

# Town of Dover – Warrant Committee

## Meeting Minutes

Date: January 7, 2026

Time: 7:00 PM – approximately 7:56 PM

Place: Remote via Zoom (pursuant to the Commonwealth’s March 2023 Open Meeting Law guidance)

## **Attendance**

### Members Present:

Woodrow Weiss, Chair

Micheline Boudreau

Nina Green

Gavin Koo

Kevin Bauman

Dick Malcom

Martin Howard

Sara Cadena Kinney (by phone)

### Guests:

Robyn Hunter – Chair, Town of Dover Select Board

A quorum was present.

## **7:00 PM – Call to Order and Roll Call**

Chair Weiss called the meeting to order, read the required Open Meeting Law remote-meeting statement, and conducted a roll call. A quorum was confirmed.

## **7:02 PM – Approval of Minutes**

Chair Weiss asked whether members had corrections or additions to the previously distributed minutes. None were offered.

Motion: Martin Howard

Second: Gavin Koo

Vote (roll call): Boudreau – Yes; Green – Yes; Cadena Kinney – Yes; Bauman – Yes; Koo – Yes; Malcom – Abstained (not present at the prior meeting); Howard – Yes; Weiss – Yes.

Result: Minutes approved, with one abstention.

Action Taken: Prior meeting minutes approved.

### **7:03 PM – Scheduling of Budget Presentations and Review Sessions**

Chair Weiss reviewed the anticipated schedule for the FY27 budget process and the sequencing of upcoming presentations before the Warrant Committee. The following dates were discussed:

- January 14, 2026 (tentative): Town Administrator FY27 budget overview.
- January 21, 2026 (alternative): Fallback date for Town Administrator overview
- February 9, 2026: Departmental FY27 budget reviews
- February 23, 2026: Departmental FY27 budget reviews
- February 25, 2026: Departmental FY27 budget reviews
- Joint Regional Budget Review (date not finalized): Joint meeting with Sherborn Advisory and the Regional School Committee.

Ms. Hunter stated that she would follow up with Michael Blanchard, Town Administrator regarding availability and sequencing.

Action Taken: Chair Weiss will continue coordinating the schedule and circulate confirmed dates.

## **Anticipated FY27 Budget Meetings (Tentative)**

<u>Date</u>	<u>Meeting / Topic</u>	<u>Status</u>
January 14, 2026	Town Administrator FY27 Budget Overview	Tentative
January 21, 2026	Town Administrator FY27 Budget Overview (alternate)	Tentative
February 9, 2026	Departmental FY27 Budget Reviews	Anticipated
February 23, 2026	Departmental FY27 Budget Reviews	Anticipated
February 25, 2026	Departmental FY27 Budget Reviews	Anticipated
TBD (February 2026)	Joint Regional Budget Review	To be scheduled

## **7:06 PM – Update on Sherborn Budget Context**

Ms. Hunter provided an overview of the current Sherborn budget situation, noting that Sherborn was projecting expenditures significantly above its levy limit and was facing the possibility of an override in the upcoming fiscal year.

Discussion focused on:

- The implications for the regional school budget
- Healthcare cost pressures
- The broader statewide context of Proposition 2½ constraints

No votes were taken.

## **7:10 PM – Committee Vacancies and Vice Chair Discussion**

Chair Weiss informed the Committee that Simone Azevedo had stepped off the Committee, leaving one vacancy and no current Vice Chair.

He noted:

- Appointments to fill an unexpired term are made by the Town Moderator
- The Committee was encouraged to identify and recommend potential candidates
- The importance of appointing a Vice Chair for continuity and administrative support

Ms. Hunter suggested the possibility of multiple co-Vice Chairs to distribute workload and build experience. Chair Weiss indicated openness to this approach.

Action Taken: Members were asked to suggest potential candidates for Committee membership and to notify the Chair if interested in serving as Vice Chair.

## **7:15 PM – Discussion: Warrant Committee Report and Blue Book**

### **Presentation**

Chair Weiss led a discussion regarding improvements to the Warrant Committee Report and the overall Blue Book, emphasizing the goal of improving clarity and accessibility for Town Meeting members.

Topics discussed included:

- Reducing reliance on dense text in favor of visual representations
- Use of graphs, charts, and tables to explain levy limits, excess levy capacity, and long-term trends
- Leveraging data available through the Massachusetts Division of Local Services website
- Helping residents better understand the tradeoffs involved in balancing the budget

Ms. Hunter recommended a simple, front-of-book illustration showing total revenues and expenses, with clear identification of major revenue sources and discretionary items.

Members discussed:

- The challenge of explaining grant-funded expenses
- The complexity of municipal finance
- The importance of limiting the report's length to maintain readability

General consensus emerged that:

- Fewer, clearer visuals would be preferable to extensive narrative
- The report should focus on short-term and long-term fiscal responsibility
- Additional detail could be provided verbally at Town Meeting

Action Taken: Members were encouraged to review available state data from <https://www.mass.gov/info-details/city-town-data-visualizations> and consider which visual elements would be most useful for inclusion in the Warrant Committee Report.

## **7:55 PM – Other Business**

Brief discussion occurred regarding standardized departmental presentation templates and KPI guidance distribution prior to department reviews. No formal action was taken.

## **Adjournment**

A motion to adjourn was made and seconded. The Committee voted unanimously to adjourn.

Meeting adjourned at approximately 7:56 PM.

## **Documents Used**

Warrant Committee Meeting Agenda – January 7, 2026