municipal Broadband Implementation | In Progress | <ul style="list-style-type: none"> - Awarded \$115,000 grant to cover cost of implementation - Entered into contract with leading municipal fiber installation company | <ul style="list-style-type: none"> - Installation expected Summer of 2023 due to supply chain issues |
| 14 | Town-wide Document Digitization | On Hold | | On hold pending staff recruitment |
| 15 | DocuSign | On Hold | | On hold pending staff recruitment |
| 16 | City Hall (Digital) Services - BOS & Town Clerk | On Hold | | On hold pending staff recruitment |
| 17 | | | | |
| 18 | Building Projects | | | |
| 19 | Town House Remodel | On Hold | | <ul style="list-style-type: none"> - Restart once community center building project direction becomes clearer |
| 20 | Town House Window Replacement | In Progress | <ul style="list-style-type: none"> - Designer & CC Selected- Contracts Executed | <ul style="list-style-type: none"> - Construction commencing in Spring |
| 21 | Town House Roof Replacement | In Progress | <ul style="list-style-type: none"> - Designer & CC Selected- Contracts Executed | <ul style="list-style-type: none"> - Construction commencing in Spring |
| 22 | | | | |
| 23 | Public Works Projects | | | |
| 24 | Claybrooke Road Replacement | In Progress | <ul style="list-style-type: none"> - Final stages of design and permitting occurring - Applied for state earmark to fund construction (awaiting funding from Governor) | <ul style="list-style-type: none"> - Construction beginning in FY '24 pending funding |
| 25 | Centre Street Bridge Replacement | In Progress | <ul style="list-style-type: none"> - Coordinated with Needham to place bridge on TIP - Received \$2M federal earmark to pay for design costs | |

| | | | | |
|----|-----------------------------------|--------------------|--|---|
| 26 | Willow Street Culvert Replacement | In Progress | - Received \$60,000 state grant to fund feasibility study for culvert replacement | - Design and construction funds included in this year's capital budget request |
| 27 | | | | |
| 28 | Misc. Projects | | | |
| 29 | Telecommunication Lease Renewal | Nearing Completion | - All three carriers have executed lease renewals for at least another 10 years - Special Counsel is coordinating final stages of lease implementation (Special Permit; equipment upgrades) | - Additional space available on tower. Plan to issue RFP to identify additional carrier |
| 30 | Cable License Renewal | Nearing Completion | - Comcast cable license agreement voted on by BOS - in effect for next 10 years | - Verizon license agreement expires 12.2023 - currently following same process as Comcast renewal |
| 31 | DPW Solar Array | Nearing Completion | - 75% of site work is complete - Awaiting delivery of combiner panel which has been delayed | |
| 32 | Town Communications | Not Started | Town Administrator to identify potential person/firm to assist with communications/social media | |



DOVER BOARD OF SELECTMEN MEETING

AGENDA ITEM ES.1