

**MEETING MINUTES  
BOARD OF SELECTMEN  
January 5, 2023**

Consistent with guidance issued by Governor Baker on March 12, 2020 suspending certain provisions of the Open Meeting Law due to Covid-19, this meeting was held remotely using Zoom technology, Meeting ID 842 2688 7346.

At 6:30 PM Chair Robyn Hunter called the meeting to order with members Robert Springett and John Jeffries present. Also in attendance were Christopher Dwelley, Town Administrator, and Mona DiSciullo, Administrative Assistant.

**PARTICIPANTS:** Carol Lisbon, Planning Board; Town Moderator Jim Repetti; Assistant Town Moderator Dave Haviland; Kathy Weld, Town Report Committee; Amey Moot, Open Space Committee; Interim Assistant Town Administrator/Human Resources Director Rick Reed; Acting Finance Director Carl Valente; DPW Director Kevin McCabe; COA Director Janet Claypoole

**Citizens' Comments**

Mr. Jeffries acknowledged a note received by the Board from the Dover Church thanking the Selectmen for their efforts to assist with neighbor issues and traffic that affect the church.

Mr. Dwelley introduced Rick Reed as Dover's Interim Town Administrator/Human Resources Director. His focus will be on assisting the Town with recruitment of key positions, day-to-day Human Resources matters, and special projects. Recruited by Mr. Valente, Mr. Reed brings with him a wealth of experience including serving as the Town of Bedford's Town Manager for 30 years. The Selectmen warmly welcomed Mr. Reed and are looking forward to working with him.

The Selectmen thanked the Chickering School students for the handmade festive Holiday cards and very much appreciated the personalized messages.

**I.1 Review of 2023 Annual Town Meeting Articles**

The Annual Town Meeting Warrant will close on January 13, 2023, and at the December 15, 2022 meeting, Mr. Dwelley presented the Board with a draft list of the 30 Articles submitted to date. Since that time, the following Articles have been added:

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Requestor – Parks and Recreation

- Appropriate for Community Center Recreation Items

Requestor – Planning Board

- Amendments to Zoning Bylaws and Planning Board Regulations (Village Center)
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Planning Board (PB) Chair Carol Lisbon explained the reason why there are two identical Articles. The State has changed the laws regarding housing options and Town Meeting vote requirements. Placing two Articles on the Warrant will allow the Planning Board some flexibility to address those changes as parts of one Article may be affected and then addressed in the other Article. After the Planning Board's consultant review of the needs of the Town and the requirements of the State, the way to proceed will be determined.

- Amendments to Zoning Bylaws (Schedule of Use)
- Amendments to Zoning Bylaws (Definitions)
- Amendments to Regulatory Bylaws (Stormwater)

Requestor – Conservation Commission

- Amendments to Conservation Commission Regulations (Fees)

Requestor – Board of Selectmen

- Amendments to Regulatory Bylaws (Stormwater)

Requestor – Capital Budget Committee

- Amend General Bylaw – Committee Membership

As mentioned at the December 15, 2022 Selectmen's meeting, the Capital Budget Committee expressed interest in requesting a Warrant Article to amend its bylaw to change its membership requirement from appointing one member of the Long-Range Planning Committee to appointing an "at-large" member. The Long-Range Planning Committee has been inactive for many years, leaving an open position on the Capital Budget Committee which can be filled by an "at-large" member.

Resulting from a discussion about the status of the Long-Range Planning Committee (LRPC), Ms. Hunter inquired whether a Warrant Article to dissolve the LRPC should be placed on the Warrant. Mr. Dwelley suggested that in order to keep options open, the Board make a motion to amend the Long-Range Planning Committee bylaw.

Ms. Hunter moved to add a Warrant Article to amend the Long-Range Planning Committee bylaw to the list of 2023 Town Meeting Warrant Articles, seconded by Mr. Springett; it was unanimously approved by roll call vote.

Both Town Moderator Jim Repetti and Assistant Town Moderator Dave Haviland expressed concern about the possibility of a lengthy meeting and encouraged Warrant Article petitioners to

attend Board of Selectmen meetings and the Warrant Committee's Open Hearing to engage with the public about their Articles to ensure that residents are aware of and educated about the Articles well in advance of Town Meeting.

### **I.2 FY24 Operating Budget Discussion**

At the December 15, 2022 Selectmen's meeting, Mr. Dwelley presented a first draft of the FY24 Operating Budget. Since that time, changes have been made to the budget. The Town received directly from Minuteman High School, a preliminary assessment figure of \$51,000 which is an increase of approximately \$30,000 from the Town's preliminary estimate. This increase brings Dover's preliminary total assessment for Minuteman to \$248,781. The Board of Library Trustees has submitted a request to change the number of hours that Library part-time, non-benefited employees work by one hour each so that they become benefit-eligible employees. This change adds approximately \$8,000 to the budget but will also impact the Town's health insurance and retirement budgets.

The Board inquired about the catalyst for the change at the Library, and Ms. Hunter relayed that she will speak with the Chair of the Warrant Committee about that and any other significant changes in department budgets and whether those changes warrant a joint meeting between department staff, the Board, and the Warrant Committee.

### **I.3 Board of Selectmen Membership Size Study Committee Review and Potential Vote**

Questions/concerns have been raised by the public regarding the selection process used when appointing members to this Committee. Mr. Jeffries is the Board's liaison to the Committee, and he reviewed the process the Board is following to select and appoint members. The formation and description of the Committee was publicized at Board of Selectmen meetings and on the Town's website and social media pages. Interested volunteers were asked to submit their names and background information to the Selectmen's office, and only one individual, Rich Forte, submitted his name. Both James Stewart, sponsor of the Warrant Article requesting the Committee, and Mr. Jeffries were aware of citizens who were interested in serving and the Selectmen's office was provided with those names. Those individuals were contacted to ascertain their willingness to be on the committee, and nine confirmed their continuing interest. Follow-up calls were made to those nine individuals and to the one individual who volunteered. To date, six individuals representing a cross-section of the community have been appointed to the seven-member committee. They are David Peress, Kate Cannie, Jim Dawley, Laverne Lovell, Mark Sarro, and Carolyn Ringel. After further conversation about the number of volunteers, their qualifications, and the process, it was determined that Mr. Springett will assume from Mr. Jeffries the role of Board Liaison to the Committee and report back to the Selectmen on his review of actions to date and the best way to proceed with appointing the seventh member of the Committee. The Selectmen thanked all volunteers for their willingness to serve and their dedication to the Town.

Ms. Hunter moved to change the Board of Selectmen Membership Size Study Committee Selectmen's Liaison from John Jeffries to Bob Springett, seconded by Mr. Springett; it was unanimously approved by roll call vote.

#### **I.4 FY23 Project Discussion Update**

Mr. Dwelley provided a status update presentation on FY23 projects and initiatives. Topics and focus areas included the following:

##### Human Resources

- Classification and Compensation Study
- Town Administrator Recruitment
- Human Resources Internal Procedure Manual

##### Town /Wide Community Projects

- Hale Reservation Conservation Restriction
- Board of Selectmen Membership Size Study Committee
- Long-Term Water Sustainability Study

##### IT Projects

- Server Migration
- Municipal Broadband Implementation
- Town-Wide Document Digitization
- On-Line Permitting

##### Building Projects

- Town House Reconfiguration
- Town House Window Replacement
- Town House Roof Replacement

##### Public Works Projects

- Claybrook Road Repair and Replacement
- Willow Street Culvert Replacement
- Centre Street Bridge Replacement

##### Miscellaneous Projects

- Telecommunications Lease Renewals
- Cable Lease Renewals
- DPW Solar Array

This status update will be an item on upcoming Board meeting agendas.

#### **I.5 Traffic Sign Inventory Professional Services Agreement and Potential Vote**

Department of Public Works Director Kevin McCabe is requesting approval of the Board to enter into an agreement with the BETA Group, Inc. for professional services related to town-wide sign asset management. The Town previously contracted with BETA to undertake an inventory of sidewalks and guard rails and perform a pavement management study. The Group will locate each sign including existing regulatory, warning, parking, street identification and school traffic signs and produce an existing conditions report, a sign inventory database, and large format GIS maps. Additionally, BETA will identify noncompliant signs and work with the Town on a replacement plan as noncompliance could jeopardize Federal funding.

Ms. Hunter moved to approve the Professional Services Agreement for Traffic Sign Inventory and Compliance Assessment between the Town of Dover and the BETA Group, Inc. and to authorize the Town Administrator to sign said Agreement, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.6 Ambulance Rates Discussion and Potential Vote**

The Town's ambulance service, Comstar Ambulance Billing, recommends that the Town review its ambulance billing rates annually for those individuals covered by Medicare that the Town transports in its ambulances and adjust those rates to reflect any increases incurred in the past or projected to incur in the new year. Comstar has notified the Town that the 2023 Medicare rates for the Metro Boston area can increase by 6.4 percent, and Mr. Valente provided a summary of the proposed rates which reflect a 6.4 percent increase over Dover's current rates. Should the Board approve the rates, the changes are made by Comstar.

Ms. Hunter moved to approve a 6.4 percent increase in Dover's current ambulance rates for 2023, seconded by Mr. Springett; it was unanimously approved by roll call vote.

### **I.7 Review and Approve 2022 Draft Selectmen's Town Report**

Mr. Dwelley notified the Board that the draft of the Selectmen's report for inclusion in Dover's Annual Town Report has not yet been completed but will be submitted by the deadline. Ms. Hunter reminded Town Report submitters to please submit their reports in the format requested by the Town Report Committee and that the deadline for submission is January 9, 2023.

### **I.8 Board of Selectmen Items**

Board members provided updates on various items, projects, and initiatives.

Water Study – Ms. Hunter reported that water consultant, CDM Smith, is continuing to work on the water sustainability study, and the Board is looking forward to reviewing the document.

Hale Conservation Restriction - Mr. Jeffries reported that conversations between Dover and Westwood continue, and that both towns are discussing the possibility of holding a special fall town meeting to vote on the Conservation Restriction. Plans are underway for a meeting between Dover and Westwood staff and elected officials. Communication to residents was also discussed, and it was suggested that the Town hire a communications consultant to assist with outreach.

Staffing – Mr. Springett inquired about the status of staffing related to website design, internal and external communications, replacement of the Municipal Project Manager, onboarding staff, and bylaw changes relative to staff reporting to boards and committees. These issues will be addressed at an upcoming Board meeting.

Community Center Building Project – Mr. Springett reported that the Owner's Project Manager is preparing the prequalification of bidders documents and that the architects are in the process of preparing the value engineering redesign documents and costs.

### **I.9 Town Administrator Updates**

The Town Administrator provided updates on the following projects and initiatives.

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Town Administrator Recruitment – Mr. Dwelley reported that a Request for Quotes (RFQ) has been sent out to the two Executive Search firms interested in assisting the Town with recruiting a new Town Administrator. The deadline for responses is Friday, January 13, 2023.

Mr. Dwelley's last day as Town Administrator is January 6, 2023, and he expressed his thanks and gratitude to the Board and to the Town for the opportunity to serve as the Town Administrator. He relayed that his time in Dover has been a tremendous professional experience, and he very much appreciates the Selectmen's faith in his work. He acknowledged the partnership they built which led to many successes and accomplishment of goals and objectives. The Board lauded Mr. Dwelley and noted his contributions to changing and modernizing Town operations and the community, establishing new processes, and building teams. The Selectmen noted that it was a pleasure to work with Mr. Dwelley and wished him much success and good luck in his new endeavors.

**C.1 Consent Agenda**

The following items are included on the Consent Agenda:

- Approval of 2023 IRS Mileage Reimbursement Rate
- Approval of 2023 One-Day Special Liquor Licenses for January 14, 21, 27, 28; February 4, 10, 11, 11, 14, 18, 25; March 4, 11

**Adjournment**

At 8:43 PM Ms. Hunter moved to adjourn, seconded by Mr. Springett; it was unanimously approved by roll call vote.

DOVER BOARD OF SELECTMEN

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Robert P. Springett, Clerk