

# Town of Dover – Warrant Committee

## Meeting Minutes

**Date:** January 14, 2026

**Time:** 7:02 PM – approximately 8:05 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 (participated by phone)

### Guests:

Robyn Hunter – Chair, Town of Dover Select Board

Dave Haviland – Member, Town of Dover Select Board

A quorum was present.

## 7:02 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. statement. Roll call was conducted, and the presence of a quorum was confirmed.

Chair Weiss reminded members that the following week's meeting would occur on Thursday, and that the Town Administrator would present the initial FY27 budget overview at that time.

## 7:05 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 specific dates were discussed:

- **Thursday, January 22, 2026:**

Town Administrator FY27 budget overview presentation.

- **February 9, 2026:**  
First evening of departmental FY27 budget reviews.
- **February 23, 2026:**  
Second evening of departmental FY27 budget reviews.
- **February 25, 2026:**  
Third evening of departmental FY27 budget reviews.
- **Joint Regional Budget Review (date not finalized):**  
A joint meeting with Sherborn Advisory and the Regional School Committee was discussed.  
Previously contemplated date **February 11, 2026** may be no longer workable due to conflicts, and the meeting will be rescheduled.

Ms. Hunter indicated she would follow up on scheduling coordination between the Select Board and the Warrant Committee.

No votes were taken.

**Action Taken:**

Chair Weiss will continue coordinating the schedule and circulate any updates or confirmations to Committee members.

### **7:05 PM – Election of Vice Chair (Vote)**

Chair Weiss stated that the only nomination received for Vice Chair was **Gavin Koo** and asked for any additional nominations. None were offered.

- Motion: Martin Howard moved to nominate Gavin Koo for Vice Chair.
- Second: Micheline Boudreau.

**Roll Call Vote:**

Boudreau – Yes

Howard – Yes

Malcom – Yes

Cadena Kinney – Abstain

Bauman – Yes

Green – Yes

Koo – Yes

Weiss – Yes

**Result:** Motion passed.

**Action Taken:**

Gavin Koo elected Vice Chair of the Warrant Committee.

### **7:06 PM – Discussion: Format of Warrant Committee Report (Blue Book)**

Chair Weiss reopened discussion regarding the format and content of the Warrant Committee Report in the Blue Book, referencing prior conversations about improving clarity and accessibility for Town Meeting members.

Chair Weiss cited the **Town of Medfield FY26 Annual Budget document** as an example of effective communication, noting its use of:

- Tables and figures alongside brief explanatory text
- Visual presentations of revenue sources, expenditures, and trends
- Color graphics to aid comprehension

Discussion focused on:

- Whether color graphics would be useful in Dover's Blue Book
- Balancing narrative explanation with visual data
- Key questions the report should help residents answer, including:
  - Sources of Town revenue and how they change over time
  - Major drivers of expenditure growth, including healthcare
  - Demographic trends that inform budget pressures

Members discussed the value of presenting:

- Revenue and expense trends over multiple years
- Capital needs and long-term planning context
- Clear explanations without excessive length

No formal decisions were made during this discussion.

## **7:45 PM – Upcoming Departmental Presentations**

Chair Weiss briefly noted that further discussion of departmental presentation formats and schedules would continue at future meetings, following the Town Administrator's budget overview.

## **7:49 PM – Approval of Minutes (Vote)**

Chair Weiss returned to the approval of previously distributed meeting minutes. Members confirmed that they had reviewed the draft minutes circulated in advance.

- Motion: Dick Malcom moved to approve the minutes.
- Second: Marty Howard.

### **Roll Call Vote:**

Boudreau – Yes

Howard – Yes

Malcom – Yes

Bauman – Yes

Koo – Yes

Green – Yes

Cadena Kinney – Yes

Weiss – Yes

**Result:** Motion passed.

### **Action Taken:**

Minutes approved.

## **7:55 PM – Other Business**

Additional brief discussion occurred regarding expectations for tone and responsiveness during public discussions of capital projects, including anticipated community concerns related to DPW facilities.

Ms. Hunter and Mr. Haviland shared observations from prior projects regarding public reaction and the importance of addressing resident concerns respectfully during Town Meeting and related forums.

No motions were made.

## **Adjournment**

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

Meeting adjourned at approximately 8:05 PM.

## **Documents Used**

- Warrant Committee Meeting Agenda – January 14, 2026
- Report of the Warrant Committee – Mockup (working draft)
- Town of Medfield FY26 Annual Budget (referenced as comparative example)