



**AGENDA
BOARD OF SELECTMEN
March 2, 2023**

Following the guidance issued by the State 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/81652980235> and enter the Meeting ID 816 5298 0235 and Passcode 436138. To join by telephone only, please call 1-646-931-3860. 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 Communications Consultant Discussion and Selection
- 6:45 PM I.2 Approve the Employment Agreement Between the Town Accountant and the Town of Dover
- 6:55 PM I.3 Board of Selectmen Items
- Progress Update on Rebidding of the Community Center Building Project
 - Town Administrator Search Update
 - Upcoming Agendas
 - BOS Updates
- 7:05 PM I.4 Town Administrator Updates
- 7:15 PM I.5 Consent Agenda
- Approve May 15, 2023 Town Election Constable Assignment and Early Voting Hours
 - Approve 2023 One-Day Special Liquor Licenses for March 28 and 29; April 13; June 3 and 15; July 22; August 28; September 16
- 7:25 PM ES.1 Executive Session (Exception 3) to Discuss Strategy with Respect to Collective Bargaining Between the Town and Labor Union Personnel
- 7:35 PM Adjournment

The next scheduled meeting of the Board of Selectmen is March 16, 2023.

Join Zoom Meeting:

<https://us06web.zoom.us/j/81652980235>

Meeting ID: 816 5298 0235

Passcode: 436138

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

One Tap Mobile: +16469313860, 81652980235

Or Call on the Telephone:

Dial by your location

+1 646 931 3860 US

+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

Agenda Item Summary

Meeting Date: March 2, 2023

AGENDA ITEM TITLE

ITEM NUMBER

Communications Consultant Discussion and Selection

I.1

Communications Consultants

Firm	Relevant Criteria					
	Massachusetts Municipal Experience	Other Municipal Experience	Sample Products	Staff Availability	Cost	
Rasky Partners	Yes, not extensive	Yes	Excellent	Very Good	\$8000 per month	
John Guilfoil Public Relations	Yes, extensive	Yes	Excellent	Very Good	\$999 per month	
Cordial Way Communications	No	No	Excellent	Very Good	up to \$420 per hr.	

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: March 2, 2023

AGENDA ITEM TITLE

ITEM NUMBER

Approve Employment Agreement Between the Town
Accountant and the Town of Dover

I.2

TOWN ACCOUNTANT EMPLOYMENT AGREEMENT

This Agreement made and entered into this 2nd day of March, 2023 by and between the Board of Selectmen of the Town of Dover, Massachusetts, hereinafter referred to as the “Board” or the “Town” and Kathleen LaPlant, hereinafter referred to as the “Town Accountant,” all of whom understand and agree as follows:

SECTION 1. Employment

The Board hereby agrees to employ Ms. LaPlant as Town Accountant for the period from March 3, 2023 through March 1, 2024.

SECTION 2. Compensation

Ms. LaPlant hereby accepts employment as Town Accountant, and Ms. LaPlant shall be compensated at Grade 15, Step 10 of the Town’s (Legacy) Salary Plan. In accordance with the Town of Dover’s usual practice, salary payments shall be made in biweekly installments, less applicable withholding and deductions. Ms. LaPlant will also receive an additional \$1,000.00 for being a Certified Governmental Accountant as designated by the Massachusetts Municipal Auditors’ and Accountants’ Association, payable on the same cyclical basis as other professional staff members who are eligible for an annual certification stipend.

SECTION 3. Duties

The Town Accountant shall faithfully perform both all duties as described in the Job Description on file with the Board of Selectmen and all duties as may be assigned to her by the Town Administrator or Board in accordance with the Massachusetts General Laws. Ms. LaPlant shall perform all duties required by and consistent with all local, state, and federal laws, rules, regulations, and policies. The Town Accountant Job Description is subject to review and modification at the discretion of the Town.

SECTION 4. Termination

In the event that Ms. LaPlant voluntarily terminates her position with the Board before the expiration of the term of this Agreement, she shall give three (3) months written notice in advance, unless the parties agree otherwise.

SECTION 5. Renewal/Non-Renewal

Should the Board decide not to renew this Agreement then the Board shall notify the Town Accountant in writing no less than six (6) months prior to the expiration of this Agreement of such intent. Should the Board fail to notify the Town Accountant in writing of its decision to not renew this Agreement at least six (6) months prior to the expiration of this Agreement, then the duration of this Agreement shall be extended for a period of days so that from the date the Town Accountant is notified on the “non-renewal”, she remains in her position for a period of six (6) months.

SECTION 6. Hours of Work

The Town Accountant’s work week shall ordinarily consist of normal office hours as established by the Town of a five-day week, Monday through Friday, plus whatever evening or weekend hours may be necessary from time to time in order to properly respond to the demands of the position. The Town Accountant is an exempt position for the purposes of the payment of wages and overtime.

SECTION 7. Benefits

The Town Accountant shall be entitled to all health and other benefits conferred by the Town upon all non-union employees in accordance with the Town’s Personnel Rules and Regulations. Ms. LaPlant will receive twenty-five vacation days and thirty sick days each fiscal year. Carryover of this leave from year to year will be in accordance with the Town’s Personnel Rules and Regulations.

SECTION 8. Professional Development

The Board agrees to budget for and to pay, subject to Town Meetings’ appropriations, the reasonable professional dues and subscriptions of the Town Accountant for her participation in state and regional associations desirable for the advancement and general good of the Town.

SECTION 9. Indemnification

To the greatest extent allowed by the law, the Town shall defend, save harmless, and indemnify the Town Accountant against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act of omission occurring in the performance of her duties as Town Accountant, even if said claim has been made following her termination from employment, provided that the Town Accountant acted within the scope of her duties.

The Town may compromise and settle any such claim or suit and will pay the amount of any settlement or judgement rendered thereon without recourse to the Town Accountant.

If counsel is not assigned by an insurance company which provides liability coverage for the Town on any claim covered by this provision, then the Town, at its option, may either appoint counsel

to represent the Town Accountant or reimburse the Town Accountant or counsel selected by the Town Accountant and approved in writing by the Board.

This Section shall survive any termination of this Agreement.

SECTION 10. Entire Agreement

This Agreement constitutes the entire agreement of the parties and supersedes all previous written and oral representations, agreements and understandings, whether expressed or implied. This Agreement may not be amended, orally or otherwise, except in writing and signed by the parties to this Agreement.

Town Accountant

Board of Selectmen

Name/date

date

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: March 2, 2023

AGENDA ITEM TITLE

ITEM NUMBER

Board of Selectmen Items

I.3

ATTACHMENTS/DOCUMENTS

Upcoming Agendas



DOVER
BOARD OF SELECTMEN MEETINGS
UPCOMING SCHEDULE AND PROJECTED AGENDA ITEMS

Monday, March 6, 2023, Town Caucus, 7:30 PM, Great Hall

Monday, March 13, 2023, Open Hearing, 7:30 PM, Great Hall

Thursday, March 16, 2023

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

Tuesday, April 4, 2023

- Warrant Committee Recommendations on Town Meeting Warrant Articles
- Board of Selectmen Recommendations on Town Meeting Warrant Articles
- Board of Selectmen Items
 - Progress Update on Community Center Building Project
 - Town Administrator Search Update
 - Upcoming Agendas
 - BOS Updates
- Town Administrator Updates
- Consent Agenda

Thursday, April 13, 2023

- Review and Finalize May 1, 2023 Annual Town Meeting Warrant Article Motions
- Approve and Execute Election Warrant
- Board of Selectmen Call June 3, 2023 Special Town Meeting (STM) and Open the STM Warrant
- Board of Selectmen Items
 - Progress Update on Community Center Building Project
 - Town Administrator Search Update
 - Upcoming Agendas
 - BOS Updates
- Town Administrator Updates
- Consent Agenda

Thursday, April 20, 2023

- Moderator's Meeting (location to be determined)

Thursday, April 27, 2023 (this meeting is not scheduled but is noted on the Community Center Project timeline)

- Approve June 3, 2023 Special Town Meeting Warrant
- Approve Community Center Building Project General Contractor Bid

Monday, May 1, 2023, Annual Town Meeting, 7 PM, Mudge Auditorium

Monday, May 8, 2023, Annual Town Meeting (if necessary), 7 PM, Mudge Auditorium

Thursday, May 11, 2023

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

Monday, May 15, 7 AM to 8 PM, Town Elections, Great Hall

Thursday, May 25, 2023

- Reorganization of the Board of Selectmen
- Board of Selectmen Items
 - Progress Update on Community Center Building Project
 - Town Administrator Search Update
 - Upcoming Agendas
 - BOS Updates
- Town Administrator Updates
- Consent Agenda

Saturday, June 3, 2023 – Special Town Meeting

To be completed/scheduled for STM:

- Information Sessions
- Open Hearing
- Moderator's Meeting

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: March 2, 2023

AGENDA ITEM TITLE

ITEM NUMBER

Town Administrator Updates

I.4

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.
5			
Recruitments			
Treasurer Collector	In Progress	Posted position internally and advertised. Small response.	Have begun interviewing
HR Director	Not Started	R. Reed to develop job description for Personnel Board to approve.	
Assistant Town Administrator	Not Started	R. Reed to revise existing job description for Personnel Board to approve.	
6			
Town-wide Community Projects			
7	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
8	In Progress	-members appointed. -First meeting scheduled for 2/27	Send requested materials to Committee. Schedule future meetings.

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 	Installation expected Summer of 2023 due to supply chain issues. Requesting grant extension from State, give supply chain delay.
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	- Designer & GC Selected- Contracts Executed	- Construction commencing in Spring
21	Town House Roof Replacement	In Progress	- Designer & GC Selected- Contracts Executed	- 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) 	- 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	- TRANSFORMER DELIVERED - Awaiting delivery of combiner panel which has been delayed to 3/27	
32	Town Communications	In Progress	Town Administrator has interviewed three firms to provide communications services	BOS to authorize Town Admin. To enter into a contract. Need to also budget for study and support in F24.

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: March 2, 2023

AGENDA ITEM TITLE

ITEM NUMBER

Consent Agenda

C.1



TOWN OF DOVER

5 Springdale Avenue
P.O. Box 250
Dover, MA 02030-0250

Felicia S. Hoffman, CMMC
Town Clerk

Tel: (508) 785-0032 x 226
Fax: (508) 785-2341
email: fhoffman@doverma.gov

TO: BOARD OF SELECTMEN
FROM: FELICIA HOFFMAN *Felicia Hoffman*
SUBJECT: MAY 15, 2023 TOWN ELECTION
CONSTABLE ASSIGNMENT AND EARLY VOTING HOURS
DATE: FEBRUARY 24, 2023
CC:

The law regarding assignment of police officers/constables at polling places has been amended to require the Board of Selectmen to assign police officers and/or constables to polling places. Previously, this was the responsibility of the Chief of Police.

I am requesting approval for assignment of three (3) constables at the polling place during Election Day on May 15, 2023.

I am also requesting approval from the Board of Selectmen to allow Early Voting in Person to be conducted in the Great Hall at the Town House for the May 15, 2023 Town Election. The hours and dates for this are listed below.

Monday, May 8	9 – 3
Tuesday, May 9	9 – 4
Wednesday, May 10	9 – 3
Thursday, May 11	9 – 4
Friday, May 12	9 – 1



TOWN OF DOVER, MA
PO Box 250
Dover, MA 02030
508-785-0032 x221

REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

The Board of Selectmen, Dover's local licensing authority, has approved, pursuant to the provisions of M.G.L. Chapter 138 Section 14, issuance of a One-Day Special Liquor License as described herein.

Name of Applicant/Organization Applying for License: Boston College - The Connors Center - Susan Burton

Name/Address Where Approved License Should be Sent: The Connors Center, PO Box 577, Dover, MA 02030

Telephone and E-mail of Applicant: 6175529213,

Name of Bartender or Caterer: Gourmet Caterers

Telephone and E-mail of Bartender or Caterer: (617) 522-2820, jiml@gourmetcaterers.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: Yes

Date of Event: 03/28/2023

Start/End Times of Event: 4:00 p.m. , 8:00 p.m.

Location of Event: The Connors Center


Description of Event: (ex., wedding, reunion): 2Life Communities Resident Meeting

Number of Attendees: 180

Event is: Nonprofit

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>2/22/23</u>	 Police Chief Signature
Last Call: <u>7:30 p</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



TOWN OF DOVER, MA
PO Box 250
Dover, MA 02030
508-785-0032 x221

REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

The Board of Selectmen, Dover's local licensing authority, has approved, pursuant to the provisions of M.G.L. Chapter 138 Section 14, issuance of a One-Day Special Liquor License as described herein.

Name of Applicant/Organization Applying for License: Boston College - The Connors Center - Susan Burton

Name/Address Where Approved License Should be Sent: The Connors Center, PO Box 577, Dover, MA 02030

Telephone and E-mail of Applicant: 6175529213,

Name of Bartender or Caterer: Jean Drum

Telephone and E-mail of Bartender or Caterer: 6175529213, s.burton@bc.edu

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12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: No

Date of Event: 03/29/2023

Start/End Times of Event: 5:30 p.m. , 8:00 p.m.

Location of Event: The Connors Center

Description of Event: (ex., wedding, reunion): Boston College, EVP Staff Meeting with Reception and Dinner

Number of Attendees: 41

Event is: Nonprofit

Event is: Private

Liquor License is for: Wine and Malt Beverages Only

Police Chief Approval	
Date Approved: <u>2/22/23</u>	 _____ Police Chief Signature
Last Call: <u>7:30p</u>	
Tips Certification: <u>or f/k</u>	
Board of Selectmen Approval	
Date Approved: _____	_____ Board of Selectman Signature
Fee Collected: _____	_____ Board of Selectman Signature
	_____ Board of Selectman Signature



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Name/Address Where Approved License Should be Sent: The Connors Center, PO Box 577, Dover, MA 02030

Telephone and E-mail of Applicant: 6175529213,

Name of Bartender or Caterer: Jean Drum

Telephone and E-mail of Bartender or Caterer: 6175529213, s.burton@bc.edu

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Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: No

Date of Event: 04/13/2023

Start/End Times of Event: 5:00 p.m. , 7:00 p.m.

Location of Event: The Connors Center


Description of Event: (ex., wedding, reunion): Boston College Staff Retreat

Number of Attendees: 40

Event is: Nonprofit

Event is: Private

Liquor License is for: Wine and Malt Beverages Only

Police Chief Approval	
Date Approved: <u>2/22/23</u>	 _____ Police Chief Signature
Last Call: <u>6:30P</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	_____ Board of Selectman Signature
Fee Collected: _____	_____ Board of Selectman Signature
	_____ Board of Selectman Signature



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REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

The Board of Selectmen, Dover's local licensing authority, has approved, pursuant to the provisions of M.G.L. Chapter 138 Section 14, issuance of a One-Day Special Liquor License as described herein.

Name of Applicant/Organization Applying for License: Forklift Catering

Name/Address Where Approved License Should be Sent: Forklift Catering ATTN: Emily Gaudiana, 301 Reservoir St, Needham Heights, MA 02494

Telephone and E-mail of Applicant: (617) 776 - 7600 Ext. 103,

Name of Bartender or Caterer: Alex Alderete & Marina Theberge

Telephone and E-mail of Bartender or Caterer: (617) 776 - 7600 Ext. 103, info@forkliftcatering.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: Yes

Date of Event: 06/03/2023

Start/End Times of Event: 6:00 PM, 11:00 PM

Location of Event: The Gardens at Elm Bank

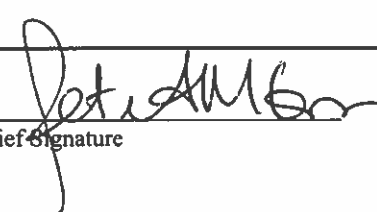
Description of Event: (ex., wedding, reunion): Wilson Wedding

Number of Attendees: 80

Event is: For-Profit

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>2/15/23</u>	 Police Chief Signature
Last Call: <u>10:30pm</u>	
Tips Certification: <u>on file/12c</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



TOWN OF DOVER, MA

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508-785-0032 x221**

REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

The Board of Selectmen, Dover's local licensing authority, has approved, pursuant to the provisions of M.G.L. Chapter 138 Section 14, issuance of a One-Day Special Liquor License as described herein.

Name of Applicant/Organization Applying for License: Mackenzie Radock/Neil Morris NRM Catering Inc.

Name/Address Where Approved License Should be Sent: 530 Washington St, Stoughton, MA 02072

Telephone and E-mail of Applicant: 15088647396,

Name of Bartender or Caterer: A Perfect Taste/NRM Catering Inc.

Telephone and E-mail of Bartender or Caterer: 781-297-7997, events@aperfecttaste.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: No

Date of Event: 06/15/2023

Start/End Times of Event: 5:30PM, 10:30PM

Location of Event: Massachusetts Horticultural Society the Garden at Elm Bank

Description of Event: (ex., wedding, reunion): Wedding

Number of Attendees: 85

Event is: Private Wedding

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>2/22/23</u>	 Police Chief Signature
Last Call: <u>10pm</u>	
Tips Certification: <u>on file</u>	
Board of Selectmen Approval	
Date Approved: _____	_____ Board of Selectman Signature
Fee Collected: _____	_____ Board of Selectman Signature
	_____ Board of Selectman Signature



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Name of Applicant/Organization Applying for License: Forklift Catering

Name/Address Where Approved License Should be Sent: Forklift Catering ATTN: Emily Gaudiana, 301 Reservoir St, Needham Heights, MA 02494

Telephone and E-mail of Applicant: (617) 776 - 7600 Ext. 103,

Name of Bartender or Caterer: Katherine Barry and Bethania Moore

Telephone and E-mail of Bartender or Caterer: (617) 776 - 7600 Ext. 103, info@forkliftcatering.com

*Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.
12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.*

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: Yes

Date of Event: 07/22/2023

Start/End Times of Event: 5:00 PM, 10:00 PM

Location of Event: The Gardens at Elm Bank

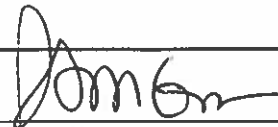
Description of Event: (ex., wedding, reunion): Whim/Kopelman Wedding

Number of Attendees: 200

Event is: For-Profit

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>2/25/23</u>	 Police Chief Signature
Last Call: <u>9:30p</u>	
Tips Certification: <u>12c</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



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Telephone and E-mail of Applicant: (617) 776 - 7600 Ext. 103,

Name of Bartender or Caterer: John Caplice and Michael Ferris

Telephone and E-mail of Bartender or Caterer: (617) 776 - 7600 Ext. 103, info@forkliftcatering.com

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12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: Yes

Date of Event: 08/28/2023

Start/End Times of Event: 6:00 PM, 11:00 PM

Location of Event: The Gardens at Elm Bank

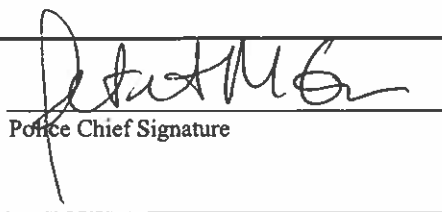
Description of Event: (ex., wedding, reunion): Killion Wedding

Number of Attendees: 130

Event is: For-Profit

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>2/15/23</u>	 Police Chief Signature
Last Call: <u>10³²P</u>	
Tips Certification: <u>12C / on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____



TOWN OF DOVER, MA
PO Box 250
Dover, MA 02030
508-785-0032 x221

REQUEST FOR ONE-DAY SPECIAL LIQUOR LICENSE

The Board of Selectmen, Dover's local licensing authority, has approved, pursuant to the provisions of M.G.L. Chapter 138 Section 14, issuance of a One-Day Special Liquor License as described herein.

Name of Applicant/Organization Applying for License: Forklift Catering

Name/Address Where Approved License Should be Sent: Forklift Catering ATTN: Emily Gaudiana, 301 Reservoir St, Needham Heights, MA 02494

Telephone and E-mail of Applicant: (617) 776 - 7600 Ext. 103,

Name of Bartender or Caterer: Pam Loving Dube and Zuleimy Ortega

Telephone and E-mail of Bartender or Caterer: (603) 205-4045 and (617) 383-1632, pamelasloving@gmail.com and zuleimy.ortega@gmail.com

Training for Intervention Procedures (TIPS) is an alcoholic beverages server training certification program.

12C Certification is a state-issued Caterer's License to sell alcoholic beverages on-premises at private events for no more than five hours in a city or town that permits on-premises licensees under M.G.L. c. 138, §12.

Is Bartender or Caterer TIPS-Certified: Yes

Is Bartender or Caterer 12C-Certified: Yes

Date of Event: 09/16/2023

Start/End Times of Event: 5:00 PM, 10:00 PM

Location of Event: The Gardens at Elm Bank

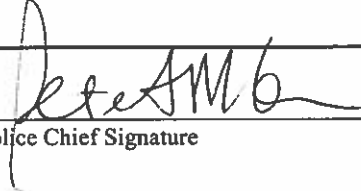
Description of Event: (ex., wedding, reunion): English/Willetts Wedding

Number of Attendees: 125

Event is: For-Profit

Event is: Private

Liquor License is for: All Alcoholic Beverages

Police Chief Approval	
Date Approved: <u>2/15/23</u>	 Police Chief Signature
Last Call: <u>9:30p</u>	
Tips Certification: <u>12c on file</u>	
Board of Selectmen Approval	
Date Approved: _____	Board of Selectman Signature _____
Fee Collected: _____	Board of Selectman Signature _____
	Board of Selectman Signature _____

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: March 2, 2023

AGENDA ITEM TITLE

ITEM NUMBER

Executive Session to Discuss Strategy With Respect
To Collective Bargaining Negotiations with the
Town's Labor Union Personnel

ES.1