



**AGENDA  
BOARD OF SELECTMEN  
OPEN SESSION  
NOVEMBER 9, 2023**

**Following the guidance issued by the Commonwealth in March of 2023 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/81576857509> and enter the Meeting ID 815 7685 7509 and Passcode 767582. 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.*
- 6:35 PM           I.1       Welcome to Assistant Town Administrator Christopher Costello
- 6:45 PM           I.2       Dover Arbor Day Proclamation and Tree City USA Designation Discussion
- 6:55 PM           I.3       Warrant Article Guidelines Introduction and Discussion
- 7:05 PM           I.4       Approval of Renewal of Annual Package Store and Club Liquor Licenses
- 7:10 PM           I.5       Town Report Memorandum Discussion and Vote
- 7:20 PM           I.6       Board of Selectmen Items
- Police Chief Search Update
  - Housing Task Force
  - BOS Roles and Responsibilities Guidelines Update
  - Town Financial Investment Working Group Update
  - Level Service Budget Guidelines Working Group
  - Onboarding Update
  - FY25 Goals and Priorities Review (July, 2024 – December, 2024)
  - Upcoming Agendas/Additional Meeting Dates
  - BOS Updates
- 7:35 PM           I.7       Town Administrator Updates
- 7:45 PM           C.1       Consent Agenda
- Vote Noon Closing on Thanksgiving Eve, November 22, 2023 and Closing on Friday, November 24, 2023
  - Approve Special One-Day Liquor Licenses for October 27 and December 2, 2023
- 7:55 PM           E.1       Executive Session re Hale Reservation - Exception 6: To Consider the Purchase, Exchange, Lease, or Value of Real Property
- 8:30 PM           Adjournment

The next scheduled meeting of the Board of Selectmen is Thursday, November 30, 2023.

**Join Zoom Meeting:**

<https://us06web.zoom.us/j/81576857509>

**Meeting ID:** 815 7685 7509

**Passcode:** 767582

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

**One Tap Mobile:** +1 646 931 3860, 8 157 685 7509# US

**Or Call on the Telephone:**

Dial by your location

1-646-931-3860

1-301-715-8592

**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.



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.1**

# CHRISTOPHER COSTELLO

221 Rice Road ♦ Wayland, MA 01778 ♦ (617) 828-1795 ♦ ccostello993@gmail.com

July 16, 2023

**Town Administrator's Office  
PO Box 250, 5 Springdale Avenue  
Dover, MA 02030**

I am writing this letter to express my interest for the position of Assistant Town Administrator. I am excited to submit my application for this position as I am an enthusiastic and motivated professional with a passion for local government. I believe this, along with my relative education and experience, makes me a great candidate for this role.

Through my current position as a Management Analyst with the Town of Wayland, I have gained relevant experience, which has prepared me for the role of Assistant Town Administrator. While working for the Town of Wayland, I have executed these related tasks as part of my current position:

- Actively maintain town website and communications (including social media)
- Work with PR firm partners to prepare and distribute press releases, informational brochures and reports for release to the public
- Coordinate and respond to public records requests
- Analyze data and make policy and operational procedure recommendations
- Serve as a liaison to various boards and committees and act as a conduit between town departments and Town Manager
- Prepare and coordinate the production of the town meeting warrant and articles
- Coordinate and produce the annual town report
- Research and interpret Massachusetts General Laws
- Deliver exceptional customer service responding to inquiries and complaints

In my educational background, I have learned key concepts, strategies and skills, all of which would be useful in excelling in the role as Assistant Town Administrator:

- Principles of public engagement, along with strategies and tools
- Leadership and decision making
- Completion of core MCPPO classes (eligible for MCPPO designation)
- Organizational theory

It is a career pursuit of mine to become a municipal manager and leader. I believe I possess the attributes and attitude that are necessary for a leadership role. I have continued to develop professionally by progressing through roles at different levels of local government. In my past role in recreation, I was responsible for contractual services for the department, which consisted of developing and administering contracts for recreational services. I believe this provides me with the necessary experience to act as the Town's Procurement officer. In my past recreation role, I designed and executed marketing campaigns for services and helped implement a new website for the department. In my current role as an analyst in Wayland, I manage the content on the town's website and work with a public relations firm to create and disseminate press releases for the town. My relevant experience in communications will allow me to successfully serve as the town's public information officer. As the PIO I would like to design and implement a strategic communications plan for the town. I am eager to assist in the development and coordination of the town budget. I have developed departmental budgets and am knowledgeable of the municipal budget cycle. I will effectively assist in coordinating the process and development of the town budget.

I believe my knowledge and experience of local government operations, combined with my education and genuine enthusiasm for this role, makes me a strong candidate. It would be a privilege to discuss the Assistant Town Administrator position in more detail with you. I welcome the opportunity to do so at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Christopher Costello

# CHRISTOPHER COSTELLO

221 Rice Road ♦ Wayland, MA 01778 ♦ (617) 828-1795 ♦ ccostello993@gmail.com

## Education

**Bachelor of Arts - Communication Studies  
Strategic Communications/Public Relations**  
Bridgewater State University, Bridgewater, MA

**September 2012 - May 2016**

**Certificate in Local Government Leadership & Management**  
Suffolk University, Boston, MA

**September 2019 – May 2020**

**Master's Degree in Public Administration**  
Suffolk University, Boston, MA

**September 2020- May 2022**

## Employment

**Management Analyst**

**January 2022- Current**

*Town of Wayland – Town Manager's Office*

Responsible for the coordination and preparation of the Annual Town Meeting Warrant and the preparation and production of the Annual Town Report. Responsible for all Select Board Licensing (liquor, victualler, etc.). Coordinates all Select Board appointments to boards and committees. Assists in the preparation of Select Board meeting agendas and meeting materials. Serves as a liaison to employees, public and private organizations, and community groups. Provides information and assistance to the staff and the public regarding the assigned programs and services. Receives and responds to complaints and questions relating to the assigned area of responsibility; reviewing problems and recommended corrective actions. Researches, gathers and analyzes data on financial and operational matters pertinent to town departments. Reports such findings to the Town Manager and other senior staff or board members to assist in making well-informed decisions.

**Program Coordinator**

**June 2019 – January 2022**

*Town of Belmont - Recreation Department*

Responsible for the supervision, development, scheduling, and implementation of activities, classes and recreation programs for adults, youth and children. Prepared a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications used to promote town activities and events. Scheduled programming with vendors; managed vendor contracts; served as a liaison between vendors and participants, and communicated regularly with vendors. Coordinated department programs, events, and activities with other departments, public schools, and outside agencies.

**Summary of Skills:** Strong communication skills, people-oriented, and a dedicated team player. A genuine desire to achieve, excel and evolve. Proficient in Microsoft Word, Excel, PowerPoint, and Publisher.



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.2**

**Dover, MA**

Mona DiSciullo &lt;mdisciullo@doverma.gov&gt;

---

**Updated Documents for Tree City Proclamation**

1 message

**Valerie Lin** <vlhemmer@hotmail.com>

Wed, Nov 8, 2023 at 12:35 PM

To: Mona DiSciullo &lt;mdisciullo@doverma.gov&gt;

Cc: "mblanchard@doverma.gov" &lt;mblanchard@doverma.gov&gt;, Carol Lisbon &lt;clisbon@doverma.org&gt;, Carol Lisbon &lt;clisb51@gmail.com&gt;, "Lin, Angela" &lt;lin.angela@doversherborn.org&gt;

Good afternoon Mona,

I wanted to update the Selectmen on what I will be discussing tomorrow evening. After a call with DCR, I have received some clarification as to the Tree City USA application requirements and I will be asking the Selectmen for the following:

- 1) To approve a Dover Arbor Day Proclamation for the calendar year 2023
- 2) To approve a Dover Arbor Day Proclamation for the calendar year 2024

I am attaching each Proclamation (2023 and 2024) to this email as well as a one-page slide with a summary of the application requirements we are working to complete.

I have checked with Felicia to avoid conflicts with other town business on the 2023 and 2024 dates, and she did not identify any conflicts with these proposed dates.

Thank you!  
Val

---

**3 attachments****Dover\_Arbor\_Day\_Proclamation 2024.docx**  
18K**Dover\_Arbor\_Day\_Proclamation 2023 Draft.docx**  
18K**Summary Page of Tree City USA Application Status 2023.pptx**  
50K

**Dover, MA**

Mona DiSciullo &lt;mdisciullo@doverma.gov&gt;

---

**Request for BOS agenda item at next meeting**

1 message

Valerie Lin &lt;vlhemmer@hotmail.com&gt;

Thu, Nov 2, 2023 at 2:19 PM

To: Mona DiSciullo &lt;mdisciullo@doverma.gov&gt;

Cc: Carol Lisbon &lt;clisbon@doverma.org&gt;, Carol Lisbon &lt;clisb51@gmail.com&gt;, Robyn Hunter &lt;rhunter@doverma.gov&gt;, "mblanchard@doverma.gov" &lt;mblanchard@doverma.gov&gt;

Good afternoon Mona,

I hope you are having a great week - fall is certainly in the air!

I am reaching out to request the approval of the [Dover Arbor Day Proclamation](#) at the next Selectmen meeting. The Tree Preservation Committee, along with the Planning Board, is filing an application for Tree City USA designation for Dover. Having an approved community proclamation is one of the requirements in this application process. The Arbor Day Foundation has a standard proclamation that communities can use, and our committee has filled in the Dover specific items. We have also included a list of potential community activities, of which our committee is willing to select one or two items to organize as a way of celebrating Arbor Day in Dover in 2024.

The perks of Tree City USA designation include promotional items awarded to Tree City USA communities, such as a flag, road signs, and a plaque, to remind residents and visitors that our community has earned the honor of Tree City USA. The DCR Urban and Community Forestry Program holds an annual forum and ceremony to present awards and distribute promotional materials. Presentations of awards can also be done in our community if we prefer that. In addition, the Urban and Community Forestry Program at the Department of Conservation and Recreation gives preference to grant applicants that are from Tree City USA communities.

I'm happy to talk with you or any of the Selectmen to further discuss the proclamation and associated activities as we seek the Tree City USA designation.

Thank you very much for your assistance with this request.

Warmly,

Valerie Lin

781-330-9529

---

**From:** Valerie Lin**Sent:** Friday, September 22, 2023 10:47 AM**To:** [mblanchard@doverma.gov](mailto:mblanchard@doverma.gov) <[mblanchard@doverma.gov](mailto:mblanchard@doverma.gov)>**Cc:** Lin, Angela <[lin.angela@doversherborn.org](mailto:lin.angela@doversherborn.org)>**Subject:** Tree City USA proclamation

Hi Mike!

I hope you are having a great week! I have attached the Dover Proclamation for the Tree City USA designation that I mentioned to you a while back. I've also included a PDF of the standard Proclamation that the Arbor Foundation provides. I'm happy to discuss and make changes to this as you feel appropriate. We are hoping to submit our application for Tree City USA designation by the end of October - hopefully that gives us enough time to review the proclamation and provide to the BOS for their review and vote? If we need to push things into November that should be okay as well. I have included Angela Lin from our committee on this email as she is leading this initiative for our committee.



Lastly, I've included a list of potential community activities that the Tree Committee could plan to support Arbor Day in Dover.

Thank you for any assistance you can lend to this effort.

Warmly,  
Val

---

**2 attachments**

 **Dover\_Arbor\_Day\_Proclamation Draft.docx**  
18K

 **List of Tree-Related Community Activities.docx**  
16K

**Town of Dover, Massachusetts**  
**Arbor Day Proclamation**  
**2023**

**WHEREAS,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

**WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and trees in Dover increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS,** trees, wherever they are planted, are a source of joy and spiritual renewal, and

**NOW, THEREFORE,** we, Robert Springett, John Jeffries, and Robyn Hunter, Board of Selectmen of the Town of Dover, do hereby proclaim Tuesday, November 14th, 2023 as

***Arbor Day***

in the Town of Dover, and urge all citizens to support efforts to protect our trees and woodlands, support our Town's forestry program, and to plant trees to gladden the hearts and promote the well-being of present and future generations.

Dated this \_\_\_ day of \_\_\_, \_\_\_\_

---

Robert Springett

---

John Jeffries

---

Robyn Hunter

**Town of Dover, Massachusetts**  
**Arbor Day Proclamation**  
**2024**

**WHEREAS,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

**WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and trees in Dover increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS,** trees, wherever they are planted, are a source of joy and spiritual renewal, and

**NOW, THEREFORE,** we, Robert Springett, John Jeffries, and Robyn Hunter, Board of Selectmen of the Town of Dover, do hereby proclaim Friday, April 26, 2024 as

***Arbor Day***

in the Town of Dover, and urge all citizens to support efforts to protect our trees and woodlands, support our Town's forestry program, and to plant trees to gladden the hearts and promote the well-being of present and future generations.

Dated this \_\_\_ day of \_\_\_, \_\_\_\_

---

Robert Springett

---

John Jeffries

---

Robyn Hunter

---

# TREE CITY USA

---

## List of Community Activities for Recognizing Arbor Day in Dover, MA

### Community Program Opportunities

- **Hold an Arbor Day ceremony and honor the tree stewards in Dover, MA.**
- **Organize a Big Tree or Oldest Tree search within Dover.**
- **Plant one or multiple trees.**
- **Write a story about the history of one or more Dover trees.**
- **Choose a public park or downtown area to clean up.**
- **Partner with the Dover Library and read a book about trees with local children and families.**
- **Identify municipal locations for tree dedication to former Town leaders.**
- **Organize a tree-related educational program with schools or local organizations.**
- **Organize a park or garden tour to include trees.**
- **Organize a tree planting party with local organizations.**
- **Organize a tree-maintenance education session for all property owners.**

# Tree City USA Application Requirement Status:

## Dover

There are four (4) requirements to qualify as a Tree City USA community:

- 1. A Tree Board or Department:** This can be a forestry department, a tree warden, or a volunteer tree board or committee that oversees the community's annual work plan.
  - **Completed:** Tree Warden duties, Tree Committee duties, Tree Preservation Committee duties, Park & Recreation Commission duties
- 2. A Tree Care Ordinance:** An ordinance will designate the tree board or department and determine policies for planting, maintaining, and removing public trees. Mass. Gen. Laws Chapter 87 will be accepted if it has been adopted by the municipality.
  - **Completed:** Tree Warden appointment and duties reference Ch 87, Dover Scenic Roadway Bylaw, Tree Committee duties, Tree Preservation Committee duties
- 3. Minimum Community Forestry Annual Budget of \$2 per Capita:** All work related to the management of community trees (e.g., planting, tree removal, and maintenance), as well as administrative and equipment expenses and in-kind services are allowable in this budget.
  - **Completed:** 2023 tree-related expenses from Department of Public Works and Planning Board meet this requirement
- 4. Arbor Day Observance and Proclamation:** Arbor Day observances, usually on or around the last Friday in April, give civic leaders, residents, and children occasion to plant trees and celebrate the gifts community trees offer all year long. An official Mayoral or Select Board proclamation is also required.
  - **Completed:** Several tree events in Dover during 2023 include two Tree Preservation Committee public forums, an educational booth at Dover Days, and upcoming observance of a new Red Oak tree replacing a historical tree on the Dover Town Green.
  - **Incomplete:** Dover Arbor Day Proclamation



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.3**

# Guidelines for Warrant Article Sponsors

## Boards, Commissions, Committees

### And Citizens' Petitions

#### **To Start**

The process of preparing a Town Meeting (TM) warrant article is similar for both town committees and boards as well as citizen petitions. This guide will help you prepare for and facilitate the greatest chance for success for your warrant article.

***Your Timeline Begins*** once you have requested that the BOS place your article on the next TM warrant (**Timeline synopsis below**). Please immediately contact the head of the Warrant Committee (WC) to ascertain what will be needed to start reviewing your article. A WC representative will be assigned to your article and will work with you throughout the process. Depending on the nature of your article, your WC representative will help you determine if other town committees/boards should be involved. The Town Clerk can support your efforts for outreach by posting announcements on the Dover website's homepage for any hearings or events you might hold to inform voters.

**It is your responsibility** to provide any financial, engineering, legal and/or other relevant information to the WC in a timely manner. This information is needed for the WC to properly review your article. In addition, you will present this material at the WC's Open Hearing noted below. The WC will subsequently make a recommendation on your article in the Blue Book.

**All requested information** for your article should be provided to the WC and (if appropriate) the Capital Budget Committee (CBC) no later than **ten weeks before** the TM or sooner based on the nature of the article. There may be follow up information requests with due dates set by the WC and/or other relevant boards.

**We strongly recommended** that sponsors conduct outreach and meetings with citizens to educate them about your article. The more you educate in advance, the greater the likelihood of success. When neighbors are going to be affected, holding outreach sessions seeking their understanding, input and support is essential. TM should not be the first time voters are presented with your article! Presenting at outreach sessions will also help you refine your message, learn of any concerns, and help you practice your presentation.

**Six weeks before TM** there will be an **Open Hearing** hosted by the WC. This meeting should be attended by *all* who intend to speak at TM. Having a back-up speaker present is always a good idea. In essence, this is your dry run for TM. As such, your presentation needs to be in “final form.” Open Hearing is an opportunity for citizens and committee members to ask questions about your article. It is also an opportunity for sponsors to learn of any objections/concerns and allows you to address them before TM. Presentations that are too long can be refined, and made more concise, to make sure you give your best presentation at the TM.

**Four weeks before TM**, every warrant article and motion needs to be reviewed by the Town’s legal counsel. Your article, motion and “final” revised presentations should be submitted to the Town Administrator to be forwarded to Town Council for review. This allows time for any necessary legal revisions before the TM.

**Ten days before TM** there will be a **Moderator’s meeting**. All who plan to speak at TM should attend, including back-up presenters along with any non-citizen topical experts who would like to speak. At the Moderator’s meeting, speakers, speaking times and speaking orders will be determined. Presenters and organized opponents of an article are typically given 8 minutes to present. Follow on speakers are typically given 2 minutes. If you would like extra time, this is when you should ask for it and reasonable requests will be considered by the Moderator. If handouts are planned, those should be discussed at the Moderator’s Meeting, as well.

**Five days before TM** your final PowerPoint or other presentation needs to be submitted to the Town Clerk for inclusion in the TM slide deck. Failure to do so risks your presentation not being included in the TM slide deck.

### **Please Be Considerate**

In addition to the town employees and Town Counsel, Dover relies on citizens who volunteer their time and efforts to ensure a successful TM. It is unfair to ask them to rush, spend additional time or waste their time because sponsors are unprepared or delinquent with requisite information.

Please read and follow these guidelines carefully. Failure to do so risks the WC and/or CBC voting not to recommend your article. Furthermore, the Board of Selectmen (BOS) could move that your article be dismissed at TM if you have not prepared properly or failed to meet the timelines noted in herein. The meeting times noted are approximate and will vary based on the calendar. **Exact dates and times** will be published on the Town’s website for each TM.

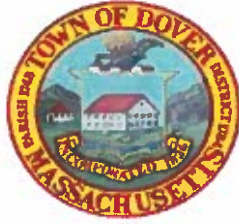


The Selectmen, Moderator, Town Clerk, WC and CBC believe that well-informed residents will lead to a more effective Town Meeting. Please give yourself the time you will need to communicate as frequently as necessary with the WC and any other relevant boards. Please respect the time of your fellow citizens. If circumstances lead to a delay (to a future TM) or dismissal of your article, please let the Town Administrator and WC chair know immediately. Thank you for your efforts in trying to improve our town. We wish you a successful outcome!

Board of Selectmen, on behalf of all those mentioned herein.

### **Timeline Synopsis:**

- 1) **Immediately** after submitting your warrant article to the BOS/Town Administrator, contact the Chair of the Warrant Committee to start the process.
- 2) **Immediately** begin appropriate outreach and education with neighbors and citizens.
- 3) Contact the Town Clerk to post any hearings or public meetings.
- 4) **Ten weeks** before TM, provide all requested information to the WC and relevant boards. There may be follow up requests for more complex articles.
- 5) **Six weeks** before TM is the WC Open Hearing.
- 6) **Four weeks** before TM all articles and motions need to be given to the Town Administrator for legal review.
- 7) **Ten days** before TM all speakers and back-ups should attend the Moderator's meeting.
- 8) **Five days** before TM, final slides/presentations must be submitted to the Town Clerk for inclusion in the TM slide deck.



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.4**



Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2024  
Retail License Renewal**

License Number: 90286-PK-0290      Municipality: DOVER  
License Name : SWAMI NE SANG CORP.      License Class: Annual  
DBA : Dover Wine Company      License Type: Package Store  
Premise Address: 16 Springdale Avenue Dover, MA 02030      License Category: All Alcoholic Beverages  
Manager: Krishana Patel

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

*Krishana Patel*

\_\_\_\_\_  
Signature

November, \_\_\_\_\_

KRISHANA PATEL

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Additional Information:**

Federal ID Number: 85-2345969

**Please complete and return this form to the Local Licensing Authority.**





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2024  
Retail License Renewal**

License Number: 00002-CL-0290

Municipality: DOVER

License Name : George B Preston Post 209 American Legion

License Class: Annual

License Type: Club

DBA :


Premise Address: 32 Dedham Street Dover, MA 02030

License Category: All Alcoholic Beverages

Manager: Richard Fitzpatrick

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_

Signature

November, \_\_\_\_\_

RICHARD FITZPATRICK  
Printed Name

COMMANDER  
Title

Additional Information:

GEORGE B PRESTON POST 209, AMERICAN LEGION TIN IS 04-6189600

**Please complete and return this form to the Local Licensing Authority.**





## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.5**



## TOWN REPORT GUIDELINES – PLEASE READ CAREFULLY

**TO:** Town of Dover Staff and Boards/Committees/Commission Chairs  
**FROM:** Robert P. Springett, Chair, Board of Selectmen  
**RE:** Annual Town Report  
**DATE:** November 9, 2023

---

Thank you in advance for your participation in the *2023 Dover Town Report*—the yearly accounting, as required by law, of the Town’s activities. **Please review carefully the information below, as it has changed from previous years.**

This year, the Town Report Committee (TRC) has again requested us to address two issues that have become increasingly problematic in recent years and are having a severe impact on the production and distribution of the *Dover Town Report*:

- 1. Please submit your report as an MS Word or MS Excel document attached to an email.** The TRC *cannot* accept the following:
  - Reports formatted or saved as Google Docs or Google Sheets, or referred to with a link to Google Docs. (If you do not have access to native Microsoft Word or Microsoft Excel programs and can work only in Google Docs, please make sure to download your report from Google Docs as a Word or Excel file before submitting it to the Committee as an attached email file.)
  - PDF files
  - Reports embedded in the body of emails
  - “Plain text” (.TXT) files or “rich text format” (.rtf)
- 2. Please respect deadlines** so that the TRC can meet its own very tight deadlines to its graphic designer, printer, and the Town citizens. If you think that your report will be late, please inform the TRC as soon as possible as to when to expect it. Early submissions are highly encouraged.

As always, we remind report writers of the following:

- Reports should be written as **summaries, not diaries**, providing citizens with relevant yet brief information. The TRC may edit reports to maintain house style consistency across submissions or to meet length restrictions.
- Please prepare your report electronically. **It is critical that you use your 2022 document template as a reference, which you will receive via email the week of November 13-20, 2023, along with instructions for updating and finalizing your report.** Using the template will save you time, including by not having to rewrite any boilerplate language in your report or undo the house style changes and proper formatting made by the TRC

(bullets, font styles, headers, bolding, linespacing, acronyms, abbreviations, etc.). Your cooperation will greatly facilitate the TRC's editing efforts and in turn minimize the likelihood of errors, especially if you are submitting an Excel spreadsheet.

- Photographs of your department's activities can provide a useful visual impact to the report and make it stand out. Please refer to the TRC's instructions for specific information regarding the submission of images.

Please submit your report to [townreport@doverma.gov](mailto:townreport@doverma.gov) on or before **Friday, January 12, 2024**. If you have any questions, please contact Mona in the Selectmen's office at (508) 785-0032, extension 221.

We appreciate the time you are giving to prepare your report for the citizens of Dover.

DOVER BOARD OF SELECTMEN



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.6**





**DOVER BOARD OF SELECTMEN  
MEETING SCHEDULE**

**NOVEMBER, 2023 - MAY, 2024**

(All meetings start at 6:30 PM via Zoom unless otherwise specified)

November 9, 2023 (Thursday)

November 15, 2023 (Wednesday)

November 21, 2023 (Tuesday) 10 AM

November 30, 2023 (Thursday) 5:30 PM

December 11, 2023 (Monday)

December 28, 2023 (Thursday)

January 11, 2024 (Thursday)

January 25, 2024 (Thursday)

February 8, 2024 (Thursday)

February 22, 2024 (Thursday)

March 7, 2024 (Thursday)

March 21, 2024 (Thursday)

April 4, 2024 (Thursday)

**April 18, 2024 (Thursday) – Moderator's/BOS Meeting**

May 2, 2024 (Thursday)

May 6 (7, if necessary), 2024 - Annual Town Meeting (Alan Mudge Auditorium) (Monday)

May 16, 2024 (Thursday)

May 30, 2024 (Thursday) – *NEEDS TO BE CHANGED DUE TO MEMORIAL DAY CELEBRATION*

*These dates are subject to change/cancellation.*

*Revised, 11/8/23*



**DOVER**  
**BOARD OF SELECTMEN MEETINGS**  
**UPCOMING SCHEDULE AND POTENTIAL AGENDA ITEMS**

**Wednesday, November 15, 2023**

- Discussion re Community Center Building Director Position and Office
- Potential Vote on Board of Selectmen Roles and Responsibilities Guidelines Document

**Tuesday, November 21, 2023 (10 AM)**

- Board of Assessors Tax Classification Hearing

**November 30, 2023**

- Representative Denise Garlick re Budget Briefing and Legislative Update
- Public Hearing re Application of Dover Wine Company to Alter Licensed Premises
- Community Center Building Project Update and Potential Vote re Proceeding with Director's Office Design Documents
- Community Center Building Project Abatement Change Order and Vote
- Execute Lease Between DISH Wireless, LLC for Lease of Space on Existing Tower and Ground Space at the Dover Highway Department Facility Parcel
- Preliminary Review of Board of Selectmen FY25 Operating Budgets
- Set Opening and Closing Dates for the 2024 Annual Town Meeting Warrant
- Board of Selectmen Items
  - Upcoming Agendas
  - BOS Updates
- Town Administrator Updates
- Consent Agenda

**December 11, 2023**

- Community Center Building Project Update and Potential Vote re Proceeding with Construction of Director's Office
- Renewal of Common Victuallar Licenses
- 2024 Annual Town Meeting Warrant Article Look-Ahead
- Board of Selectmen Items
  - Upcoming Agendas
  - BOS Updates
- Town Administrator Updates
- Consent Agenda

**December 28, 2023**

- 2024 Annual Town Meeting Warrant Article Look-Ahead
- Board of Selectmen Items
  - Upcoming Agendas
  - BOS Updates
- Town Administrator Updates
- Consent Agenda



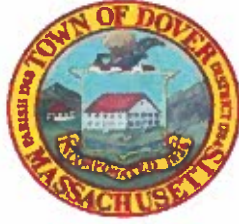
## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM 1.7**

**FY2024 Project Status Summary**

	Status	Key Actions	Next Steps
<b>1 HR Projects</b>			
2 Classification & Compensation Update	Complete		
3 HR Director Recruitment	Complete		
4 Assistant Town Administrator Recruitment	Complete		
5 BOH Public Health Nurse Recruitment	In Progress	-Plan is to share a public health nurse with Sherborn. -This will allow the hiring of a full time nurse, helping to recruit and retain a qualified candidate.	-Working with Sherborn and regional public health consortium on developing a shared services agreement.
6 Planning Director Recruitment	Complete		
Police Chief Recruitment	In progress	-In person interviews of final candidates scheduled for November 10, 2023.	
7 Onboarding Process	In progress	-Draft document reviewed by BOS Chair, Town Administrator, and HR Director.	-First meeting/coffee discussion scheduled with new Departments Heads.
<b>8 Town-Wide Community Projects</b>			
9 Hale	In Progress	-General terms agreed on by BOS. -Progress on CR has slowed. -Special Town Meeting revised timeframe under discussion. -BOS Executive Session scheduled for November 9, 2023.	-Trustees to develop communication materials. -Town to publish informational materials. -Finalize CR document. -Estimate tax impact for BOS and Trustees campaign.
10 BOS Size Study Committee / Bylaw Review	In Progress	-Committee did not meet over the summer and is working to schedule their next meeting in November.	-Town Administrator invited to attend next meeting for discussion and input.
10 Long-term Water Sustainability Study	Nearing Completion	-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 completion.	-Public presentation and engagement campaign regarding report and report findings. -BOS determines path forward, if any.
11 Our Town Newsletter	Ongoing	-Thank you to Ruth Townsend for all of her work on this project. -ATA is working with Ruth on handover process.	
<b>12 IT Projects</b>			
13 Server Migration - Cloud Services	Nearing Completion	-Retrofit finalizing migration of on premise server data to cloud server.	-Switchover to cloud when complete. -Decommission on-premise hardware.
14 Municipal Broadband Implementation	In Progress	-Awarded \$115,000 grant to cover cost of implementation. -Installation underway.	-Upgraded switches and firewalls to be installed before going live.
Town-wide Document Digitization	On Hold		
15 DocuSign	On Hold		
16 City Hall (Digital) Services - BOS & Town Clerk	On Hold		
17 Online Permitting	Not Started		-New ATA to manage.
18 Website Redesign	Not Started		-New ATA to manage.
<b>19 Building Projects</b>			
20 Community Center	In Progress	-Change order approved for enclosed Community Center Director Office feasibility design.	-Discussion regarding Community Center Director position and office scheduled for November 15, 2023. -Change order of additional asbestos abatement scheduled for November 30, 2023 BOS meeting.
21 Town House Remodel	On Hold		-Restart following Community Center building project.
22 Town House Window Replacement	Nearing Completion	-Installation complete. Minor finish work and staining of select windows in progress.	
Town House Roof Replacement	In Progress	-Designer & GC Selected -Contracts Executed	-Construction schedule TBD.
<b>23 Public Works Projects</b>			
24 Claybrook Road Replacement	In Progress	-Construction in progress.	

25	Centre Street Bridge Replacement	In Progress	-Coordinated with Needham to place bridge on TIP. -Received \$2M federal earmark to pay for design costs.	
26	Willow Street Culvert Replacement	In Progress		-Construction funds included in FY25 capital budget request.
27	Analysis of Replacement of Roll Off Vehicle	Complete	-Trial program to contract out this service in FY24 underway.	
28	<b>Misc. Projects</b>			
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).	-BOS awarded bid to Dish. Special Counsel preparing lease documents.
30	Cable License Renewal	Nearing Completion	-Comcast cable license 10 year agreement approved by BOS.	-Verizon license agreement expires December 2023. -Currently following same process as Comcast renewal.
	DPW Solar Array	Complete		
31	Town Communications	Not Started	-With approval of Town Meeting funding, Town can start the RFP process for a comprehensive evaluation of its Communications efforts	-New ATA to lead working group.
32	Municipal Electricity Aggregation	Not Started	-Over 150 municipalities in Massachusetts have entered into municipal aggregation contracts to establish a purchase price for electricity for residents. This process generally results in a cost lower than the Eversource basic rate and the power generated can come from sources considered to be more renewable sources than those provided in the Eversource basic rate (in line with the Town's sustainability goals). Town staff and Barry Goldman have explored moving in this direction. The first step, should the BOS agree, would be to get Town Meeting authorization to start the process, which can be discontinued at any time.	-Article necessary at an upcoming Town Meeting to authorize the Town to undertake this process.
32	Bid Town Electric Supply (separate from Municipal Aggregations above)	Not Started	-Check with Schools/Region if they have done this or have an interest in doing so.	
33	Opioid Settlement	In Progress	-Dover to receive almost \$150,000 as part of nationwide settlement agreement with manufactures and distributors.	-Agreement requires establishment of working group to determine the best use of funds for opioid prevention. -Possible warrant article necessary to establish a special fund to ensure we are in compliance with the settlement agreement.
34	<b>Budget and Finance Related</b>			
35	Funding plan for CCC Additional Appropriation	Complete		
36	Year End Budget and Res. Fund Transfers	Complete		
37	FY25 Operating Budget	In Progress	-Operating budget process underway.	-Budgets due to TA on November 13, 2023. -TA to present to BOS on November 30, 2023. -TA to present to WC on December 6, 2023.
38	FY25 Capital Budget	In Progress	-Capital budget process underway. -TA attended October 30, 2023 meeting for DPW and Building Maintenance budget presentations.	
	<b>Board of Selectmen Priorities</b>			
39	BOS Roles and Responsibilities Document	In Progress		
40	Warrant Sponsor Guidelines	In Progress		
41	Housing Task Force Working Group	In Progress		
42	Financial Investment Working Group	In Progress		
43	Level Service Budget Guidelines Working Group			
44	FY25 Goals and Priorities			



## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM C.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:** Rob Barossi/Trustees of Reservations

**Name/Address Where Approved License Should be Sent:** Rob Barossi/37 Powisset Street, Dover, MA 02030

**Telephone and E-mail of Applicant:** 7742196321,

**Name of Bartender or Caterer:** Rob Barossi

**Telephone and E-mail of Bartender or Caterer:** 7742196321, rbarossi@thetrustees.org

*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:** 10/27/2023

**Start/End Times of Event:** 03:00PM, 05:00PM

**Location of Event:** Powisset Farm, 37 Powisset Street, Dover, MA 02030


**Description of Event:** (ex., wedding, reunion): Halloween themed event at farm and barnyard.

**Number of Attendees:** 200

**Event is:** Nonprofit

**Event is:** Public

**Liquor License is for:** All Alcoholic Beverages

<b>Police Chief Approval</b>	
Date Approved: <u>10/26/2023</u>	 Police Chief Signature
Last Call: <u>430 pm</u>	
Tips Certification: <u>Y</u>	
<b>Board of Selectmen Approval</b>	
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:** Rob Barossi/Trustees of Reservations

**Name/Address Where Approved License Should be Sent:** Rob Barossi/37 Powisset Street, Dover, MA 02030

**Telephone and E-mail of Applicant:** 7742196321,

**Name of Bartender or Caterer:** Rob Barossi

**Telephone and E-mail of Bartender or Caterer:** 7742196321, rbarossi@thetrustees.org

*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:** 12/02/2023

**Start/End Times of Event:** 04:00, 05:30

**Location of Event:** Powisset Farm/37 Powisset Street, Dover, MA 02030


**Description of Event:** (ex., wedding, reunion): Holiday tree lighting event at the farm.

**Number of Attendees:** 300

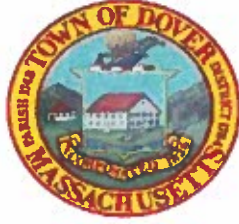
**Event is:** Nonprofit

**Event is:** Public

**Liquor License is for:** All Alcoholic Beverages

<b>Police Chief Approval</b>	
Date Approved: <u>10/26/2023</u>	 _____ Police Chief Signature
Last Call: <u>5pm</u>	
Tips Certification: <u>y</u>	
<b>Board of Selectmen Approval</b>	
Date Approved: _____	_____ Board of Selectman Signature
Fee Collected: _____	_____ Board of Selectman Signature
	_____ Board of Selectman Signature





## **DOVER BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM ES.1**