

DOVER WARRANT COMMITTEE
Minutes of the February 12, 2020 Meeting

Members in attendance: Rob Andrews, Kate Cannie, Melissa Herman, Cam Hudson, Gordon Kinder, Steve Migausky, Peter Smith, Andy Ursitti

Others in attendance: Bob Springett, Selectman; Andrew Keough, Superintendent of Schools; Dawn Fattore, Schools Business Administrator; Henry Spalding & Brooke Matarese, Dover School Committee; Gerry Clarke, Board of Health; Dick Eells, Historical Commission; Carol Cirico & Carol Lisbon, Planning Board

Location: Board of Selectmen Meeting Room, Dover Town House

Mr. Ursitti called the meeting to order at 7:00 pm.

Ms. Fattore presented the summary of the Dover School budget. She went over the expected changes in the coming year's out-of-district placements, which are a significant part of the budget and are highly variable. We continue to omit the expected Circuit Breaker reimbursement from the budget, which will result in a turnback of about \$1,000,000. Pending State legislation may start covering out-of-district transportation costs, which run on the order of \$400,000 per year. The number of sections is expected to remain the same, but if the kindergarten enrollment comes in low, it may go from four sections to three. New contracts for staff and transportation are being negotiated and will take effect in the coming year.

Mr. Clarke went over the Board of Health's request for additional staff hours. He outlined the many tasks of the Board and its affiliated Water Resources Study Committee, and showed that Dover funds about 1/3 the administrative staff hours as Sherborn despite the larger number of households. He noted that most of the new requirements imposed by the State fall upon the Town to fund and enforce. When asked if general administrative help at Town House could help, he agreed that filing and other non-specialized tasks were amenable to that. However, many tasks require specialized and localized knowledge.

Mr. Eells discussed the historical Commission's proposed Warrant article to amend the Town's demolition bylaw. The current bylaw (enacted in 1996) requires a demolition review for any structure built before 1929. The Commission would like to replace that fixed date with a review of properties built more than 67 years from the application date. This would amount to the same look-back as when the bylaw was originally passed. He noted that out of the 100 or so applications since the bylaw went into effect, delays have only been invoked three times.

Mss. Cirico and Lisbon explained the Planning Board's request for a full-time Town Planner. Today Dover employs a part-time Planner who is shared with four other towns, which only allows us four to eight hours per week of his time. Of this time, much is spent on Green Communities grant applications and attending meetings; the Planning Board carries his full salary but only gets a fraction of his time. Among the activities the Board envisions for a full-time Planner: being a central resource to guide citizens, realtors, and contractors through the requirements for approvals; acting as liaison across boards and committees; conducting a comprehensive review of the Town bylaws; developing a "toolbox" of policies and bylaws to address various development and land-use proposals before they come before the Town. The latter activities would better prepare the Town to be proactive rather than reactive.

Liaison Reports:

- Ms. Cannie encouraged all members to view the last two Regional School Committee meetings. There is a useful discussion of the proposed Chromebook project, and a good explanation of the impact of the latest intra-municipal cost sharing calculation.
- Messrs. Kinder and Hudson passed on recommendations from the presentation given February 10 on the requirements of the Massachusetts Open Meeting Law. Email should be limited to our dedicated Town accounts and should never discuss business before the Committee; use only to

distribute meeting materials and handle administrative or scheduling matters. Minutes may be concise, but must be complete. Agendas shall be adhered to.

The next meeting will be at 7:00pm on February 26 in Dover. It will be a joint session with the Sherborn Advisory Committee.

There being no further business a motion was made to adjourn, seconded by unanimous proclamation. The meeting adjourned at 9:27 pm.

Respectfully submitted,
Peter Smith, Secretary

Attachments:

1. FY21 Dover School Budget summary
2. Board of Health Staffing Comparison
3. Board of Health Activities Report
4. Water Resources Study Committee Activities Report
5. Rationale for a Full-Time Planning Professional for Dover
6. Roles and Responsibilities for Town Planners in Boxborough and Lenox