

TOWN OF DOVER

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**Warrant Committee Report and
Recommendations
for the
ANNUAL TOWN MEETING**

Monday, May 1, 2023

7:00 PM

Dover-Sherborn Regional School
Alan Mudge Auditorium
and

TOWNELECTIONS

Monday, May 15, 2023

7:00 AM - 8:00 PM

Dover Town House



Please bring this booklet with you to the Town Meeting.

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

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

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

1. Main Motion

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

2. Amendment to the Main Motion

If a voter desires to amend a Motion, he or she must be recognized and deliver a written copy of the amendment to the podium at the time he or she proposes the amendment. We encourage citizens who think that they may want to amend a motion to contact the Town Clerk as far ahead of Town Meeting as possible so that we can consult with Town Counsel about the appropriate language that should be used in the amendment. A motion to amend the Main Motion, like the Main Motion itself, must be within the

scope of the subject matter discussed in the Warrant Article. An amendment to the Main Motion must be seconded by another voter and is required to be discussed and voted on before we may return to the Main Motion. The motion to amend requires a majority vote to be adopted. Any amendment that will cause additional funds to be appropriated must identify the source and amount of these funds.

3. Move the Question

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

4. Motion to Reconsider

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

5. Motion to Dissolve

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

6. Voting Procedure

We use electronic voting. All registered Town voters will receive "clickers" as you check in. Pressing "1" on your clicker registers a "yes" vote. Pressing "2" on your clicker registers a "no" vote. If you change your mind

about your vote while the vote is being electronically collected, the last item you click will be the vote that is counted.

7. Speaking at Town Meeting

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

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

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

Excerpted from the Town Bylaws

WARRANT COMMITTEE

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

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

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

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

May 1, 2023.

**YOU MAY ALSO FIND IT HELPFUL TO BRING THE 2021
ANNUAL TOWN REPORT OR DOWNLOAD TO A MOBILE**

TOWN OF DOVER
REPORT OF THE WARRANT COMMITTEE
MONDAY, MAY 1, 2023

The Warrant Committee is pleased to present its recommendations to Dover’s citizens in preparation for the 2023 Annual Town Meeting. The decisions reached at Town Meeting will determine the level of funding for all Town services as well as expenditures for capital budget requests and the outcome of a variety of important special articles. The Warrant Committee, which is the Town’s finance committee, was established under M.G.L. c. 39, § 16.

In the fall of 2022, we began the budget process for fiscal year 2024 (FY24) by providing budget guidelines to all Town committees and departments. The budget guidelines requested that each Town department, committee, and board prepare one version of its budget as a level service budget. The Warrant Committee asked that all exceptions to these guidelines be explicated and justified. The Warrant Committee, the Board of Selectmen, and the Personnel Board agreed on the cost-of-living increase of 2.5% for non-contract personnel. The amounts printed in Article 4 of this Blue Book are based upon this recommended increase. During the review process, we evaluated these budgets with consideration given to the projected revenues and the needs of the community. The Warrant Committee’s discretion to control budgetary growth is significantly limited in certain areas by the existence of uncontrollable costs (insurance and fuel costs, primarily), plus contractual and statutory health obligations. Our goal is to bring to Town Meeting a budget that reflects the demands of the citizens, considers the impact of uncertain revenues, and demonstrates fiscal accountability. With the help of the Town’s commissions, departments, boards, and committees, we were able to accomplish our goal. We are truly grateful for their assistance.

FINANCIAL OVERVIEWS

After a thorough review of FY24 budget requests, the Warrant Committee is pleased to present to the Town a budget that is balanced and does not require a Proposition 2½ override. Overall, the operating budget increased by \$1,395,944 which represents a 3.4% increase from the FY23 operating budget.

As of the time the Blue Book went to press, the Commonwealth had not yet certified the Town's Free Cash balance as of July 1, 2022. It is estimated to be between \$10,500,000 and \$11,000,000. At the May 2022 Town Meeting, \$1,657,202 of Free Cash was voted toward funding the operating and capital budgets, \$736,315 for other recurring articles, \$149,553 for the General Stabilization Fund, \$257,500 for one-time projects, and an additional \$1,600,000 to reduce the tax rate.

The Town's Operating Budget has increased 13.7% over the past five fiscal years, from an appropriation of \$36,431,834 for FY19 to an appropriation of \$41,438,610 for FY23. During this same period, the total budget appropriation including capital items and special articles increased 17.4% from 38,425,440 for FY19 to 45,097,070 for FY23. Meanwhile, revenues generated through property taxes grew 6.0%, from 34,396,593 to \$36,443,919. Total revenue from all sources (excluding Free Cash) increased 7.7% from \$38,339,344 to \$41,340,062 from FY19 to FY23, respectively. Over the past several years, the growth in the Operating Budget has been largely the result of increases in health insurance, pensions, utilities, education costs, and the continued growth in other budget expenses. Total school budget line item operating costs for the Dover (Chickering) School, Dover's statutory share of the Regional Schools, Minuteman Vocational Technical School, and Other Vocational Schools comprised 55.1% of the Town's FY23 Operating Budget.

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

OPERATING BUDGET

The FY24 Article 4 Operating Budget for the Town is 42,834,554; up 3.4% as compared with that of FY23. This increase, along with the 6.0% increase recommended at last year's Town Meeting, reflects a commitment on the part of all Town departments to review carefully, and in detail, the needs of each department, as well as a significant reduction in debt service costs.

CAPITAL BUDGET

For FY24, the Capital Budget Committee has recommended for approval at Town Meeting capital requests totaling \$4,082,091 as detailed in Article 5 and for the Regional Schools in Article 6. The Warrant Committee has agreed with the recommendations of the Capital Budget Committee. The comments regarding the Warrant Committee's recommendations for each of the items submitted for approval by the Capital Budget Committee are included in Article 5.

SPECIAL ARTICLES

In addition to the Operating and Capital Budgets, this Town Meeting will address six recurring articles necessary for continuing Town operations: salaries of elected officials, revolving funds, road financing, reserve fund, unpaid bills from prior years, and Free Cash to stabilize the tax rate. We will also vote on one-time projects in Article 14.

RECOMMENDATION

Given the recommended changes in the Operating Budget, plus proposed capital and other necessary expenditures outlined in the table of Revenue Sources and Expenditures, the Warrant Committee is recommending the use of Free Cash to fund a portion of capital projects, recurring expenditures, one-time projects, and unpaid bills. Further, we recommend \$170,300 be appropriated for the General Stabilization Fund and \$721,000 for the Regional Schools OPEB fund, as savings for future needs. The Warrant Committee endorses this approach as prudent, and believes that it will allow the Town to minimize oscillations in the tax rate, to continue to preserve its strong bond rating, and to preserve the financial flexibility necessary to continue to provide quality services.

Finally, this Blue Book and the handout at Town Meeting contain recommendations only. Your vote on each of the articles contained herein is critical and will help to chart the future course of the Town. We hope you will attend the Town Meeting on May 1 to cast your vote on these measures.

Respectfully submitted,
Melissa Herman, Chair
Cameron Hudson, Vice Chair
Peter Smith, Secretary
Xiujian Chen
Gordon Kinder
Sara Cadena Kinney
Janet McCormick
Stephen Migausky
J. Woodrow Weiss

REVENUE SOURCES AND EXPENDITURES

	FY22 Actual	FY23 Estimated	FY24 Projected	\$ Change FY24/23	% Change FY24/23
Revenue Sources					
Tax Levy Limit <i>(For information purposes only. Equals levy limit plus net Excluded Debt Service)</i>	\$37,808,329	\$40,181,136	\$41,041,138	\$860,002	2.1%
Property Tax Levy	36,675,391	37,909,519	38,982,257	1,072,738	2.8%
Excluded Debt Service					
Dover	1,177,850	2,341,753	1,633,000	(708,753)	-30.3%
Regional School	487,071	462,617	425,881	(36,736)	-7.9%
Less: MSBA Reimbursements (a)	531,983	531,982	0	(531,982)	-100.0%
Subtotal: Excluded Debt Service Net of MSBA Reimbursement	1,132,938	2,272,388	2,058,881	(213,507)	-9.4%
Total: Tax Levy with net debt exclusion	37,808,329	40,181,907	41,041,138	859,231	2.1%
State Aid (Receipts) (b)	1,195,242	1,281,038	1,383,077	102,039	8.0%
Local Receipts	2,844,797	2,044,160	2,190,742	146,582	7.2%
Free Cash for Budget Items	1,401,591	2,800,570	2,781,815	(18,755)	-0.7%
Free Cash to Reduce the Tax Rate	1,900,000	1,600,000	1,200,000	(400,000)	-25.0%
Other Available Funds (c)	631,983	763,084	100,000	(663,084)	-86.9%
Total Revenue	\$45,781,942	\$48,670,759	\$48,696,772	\$26,013	0.1%
Expenditures					
Article 4-Operating Budget	\$39,076,793	\$41,438,611	\$42,834,554	\$1,395,943	3.4%
Article 5-Capital Budget	1,031,591	1,362,365	1,679,626	317,261	23.3%
Special Articles-Recurring	46,591	36,315	50,115	13,800	38.0%
Special Articles-Other	700,000	1,303,341	1,016,300	(287,041)	-22.0%
Debt Service not Appropriated	230,000	0	0	0	
Subtotal-Amount to be Appropriated	41,084,976	44,140,632	45,580,595	1,439,963	3.3%
Other Expenditures					
Additions to Overlay	297,755	452,071	300,000	(152,071)	-33.6%
State Assessments and Offsets	339,654	340,068	343,590	3,522	1.0%
Recap Charges & Other	0	0	0	0	
Prior Year Snow and Ice Deficit	0	0	0	0	
Subtotal-Other Expenditures	637,409	792,139	643,590	(148,549)	-18.8%
Total Expenditures	\$41,722,385	\$44,932,770	\$46,224,185	\$1,291,414	2.9%
Excess Tax Levy Capacity	4,059,558	3,737,988	2,472,587	(1,265,401)	-33.9%

(a) Massachusetts School Building Authority for Chickering

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

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

ESTIMATED LOCAL RECEIPTS FOR FY23

Motor Vehicle Excise Tax	\$1,264,941
Other Excise	447
Penalties & Interest on Taxes	90,000
Payments in Lieu of Taxes	0
Other Charges for Services - Police, Fire, Ambulance	99,083
Fees	45,666
Rentals	181,864
Departmental Revenue - Library	331
Departmental Revenue - Cemeteries	22,453
Other Departmental Revenue	38,809
Licenses & Permits (Building Permits only)	296,333
Other Licenses and Permits	33,006
Court Fines	763
Investment Income	117,045
Miscellaneous Non-Recurring	0
	2,190,742

SCHOOL AID RECEIPTS

	FY22	FY23	Change
	Actual	Budget*	
Chickering School Chapter 70	941,020	1,032,747	91,727
Dover Share of Regional Chapter 70	1,362,969	1,408,298	45,329
Dover Share of Regional Transportation	328,169	327,701	(468)
Total	\$ 2,632,158	\$ 2,768,746	\$ 136,588

* Reflects the Governors House 1 Cherry Sheet Estimate

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

It is difficult to compare Cherry Sheets year by year as the categories often change, are eliminated, or consolidated. As we go to press, the final Cherry Sheet for FY 2024 has not been issued; the estimates below are based on the best available data.

RECEIPTS	HI (Governor's Proposed)			
	FY21	FY22	FY23	FY24
Schools Chapter 70	872,062	886,342	941,020	1,032,747
Unrestricted General Government Aid	204,266	211,415	222,831	227,288
Exemptions: VBS & Elderly	14,428	12,792	12,436	11,080
State Owned Land	67,323	73,175	93,924	97,043
Public Libraries (Offset)	12,871	11,518	10,827	14,919
TOTAL RECEIPTS	1,170,950	1,195,242	1,281,038	1,383,077
 ASSESSMENTS				
County Tax	115,360	112,080	114,882	108,154
Mosquito Control	68,238	68,219	69,940	67,642
Air Pollution	3,624	3,567	3,597	3,441
Metro Area Planning Council	3,275	3,375	3,308	3,415
RMV Non-Renewal Surcharge	2,140	2,140	740	3,120
MBTA and Regional Transit	136,647	138,759	136,774	142,899
TOTAL ASSESSMENTS	329,284	328,140	329,241	328,671
 NET CHERRY SHEET AID	 841,666	 867,102	 951,797	 1,054,406

DOVER SCHOOL DATA SUMMARY FY23

	Local	Region		
		Dover	Sherborn	Total
In-District Enrollment*	525	603	523	1,126
% of Enrollment	100%	53.55%	46.45%	100%
In-District Operating Budget**	\$8,221,141	N/A	N/A	\$27,972,540
Less: State Aid & Other Revenues	\$1,032,747	N/A	N/A	\$3,808,004
Net In-district Operating Budget, Raised by Taxation	\$7,188,394	\$12,529,057	\$10,846,079	\$23,375,136
Allocations: Health and Pensions paid by Dover, not in Local In-district Operating Budget	\$2,216,793	N/A	N/A	N/A
Fully Allocated Operating Budget, Raised by Taxation	\$9,405,187			
FY24 Net Debt Service (Included Local SBAB Reimbursement)	\$172,617	\$425,881	\$363,519	\$789,400
Total Costs/Assessment	\$9,577,804	\$12,954,938	\$11,209,598	\$24,164,536
Taxpayer Cost per Pupil	\$18,243	\$21,484	\$21,433	\$21,461
Out-of-District Enrollment (Pre-K-22 yrs old)	18			
Out-of-District (OOD) Placements Budget (Pre-K-22 yrs old)***	\$2,557,500			
OOD Taxpayer Cost per Pupil prior to Circuit Breaker***	\$142,083			
Less: Estimated Circuit Breaker Reimbursement to be received against prior year expenses	\$1,000,000			
Net Out-of-District Placements Budgeted Costs (Pre-K-22 yrs old) after Est. Circuit Breaker	\$1,557,500			
Net OOD Taxpayer Cost per Pupil after Estimated Circuit Breaker	\$86,528			

* The "Local" enrollment consist of 9 Pre-K students and 482 K-5 students

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

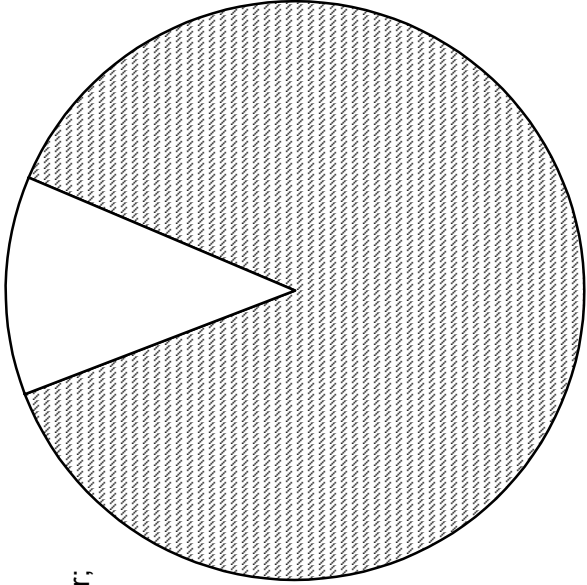
*** Does not reflect state reimbursement for Circuit Breaker which is subject to legislative approval during the state's budget building process. This reimbursement has ranged from 65-75% over the past several years.

The estimated Circuit Breaker Reimbursement shown here is 70%.

OUTSTANDING LONG TERM DEBT BY PURPOSE AS OF 06/30/22

46 Sprindale Ave
Acquisition; \$2,255,000;
12%

Caryl Community Center;
\$16,195,000; 88%



BONDS AND STATE HOUSE NOTES
SCHEDULE OF PAYMENTS - OUTSTANDING PRINCIPAL

Long-term Debt Fiscal Year	Principal	Interest	TOTALS	Outstanding Principal
2023	\$1,680,000	\$652,102	\$2,332,102	\$19,465,000
2024	\$1,010,000	\$623,000	\$1,633,000	\$18,300,000
2025	\$1,005,000	\$574,563	\$1,579,563	\$17,290,000
2026	\$1,005,000	\$524,313	\$1,529,313	\$16,285,000
2027	\$1,005,000	\$474,063	\$1,479,063	\$15,280,000
2028	\$1,005,000	\$423,813	\$1,428,813	\$14,275,000
2029	\$1,005,000	\$392,725	\$1,397,725	\$13,270,000

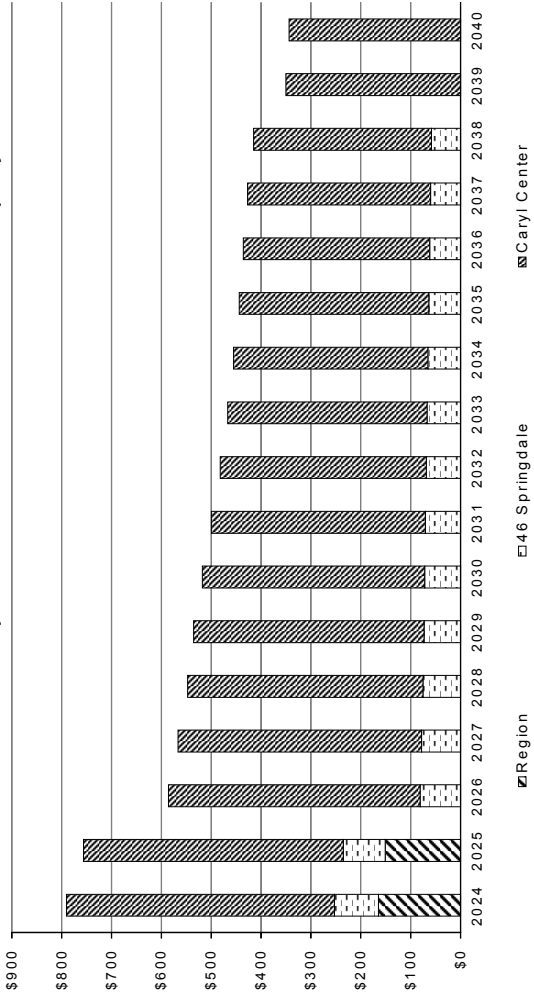
Authorized & unissued debt as of 06/30/22

Elderly Housing	\$250,000	
Total	\$250,000	

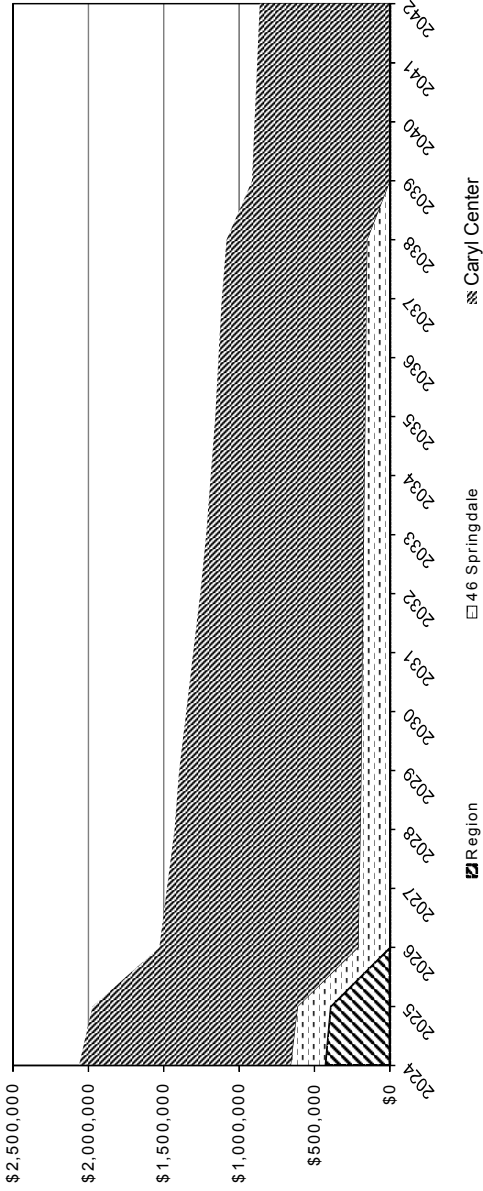
**LONG TERM OUTSTANDING DEBT
BY PURPOSE AS OF 06/30/22**

	Maturity	Amount	%of total
46 Sprindale Ave Acquisition GO Bond	2038	\$2,255,000	12%
Caryl Community Center	2042	\$16,195,000	88%
Total		\$18,450,000	100.00%

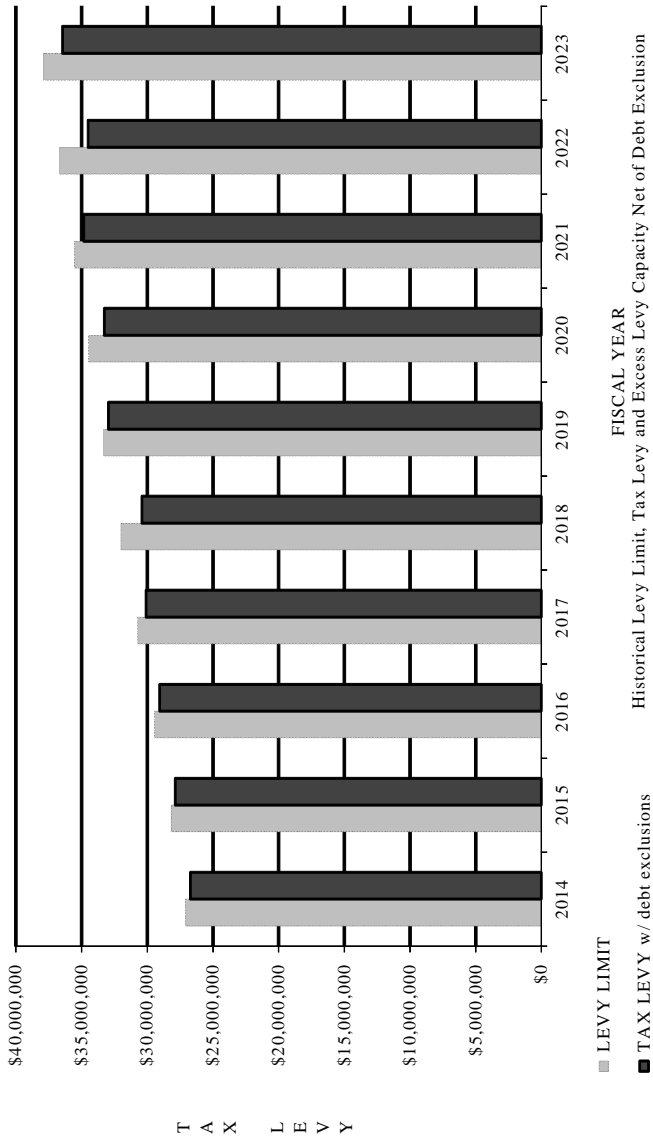
Tax Impact of Debt Service on a Median Property



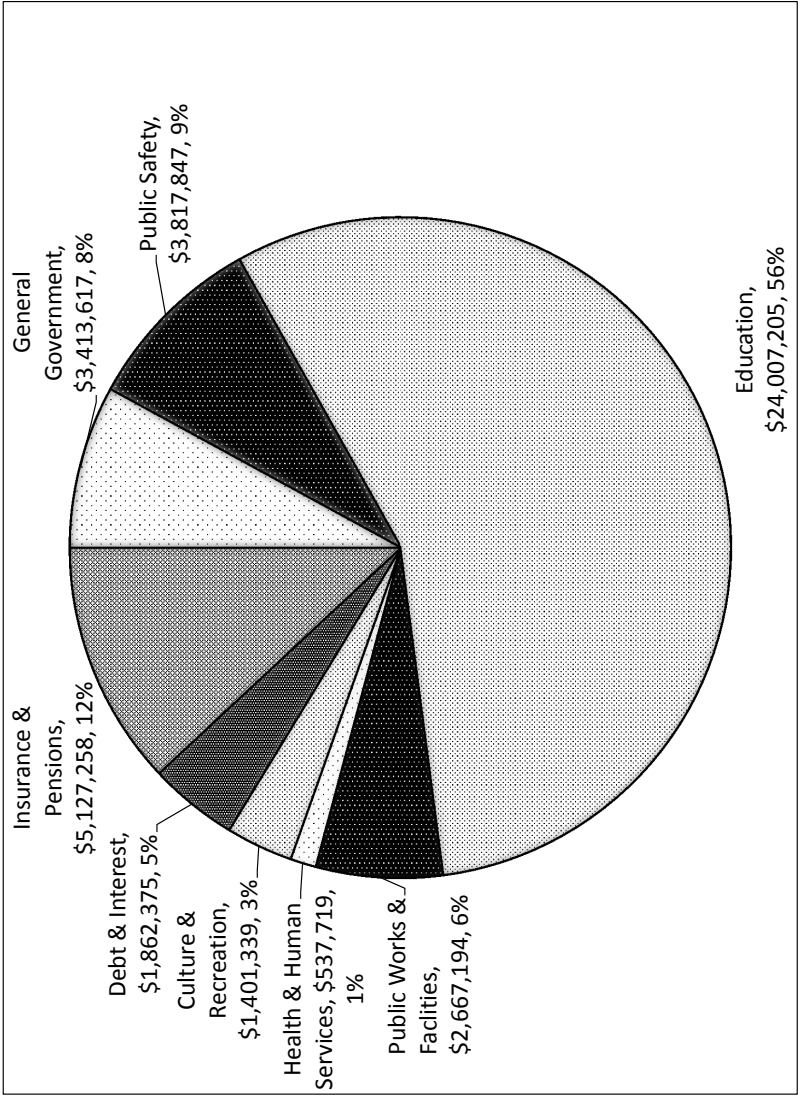
Projected Total Debt Service for Town of Dover



Town of Dover Levy Capacity



APPROPRIATION BY CATEGORY



CAPITAL BUDGET COMMITTEE

March 25, 2023

The Capital Budget Committee's is responsible for preparing "a capital budget program for use by the Warrant Committee, the voters, and other Town boards and officials." It performs this responsibility by reviewing and performing due diligence on capital budget requests from Town boards and departments and then making recommendations regarding their disposition to the Warrant Committee and the voters. The Committee develops objective standards to determine the optimal lifetime expectancy for capital assets. These include conditions and age of the asset, cost of repairs and maintenance, depreciation and salvage, redundancy, projected normal asset life, sustainability and emissions decrease, and potential grants.

The Committee prepared its FY24 capital budget recommendations during the fall of 2022 and winter of 2023. Individual requests by Town Departments and Committees were reviewed and meetings were held to clarify issues, establish replacement guidelines and new purchase parameters, and consider alternative options. In addition, the Committee requested a five-year capital budget outlook from each department. This longer-range view allows the Committee, Town Boards and Administrator to properly plan for the Town's year-to-year financial needs and to create a Financial Policy that considers the most appropriate sources and uses of funds to meet those requirements.

For FY24 the Committee recommended expenditures for Article 5 in the amount of \$3,434,691, an increase of \$2,072,326 from FY23 expenditures, primarily as a result of the following:

1. Environmental issues, unforeseen natural disasters, flooding and erosion of the Charles River and smaller culverts and waterways (Claybrook Road project and Culverts)
2. Aging infrastructure and equipment most of which was acquired or built more than 20 years ago, which is the case for the Fire Department (replacement of Engine #1-34 years old) Highway Department (replacement of unrepairable vehicle) Schools (replacement of 20-year HVAC, fire controls, worn out flooring), the Town House (building more than 100 years old) and Library (HVAC and mechanical systems obsolete);
3. High inflation with substantial increases in labor and materials; and

4. Supply chain issues, limited public bidders and regulations.

With the addition of the budget requests from Regional Schools, the total FY24 Capital expenditures are \$4,082,091, an increase of \$1,847,333 over FY23.

Three departments, Fire Department, Highway Department, and School Department, including the Dover Sherborn Regional Schools account for more than 87% of the proposed Capital Budget.

Warrant Article	FY23*	FY24**	Change
Article 5	\$1,362,365	\$3,434,691	\$2,072,326
Regional School	\$872,393	\$647,400	-\$224,993
Total Article 5	\$2,234,758	\$3,434,691	\$2,072,326
Special Articles			
None	0	0	0
Total Capital Requests	\$2,234,758	\$4,082,091	1,847,333

*Dover Share of Regional School Budget is Included in Article 5 for FY23

** Dover Share of Regional School Budget is Not Included in Article 5 but is included in Article 6

FY 24 Article 5 town departments and the Regional Schools had nineteen separate capital requests, reflecting the replacement and purchase of equipment and infrastructure by the Fire Department, Police Department, Dover School Committee, Dover-Sherborn Regional Schools (DSRS), Highway Department, Cemetery Commission, Parks and Recreation, and Board of Selectmen.

DSRS funded two capital requests from its own budget with \$647,400 for the Region’s HVAC replacement equipment included in FY24 Article 6. The Dover School Committee’s request covered funding for two items at Chickering School, for a total of \$175,000, both of which were for the replacement of end-of-life items. Both the Regional School Committee

and the Dover School Committee continue to use their capital needs assessment reports from On-Site Insight to prepare their requests for capital replacement and maintenance of their existing facilities. These reports, updated on a 5-year cycle, are now well embedded in their facilities management procedures and have simplified the planning and review process.

Since the Capital Budget Committee reviews the replacement and purchase of new capital assets, it is charged with the responsibility of identifying which initiatives are eligible for Green Community Grants. This gives the Town the opportunity to replace older, less efficient assets with new higher efficiency ones that offer substantial grants of up to \$500,000 by the Commonwealth. By determining the payback of the investment, this process not only increases energy efficiency but also realizes considerable savings year after year, which decreases or exceeds the Town's original cost.

Over the last several fiscal years the Committee, together with the Town Officials, the Highway Department, the Dover Community Center Building Committee, and the Superintendent of Buildings worked on several initiatives to apply for grants and complete the projects under the Green Communities Act. Applications have been filed and grants made by the Commonwealth for the Protective Services Building (insulation and HVAC replacement) Town Hall (insulation), Library (insulation), and Highway Department (LED street lights), and the now proposed new Dover Community Center (HVAC System), which has been approved for \$500,000 and is pending a Special Town Meeting. In each case the goal has been to improve energy efficiency with projected cost savings greater than the cost of improvements (net savings to the Town), a decrease of the use of fossil fuels, meet the Town's goal of 20% per year energy efficiency improvement, and upgrade the Town building codes and construction practices.

The terms of the pending grant for the Dover Community Center restrict the Town from applying for additional grants for a 24 month period; and, although new potential grants have been identified, any possible filings will have to wait for the expiration of the limitation period. The grants received or pending total approximately \$ 700,000, with potential future applications in the possible range of \$400,000 to \$900,000 for the Dover-Sherborn Regional Schools and the Town Library.

For FY24 and thereafter, the Committee continues to review with Town Departments and Commissions the identification of potential energy-saving projects and to ensure all projects eligible for Green Community Grants meet grant application guidelines.

An additional energy savings project was approved by Town Meeting for FY23, \$250,000 for the replacement of all 71 original 1923 Town House windows with new high efficiency double glazed insulated windows. This work anticipated to begin in Spring 2023 is projected to result in up to 40% savings in heating and air conditioning costs, resulting in a full payback over the life of the windows, 20-25 years.

The new Caryl Community Center has been designed using the highest energy efficiency measures:

1. All-electric building with no fossil fuels
2. LEED certification or certifiable
3. Exceed the standards of the American Society of Heating, Refrigerating and Air Conditioning Engineers
4. Solar-ready roof
5. Long-term goal of net-zero energy use

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

The following table FY24-FY28 lists the Capital Budget Committee's recommendations for FY24, as well as projected capital budget items for FY25 through FY28. Requests continue to increase for FY25, at a level of 10%+ of the Town's operating budget, and stay at higher-than-normal levels FY26-FY28, but decreasing to 5-6% of the operating budget.

The Committee will continue to work with the Board of Selectmen, the Warrant Committee and the Town Administrator to initiate a Capital Stabilization Fund as a reserve program to fund projected capital expenditures. In addition, the Committee will also initiate an early due diligence program for the three major departments which now account for a projected usage of more than 87% of total requests. All of these activities will be to establish formulae designed to minimize year-to-year tax rate impact.

Capital Budget and Funding (considerations) will include:

1. Ensure replacement is required;
2. Bond all items approx. \geq \$1.0 million;
3. Apply for all grants available to offset costs;
4. Delay purchases and spread over more years; and
5. Establish sufficient reserve accounts

Article 5 following contains the itemized list of the capital requests by Town departments including the amount, description, results of due diligence, and the recommendations of the Capital Budget Committee and the Warrant Committee.

The Capital Budget Committee wishes to thank all the Town Boards, Departments, Officials, and Employees for their cooperation in submitting timely budget requests, supplying due diligence information, and meeting with the Committee to develop and establish standards and procedures for the continued evaluation, replacement, and upgrade of the Town's capital assets.

Respectfully submitted,
Barry Goldman, Chair
Cindy Devall, Member-at-large
John Quackenbush, Member-at-large
Robyn Hunter, Board of Selectmen
Cam Hudson, Warrant Committee
Melissa Herman, Warrant Committee

CAPITAL BUDGET COMMITTEE

FY24 Items	Commission/Department	Recommended			Requested		
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
0	IT	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	
1	Police	\$ 65,000	\$ 130,000	\$ 60,000	\$ 60,000	\$ 130,000	
3	Fire & Ambulance	\$ 1,168,532	\$ 101,000	\$ 1,245,000	\$ 43,000	\$ 1,200,000	
2	Highway / DPW	\$ 1,750,000	\$ 2,130,000	\$ 1,755,000	\$ 1,395,000	\$ 1,300,000	
1	Parks & Recreation	\$ 34,159	\$ 636,975	\$ 506,000	\$ 75,000	\$ -	
4	Selectmen	\$ 210,000	\$ 53,000	\$ 61,000	\$ 130,000	\$ 100,000	
2	Chickering School	\$ 175,000	\$ 1,018,500	\$ 20,000	\$ 346,000	\$ -	
1	Cemetery	\$ 32,000	\$ -	\$ 21,000	\$ -	\$ 24,000	
Article 5 Total		\$ 3,434,691	\$ 4,094,475	\$ 3,693,000	\$ 2,074,000	\$ 2,754,000	
Regional Schools (Dover's Allocation)		\$ 647,400	\$ 1,138,345	\$ 812,487	\$ 75,530	\$ -	
Total Capital Items		\$ 4,082,091	\$ 5,232,820	\$ 4,505,487	\$ 2,149,530	\$ 2,754,000	

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

(a) As contained in the printed 2022 Annual Report; and

(b) Any other reports submitted to the voters by the Town committees.

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

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

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

Elected Position	FY21	FY22	FY23	FY24 (R)
1. Board of Selectmen				
a. Chairman	\$200	\$200	\$200	\$200
b. Clerk	150	150	150	150
c. Other Member	100	100	100	100
2. Assessors				
a. Chairman	400	400	400	400
b. Other Members (each)	350	350	350	350
3. Town Clerk	78,033	81,764	85,644	91,104
4. Planning Board				
a. Chairman	100	100	100	100
b. Other Members (each)	50	50	50	50
5. Constables (3 each)	150	150	150	150
6. Board of Health				
a. Chairman	150	150	150	150
b. Other Members (each)	100	100	100	100

(R) = Recommended

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 3. (Selectmen) To see if the Town will vote pursuant to Section 5-16 (Finances) of the General Bylaws of the Town of Dover to authorize the use of revolving fund accounts for the following boards or departments, and that unless otherwise amended by the Board of Selectmen and Warrant Committee, such accounts shall not exceed the following amounts for Fiscal Year 2024:

1.	Building Department	
	(a) Gas Inspector	\$12,350
	(b) Plumbing Inspector	\$22,050
	(c) Wiring Inspector	\$34,500
2.	Board of Health	
	(a) Perk and deep hole inspection and permitting	\$40,000
	(b) Septic inspection and permitting	\$50,000
	(c) Well inspection and permitting	\$20,000
	(d) Swimming pool inspection and permitting	\$10,000
3.	Library	
	(a) Materials replacement	\$5,000
4.	Council on Aging	
	(a) Senior activities and transportation	\$40,000
5.	Recycling Committee	
	(a) Materials sales proceeds	\$4,000

or take any other action relative thereto.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

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

ARTICLE 4

DEPARTMENT	FY 2019 EXPENDED	FY 2020 EXPENDED	FY 2021 EXPENDED	FY 2022 EXPENDED	FY 2023 APPROVED	FY 2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
GENERAL GOVERNMENT								
122 SELECTMEN								
SALARIES	331,239.00	275,250.00	414,481.00	423,306.00	473,453.00	510,481.00	7.8%	37,028.00
EXPENSES	53,820.00	61,597.00	135,049.52	141,955.00	151,955.00	219,719.00	44.6%	67,764.00
TOTAL	385,059.00	336,847.00	549,530.52	565,261.00	625,408.00	730,200.00	16.8%	104,792.00
129 COPY/POSTAGE	30,140.00	18,846.00	26,163.93	26,840.00	26,900.00	26,900.00	0.0%	0.00
131 WARRANT COMMITTEE	7,680.00	6,450.00	6,855.00	7,680.00	7,680.00	8,180.00	6.5%	500.00
132 RESERVE FUND				250,000.00	250,000.00	250,000.00	0.0%	0.00
135 TOWN ACCOUNTANT								
SALARIES	188,818.00	177,448.00	198,763.34	209,775.00	215,651.00	239,621.00	11.1%	23,970.00
EXPENSES	37,200.00	29,042.00	46,052.59	32,300.00	48,300.00	44,986.00	-6.9%	-3,314.00
TOTAL	226,018.00	206,490.00	244,815.93	242,075.00	263,951.00	284,607.00	7.8%	20,656.00
141 ASSESSOR								
SALARIES	153,210.00	134,131.00	140,607.21	155,436.00	158,304.00	166,065.00	4.9%	7,761.00
EXPENSES	29,000.00	18,818.00	19,008.63	39,345.00	55,110.00	45,985.00	-16.6%	-9,125.00
TOTAL	182,210.00	152,949.00	159,615.84	194,781.00	213,414.00	212,050.00	-0.6%	-1,364.00
145 TREASURER/COLLECTOR								
SALARIES	191,681.00	208,082.00	228,307.53	226,160.00	237,394.00	253,833.00	6.9%	16,439.00
EXPENSES	29,975.00	30,654.00	35,567.04	52,365.00	52,375.00	58,875.00	12.4%	6,500.00
TOTAL	221,656.00	238,736.00	263,874.57	278,525.00	289,769.00	312,708.00	7.9%	22,939.00
151 LAW	143,199.70	118,452.00	159,739.00	200,000.00	200,000.00	200,000.00	0.0%	0.00

DEPARTMENT	FY 2019 EXPENDED	FY 2020 EXPENDED	FY 2021 EXPENDED	FY 2022 EXPENDED	FY 2023 APPROVED	FY 2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
155 DATA PROCESSING								
SALARIES	59,785.00	49,251.00	5,130.30	51,831.00	55,196.00	62,608.00	13.4%	7,412.00
EXPENSES	<u>110,010.00</u>	<u>65,601.00</u>	<u>135,590.80</u>	<u>168,772.00</u>	<u>215,392.00</u>	<u>239,435.00</u>	11.2%	<u>24,043.00</u>
TOTAL	169,795.00	114,852.00	140,721.10	220,603.00	270,588.00	302,043.00	11.6%	31,455.00
161 TOWN CLERK								
SALARIES	61,434.00	74,064.00	78,034.00	81,764.00	85,644.00	92,584.00	8.1%	6,940.00
EXPENSES	<u>10,985.00</u>	<u>2,591.00</u>	<u>7,150.67</u>	<u>11,125.00</u>	<u>11,125.00</u>	<u>11,135.00</u>	0.1%	<u>10.00</u>
TOTAL	72,419.00	76,655.00	85,184.67	92,889.00	96,769.00	103,719.00	7.2%	6,950.00
162 ELECTION/REGISTRATION								
SALARIES	40,478.00	28,169.00	34,515.25	36,738.00	37,390.00	41,501.00	11.0%	4,111.00
EXPENSES	<u>15,335.00</u>	<u>17,018.00</u>	<u>38,707.05</u>	<u>24,270.00</u>	<u>27,897.00</u>	<u>29,644.00</u>	6.3%	<u>1,747.00</u>
TOTAL	55,813.00	45,187.00	73,222.30	61,008.00	65,287.00	71,145.00	9.0%	5,858.00
171 CONSERVATION COMMISSION								
SALARIES	36,148.00	38,631.00	39,632.24	48,438.00	49,433.00	51,102.00	3.4%	1,669.00
EXPENSES	<u>65,695.00</u>	<u>58,327.00</u>	<u>60,570.42</u>	<u>80,695.00</u>	<u>100,695.00</u>	<u>102,040.00</u>	1.3%	<u>1,345.00</u>
TOTAL	101,843.00	96,958.00	100,202.66	129,133.00	150,128.00	153,142.00	2.0%	3,014.00
175 PLANNING BOARD								
SALARIES	34,711.00	36,044.00	73,851.60	126,171.00	128,606.00	134,421.00	4.5%	5,815.00
EXPENSES	<u>31,872.00</u>	<u>21,506.00</u>	<u>11,321.57</u>	<u>9,160.00</u>	<u>29,010.00</u>	<u>95,100.00</u>	227.8%	<u>66,090.00</u>
TOTAL	66,583.00	57,550.00	85,173.17	135,331.00	157,616.00	229,521.00	45.6%	71,905.00
176 BOARD OF APPEALS								
SALARIES	2,672.00	585.00	709.27	2,891.00	2,949.00	3,022.00	2.5%	73.00
EXPENSES	<u>1,450.00</u>	<u>438.00</u>	<u>561.24</u>	<u>1,450.00</u>	<u>1,450.00</u>	<u>1,450.00</u>	0.0%	<u>0.00</u>
TOTAL	4,122.00	1,023.00	1,270.51	4,341.00	4,399.00	4,472.00	1.7%	73.00

DEPARTMENT	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 24/FY23		
	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	APPROVED	REQUESTED	% CHANGE	\$ Variance
178 DOVER HOUSING PARTNERSHIP	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	--	0.00
191 WHITING ROAD	4,734.00	2,042.00	2,498.82	4,000.00	7,000.00				7,000.00		7,000.00	0.0%	0.00
192 TOWN HOUSE EXPENSES	56,256.00	45,131.00	50,585.98	56,056.00	56,056.00				56,056.00		64,582.00	15.2%	8,526.00
193 CARYL COMMUNITY CENTER	90,584.00	62,481.00	68,838.63	86,484.00	86,484.00				86,484.00		86,784.00	0.3%	300.00
195 TOWN REPORT	6,000.00	2,018.00	5,369.32	6,125.00	6,125.00				6,125.00		6,125.00	0.0%	0.00
199 BUILDING MAINTENANCE													
SALARIES	207,284.00	205,922.00	211,238.56	221,979.00	224,120.00				224,120.00		235,439.00	5.1%	11,319.00
EXPENSES	116,800.00	121,075.00	123,835.91	125,300.00	110,301.00				110,301.00		125,000.00	13.3%	14,699.00
TOTAL	324,084.00	326,997.00	335,074.47	347,279.00	334,421.00				334,421.00		360,439.00	7.8%	26,018.00
GENERAL GOVERNMENT TOTAL	\$2,148,195.70	\$1,909,664.00	\$2,358,736.42	\$2,908,411.00	\$3,111,995.00				\$3,413,617.00			9.7%	\$301,622.00
PUBLIC SAFETY													
201 POLICE													
SALARIES	1,929,163.00	1,860,725.00	1,907,908.17	2,002,839.00	2,268,684.00				2,268,684.00		2,401,495.00	5.9%	132,811.00
EXPENSES	124,450.00	100,500.00	104,735.84	130,655.00	129,656.00				129,656.00		74,801.00	-42.3%	-54,855.00
OUT OF STATE TRAVEL	3,000.00	1,962.00	0.00	3,000.00	3,000.00				3,000.00		3,000.00	0.0%	0.00
TOTAL	2,056,613.00	1,963,187.00	2,012,644.01	2,136,494.00	2,401,340.00				2,401,340.00		2,479,296.00	3.2%	77,956.00
220 FIRE													
SALARIES	485,751.00	425,104.00	380,925.86	525,458.00	536,176.00				536,176.00		550,377.00	2.6%	14,201.00
EXPENSES	92,250.00	132,704.00	88,497.79	94,250.00	94,250.00				94,250.00		94,250.00	0.0%	0.00
TOTAL	578,001.00	557,808.00	466,423.65	619,708.00	630,426.00				630,426.00		644,627.00	2.3%	14,201.00

DEPARTMENT	FY 2019 EXPENDED	FY 2020 EXPENDED	FY 2021 EXPENDED	FY 2022 EXPENDED	FY 2023 APPROVED	FY 2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
231 AMBULANCE								
SALARIES	155,913.00	166,501.00	155,421.27	168,701.00	208,584.00	292,331.00	40.2%	83,747.00
EXPENSES	47,807.00	100,883.00	53,174.50	66,307.00	66,307.00	66,307.00	0.0%	0.00
TOTAL	203,720.00	267,384.00	208,595.77	235,008.00	274,891.00	358,638.00	30.5%	83,747.00
241 BUILDING INSPECTOR								
SALARIES	114,263.00	107,048.00	110,011.54	157,224.00	159,086.00	220,639.00	38.7%	61,553.00
EXPENSES	5,500.00	3,227.00	3,418.85	5,550.00	5,600.00	7,320.00	30.7%	1,720.00
TOTAL	119,763.00	110,275.00	113,430.39	162,774.00	164,686.00	227,959.00	38.4%	63,273.00
291 EMERGENCY MANAGEMENT								
SALARIES	196.00	195.00	195.22	202.00	202.00	0.00	-100.0%	-202.00
EXPENSES	920.00	0.00	0.00	400.00	400.00	0.00	-100.0%	-400.00
TOTAL	1,116.00	195.00	195.22	602.00	602.00	0.00	-100.0%	-602.00
292 ANIMAL CONTROL								
SALARIES	23,694.00	11,604.00	11,938.72	18,422.00	18,422.00	18,422.00	0.0%	0.00
EXPENSES	6,460.00	5,637.00	4,883.80	7,250.00	7,250.00	7,250.00	0.0%	0.00
TOTAL	30,154.00	17,241.00	16,822.52	25,672.00	25,672.00	25,672.00	0.0%	0.00
294 CARE OF TREES								
SALARIES	9,669.00	9,959.00	10,257.76	10,463.00	10,673.00	0.00	-100.0%	-10,673.00
EXPENSES	102,640.00	102,097.00	101,865.88	102,640.00	102,640.00	0.00	-100.0%	-102,640.00
TOTAL	112,309.00	112,056.00	112,123.64	113,103.00	113,313.00	0.00	-100.0%	-113,313.00
295 TREE COMMITTEE								
SALARIES	2,500.00	2,495.00	2,475.00	2,500.00	2,500.00	0.00	-100.0%	-2,500.00
299 PROTECTIVE AGENCY BLDG.								
SALARIES	79,523.00	52,881.00	56,258.64	79,523.00	79,023.00	81,655.00	3.3%	2,632.00
PUBLIC SAFETY TOTAL	\$3,183,699.00	\$3,083,522.00	\$2,988,968.84	\$3,375,384.00	\$3,692,453.00	\$3,817,847.00	3.4%	\$125,394.00

DEPARTMENT	FY 2019 EXPENDED	FY 2020 EXPENDED	FY 2021 EXPENDED	FY 2022 EXPENDED	FY 2023 APPROVED	FY 2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
EDUCATION								
600 DOVER SCHOOL OPERATING	9,088,625.00	9,093,510.00	9,338,105.84	10,369,665.00	10,369,791.00	10,778,641.00	3.9%	408,850.00
601 DOVERS SHARE REGIONAL OPERATING ASSESSMENT	12,042,917.00	11,955,169.00	12,132,034.00	12,206,021.00	12,496,779.00	12,529,057.00	0.3%	32,278.00
DEBT ASSESSMENT	568,138.00	552,534.00	519,135.00	487,071.00	462,617.00	425,881.00	-7.9%	-36,736.00
TOTAL	12,611,055.00	12,507,703.00	12,651,169.00	12,693,092.00	12,959,396.00	12,954,938.00	0.0%	-4,458.00
602 MINUTEMAN VOCATIONAL	96,218.00	73,811.00	120,239.00	206,298.00	197,427.00	248,626.00	25.9%	51,199.00
604 OTHER VOCATIONAL SCHOOLS	0.00	0.00	0.00	6,000.00	24,572.00	25,000.00	1.7%	428.00
EDUCATION TOTAL	\$21,795,898.00	\$21,675,024.00	\$22,109,513.84	\$23,275,055.00	\$23,551,186.00	\$24,007,205.00	1.9%	\$4,56,019.00
PUBLIC WORKS & FACILITIES								
411 ENGINEERING								
SALARIES	38,384.00	15,613.00	12,948.08	27,690.00	27,960.00	0.00	-100.0%	-27,960.00
EXPENSES - SELECTMEN	74,170.00	0.00	65,254.75	65,670.00	69,340.00	0.00	-100.0%	-69,340.00
EXPENSES - PLANNING BOARD	3,070.00	40,289.00	0.00	0.00	0.00	0.00	=	0.00
TOTAL	115,624.00	55,902.00	78,202.83	93,360.00	97,300.00	0.00	-100.0%	-97,300.00
422 HIGHWAY MAINTENANCE								
SALARIES	490,360.00	504,095.00	472,135.87	541,547.00	538,512.00	855,047.00	53.1%	296,535.00
EXPENSES	278,367.00	273,572.00	277,541.05	277,067.00	277,067.00	473,862.00	71.0%	196,795.00
TOTAL	768,727.00	777,667.00	749,676.92	818,614.00	835,579.00	1,328,909.00	59.0%	493,330.00
423 SNOW AND ICE								
SALARIES	105,700.00	37,433.00	65,759.73	105,700.00	105,700.00	105,700.00	0.0%	0.00
EXPENSES	314,300.00	281,711.00	320,104.35	314,300.00	314,300.00	314,300.00	0.0%	0.00
TOTAL	420,000.00	319,144.00	385,864.08	420,000.00	420,000.00	420,000.00	0.0%	0.00

DEPARTMENT	FY2019 EXPENDED	FY2020 EXPENDED	FY2021 EXPENDED	FY2022 EXPENDED	FY2023 APPROVED	FY2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
424 STREET LIGHTING	12,489.00	6,793.00	0.00	8,899.00	8,899.00	8,899.00	0.0%	0.00
425 TOWN GARAGE	71,102.00	92,874.00	51,689.11	71,308.00	71,308.00	72,916.00	2.3%	1,608.00
428 TARVIA/PATCHING	275,000.00	274,828.00	176,517.58	275,000.00	275,000.00	280,000.00	1.8%	5,000.00
433 GAARBAGE DISPOSAL	19,848.00	1,071.00	0.00	0.00	0.00	0.00	0.0%	0.00
439 SOLID WASTE								
SALARIES	71,350.00	79,142.00	82,524.83	96,904.00	90,915.00	88,531.00	-2.6%	-2,384.00
EXPENSES	301,755.00	272,271.00	194,226.80	277,451.00	276,951.00	288,628.00	4.2%	11,677.00
TOTAL	373,105.00	351,413.00	276,751.63	374,355.00	367,866.00	377,159.00	2.5%	9,293.00
450 TOWN WATER								
SALARIES	7,308.00	7,129.00	7,707.12	7,846.00	8,003.00	8,203.08	2.5%	200.07
EXPENSES	21,500.00	47,320.00	16,739.84	22,000.00	22,000.00	35,950.00	63.4%	13,950.00
TOTAL	28,808.00	54,449.00	24,446.96	29,846.00	30,003.00	44,153.08	47.2%	14,150.08
491 CEMETERY								
SALARIES	89,230.00	93,253.00	92,217.74	96,533.00	98,471.00	102,373.00	4.0%	3,902.00
EXPENSES	28,485.00	22,302.00	22,071.31	30,735.00	30,735.00	32,785.00	6.7%	2,050.00
TOTAL	117,715.00	115,555.00	114,289.05	127,268.00	129,206.00	135,158.00	4.6%	5,952.00
PUBLIC WORKS & FACILITIES TOTAL	\$2,202,418.00	\$2,049,696.00	\$1,857,438.16	\$2,218,650.00	\$2,235,161.00	\$2,667,194.08	19.3%	\$432,033.08

DEPARTMENT	FY2019 EXPENDED	FY2020 EXPENDED	FY2021 EXPENDED	FY2022 EXPENDED	FY2023 APPROVED	FY2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
HEALTH & HUMAN SERVICES								
519 BOARD OF HEALTH								
SALARIES	45,644.00	47,172.00	52,969.82	85,116.00	87,213.00	173,720.00	99.2%	86,507.00
EXPENSES	42,948.00	39,074.00	46,298.17	57,849.00	157,849.00	107,849.00	-31.7%	-50,000.00
TOTAL	88,592.00	86,246.00	99,267.99	142,965.00	245,062.00	281,569.00	14.9%	36,507.00
541 COUNCIL ON AGING								
SALARIES	110,557.00	133,287.00	152,790.68	167,922.00	181,920.00	203,610.00	11.9%	21,690.00
EXPENSES	37,650.00	34,765.00	32,390.81	48,550.00	48,050.00	50,540.00	5.2%	2,490.00
TOTAL	148,207.00	168,052.00	185,181.49	216,472.00	229,970.00	254,150.00	10.5%	24,180.00
543 VETERANS								
SALARIES	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.0%	0.00
EXPENSES	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.0%	0.00
TOTAL	2,000.00	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00	0.0%	0.00
HEALTH & HUMAN SERVICES TOTAL	\$238,799.00	\$255,298.00	\$285,449.48	\$361,437.00	\$477,032.00	\$537,719.00	12.7%	\$60,687.00
CULTURE & RECREATION								
610 LIBRARY								
SALARIES	460,137.00	463,877.00	493,555.27	598,519.00	623,260.00	657,239.00	5.5%	33,979.00
EXPENSES	196,067.00	169,150.00	167,514.78	205,311.00	221,240.00	237,119.00	7.2%	15,879.00
TOTAL	656,204.00	633,027.00	661,070.05	803,830.00	844,500.00	894,358.00	5.9%	49,858.00
650 PARKS AND RECREATION								
SALARIES	328,752.00	267,773.00	294,697.54	369,574.00	380,717.00	413,631.00	8.6%	32,914.00
EXPENSES	83,264.00	100,882.00	106,133.70	84,800.00	86,000.00	88,600.00	3.0%	2,600.00
TOTAL	412,016.00	368,655.00	399,831.24	454,374.00	466,717.00	502,231.00	7.6%	35,514.00
691 HISTORICAL COMMISSION								
TOTAL	1,250.00	1,200.00	0.00	1,250.00	1,250.00	1,250.00	0.0%	0.00

DEPARTMENT	FY 2019 EXPENDED	FY 2020 EXPENDED	FY 2021 EXPENDED	FY 2022 EXPENDED	FY 2023 APPROVED	FY 2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
692 MEMORIAL DAY	3,000.00	2,967.00	2,678.75	3,000.00	3,000.00	3,500.00	16.7%	500.00
CULTURE & RECREATION TOTAL	\$1,072,470.00	\$1,005,849.00	\$1,063,580.04	\$1,262,454.00	\$1,315,467.00	\$1,401,339.00	6.5%	\$85,872.00
DEBT SERVICE								
710751 MATURING DEBT PRINCIPAL AND INTEREST	1,426,996.00	1,198,750.00	1,156,425.00	947,850.00	2,341,753.00	1,862,374.60	-20.5%	-479,378.40
759 BANK CHARGES	4,000.00	1,466.00	1,705.42	4,000.00	4,000.00	0.00	-100.0%	-4,000.00
DEBT & INTEREST TOTAL	\$1,430,996.00	\$1,200,216.00	\$1,158,130.42	\$951,850.00	\$2,345,753.00	\$1,862,374.60	-20.6%	-\$483,378.40
UNCLASSIFIED								
INSURANCE								
912 WORKERS COMPENSATION	93,880.00	79,493.00	77,585.00	118,542.90	118,543.00	118,543.00	0.0%	0.00
914 GROUP INSURANCE	2,564,683.00	1,895,815.93	1,859,496.66	2,733,119.55	2,594,465.00	2,853,911.50	10.0%	259,446.50
916 MEDICARE/FICA	186,881.00	166,458.00	160,177.15	190,000.00	190,000.00	190,000.00	0.0%	0.00
950 OTHER INSURANCE	188,245.00	185,493.00	191,249.00	205,072.95	221,479.00	234,767.74	6.0%	13,288.74
SUBTOTAL INSURANCE	\$3,033,689.00	\$2,327,259.93	\$2,288,507.81	\$3,246,735.40	\$3,124,487.00	\$3,397,222.24	8.7%	\$272,735.24

DEPARTMENT	FY 2019 EXPENDED	FY 2020 EXPENDED	FY 2021 EXPENDED	FY 2022 EXPENDED	FY 2023 APPROVED	FY 2024 REQUESTED	FY24/FY23 % CHANGE	\$ Variance
PENSIONS								
911 NORFOLK COUNTY RETIREMENT	1,325,669.00	1,421,027.00	1,522,061.00	1,476,817.00	1,585,077.00	1,730,036.00	9.1%	144,959.00
UNCLASSIFIED TOTAL	\$4,359,358.00	\$3,748,286.93	\$3,810,568.81	\$4,723,552.40	\$4,709,564.00	\$5,127,258.24	8.9%	\$417,694.24
OPERATING BUDGET GRAND TOTAL	\$36,431,833.70	\$34,927,555.93	\$35,632,386.01	\$39,076,793.40	\$41,438,611.00	\$42,834,553.92	3.4%	\$1,395,942.92

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

- 1. Fire Department Total \$1,168,532
 - (a) Engine #1 Rescue Pumper \$990,000

This request is to replace the existing Rescue Pumper, model year 1989, more than 33 years old, used for motor vehicle accidents, any type rescue of persons, street wires down/fire, maintenance costs for last 4 years -\$18,000, and at the end of its useful life. 54 Responses in 2022. Many spare parts no longer available; have to be manufactured. There is considerable downtime for maintenance and spare parts issues. The back of the cab for additional firemen is open to the elements, cannot be enclosed, and has safety and gear storage issues. There are many other safety factors not up to present standards, which are available in new apparatus.

New equipment and upgrades on replacement: enclosed cab, improved riding seats with integrated seatbelts, anti-roll protection, slip resistant stepping areas, safer ladder placements, Integrated Compressed Air Foam System with internal tank, hydraulic generator, increased compartment space, integrated rescue tools for quick and easy removal, 110 volt/20 amp electrical system installed on body and in compartments, improved lights to enable better night sight, and greater medical storage with roadside access.

The Capital Budget Committee recommends approval of \$990,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$990,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE AND REPLACEMENT OF ENGINE #1.

(b) SCBA (Self Contained Breathing Apparatus) \$127,772

This request is to replace the existing SCBA apparatus used by individual firemen. 41 air bottles have reached the end of their certified life (model year 2007-10 and 2008-31) and 10 air packs and are part of a program to replace obsolete equipment over a three-year period. SCBA apparatus will be 15 years old at time of replacement and to be taken out of service by National Fire Protection Association (NFPA) guidelines.

The Commonwealth of Mass. has offered to include this in a grant for FY24 for \$75,000 for firemen safety equipment and turnout gear and another grant has been approved for 11 additional SCBA bottles (not part of this request) for \$15,500 from the Firefighter Safety Grant.

The Capital Budget Committee recommends approval of \$127,772 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$127,772 BE RAISED AND APPROPRIATED FOR THE PURCHASE AND REPLACEMENT OF SCBA APPARATUS.

(c) Turnout Gear (jackets, pants, hoods, and gloves) \$23,000

This is a replacement of gear greater than 10 years old based upon NFPA and Massachusetts Fire Academy restriction on training with gear more than 10 years old.

The Capital Budget Committee recommends approval of \$23,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$23,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE AND REPLACEMENT OF TURNOUT GEAR.

(d) Chest Compression Device \$27,760

This is a new device for the ambulance for patients in cardiac arrest and serves as an alternative to manual CPR since it provides consistent compressions at a fixed rate during difficult transport conditions. This includes the purchase of 2 manikins to facilitate training and proper use.

The Capital Budget Committee recommends approval of \$27,760 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$27,760 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF A NEW CHEST COMPRESSION DEVICE.

2. Police Department

(a) Police Cruiser \$65,000

This request is for the replacement of vehicle #340, 2020 Chevrolet Tahoe with 60,500 miles as of 10/1/22 and averaging monthly mileage of 2800. Replacement is anticipated for late FY24, when the vehicle should have approximately 100,000 miles, which has been determined to be the optimum replacement point for the type and use of Dover police vehicles. The age, time of use, condition, and increased maintenance costs have met the guidance levels established by the Capital Budget Committee for replacement. The specific model will depend on supply chain availability.

The Capital Budget Committee recommends approval of \$65,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$65,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE AND REPLACEMENT OF A POLICE PATROL VEHICLE.

3. Highway Department

Total \$1,750,000

- (a) Transfer Station Roll On Roll Off Truck \$250,000

This request is to purchase a roll on roll off truck to haul containers from the transfer station to incinerators and other locations for disposal. The current vehicle is a 1997 model in use for 26 years and has serious mechanical issues and cracking of the frame which supports the containers. It is possible that it cannot be used further and the Town Administrator has retained an outside party to review the possibility of a new purchase or out sourcing this service.

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

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$250,000 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF A ROLL-ON ROLL-OFF TRUCK

- (b) Repair and Reconstruction of Claybrook Road up to \$1,500,000

Claybrook Road, located along the bank of the Charles River has an unstable slope and there has been a partial collapse of the roadway in 2 separate locations, reducing the traffic to one lane. Engineers have been retained by the Town to undertake several studies. The principal finding of the feasibility study has been to recommend the construction of a permanent restraint sheet pile wall and vegetated river bank. The Board of Selectman voted to approve a contract in the amount of \$178,000 covering design, engineering, regulatory permitting, bidding and entering of construction contracts and to be paid for from MASSDOT Chap 90 funds. It is expected that final construction funding for the Claybrook project will be partially offset by funds from the Town (\$250,000 approved FY23, Article 15) and other third parties, including several potential sources:

- American Rescue Plan Act (ARPA)
- Municipal Vulnerability Preparedness Grant (MVP)
- Massworks/Small Town Infrastructure Program
- Transportation Bond Bill(s)

The Capital Budget Committee recommends approval of up to \$1,500,000 for this request, to be reduced by the above sources of funds.

THE WARRANT COMMITTEE RECOMMENDS THAT UP TO THE AMOUNT OF \$1,500,000 BE RAISED AND APPROPRIATED FOR REPAIR AND RECONSTRUCTION OF CLAYBROOK ROAD, TO BE REDUCED BY ABOVE SOURCES OF FUNDS.

4. Cemetery

(a) John Deere Gator \$32,000

This request is to purchase and replace a 2013 John Deere Utility Gator. It is used for digging foundations for headstones, hauling loam, gravel, moving equipment, clearing of limbs and leaves to the compost pile snowplowing and salting cemetery roads, sidewalks and Channing Pond. The underneath frame has started to rust and the dump part of the machine has rust holes. The present equipment has recorded 5420 hours and has reached the end of its useful life. The new equipment will provide improved functionality for the Cemetery.

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

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

5. Selectmen Total \$210,000

(a) Library HVAC \$50,000

This request is to for the design and replacement of the library’s existing HVAC system, which was originally installed in 1995. The system has had several outages during FY23, which not only required many repairs but also the shutdown of the library. The heat and hot water is provided by a costly to operate 27 year old oil fueled boiler, with an inefficient air handler that has rusted through in various locations, with a highly inefficient pneumatic control system. All the mechanical, control, air handling and AC systems have reached the end of their useful lives and should be replaced. This project will be done in two phases: Phase 1 will be design of the system and potential partial replacement, to take place during FY24, depending upon the design. Phase two will be complete execution of the design with the purchase and installation of new highly efficient equipment and is likely to be a FY25 project. \$90,000 was approved for partial replacement of HVAC equipment for FY23, but has not been acted upon pending a re-design of the system. After re-design, it is likely that additional funds will be required in FY25 to complete construction of the entire Library HVAC system. The Capital Budget Committee will review the possibility that the remainder of the construction will qualify for inclusion under the Green Communities Grant Program.

The Capital Budget Committee recommends approval of \$50,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$50,000 BE RAISED AND APPROPRIATED FOR THE DESIGN AND REPLACEMENT OF THE LIBRARY’S HVAC SYSTEM.

(b) Library Roof

\$95,000

This request is to replace the 7500 square foot rubber synthetic flat Library Roof, which was installed in 1995 and now shows signs of reaching end of useful life. Normal life

of EDM roofing is 20 years. This does not include the clay roof which is the sloped portion most visible from the street.

The Capital Budget Committee recommends approval of \$95,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$95,000 BE RAISED AND APPROPRIATED FOR THE DESIGN AND REPLACEMENT OF THE LIBRARY'S FLAT RUBBER ROOF.

(c) Town House AC unit \$55,000

This request is to replace the existing 24 year old West Wing Town House Air Conditioning Unit which was installed in 1999 and has an ordinary useful life of 15-18 years. Present system uses R22 Freon, which has been banned, and can be purchased only as very expensive re-cycled product. New system uses approved R410 freon. This unit could be replaced by a heat pump as back up to existing boilers and part of a long-term plan to electrify both the heating and cooling in the Town House, with minimal use of oil. New heat pumps will be much more efficient in their use of electricity.

The Capital Budget Committee recommends approval of \$55,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$55,000 BE RAISED AND APPROPRIATED FOR THE DESIGN AND REPLACEMENT OF THE WEST WING UNIT TOWNHOUSE AIR CONDITIONING SYSTEM.

(d) Highway Air Compressor \$10,000

This request is to replace an existing air compressor at the Town Garage first installed in 1998 which has difficulty filling truck tires with adequate air and has reached the end of its useful life.

The Capital Budget Committee recommends approval of \$10,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$10,000 BE RAISED AND APPROPRIATED FOR THE DESIGN AND REPLACEMENT OF THE AIR COMPRESSOR EQUIPMENT LOCATED AT THE TOWN GARAGE.

5. Park & Recreation

Total \$34,159

(a) Small Tractor with mower deck and snow attachments \$34,159

This request is to purchase a new Model 738 Tractor to replace an existing John Deere 728 Tractor, model year 2012 with 1700 hours of use which has met its estimated 10-year life expectancy at the time of replacement. The age, time of use, condition, and increased maintenance costs have met the guidance levels established by the Capital Budget Committee for replacement.

The Capital Budget Committee recommends approval of \$34,159 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$34,159 BE RAISED AND APPROPRIATED FOR THE PURCHASE OF A NEW SMALL TRACTOR.

(b) Large Tractor with Mower Deck and Snow Attachments \$67,535

This request is to purchase a new Model 1585 Tractor to replace an existing John Deere X1585 Tractor, model year 2014 with 1365 hours of use over 8 years. The guidance established by the Capital Budget Committee suggests that there should be greater than 10-year life expectancy at the time of replacement with approximately 2000 hours of usage. The existing Tractor is in good physical and mechanical condition having been well maintained and does not have foreseeable major repairs The age, time of use, condition,

and increased maintenance costs have not met the guidance levels established by the Capital Budget Committee for replacement.

The Capital Budget Committee does not recommend approval of this request.

THE WARRANT COMMITTEE DOES NOT RECOMMEND THAT ANY SUM BE RAISED AND APPROPRIATED FOR THE PURCHASE OF A NEW LARGE TRACTOR.

6. Dover Schools (Chickering) Total \$175,000

(a) School Flooring \$130,000

This request is to replace additional flooring at Chickering School 2-3 wing-11 rooms as floors reach end of useful life. The cost is based on the State Contract pricing with modest price increase. The new flooring eliminates the cost of stripping and waxing.

The Capital Budget Committee recommends approval of \$130,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$130,000 BE RAISED AND APPROPRIATED FOR PURCHASING AND REPLACING FLOORING AT CHICKERING SCHOOL.

(b) Fire Control Panel \$45,000

This request is to purchase and replace the original equipment fire control panel and related defective devices such as pull stations, smoke detectors, and heat detectors, all of which have reached the end of useful life.

The Capital Budget Committee recommends approval of \$45,000 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$45,000 BE RAISED AND APPROPRIATED FOR PURCHASING AND REPLACING FIRE CONTROL PANEL AND RELATED DEVICES FOR CHICKERING SCHOOL.

Article 6. (Selectmen) To see what sums the Town will raise and appropriate for the various capital purposes listed below; to determine whether the money shall be included in the tax levy, transferred from available funds, borrowed, or provided by any combination of these methods; or take any other action relative thereto:

Dover-Sherborn Regional School Committee (Dover's Share)
\$647,400

This request is for the purchase and installation of 7 new rooftop HVAC units replacing units that were original equipment at the time of construction of the high school in 2002. All the equipment is 21 years old, and has been examined by consulting engineers who have found that it has surpassed expected useful life of 20 years and requires updating. The units are "packaged" units, consisting of a natural gas fired furnace and an air conditioning section. It is proposed that the replacement equipment would be all electric heat pumps and run at significantly higher efficiencies than the original. A new engineering study is in process to determine the optimal equipment. This is in keeping with Dover's goals to reduce the use of fossil fuel, reduce greenhouse gases, and improve efficiency.

The Capital Budget Committee recommends approval of \$647,400 for this request.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$647,400 BE RAISED AND APPROPRIATED FOR THE PURCHASE AND INSTALLATION OF 7 ROOFTOP HVAC UNITS FOR THE HIGH SCHOOL BUILDING.

Article 7. (Selectmen) To see if the Town will vote to approve the borrowing authorized by the Dover-Sherborn Regional School District for the purpose of paying the costs of the various items of capital equipment and improvements, including the payment of all costs incidental and related thereto; or take any other action relative thereto.

AT THE TIME THE BLUE BOOK WENT TO PRESS THE WARRANT COMMITTEE ANTICIPATES THAT THIS ARTICLE WILL BE WITHDRAWN.

Article 8. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the purpose of funding an unemployment compensation fund as authorized by Chapter 40, Section 5E, of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$10,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 9. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money to provide for the payment of accumulated sick leave to retired police officers as authorized by Chapter 375 of the Acts of 1984; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

THE WARRANT COMMITTEE RECOMMENDS THAT THE SUM OF \$10,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 10. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the purpose of highway construction, reconstruction and other improvements under the authority of the Massachusetts General Laws as funded by various State budgets; to determine whether the money shall be included in the tax levy, transferred from available funds, borrowed, or provided by any combination of these methods; and to authorize the Selectmen to enter into contracts, apply for, accept, expend, and borrow in

anticipation of State aid for such projects; or take any other action relative thereto.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 11. (Conservation Commission) To see if the Town will vote to raise and appropriate a sum of money for the Conservation Fund to be used by the Conservation Commission for any purpose authorized by Chapter 40, Section 8C of the Massachusetts General Laws; to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods; or take any other action relative thereto.

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

Article 12. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money to the General Stabilization Fund in accordance with Chapter 40 Section 5B of the Massachusetts General Laws; determine whether the money shall be included in the tax levy, by transfer from available funds; or any combination of these methods; or take any other action relative thereto.

The Town plans over the next few years to balance the uncommitted reserves so that half is held in Free Cash and half in the General Stabilization Fund.

THE WARRANT COMMITTEE RECOMMENDS THAT \$170,300 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 13. (Regional Schools Committee) To see if the Town will vote to raise and appropriate a sum of money to the Dover-Sherborn Regional Schools Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws; determine whether the money shall be included in the tax levy, by transfer from available funds; or any combination of these methods; or take any other action relative thereto.

The Dover-Sherborn Regional School District has an unfunded Other Post-Employment Benefit (OPEB) liability of \$28,000,000. At the May 2019 Annual Town Meeting Dover voted to establish an OPEB Stabilization fund to set aside funds that will be used to address the Town of Dover's share of the liability. The Dover-Sherborn Regional School District adopted Section 20 of Chapter 32 of the Massachusetts General Laws and will proceed with the establishment of an OPEB Trust to address the District's retiree healthcare liability. Funds placed in the Town of Dover's OPEB Stabilization Fund will be used to fund Dover's liability under the District's requests for OPEB funding in the future.

THE WARRANT COMMITTEE RECOMMENDS THAT \$721,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 14. (Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the purpose of funding specific projects not expected to reoccur, as specified in the motion, and a list of which is available at the Town Clerk's office, and any incidental costs related thereto; and to determine whether the money shall be included in the tax levy, transferred from available funds, or provided by any combination of these methods, or take any other action relative thereto.

The Selectmen are requesting \$125,000 to hire a consultancy to assist in designing and implementing website enhancements. The town funded the launching of a new Town web site in 2020. As part of the original web site modernization, the Board of Selectman planned to continue to enhance this site in subsequent years focused on providing a digital information and distribution hub for more resident interactions with the town. This effort has been delayed due to challenges in finding full time IT staff. The committee expressed concern that the selectmen did not share a written rationale for the request, nor a specific work plan or detailed issues that are to be addressed by this project and had not discussed the project with potential vendors.

BY A VOTE OF 5-3-0 THE WARRANT COMMITTEE RECOMMENDS THAT \$125,000 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 15. (Warrant Committee) To see if the Town will vote to raise and appropriate a sum of money to pay any unpaid bills rendered to the Town for prior years; and to determine whether the money shall be included in the tax levy, by transfer from available funds, or any combination of these methods; or take any other action relative thereto.

At the time this Blue Book went to press, the Town is aware of unpaid bills from prior years that total \$5,115.

THE WARRANT COMMITTEE RECOMMENDS THAT \$5,115 BE RAISED AND APPROPRIATED FOR THE PURPOSE OF THIS ARTICLE.

Article 16. (Warrant Committee) To see if the Town will make supplemental appropriations to be used in conjunction with money appropriated under Article 4 of the Warrant for the 2022 Annual Town Meeting, to be expended during the current fiscal year, or make any other adjustments to the Fiscal Year 2022 budget that may be necessary; and to determine whether the money shall be provided by transfer from available funds; or take any other action relative thereto.

AT THE TIME THE BLUE BOOK WENT TO PRESS THE WARRANT COMMITTEE ANTICIPATES THAT THIS ARTICLE WILL BE WITHDRAWN.

Article 17. (Parks & Recreation) To see if the Town will vote to raise and appropriate, appropriate from available funds or borrow, or any combination of these methods, a sum of money for the purpose of paying the costs of various items of capital equipment and/or improvements related to the reconstruction of the Caryl Community Center, including the payment of all costs incidental and related thereto; or take any other action relative thereto.

AT THE TIME THE BLUE BOOK WENT TO PRESS THE WARRANT COMMITTEE ANTICIPATES THAT THIS ARTICLE WILL BE WITHDRAWN.

Article 18. (Planning Board) To see if the Town will vote to amend the Zoning Bylaw Chapter 185 by updating the Zoning Map reference to the Floodplain District, and amending Section 185-44 “Floodplain District” as set forth in the complete text on file in the Office of the Town Clerk; or take any other action relative thereto.

On January 19, 2021, The Department of Homeland Security’s Federal Emergency Management Agency (FEMA) developed new standards for floodplain management. The Town of Dover is required to adopt these proposed floodplain management measures in order to remain qualified for participation in the National Flood Insurance Program (NFIP). Section 110 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) serves as a measure intended to ensure an equitable balancing of all interests involved in floodplain management.

The new measures include designation of a Floodplain Administrator, clearer permitting requirements for construction in the Floodplain District, requirements for securing recreational vehicles when permanently stored in the floodplain and determination that new elevation data be submitted to FEMA when it becomes available. The Flood Insurance Rate Map and Flood Insurance Study reports that apply to Dover have been reissued for Norfolk County, Massachusetts (All Jurisdictions). The town must adopt these provisions in order to remain in compliance with FEMA’s National Flood Insurance Program. If not adopted, many homes in Dover will no longer be eligible for federal flood insurance.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 19. (Planning Board) To see if the Town will vote to amend Zoning Bylaw Chapter 185 by (1) adding to Section 185-5 definitions for “Accessory Apartment”, “Finished Area”, “Gross Floor Area” and “Short-Term Rental”; and (2) amending Section 185-43 entitled “Accessory Apartments”, as set

forth in the complete text on file in the Offices of the Town Clerk and the Planning Board; or to take any other action relative thereto.

This article proposes changes to the existing 1986 Accessory Apartment Bylaw to allow Accessory Dwelling Units (“ADU”) attached to or within an existing single-family house with Site Plan Review by the Planning Board, and ADUs above or within a small separate building associated with a single-family house, such as a garage, barn or other freestanding building, with a Special Permit from the Zoning Board of Appeals.

If approved, ADUs will be permitted in homes built after 1985, where they are not currently allowed. The requirement for owner occupancy has been clarified to specifically require owner occupancy of the primary dwelling or the ADU, and prohibit short-term rental of ADUs. The maximum size of 900 sq. ft., mandatory review by the Board of Health and adherence to all relevant zoning bylaws will remain the same. The proposed changes also include clearer standards and processes for site plan and architectural reviews.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 20. (Conservation Commission) To see if the Town will vote to amend Dover General Bylaws Chapter 181, Dover Wetlands Protection, Section 181-6: entitled Notices and Hearings: fees and expenses;

by deleting Section (B) in its entirety and replacing it with the following:

Section (B): The Commission shall hold a public hearing on an Application within 21 days of its receipt. Notice of the time and place of the hearing shall be given by the Commission at the expense of the applicant, not less than 5 days prior to the hearing, by publication in a newspaper of general circulation in Dover and by mailing in accordance with WPA 310 CMR 10.05: (3)(b)1, a notice to the applicant, owner, Board of Health, Planning Board, and by

email to such other persons as the Commission may determine per Rules and Regulations for the Dover Wetlands Protection Bylaw.;

and, by deleting the first sentence of Section E in its entirety and replacing it with the following:

(Section E): In addition, the applicant shall pay the fee and expenses of any outside peer review consultants deemed necessary by the Commission in accordance with the Commission's Rules and Regulations and Massachusetts General Law, Chapter 44 Section 53G. At the discretion of the Commission, no Permit shall be issued until such fees and expenses have been paid.;

or take any other action relative thereto.

As sponsor of Article 20, the Conservation Commission (the "Commission") is proposing two changes to Chapter 181-6 of the Dover General Bylaws, which outlines the rights and fees that an applicant seeking a permit from the Commission is entitled to (in the case of rights) or responsible for (in the case of fees). The first change to Section (B) of Chapter 181-6 would update the list of recipients of a notice to be given by the Commission with respect to the public hearing to review an application. The second change to Section (E) of Chapter 181-6 would remove the \$5,000 cap on the Commission's fees and expenses for outside consultants that an applicant is required to pay as part of the Commission's consideration of an application. If the second change is approved, an applicant would be responsible for all the fees and expenses of the Commission for outside consultants, even if in excess of \$5,000.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 21. (Selectmen) To see if the Town will vote to amend the Town's General Bylaw, Article XXXIV, Section 4-44 entitled Gas and Plumbing Inspector, by deleting it in its entirety and replacing it with the following:

There shall be a Gas/Plumbing Inspector and a Wiring Inspector appointed annually by the Building Inspector. The Gas/Plumbing Inspector's duties and authority shall include, but shall not be limited to, those specified 248 CMR and the Wiring Inspector's duties and authority shall include, but not be limited to those specified in Massachusetts General Law Chapter 166, Section 32.;

or take any other action relative thereto, and further, that non-substantive changes in the numbering and heading of this bylaw be permitted in order that it be in compliance with the format of the Dover Town Code.

The existing bylaw allows for one Wiring Inspector and one or more Deputy Wiring Inspectors appointed annually by the Board of Selectmen. This article allows for one Wiring Inspector and one Gas/Plumbing Inspector appointed annually by the Building Inspector.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 22. (Town Clerk) To see if the Town will vote to amend the Town's General Bylaw, Article XIV Constables, Section 4-20 entitled "Terms of office; duties"; by deleting it in its entirety and replacing it with the following:

There shall be 3 Constables elected for a three-year term. Beginning with the 2025 Town Election, the Constable receiving the most votes shall serve for a three-year term. The Constable receiving the next highest number of votes shall serve for a two-year term. The Constable receiving the third number votes shall serve for a one-year term. Thereafter, each Constable's term shall be for three years such that one Constable's position is elected each year.;

or take any other action relative thereto, and further, that non-substantive changes in the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Dover Town Code.

Commencing in 2025 at annual Town Meeting confirming elected Constable shall in every year when the term of any incumbent expires, and except when other provision is made

by law, choose by ballot from its registered voters three Constables for a term not exceeding three years. Commencing upon the day after Town Election, the Constable in receipt of majority votes shall thereby be elected to serve for the term of three-years. The electoral results of the candidate in receipt of the uppermost number of votes shall hereby be appointed to serve for the term of two-years with the third and final candidate receiving the highest number votes to serve for the term of one-year. One annually elected Constable shall serve also, before entering upon his official duties, be sworn to the faithful performance thereof. and, unless other provision is specifically made by law, shall enter upon the performance of his duties on the day after his election, or as soon thereafter as he is qualified, and shall hold office during the term fixed by law, which shall begin on the day after said election, and until another person is qualified in his stead.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 23. (Selectmen) To see if the Town will vote to amend the Town's General Bylaw, Article XXXI (Finance Committee on Roads), Section 4-41 entitled "Appointment; duties"; by deleting it in its entirety; or take any other action relative thereto, and further, that non-substantive changes in the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Dover Town Code.

The Finance Committee on Roads was originally created to advise the Board of Selectmen on highway priorities and operations. Given the complexity of these matters it has been decided that the Highway Department professionals should work directly with the Selectmen. The Committee has effectively been dissolved and has not met since 2015.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 24. (Selectmen) To see if the Town will vote to amend the Town's General Bylaw, Article XXXVI Tree Committee, Section 4-46 entitled "Appointment; consultation with Tree Warden; report"; by deleting it in its entirety; or take any other action relative thereto, and further, that non-substantive changes in the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Dover Town Code.

The Tree Committee advised the Tree Warden on tree maintenance and disease control, but no longer meets formally. There was a separate budget account for the Committee which was used for planting new trees. Combining the two budgets will simplify operations under the purview of the Tree Warden, who will continue to meet informally with Dover citizens.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 25. (Capital Budget Committee) To see if the Town will vote to amend the Town's General Bylaw, Article XXI (Capital Budget Committee), Section 4-28 entitled "Appointment; vacancies"; by deleting it in its entirety and replacing it with the following:

§ 4-28 Appointment; vacancies. There shall be a 7-member Capital Budget Committee appointed as follows: 1 member of the Board of Selectmen, 2 members of the Warrant Committee, all of whom shall be appointed by and from their respective boards to 1-year terms; and 4 members at-large serving 3-year terms. Each year 1 member at-large shall be appointed to a 3-year term by the above-named appointees and the members at-large then currently serving. Any vacancy shall be filled for the remainder of the unexpired term in the manner of the original appointment.;

or take any other action relative thereto, and further, that non-substantive changes in the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Dover Town Code.

This request is to reorganize the membership of the Capital Budget Committee given that the Long-Term Planning Committee is no longer operative. The process for staging membership in the short term is designed to ensure that the Committee always has seven members.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 26. (Selectmen) To see if the Town will vote to authorize the Town Treasurer/Collector to charge for each written demand an amount for unpaid real estate, personal property and the motor vehicle excise taxes, to be added to and collected as part of the tax, as authorized by Chapter 60, Section 15 of Massachusetts General Laws; or take any other action relative thereto.

For each written demand provided by law, upon issuance by the Town Treasurer, for each unpaid and overdue real estate, personal property, and motor vehicle excise tax shall be subject to a demand charge. As authorized by Massachusetts General Law, Chapter 60, Section 15, the demand may not exceed \$30 per bill, regardless of the amount remaining in arrears and overdue

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 27. (Capital Budget Committee) To see if the Town will vote to amend the Town's General Bylaw, Article XXII (Long Range Planning Committee); by deleting it in its entirety; or take any other action relative thereto, and further, that non-substantive changes in the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Dover Town Code.

The Long Range Planning Committee was originally created to investigate future projects and capital needs and to create a multi-year budgetary outlook. This function has been taken over by the Capital Budget Committee and the Long Range Planning Committee has not met since 2019.

THE WARRANT COMMITTEE RECOMMENDS THAT THIS ARTICLE BE APPROVED.

Article 28. (Citizens' Petition) To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to construct a sidewalk on Cross Street from the intersection of Cross Street and Centre Street to the Chickering Elementary school; and a crosswalk at the end point of the existing Centre Street sidewalk.

The citizen proposed a sidewalk be constructed on Cross St. to connect Chickering School to the sidewalk at the corner of Centre St. The purpose of the proposed sidewalk would be to increase the safety of those walking from Chickering to the corner of Cross St. and Center St. The petitioner did not have a construction cost estimate and had not spoken to the citizens on whose property the sidewalk would be constructed. Two of those property holders appeared before the Committee to object.

The committee noted that there is an existing sidewalk along Dedham St. from Chickering property to the Town Center and the sidewalk on Center St. The petitioner also did not present a clear path for the town to secure rights from landowners whose property would be used for the sidewalk, nor the cost of those rights, which may increase the estimate of the construction of the sidewalk.

THE WARRANT COMMITTEE BY A VOTE OF 0-8-1 RECOMMENDS THAT THIS ARTICLE NOT BE APPROVED.

Article 29. (Warrant Committee) To see if the Town will vote to transfer from Free Cash in the Treasury an amount to stabilize the tax rate for the ensuing fiscal year and authorize the Board of Assessors to use the same to stabilize the tax rate; or take any other action relative thereto.

The Town follows a conservative budgeting process that does not rely on expected but uncertain sources of funds to support the level of expenditures approved at Town Meeting each year. As actual amounts become known, revenues (e.g.,

special education aid from the Commonwealth that is budgeted at \$0 annually) typically exceed amounts budgeted by the Town, while budgeted expenditures (e.g., the Reserve Fund) frequently are not fully expended. The Town’s budgeting process thus generates excess cash on an annual basis by design. The purpose of this Article is to return this excess cash to the taxpayers.

THE WARRANT COMMITTEE RECOMMENDS THAT \$1,200,000 OF FREE CASH BE USED FOR THE PURPOSES OF THIS ARTICLE.

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Dover, qualified as aforesaid, to assemble at the Great Hall of the Dover Town House on said Monday, the 15th of May, 2023 at seven o’clock in the morning, then and there to act on the following Article, to wit:

Article 30. To choose by ballot the following Town Offices:

Moderator	one year
Town Clerk	three years
One member of the Board of Selectmen	three years
One member of the Board of Assessors	three years
Two members of the Dover School Committee	three years
One member of the Dover-Sherborn Regional School Committee	three years
Two members of the Board of Library Trustees	three years
One member of the Cemetery Commission	three years
One member of the Planning Board	five years
One member of the Board of Health	three years
One member of the Park & Recreation Commission	three years

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

**TOWN OF DOVER
RESERVE FUND TRANSFERS FOR FY22**

DEPARTMENT	Request Date	DESCRIPTION	Town Meeting Appropriation	Transfer Date	Amount of Transfer	Running Balance
RESERVE FUND	07/01/21	FY22 APPROPRIATION - ATM ARTICLE 4, Line 132	250,000.00			250,000.00
Conservation Commission	05/23/22	Professional Services for Conservation Agent		06/27/22	40,000.00	210,000.00
Highway Department	10/28/21	Emergency Repairs for Claybrook Road		01/05/22	153,092.00	56,908.00
Ambulance Department	05/23/22	Additional EMT Calls and Stipends		06/27/22	15,000.00	41,908.00
Board of Selectmen	06/13/22	Additional Legal Costs		06/27/22	15,000.00	26,908.00
TOTAL			250,000.00		223,092.00	26,908.00

Summary of Revolving Fund Balances

FY2022 Actual (and first half of FY2023)

This chart shows beginning and ending balances for municipal Revolving Funds for FY2023 and the first half of FY2024. Beginning balances (as of July 1, 2021) are shown in the first column, followed by all revenues received for the year and expenditures made. Rules for the establishment, use and reporting of Revolving Funds are set forth in M GL Chapter 44, Section 53E½.

	7/1/2010 Beginning Balance	FY2022 Revenue	FY2022 Expenditures	6/30/2022 Ending Balance	July-Dec 2022 Revenue	July-Dec 2022 Expenditures	12/31/2022 Ending Balance
School Custodial	\$21,408	\$0	\$14,143	\$7,265	\$0	\$209	\$7,056
Preschool at Chickering	107,420	64,034	26,811	144,643	51,669	9,287	187,024
Lost Books - Chickering	253	0	2,243	-1,990	0	0	-1,990
Parks & Recreation	561,951	448,500	452,444	558,007	175,111	252,985	480,133
Perc/Deep Hole	0	16,650	16,650	0	12,150	11,250	900
Septic Inspection	-7,200	47,800	47,800	-7,200	24,150	21,825	-4,875
Swimming Pool Inspection	325	4,600	4,925	0	3,250	3,250	0
Well Inspection	0	12,000	12,000	0	4,800	4,325	475
CO A Activities/Transportation	19,882	7,264	1,384	25,762	9,480	5,596	29,646
Gas Inspection	1,614	7,987	6,378	3,223	5,218	3,830	4,612
Plumbing Inspection	2,414	15,811	11,884	6,341	9,827	9,288	6,881
Material Sales	869	2,870	0	3,739	930	0	4,669
Wiring Inspection	4,575	35,115	28,705	10,985	17,385	13,500	14,870
Library Material Replacement	3,685	102	0	3,787	531	0	4,318
Police Off Duty Details	-31,820	164,359	160,278	-27,739	117,032	102,848	-13,555

MUNICIPAL TERMINOLOGY

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

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

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

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

7/1/22 \$10,500,000 to \$11,000,000 (estimated)

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

6/30/22 \$1,043,458

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

Voted \$100,000

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

6/30/22	General Stabilization Fund	\$939,759
6/30/22	Capital Stabilization Fund	\$600,000
6/30/22	Regional Schools OPEB Stabilization Fund	\$1,768,815

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

6/30/22 \$51,535

TOWN OF DOVER



MASSACHUSETTS

PRSRRT STD
U.S. POSTAGE
PAID
DOVER, MA
PERMIT NO. 3
CARRIER
PRESORT

POSTAL PATRON
DOVER, MA 02030

IMPORTANT
TOWN BUSINESS