

Dept Heads 12/10 Meeting 10:00AM

Me
Kevin
Mike B
Janet
Bethany
Jason
Chief Vinci
Walter
Janet
Mona
Felicia
Suzanne
Karl

WE will do this monthly (2nd Wednesday of the Month at 10AM)

Let Mike know if you have agenda items

We will rotate locations.

4 Day Work Week Trial – Summer then to end of 2025. Positive Feedback in general. BOS voted 4 Day work week, with Tuesday till 7PM. Personal Board needs to vote it. Warrant Committee likes it.

Xmas and NYE, NYE might be early release. Mike will let us know.

Cold and Flu Season, Please stay home if you are sick, please wear a mask if you come to work.

Budget – on track. Update Salary Sheet. MMSR will re-submit. This year is going be tighter. Level Service. Capital Plan, Funding Plan, Collins Center is working on this.

Comp and Classification Study. Personal Board sets the COLA every year. Market Adjustment every 5 years. Dover wants to be competitive. Done and completed by end of December/January. We will have to go back and re-do the salary line item and get it reapproved by the Planning Board. Depends on Personal Board actions as well.

Town Meeting – Warrant Articles – Exact Language or close as possible (Warrant Language finalized by NINA)

Town Report – Final Approval by PB on 1/5/26

Fiber through-out all the buildings. All out buildings online, Townhouse will be last. We will be outage 9am to 3pm so they will do it on Friday.

Personnel Updates:

New Accountant – Molly from Norwood (Starts mid-January)

Kristine Brown in Planning Assistant

Deb – Conservation

Maxi – BOH

Charles – Janitor

New Head of Children and Adult Services – Library

Housing/40B:

Housing Task Force – we need to diversify

Starter Homes, empty nester

People move out of town to downsize

Judi Barrett (Consultant)

Walter said only 1 new single family in 2025, all others are tear downs

Red Robin 2 - Withdrew

Troutbrook – 4 single Families Home (Scattered Site) Local Denial then HAC agreed with developer, then appealed to which court ????? (ask Nina)

43 STRAWBERRY HILL- Site Walk (20 Townhouses) (Mike explains process) Comment letter from the Town (Extension of time to send in Comment Letter) Mike will compile all comments and send it in. (PB Comments on January 5, 2026?????)

Communications – Newsletter (Around 25th of every month) – Social Media ongoing submissions

Vacation – Send dates to Mike and Mona and Robin

Holiday Lunch – December 16th

Trainings – Department Heads Management Training

Active Shooter Training – Will close the building

DEPARTMENT HEADS –

Police – Couple Retirements (filling those positions Lateral vs. New Hire)

Toys for tots – very successful

Jason- Open gov. BOH nicotine free (restricts tobacco sales)

Maxi Sofia – was intern (Perm Staff now)

Karl – Moving Departments Building, Health, Planning and Conservation (Re-Doing all Offices)

Caryl Center – still issues with building and parking lot

Bethany – HVAC upgrades (AC and Heat not great)

Trustees, looking at funds

Welcome packet for library cards – Maybe for new Residents

Home bound delivery program

Janet: Con Comm is busy with permitting or enforcements. Land Management Plans for Conservation Lands

Open Gov. – Tree Bylaw – Sustainability Committee (Grant)

Melissa: PB Busy, Budget, MBTA Filing with the State, Mentioned Grants, Kristine on Board now

KEVIN – MS4

Wilsondale Culvert

DOT bottleneck Grant

1 Stop Dedham Street Culvert (Needs to Bid that)

Center Street Bridge

Rail Trail – reapply for 100% grant for design

Town Engineer – good Candidate

BOS approved Fuel Island on 12/9

WALTER- Open Gov (Jason, Sue and Joe, thanks)

500 Building Permits a year

Construction Hours – Enforcement (Building and Police)

Deli re-doing operation (Zoning)? ADA?

Rail Trail Study

JANET

Home loan modification for Improvements

Property Tax work off program for seniors

Town Department Talks with Seniors

FELICIA

Census

Dog Tags

