

Open Hearing

Dover Warrant Committee
Monday, March 17, 2014

Open Hearing

- Warrant Committee Meeting to present the Warrant Articles for Fiscal Year 2015 (July 1, 2014 to June 30, 2015) that will be voted on at Town Meeting (May 5, 2014).
- Starting in the Fall of 2013 and continuing through last week, the Warrant Committee met with Town departments and the educational entities as Town revenue expectations and expenditure budgets were developed.
- The financial figures we present tonight are preliminary, the final recommended budgets will be in the Blue Book.

Warrant Committee Guidance

- Each year the Warrant Committee issues a Guidance Letter addressed to all town departments at the beginning of the budget season.
 - *"... the Warrant Committee is asking that departments submit level-service budgets for FY15. Departments should also make every effort to contain or pare costs."*
 - *"The Warrant Committee has endorsed the Personnel Board's recommendation of a 2.0% general increase for non-contract employees."*
- Copies of the Guidance Letter are available.

Warrant for the Annual Town Meeting

- This year we have 23 Articles ...
 - 15 Annual/Recurring Articles
 - 8 "Special" or Non-Recurring Articles
- Of the 15 Recurring Articles ...
- 6 do not require expenditures
 - 9 do have associated expenditures
- Of the 8 Non-Recurring Articles ...
- 3 do not require expenditures
 - 5 do have associated expenditures

Articles with Associated Expenditures

- Recurring ...
- Article 4 Operating Budget
- Article 5 Capital Budget
- Article 7 Accumulated Sick Leave for Retired Police
- Article 18 Reserve Fund for FY15
- Article 20 Supplemental Appropriations for FY14
- Article 21 Free Cash applied to FY15 Budget
- Article 6, 19, 22 expected to not need funding

- Non-Recurring ...
- Article 10 Property revaluation, state certification
- Article 11 Protective Services Building – dispatch area renovation
- Article 13 Conservation Commission – fund Conservation Trust
- Article 14 & 15 DS Regional SC capital items

Articles w/o Associated Expenditures

- Recurring ...
- Article 1 Committee Reports from Town Annual Report
- Article 2 Real Estate Tax Exemptions
- Article 3 Set the Salaries for Elected Town Officials
- Article 8 Highway Funds – State Aid
- Article 9 Revolving Fund Accounts
- Article 23 Annual Ballot for Town Elections

- Non-Recurring ...
- Article 12 Conservation Commission – amend Wetlands Bylaw
- Article 16 Minuteman District SC – amend regional agreement
- Article 17 Planning Board – bylaw on Medical Marijuana Facilities

The rest of Open Hearing ...

- Art 4 - Overview of Operating Budget
- Art 4 - Dover School Committee
- Art 4 - DS Regional School Committee
- Art 14/15 - DS Regional School Capital Projects
- Art 5 - Capital Budget Committee
- Art 10 - Assessors
- Art 11 - Protective Services Building renovation
- Art 12 - Conservation Commission Bylaw Change
- Art 13 - Conservation Trust
- Art 16 - Minuteman Regional School agreement
- Art 17 - Planning Board Medical Marijuana bylaw

To: All Town Departments
From: Dover Warrant Committee
Date: September 26, 2013
Subject: Fiscal 2015 Budgeting Guidelines and Review Procedures

Dover is currently in good financial condition. The town debt and the interest service on that debt are at prudent levels. The Free Cash balance (not yet certified for July 1, 2013) relative to Dover's annual budget is at the conservative (i.e., high-) end of the Commonwealth's guidelines for municipal finance. The town has not needed to consider a Proposition 2 ½ over-ride for several years and the annual Reserve Fund has been sufficient to address unanticipated expenses in recent years.

However, it would be imprudent not to highlight four concerns we have when considering the budget issues that the town may face over the intermediate- and longer-term. First, the rate of growth in the operating budget over the past ten years has been high, worrisome, and potentially unsustainable. Much of the increase has come in categories of spending that are challenging to control in an annual budget process (e.g., multi-year contract obligations, state-mandated Special Education costs, insurance costs, pension costs, energy costs) and relate to current services, not expanded or new services. Second, much of Dover's physical infrastructure is in good condition but significant capital investment will be required in the coming years to maintain and ensure the longevity of important town assets (e.g. the Town House, Protective Services Building, Chickering School, Caryl Community Center, etc.). Third, the DS Regional School System, and, hence, Dover and Sherborn, has an obligation to pay future post-retirement benefits that, currently, are not being funded. And fourth, revenues for the town come almost entirely from individual property taxes where both the base (the value of real estate) and the multiplier (the tax rate applied to the base) are constrained in how much they can grow over the long term. Given the modest level of new development in Dover, and the State's budget constraints, we should not expect revenues to grow at a pace greater than that of the general economy.

Taking this into account, **the Warrant Committee is asking that departments submit level-service budgets for FY15.** Departments should also make every effort to contain or pare costs. **If a department has a budget request that is above and beyond level service, please make a separate request titled "Additional Service Request" and provide specific justification and supporting data for the request.** The Warrant Committee will review these requests as our aggregate budget picture for FY15 becomes clearer.

The Warrant Committee has endorsed the Personnel Board's recommendation of a 2.0% general increase for non-contract employees.

Guidelines for energy costs (see below) are based on the latest U.S. Energy Administration forecasts for the Northeast, and should be used to budget costs beyond any existing contracts.

Each department will enter its budget into the KVS system by Friday, December 13, 2013. The Warrant Committee will use the KVS reports as their initial source for budget reviews. Departments are urged to use the memo fields to document budget items, especially where there is significant change from the prior year. Also, before Warrant Committee review, budget narratives shall be prepared explaining significant items and changes. Departmental reviews with the Committee will be scheduled (see below) so as to be completed by early March. If you

are unable to conduct your review on the assigned date, contact the Committee immediately to reschedule. As always, coordinate with your liaison to ensure that he or she fully understands your needs and wants.

Energy costs for the FY15 budget should be budgeted using the following estimated price changes relative to the Budgeted amount for FY14, with allowances for contracts that already extend into fiscal 2015, and adjusted for anticipated increases or decreases in quantities consumed.

Heating oil	+2% above FY14
Diesel Fuel	0% (same as FY14)
Unleaded Gasoline	0% (same as FY14)
Electricity	+3.3% above FY14

Overview of Dover Town Operating Budget Fiscal Year 2015

(Preliminary, as of March 17, 2014)

FY 2015 Budget Summary as proposed and estimated

FY15 Total Expenditures

\$34,733,172 (projected as of 3/14/14)

vs. \$33,440,735 for FY14

Increase of \$1,292,437 or +3.9%

FY15 Total Revenues (excluding use of Free Cash)

\$33,215,824

vs. \$32,207,812 for FY14

Increase of \$1,008,012 or +3.1%

FY15 use of Free Cash

\$1,517,348

vs. 1,597,973 for FY14

Decrease of \$80,625 or -4.8%

FY 2015 Budget Summary

Large Changes from FY2014 Expenditures

FY15 Article 4

Increases

Dover's Regional Schools Operating Assessment	+\$407k (+4.0%)
Chickering Local School Operating Budget	+\$408k (+4.5%)

Decreases

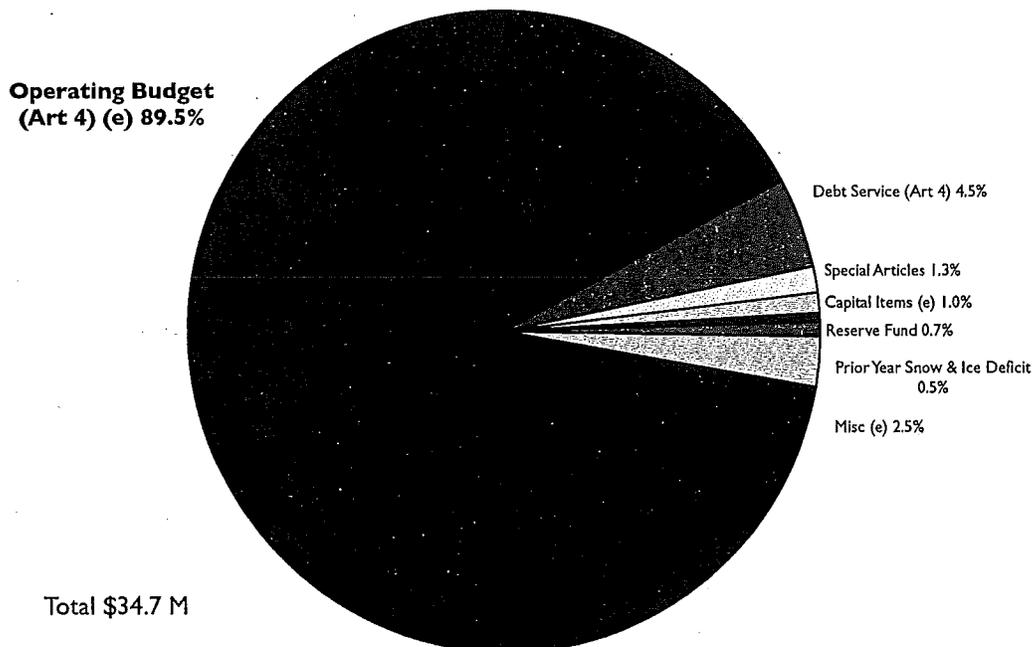
Group Health Insurance (Insurance and Pensions)	-\$144k (-7.2%)
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FY15 Capital Items + Special Articles

Article 5 & Special Articles (Capital items) & Special Articles (Other)	+\$420k (+62.1%)
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Explains about \$1.1 million of the overall net +\$1.3 million increase

FY2015 Budget Components



Revenue Sources and Expenditures

	Recap FY13	Recap FY14	Projected FY15	% Change FY14/FY15	\$ Change FY14/FY15
Revenue Sources					
Tax Levy	25,678,414	26,664,674	\$27,758,846	4.1%	\$1,094,172
Debt Service Exclusions					
Dover	1,028,650	930,017	881,217	-5.2%	(48,800)
Regional School	650,284	701,139	691,029	-1.4%	(10,110)
New Growth	335,902	417,124	350,000	-16.1%	(67,124)
Free Cash	1,997,933	1,597,973	1,517,348	-5.0%	(80,625)
State Aid (Receipts)	859,555	876,784	942,349 (a)	7.5%	65,565
SBA Reimbursements	531,983 (c)	531,983 (c)	531,983 (c)	0.0%	-
Local Receipts	1,971,050	2,025,691	2,000,000	-1.3%	(25,691)
Overlay Surplus	50,000	50,000	50,000 (b)	0.0%	-
Other	10,400	10,400	10,400	0.0%	-
Capital Exclusion Override	0	0	0	0.0%	-
Total Revenue	33,114,171	33,805,786	\$34,733,172	2.7%	\$927,387
Expenditures					
Article 4	30,681,087	31,751,674	\$32,642,266 (d)	2.8%	\$890,592
Additions to Overlay	250,489	232,496	260,000	11.8%	27,504
Article 5	417,152	646,534	350,682	-45.8%	(295,852)
Special Articles	819,617	30,000	455,000	1416.7%	425,000
Special Articles - Other	46,828	0	290,671	0.0%	290,671
Reserve Fund	250,000	250,000	250,000	0.0%	-
State Charges	290,402	293,925	300,553 (a)	2.3%	6,628
Recap Appropriations	24,636	74,943	24,000	-68.0%	(50,943)
Prior Year Snow & Ice Deficit	0	161,163	160,000	-0.7%	(1,163)
Total Expenditures	32,780,211	33,440,736	\$34,733,172	3.9%	\$1,292,437
Excess Levy Capacity	333,960	365,050	0		

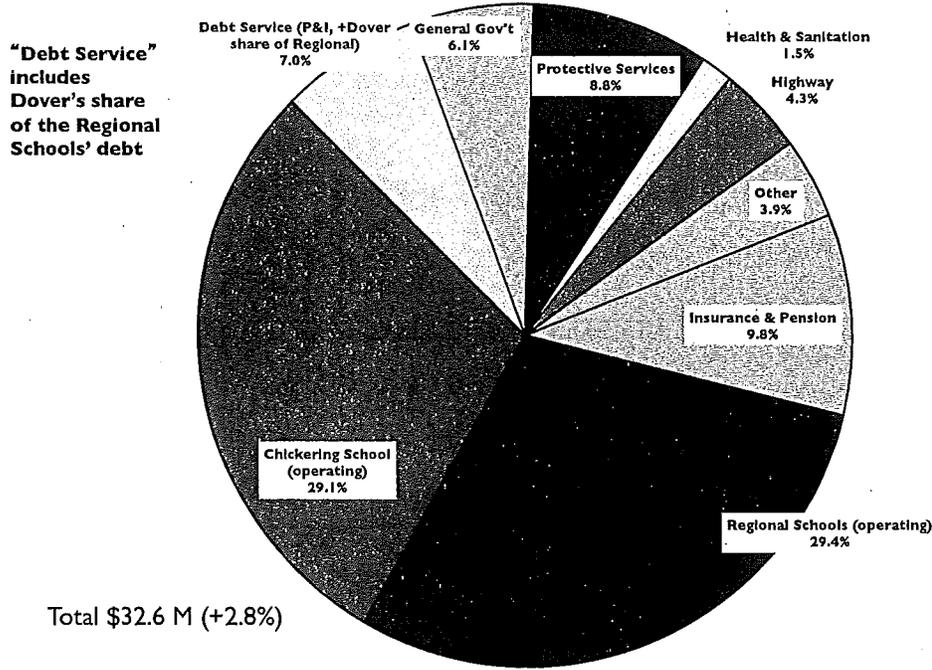
- (a) State Aid & charges estimates based on Governor's proposal (H1) January 22, 2014
- (b) Projected, not yet voted by the Assessors
- (c) SBA - State Reimbursement for Chickering after refunding
- (d) Estimated.

Summary of Spending by Category

ARTICLE 4

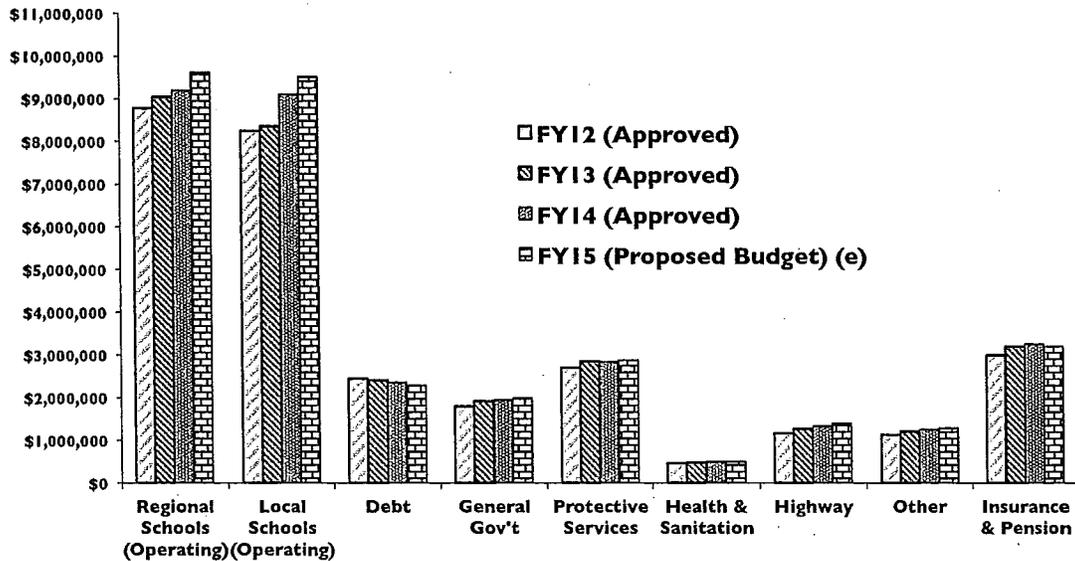
DEPARTMENT	FY12	FY13	FY12/FY13	FY14	FY13/FY14	FY15	FY14/FY15	\$ Variance
	APPROVED	APPROVED	% CHANGE	APPROVED	% CHANGE	REQUESTED	% CHANGE	
GENERAL GOVERNMENT TOTAL	\$1,789,267	\$1,911,023	6.8%	\$1,950,215	2.1%	\$1,986,818	1.9%	\$36,603
PROTECTION OF PERSONS								
AND PROPERTY TOTAL	2,695,891	2,847,364	5.6%	2,827,369	(0.7%)	2,875,414	1.7%	48,045
HEALTH AND SANITATION TOTAL	456,118	476,993	4.6%	494,541	3.7%	502,505	1.6%	7,964
HIGHWAY AND BRIDGES TOTAL	1,167,946	1,368,814	8.6%	1,329,793	-4.8%	1,324,289	-4.9%	64,426
OTHER PUBLIC AGENCIES TOTAL	1,080,775	1,121,726	3.8%	1,168,163	4.1%	1,217,660	4.2%	49,497
UNCLASSIFIED SERVICES TOTAL	19,384	17,359	(10.4%)	17,459	0.6%	17,459	0.0%	0
INSURANCE/PENSIONS TOTAL	2,989,175	3,189,920	6.7%	3,251,084	1.9%	3,198,265	(1.6%)	-52,119
SCHOOLS								
600 DOVER SCHOOL OPERATING	8,246,055	8,355,454	1.3%	9,102,492	8.9%	9,510,262	4.5%	407,770
601 DOVER'S SHARE REGIONAL --								
TOTAL	9,549,534	9,810,253	2.7%	10,060,627	2.6%	10,467,496	4.0%	406,869
602 MINUTEMAN VOCATIONAL	29,108	60,573	108.1%	67,530	11.5%	37,798	(44.0%)	-29,732
Norfolk Cty Agricultural HS				6,000		6,000	0.0%	0
SCHOOLS TOTAL	17,824,697	18,226,280	2.3%	19,236,649	5.5%	20,021,556	4.1%	784,907
DEBT & INTEREST TOTAL	1,667,358	1,621,608	(2.7%)	1,476,401	(9.0%)	1,427,600	(3.3%)	-48,801
TOWN BUDGET GRAND TOTAL	\$29,690,611	\$30,681,087	3.3%	\$31,751,674	3.5%	\$32,642,266	2.8%	\$890,592

FY2015 Article 4 Spending by Category

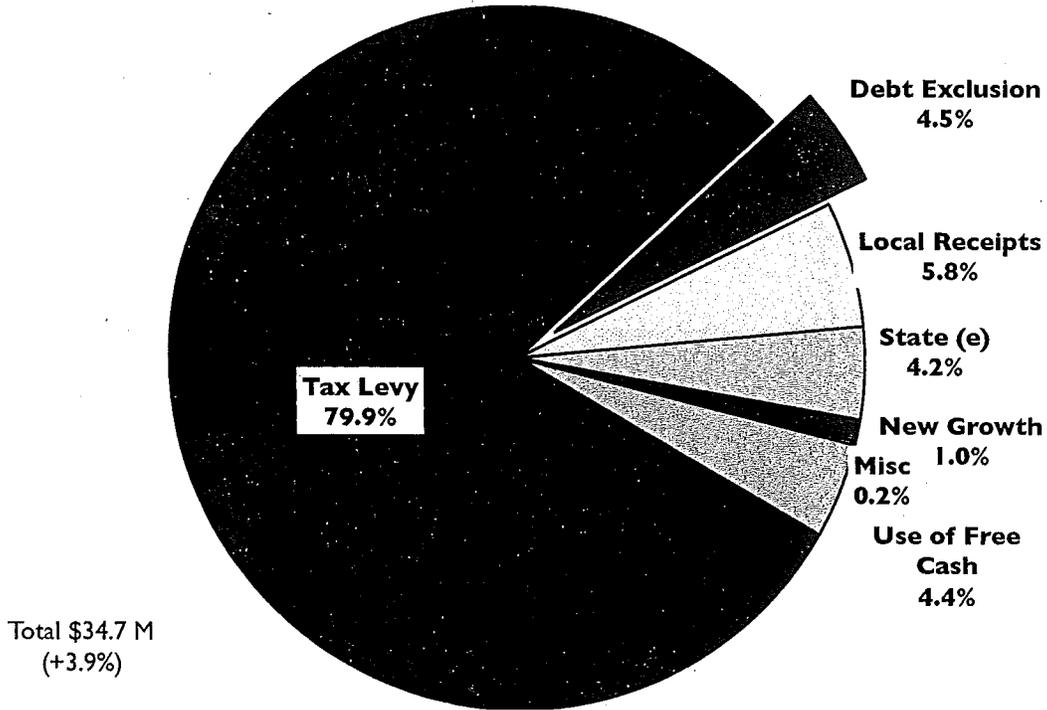


FY12-FY15 Article 4

FY12/13	+3.0%	+1.3%	-1.8%	+6.8%	+5.6%	+4.6%	+8.6%	+6.2%	+6.7%
FY13/14	+1.7%	+8.9%	-2.1%	+1.5%	-0.3%	+3.7%	+4.8%	+5.0%	+1.9%
FY14/15	+4.6%	+4.5%	-2.6%	+2.4%	+1.3%	+1.6%	+4.9%	+1.6%	-1.6%

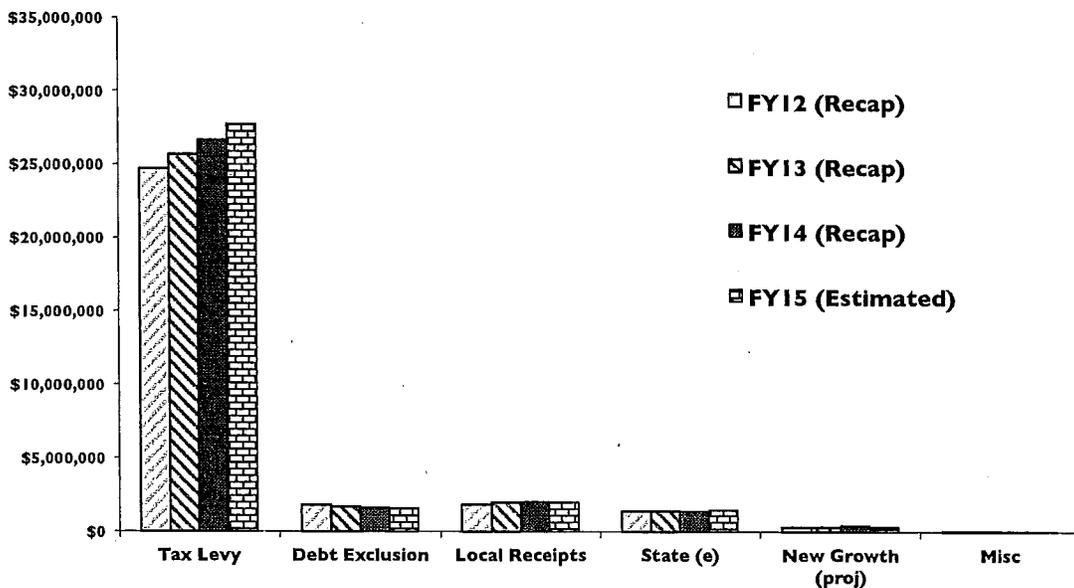


FY15 Estimated Revenue

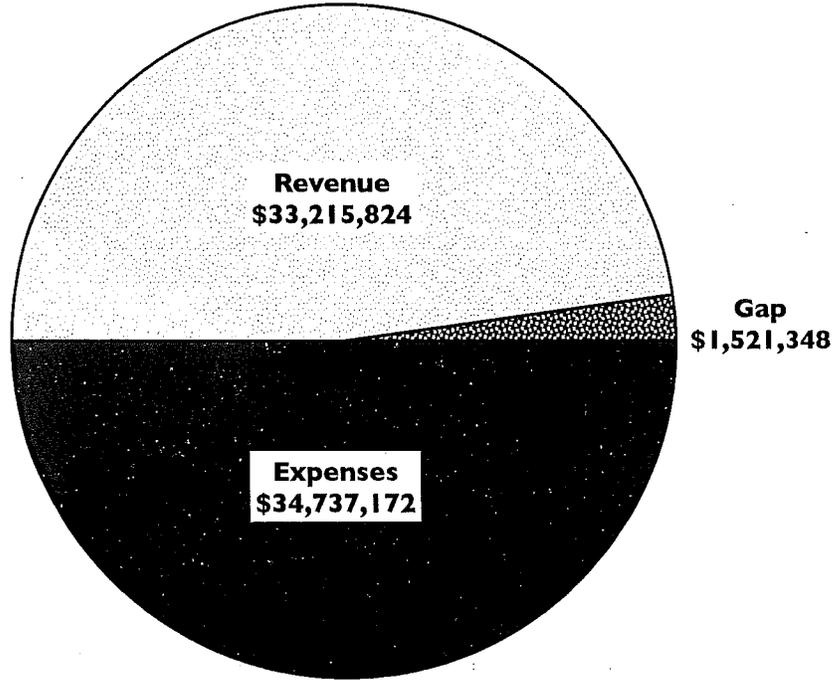


FY2012-2015 Revenue

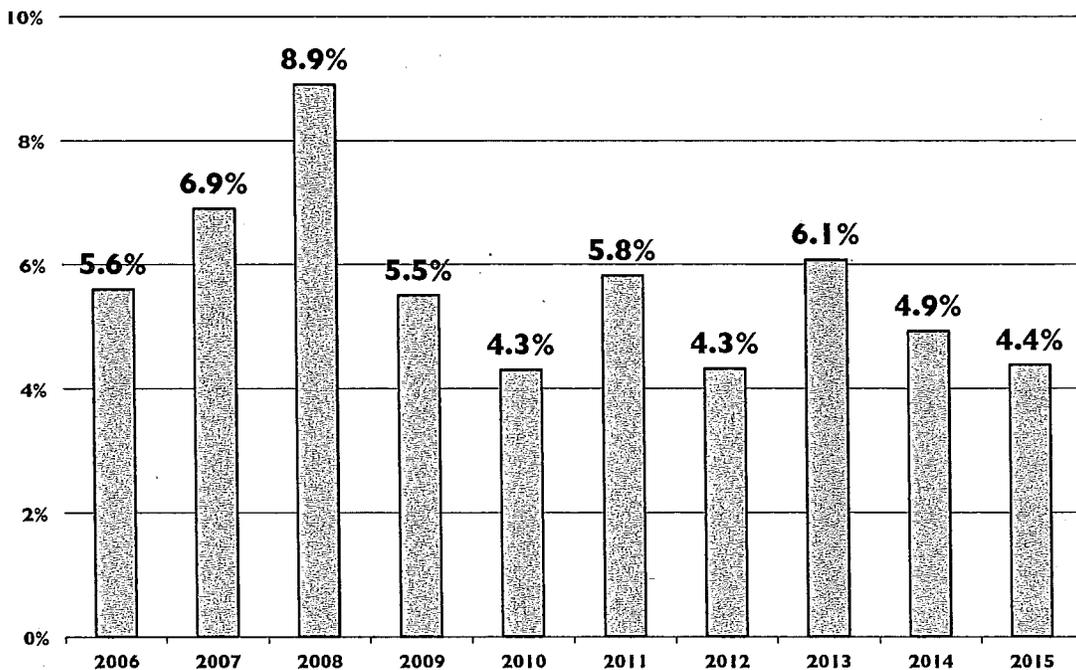
FY12/FY13	+3.9%	-6.5%	+6.1%	-0.9%	+2.1%	flat
FY13/FY14	+3.8%	-2.8%	+2.8%	+1.2%	+24.2%	flat
FY14/FY15	+4.1%	-3.6%	-1.3%	+4.7%	-16.1%	flat



Budget Gap



Budget Gap as a Percentage of Expenses



Share of Budget FY15

School Costs Fully Allocated

Allocated School Costs =

- Operating
- + Capital Expenses
- + Debt Expenses
- +/- Adjustments (State reimbursement and subsidies)

Share of Budget FY15

School Costs Fully Allocated

Adjustments (+)

- Health Insurance for Chickering teachers is not in the Chickering School budget directly but is included in the Town of Dover employees Group Health Insurance line item
 - Health Insurance for D-S MS & HS Regional Schools teachers is contained in the Regional budget assessment
- Debt repayments of principal and interest on debt (for Chickering principal payments approx. \$790k, interest payments about \$181k); Offset by the annual SBAB reimbursement

Share of Budget FY15

Schools Fully allocated

Adjustments (-)

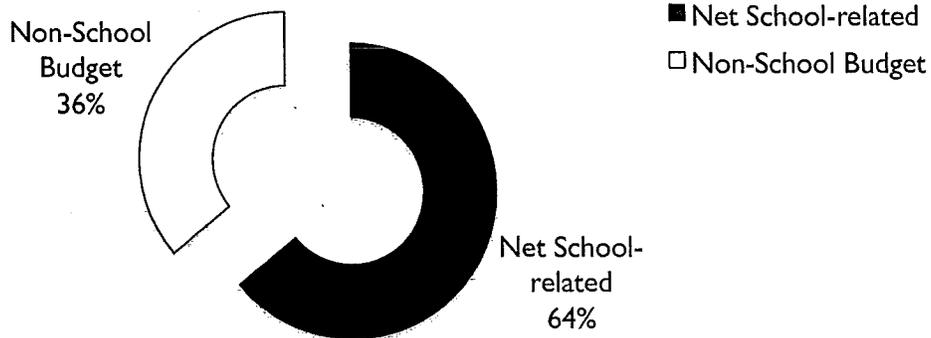
- SPED Circuit Breaker reimbursements from the State (DSC estimates \$700k FY15 to be received in FY16 and \$536k FY14 to be received in FY15, has ranged from \$400k to \$800k over past few years)
- MA Chapter 70 Aid (DSC estimates about \$700k this year, ranged from about \$350k to \$650k over last 10 years)
- MA School Building Authority aid (for building Chickering)

Share of Budget FY15

Schools Costs Fully allocated

Expenditures %

(Net of State Reimbursements, Aid, etc.)



Share of Budget FY15

Schools Fully allocated (allocation detail)

School Budgets Allocation		Rest of Budget (Article 4)
	Cnty Retirement	Genl Gvt
Debt Principal(Chickering)		Protection
Debt interest (Chickering)		Health and San
Minuteman		Hwy and Bridges
Norfolk Ag		Other Pub Agcs
Regional Operating Budget		Uncl Svcs
Regional Debt Assessment		WORKERS COMPENSATION
Chickering Capital Budget Items		GROUP INSURANCE
Regional Capital Special Warrant Articles		MEDICARE/FICA
		OTHER INSURANCE
minus: Circuit Breaker Reimbursement (projected)		NORFOLK COUNTY RETIREM.
Chapter 70 State Aid		Debt Int (excl Chickering)
SBA Reimbursements		Debt Prin (excl Chickering)
		Bank Charges
		Other Non-School
Net Total School-related Expenditures		Additions to Overlay
		Article 5 (excl Chickering)
		Special Articles
		Special Articles - Other
		Reserve Fund
		State Charges
		Recap Appropriations
		Prior Year Snow & Ice Deficit
		Total non-School-related Expenditures

Open Hearing

- Thank you



Dover Public School

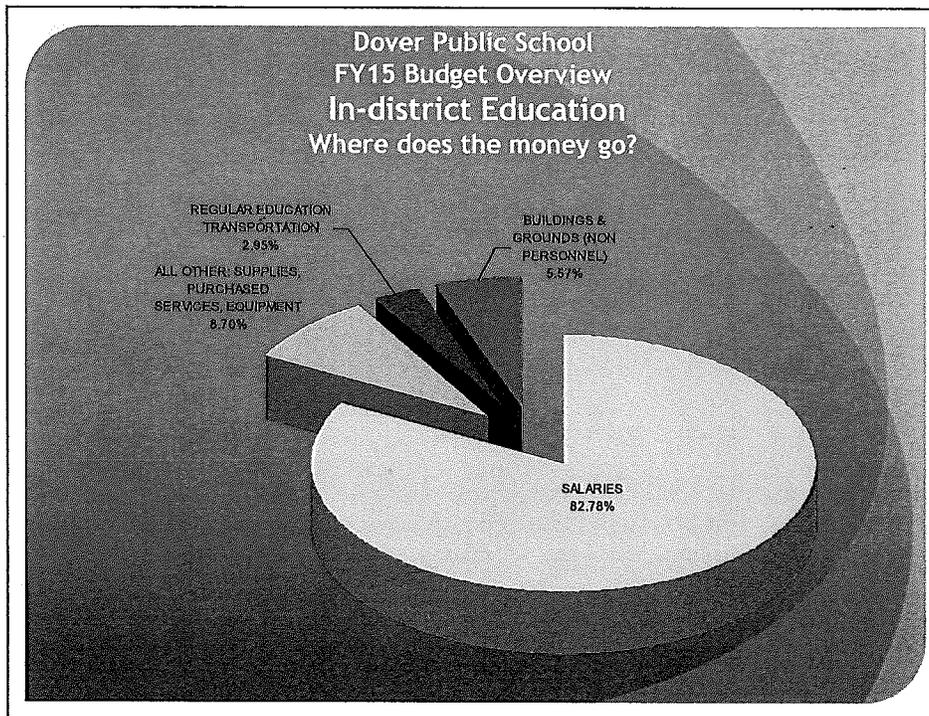
FY15 Operating Budget Presentation
March 17, 2014

Dover Public School FY15 Budget Overview

- Budget was approached with:
 - an acute appreciation for the Town's finances
 - consideration of the guidance provided by Dover Warrant
 - a desire to provide level services in line with current enrollment.
- Healthcare costs for school employees are not reflected in this budget. They are included in the overall Town healthcare costs.
- Chapter 70 Revenues of approximately \$700,000 are anticipated to offset FY15 costs to town taxpayers.
- Capital Requests for FY15 total \$161,903 representing both facilities and technology needs.

**Dover Public School
FY15 Operating Budget**

	FY14 Budget	FY15 Budget	% increase
In-district	\$6,706,340	\$6,687,089	(0.29)%
Out of District			
Pre-k - 5 th	\$ 841,271	\$ 886,374	5.36%
6 th - 22 years	1,554,881	1,936,799	24.56%
total OOD	\$2,396,152	\$2,823,173	17.82%
Total	\$9,102,492	\$9,510,262	4.48%
Capital	\$98,764	\$161,903	



Dover Public School
FY15 Budget Drivers
In-District Education

- Decrease of 0.29% (\$19,251)
- Estimated enrollment is 482 with 25 sections. (20% decline in enrollment since 2005 with a corresponding 20% reduction in sections - 25 vs. 30.)
- Reductions made to reflect enrollment and workload
 - Teaching staff of 3.8 FTE - Classroom (3.5), Music (0.2) and Art (0.1). Salary decrease of \$220,500
 - Support staff of 2.9 FTE - Custodian (1), Library aide (1), Nurse's aide (0.5) and Secretary (0.4) Salary decrease of \$90,500
 - Supplies and other decrease of \$10,500
- Staffing Changes salary decrease of \$35,000

Dover Public School
FY15 Budget Drivers
In-District Education (*continued*)

- All contracts currently in negotiations
 - Salary increase placeholder for all staff was included for budgeting purposes
- Additions to contracted services/teaching staff of 1.2 FTE - Special education (1) and World language (0.2)
 - Salary increase of \$68,000
- Transportation and other based on contractual obligations
 - Increase of \$22,000

**Dover Public School
FY15 Budget Drivers
Special Education - Out of District**

Out of District (OOD) - increase of 17.82% \$427,021

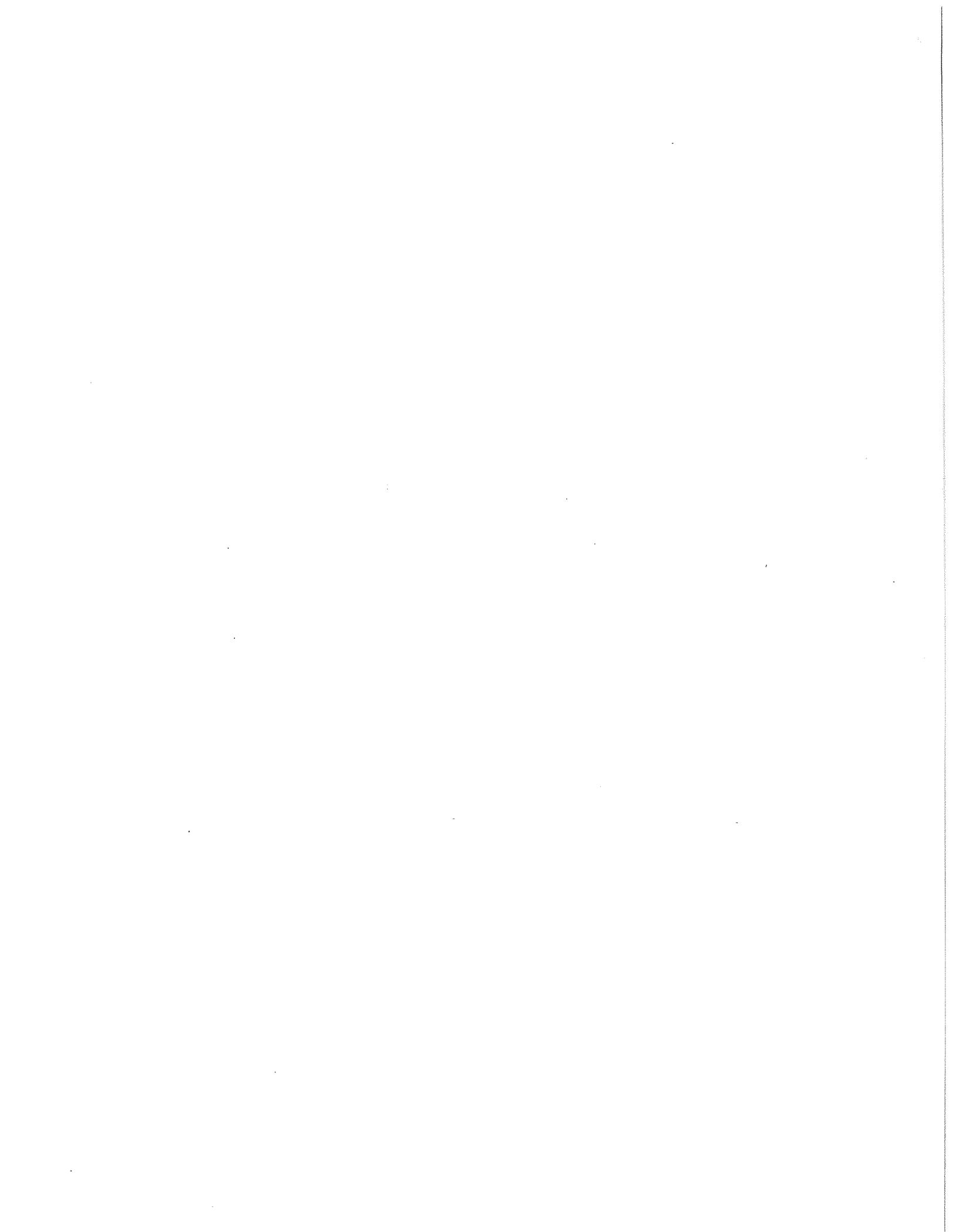
- A free and appropriate education is mandated at both the federal and state levels, however, the mandates are not currently fully funded (Circuit breaker reimbursement)
- Estimating 32 OOD placements (Students 3-22 years of age)
FY14 was budgeted for 29, actual is 32
- Less than 5 new (net) OOD placements
Tuition increase of approx. \$295,000
- Cases moving from day programs to residential
Tuition increase of \$66,000
- Current Tuition increases of 3%
Tuition increase of \$65,000

**Dover Public School
FY15 Budget Drivers
Special Education - Out of District**

- **Circuit Breaker Reimbursement**
 - Budget numbers are presented gross and do not reflect any state reimbursement.
 - Town is reimbursed a portion of tuition costs for OOD placements. A 75% reimbursement is mandated for cases in excess of approx. \$40,000 (for Dover). Current reimbursement however averages 65-70%.
 - FY15 CB for Dover is estimated to be approx. \$700,000.
- The Districts have **implemented several new initiatives** in the last three years to keep as many students, as appropriate, in-district. These include:
 - creating specialized classrooms,
 - engaging a language-based specialist consultant,
 - developing Response to Intervention (RTI) protocols to earlier identify struggling students and provide support and
 - reviewing operations at all three districts for potential cost-sharing and efficiencies.

Dover Public School

Thank you for your continued support of the
education of our children.



Dover Sherborn Regional Schools

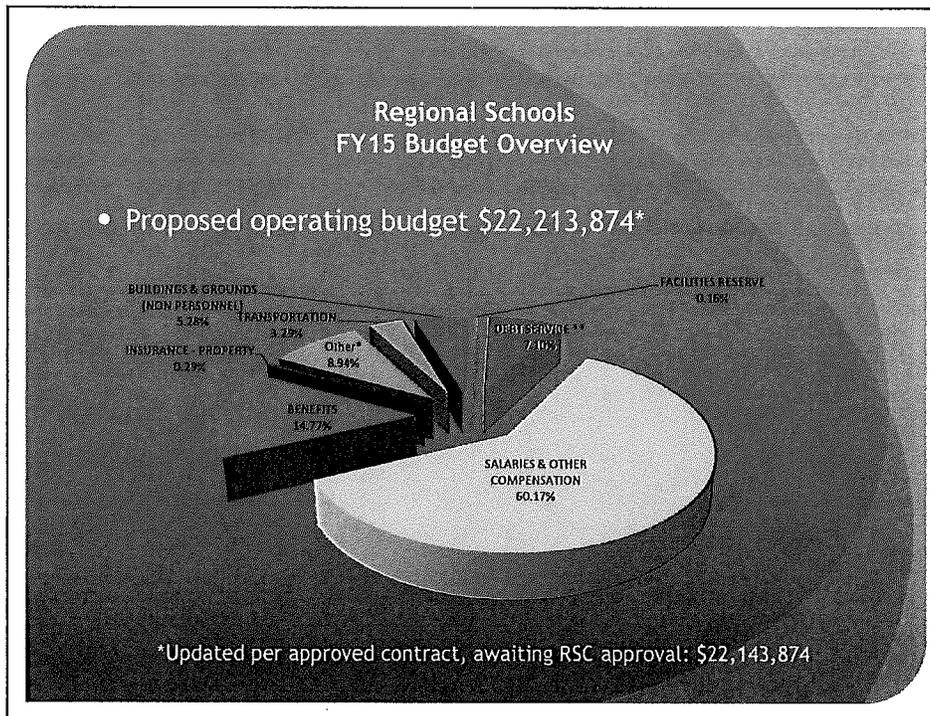
FY15 Budget Presentation

March 4, 2014

Updated March 10, awaiting RSC approval

Regional Schools Budget Overview

- Budget was approached with:
 - Appreciation of both towns' finances
 - Strong consideration of guidance from DW and SAC
 - Commitment to level services while reflecting enrollment changes
 - Continuous evaluation of opportunities for financial efficiencies
 - Significant special education programmatic changes to improve education while reducing costs to the towns



Regional Schools FY15 vs. FY14 Operating Budget

DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	%	Change	
	Expended	Expended	Budget	Budget		\$	%
SALARIES & OTHER COMPENSATION	12,411,864	12,810,704	13,400,508	13,366,483	60.17%	-34,025	-0.25%
BENEFITS	2,455,138	2,705,772	2,933,741	3,281,411	14.77%	347,670	11.85%
INSURANCE - PROPERTY	29,628	44,758	55,444	63,761	0.29%	8,317	15.00%
OTHER	1,384,504	1,364,251	1,563,071	1,986,071	8.94%	423,000	27.06%
TRANSPORTATION	685,621	683,547	718,347	730,756	3.29%	12,409	1.73%
BUILDINGS & GROUNDS (NON PERSONNEL)	1,116,457	1,046,218	1,101,955	1,173,510	5.28%	71,555	6.49%
FACILITIES RESERVE	33,540	34,949	35,000	35,000	0.16%	0	0.00%
TOTAL OPERATING BUDGET	18,116,752	18,690,199	19,808,066	20,636,992		828,926	
DEBT SERVICE	1,414,229	1,416,975	1,589,764	1,576,882	7.10%	-12,882	-0.81%
GRAND TOTAL**	\$ 19,530,981	\$ 20,107,174	\$ 21,397,830	\$ 22,213,874	100.00%	\$ 816,044	3.81%

* "Other" includes contracted services, classroom supplies, legal services, ongoing maintenance contracts, etc.
 ** Updated, awaiting RSC approval: \$22,143,874; \$746,044, 3.49%

As elementary enrollments decline, dollars should follow students to the Region

Provides level services in the face of increasing costs and enrollment (-15 at MS, +42 at HS predicted)

Regional Schools
FY15 Budget Key Points

- Enrollment-driven reductions in MS staff across 3 disciplines = 1 FTE
- HS staff redeployment allows budget-neutral increase in course offerings, incl. expansion of Chinese
- Special ed: Regional investment in training and staffing will reduce the need for OOD placements = savings to town budgets
- Includes necessary purchase of handicap-accessible van; ROI <2 years vs. contracted service
- Responsible use of E&D: proposed \$500K (\$750K in FY14)

Regional Schools
FY15 Known Unknowns (as of 10 Mar 14)

- Personnel increases (undisclosed amount included in budget to cover all contract negotiations)
- Update 10 March 14: Successful negotiation of teachers contract, reflected in updated figures awaiting RSC approval. Other contracts still to be negotiated
- State regular ed. aid (Ch 70); Governor's budget proposes an increase over our current budgeted amount
- State transportation (Ch 71); level funding at state level, but increased # of districts may reduce our share

Regional Schools FY15 Special Education

- Continued efforts to return out-of-district students to the district
 - in-district placement is preferable for the student's educational and social development, as long as the student is provided a Free and Appropriate Public Education ("FAPE")
- Costs absorbed at the region for in-district staff and training result in significant reductions in town OOD expense
- FY15 net savings to towns = approx. \$200,000

Dover Sherborn Regional Schools

Questions?

Thank you for your continued support in providing a first-class education for our students.

**Dover-Sherborn
Regional School Committee
Capital Sub-Committee**

FY 2015 update

February 6, 2014

Background

- 2003 \$40 million Regional Campus project
 - Renovated HS, athletic fields
 - Built MS
 - Upgraded shared facilities: WWTF, auditorium (via Mudge Foundation)
 - Included minimal work to Lindquist, HS gym, MS gym
- 2003-2013
 - Enjoyed honeymoon period with minimal investment and maintenance
- 2014 and beyond
 - Upkeep buildings: develop mutual understanding for addressing items reaching estimated useful life (EUL) -- **cannot defer indefinitely**
 - Attend to items not part of 2003 work, e.g. MS air conditioning
 - Leverage new technologies e.g. lighting, turf fields
 - Budget accordingly

Process for FY14 and beyond

Change from looking just at one-year to considering 5-year and even 10-year windows

For each fiscal year:

1. Define capital projects
 2. Determine how to pay for capital projects
 3. Engage both towns and stakeholder committees in discussion
 4. Finalize RSC request for Town Meetings
-

Defining capital projects for FY15

1. Reestablish team from FY14
 - a. Steve Bliss, Superintendent; Chris Tague, Business Manager; Ralph Kelley, Facilities Director; Michael Lee and Dana White, RSC.
 - b. Utilize database created by MLee with all projects
 - c. Review FY14 projects including MS A/C, \$122K approved at TMs
2. Review On-Site Insight report
 - a. Projects with "as late as" dates of FY15-19
 - b. Projects that required additional research aka "parking lot"
 - c. Multi-year or like projects that might be combined to realize economies of scale
 - d. Projects with "as late as" dates of FY20-25
3. Add any projects not currently in the database
4. Outreach to Sherborn Energy Committee to better scope energy-efficiency projects including pay-back
5. Exclude \$1.5mm upgrade to athletic complex (DS Boosters) or potential upgrades to Mudge Auditorium (Mudge Foundation)
6. Defer discussion on Administration Building

Defining capital projects for FY15

- Next 5 years proposes average of \$365,000
 - FY15: \$315,000 = 20 projects, mostly \$10,000-\$35,000 each
Excludes \$88,000 observatory, \$639,000 energy-efficiency projects, \$10,000 athletic projects
 - FY16: \$432,000 = 28 projects
 - FY17: \$396,000 = 16 projects
 - FY18: \$230,000 = 18 projects
 - FY19: \$450,000 = >20 projects
- Big ticket projects in FY20,23,25 -- HS/Lindquist HVAC, roofs
- Caveats
 - Projections based on On-Site Insight assessment with some cost updates, e.g. flooring
 - Timing and cost estimates may change in future years
 - Other physical plant issues might crop up that were unanticipated by On-site Insight
 - Technology and fixtures not included

Defining capital projects for FY15

- FY15: \$315,000 = 20 projects, mostly \$10,000-\$35,000 each
 - Vehicles
 - Tractors (1989 model replacement), Mowers, Truck (Chevy ¾ Ton), Sander
 - WWTF auto-sampling units
 - HS exterior walls wood board and batten
 - Doors
 - Lindquist exterior common, Lindquist service, HS service
 - Lindquist men's and women's restrooms
 - Floors
 - MS teachers lounge, HS lobby, HS teachers lounge, Lindquist cafe/store
 - Painting walls & ceilings
 - HS library, HS gym, HS restrooms/locker rooms
 - (Note: painting projects absorbed into operating budget unless very large project and/or scaffolding required)
 - HS gym lighting upgrade
 - HS Team room and Locker room
 - HS entrance concrete section

Paying for capital projects

Options

- Warrants for Town Meeting 2014
 - Placeholders submitted to Sherborn and Dover
- Operating budget
 - Increase line item for Capital Projects
- Intermunicipal Agreement (IMA)

Open Hearing Presentation
March 17, 2014

Capital Budget Committee

Capital Budget - Overview

	FY 13	FY 14	FY 15	FY 16	FY 17
Dept. Requests	417,152	473,649	350,682	575,021	426,419
Large Items ≥ \$100k	0	172,885	0	1,221,622*	165,000
Article 5 Totals	<u>\$417,152</u>	<u>\$646,534</u>	<u>\$350,682</u>	<u>\$1,796,643</u>	<u>\$591,419</u>
Sp. Capital Articles	\$774,617	0	455,000	0	0
Total Requests	<u><u>\$1,191,769</u></u>	<u><u>\$646,534</u></u>	<u><u>\$805,682</u></u>	<u><u>\$1,796,643</u></u>	<u><u>\$591,419</u></u>

* Amount includes \$976,622 as a placeholder for two potential CCC projects that require further scope and cost analysis .

2015 Capital Requests

Specific Requests

- Cemetery
 - *Hearse Carriage House Renovation* *Withdrawn*

- Highway
 - *One ton truck with plow* *\$56,640*
Replaces a 1999 model used daily by multiple
Town departments.

 - *Slide-in sander* *\$15,550*
Replaces a steel 1999 model with a stainless steel
model with double the useful life

Specific Requests

- **Library**
 - *Technology Hardware* \$7,000
Upgrade and replace dated technology to meet minimum Minuteman Consortium requirements.

- **Park & Recreation**
 - *Large tractor/mower* \$36,000

 - *Girls' Softball Field* Withdrawn

Specific Requests

- **Police Department**
 - *Patrol Vehicle* \$36,500
Replace one of the Department's six vehicles, a 2010 Ford Explorer, with a 2014 Interceptor SUV.

 - *LiveScan Fingerprint Machine* \$19,285
Replaces a paper based process (cards & ink pads) which no longer meets standard police protocols.

Specific Requests

- **School Committee**

– <i>Facilities Maintenance</i>	<i>\$96,884</i>	
• EMS upgrade		\$22,950
• Gym block & ceiling painting		\$16,745
• LED lighting – site upgrade		\$15,641
• Gym wood floor refinishing		\$14,625
• Concrete repairs – front & side slabs		\$13,000
• Complete security upgrade		\$ 7,156
• Floor Burnisher		\$ 6,767
– <i>Technology</i>	<i>\$67,823</i>	
• Chromebook Pilot (grades 4&5)		\$30,540
• Hardware (Laptops)		\$25,700
• iPad Pilot (grades 2&3)		\$11,583

Specific Requests

- **Board of Selectmen**

– <i>Caryl Community Center – New COA Space</i>	<i>\$15,000</i>
• Provide air conditioning for the main room and Director's office.	
– <i>Caryl Community Center – Bathroom Renovation</i>	<i>Withdrawn</i>

- **Special Article 11**

– <i>Protective Services Dispatch Reconfiguration</i>	<i>\$455,000</i>
Provide:	
• the officer assigned to dispatch a work area separate from the public area	
• the public a separate area to converse with the police	
• sufficient space for department operations including briefings during shift changes.	

Dover Warrant Article 16 – Notes from Ford Spalding – March 17, 2014

Distribution Dover Warrant Committee & Board of Selectmen

The Minuteman Regional District was formed in 1973. At that time the State paid 100% of the building construction. Other than some internal changes the building remains much the way it was in 1973.

Dover joined the founding members in 1979 along with other Towns to form the current 16 member District.

Goal of the proposed Amendments to the 1973 Agreement:

- 1) Attract new and larger cities & towns into the District.** Currently the enrollment is 751 students (Additional evening (adult) and summer student programs) . Roughly 60% are in-district students. The remaining come from a large number of cities & towns. The major ones are Waltham, Woburn, Medford, Watertown & Boston/Cambridge. Under current law the out of District towns pay Operating costs as determined by the Department of Education + transportation & special education costs. They do not pay Capital costs by law.

Minuteman in partnership with the MSBA is looking at a major Building project. If that is to happen we need to (all avenues are being explored):

- Attract larger cities & towns into the district in order to have them pay capital costs and/or
- Through Legislative action we need to increase the % of MSBA reimbursement from the current base of 40% to closer to a total of 70% (Senate Bill 228 moves us in that direction) and/or
- Allow for out of District cities & towns to pay for Capital Costs. (Department of Education is looking at that option now.)

Proposed Agreement moves us in the right direction while at the same time allows current smaller Towns options to leave the District.

- Proportional voting on the School Committee level is based on enrollment which, on paper, appeals to larger stakeholders. In reality it may not have changed the outcome of any School Committee votes over the last five years.
- Allows existing Districts an easier pathway to leave the District prior to a large capital assessment (anticipated Building project to reach town meetings spring of 2016). In order to leave now you need 100% of the 16 member District Town meetings to approve. Under the new agreement you need 51% of the District towns to approve withdrawal.

Why should Dover vote to approve Article 16?

- Given our enrollment history Dover parents show little interest in taking advantage of a Minuteman academic, career & technical education for their children so why should we be a part of a District entering into a large MSBA partnered building project with its related costs?
- To remain in the District under the current agreement Dover may be saddled with sharing in 100% of a non-MSBA reimbursed emergency repair or even renovation project if a MSBA building project is defeated.

Recommendation to Preserve Options for Dover (Flexibility):

- To vote yes for the changes in the Regional Agreement as it will give Dover the flexibility and possibility to leave the District if it elects to do so. The current agreement requires approval of 100% of the member District Town Meetings to approve a town leaving the District. The new one lowers the bar to 51%.
- My suggestion is vote YES for Article 16 now. A large MSBA project will not come to our Town Meeting until the spring of 2016. If leaving the District is your goal then at the 2015 Annual Town Meeting vote to leave the District. If approved by 51% of the District Towns & the Commissioner of Education. Then Dover is out. Also, if Dover votes to get out it then will not be liable for any Capital Debt approved by the other towns after the Dover vote under the new agreement.
- Finally Minuteman is working with the Department of Education to see if they will approve an agreement between Minuteman and an out of District town to allow for 5 (could be more or less) qualified Chapter 74 students on a priority enrollment basis if there is space in the school. Cost may include a portion of the Operating & Capital costs. Qualified means there is a selective enrollment admissions policy based on an application that meets certain standards.
- Under Chapter 74 if a student from Dover elects to go to Minuteman (or any other Career & Technical Chapter 74 approved school) the town cannot deny the student that opportunity assuming that student is accepted in that school and that there is room in the school to accept additional students.

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Please respond to Quincy

March 6, 2014

Dr. Edward Bouquillon
Superintendent-Director
Minuteman Regional School District
758 Marrett Road
Lexington, MA 02421

Dear Dr. Bouquillon:

You have asked that I formalize the input that I have given to you and Kevin Mahoney recently in regard to some of the issues that have been raised regarding the proposed revised Regional Agreement.

Officials in one of the member towns have made the suggestion that perhaps their town should "pass over" or "table" the warrant article pertaining to the proposed revised Agreement. This has raised the question of whether there is a time limit on the approval process for the revised Agreement.

Unless and until a revised Agreement is approved by all 16 of the current member towns, the parties will continue to be bound by the current Regional Agreement. In regard to amendments to the Agreement, Section VII, (B) of the current Agreement states:

The selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof. Such amendment shall take effect upon its acceptance by all member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid.

MURPHY, HESSE, TOOMEY & LEHANE, LLP
Attorneys At Law

Dr. Edward Bouquillon
Superintendent-Director
March 6, 2014
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While the selectmen, therefore, must include in the warrant the amendment as put forth by the Regional School Committee, there is nothing that compels the Town Meeting to actually vote on the warrant article. Thus, you could have a situation where a town votes to "table" the measure, even though the other towns forge ahead and vote on the measure. If this were to occur, the very same measure could be re-submitted by the Regional School Committee for inclusion on the warrant for the next Town Meeting in the town which passed it over. The revised Agreement, however, can only take effect when it has been approved by all of the Town Meetings, and the version that is approved by each town cannot differ. If a number of towns, for example, were to approve the 2/12/14 version, but then changes were made in the operative document (e.g., to encourage support from the reluctant community), the whole approval process for all of the towns would have to start again.

There is, however, no particular time limit for the completion of the approval process.

Another issue that has apparently been raised is that some people are seemingly opposed to the revised Agreement because they actually would like their town to withdraw from the District. With all due respect, this point of view displays a misunderstanding of the two Agreements. Under Section IX of the current Agreement, no town can withdraw from the District without the approval of all of the other member towns, as well as the Commissioner of Education. Under the revised Agreement, however, the withdrawal of a member town needs the approval of only a majority of the other member towns, as well as the Commissioner of Education, and the lack of Town Meeting disapproval by a town will constitute approval of the withdrawal. The revised Agreement, therefore, contains a viable path for withdrawal, whereas the current Agreement does not. The onerous nature of the current Agreement in regard to the withdrawal process becomes particularly clear when one considers it in the context of the proposed building project. Under the current Agreement, the Regional School Committee could at any time seek approval for the incurring of debt via G.L. Chapter 71, section 16 (n), which would involve a District-wide election with all the votes aggregated. If the majority of the aggregated votes were in favor of incurring the debt, then the debt would be assessed to all 16 towns, regardless of whether the voters from a particular town voted for or against the debt in the 16 (n) election. With no viable path for withdrawal, each of these towns would be stuck in the District and stuck with a share of the debt that they may have voted against. Even if that town were to prevail on each of the other 15 towns to allow their town to withdraw, the withdrawing town will still be liable into the future for a share of the debt that was incurred while they were a member.

In short, the proposed revised Agreement provides a path for a member community to withdraw for whatever the reason, and in particular the revised Agreement provides a path

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Attorneys At Law

Dr. Edward Bouquillon
Superintendent-Director
March 6, 2014
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to withdraw for a member Community whose voters have disapproved the incurring of debt , and the path can be followed without shouldering a portion of that debt.

Please let me know if you have additional questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ed Lenox", written in a cursive style.

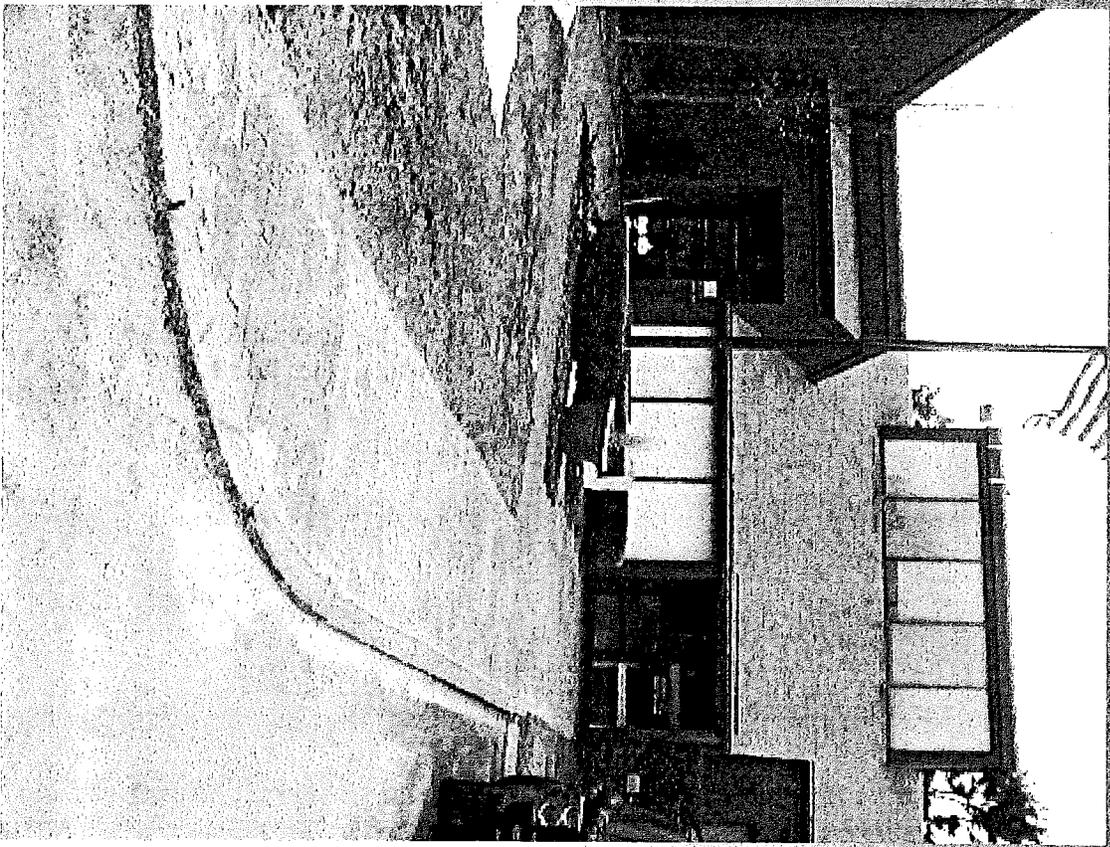
Edward F. Lenox, Jr.

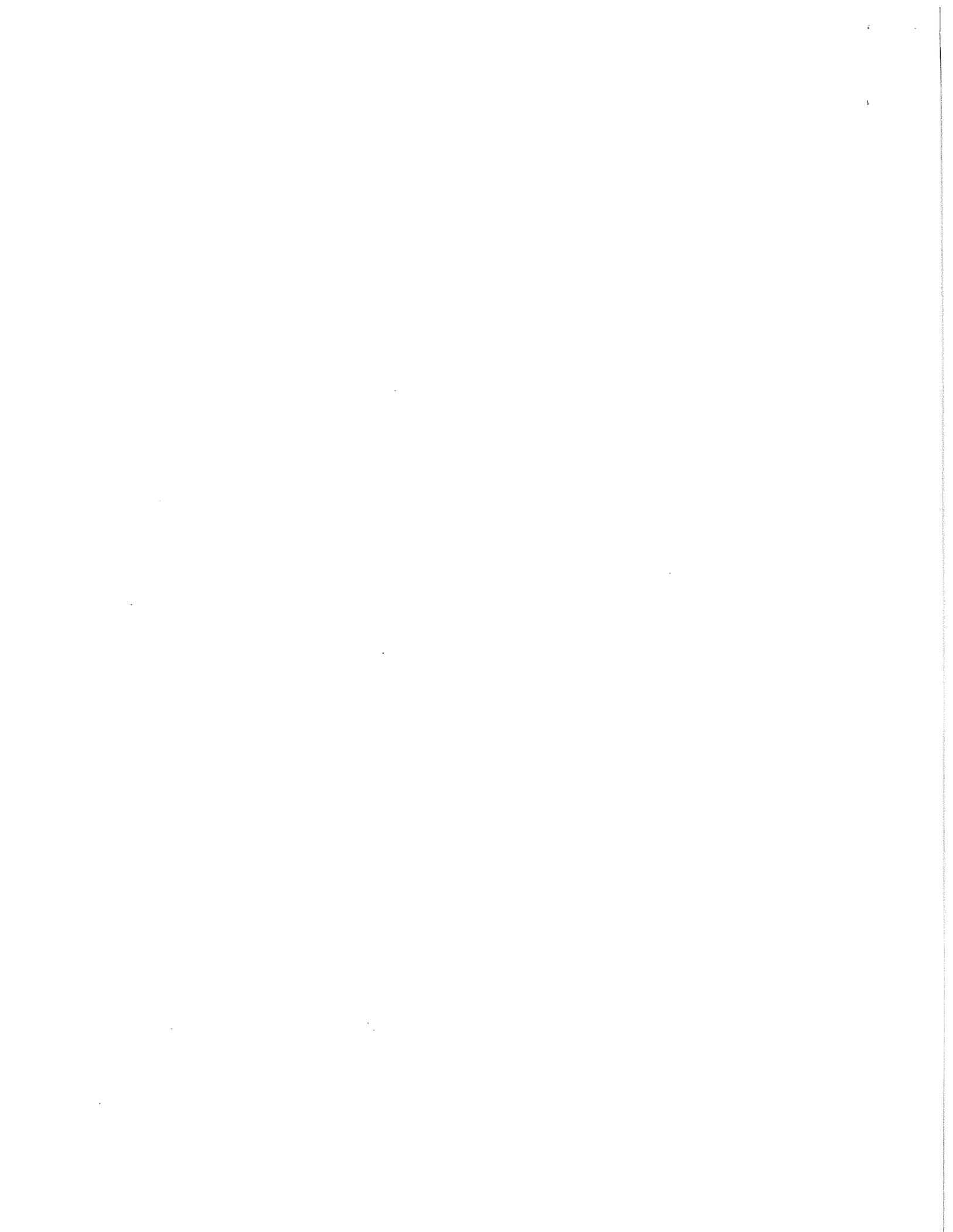
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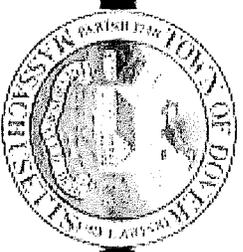
Town of Dover

Protective Agencies

Dispatch Center Renovation



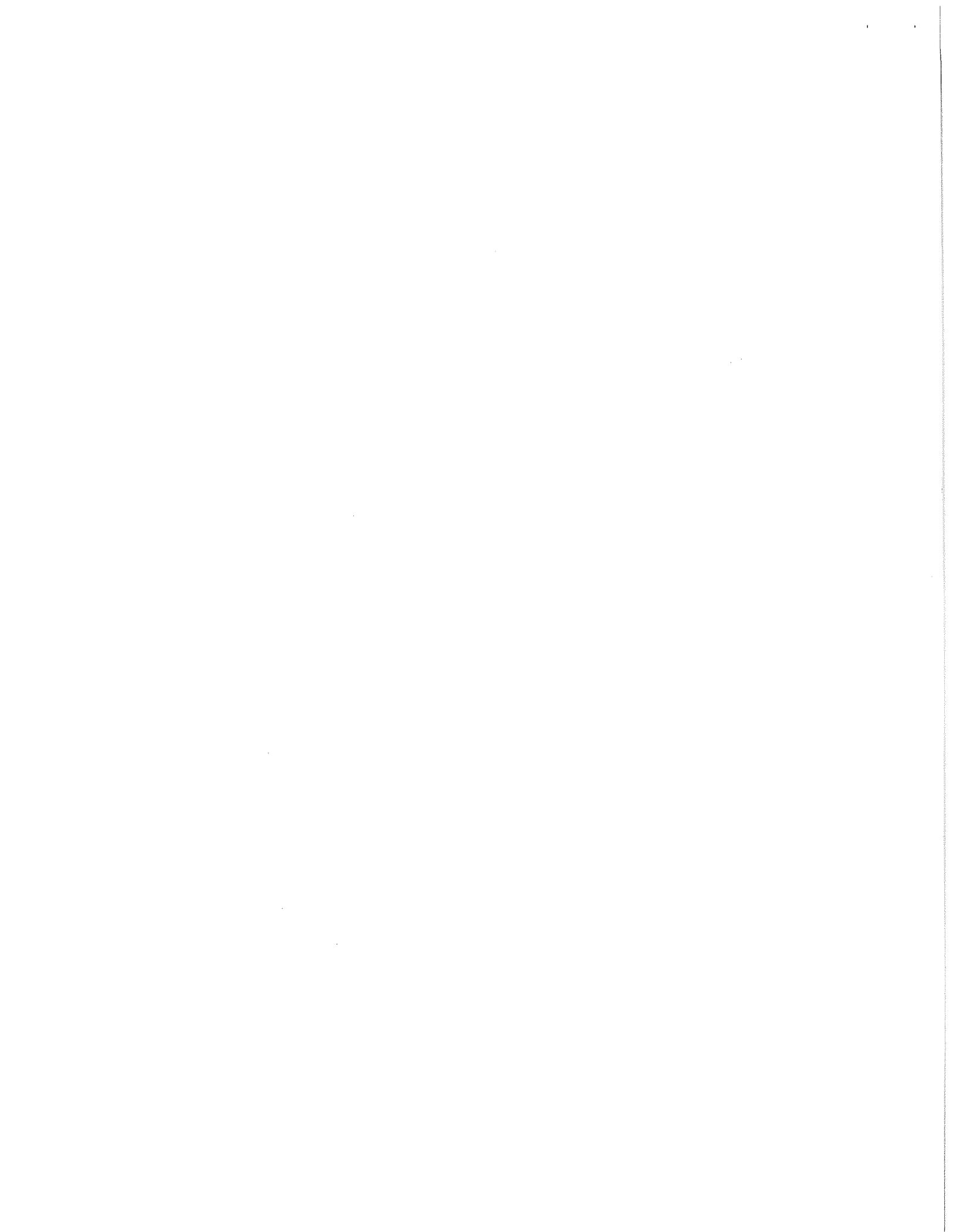


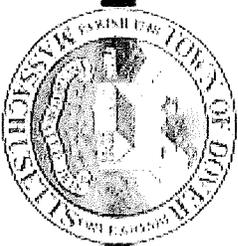


History

- 1998 renovation of \$990,000 did not address this area
- 2008 Warrant Committee approved a feasibility study for the reconfiguration of the dispatch area for \$30,000
- 2010 a special Warrant Article for \$400,000 was presented at Town Meeting:
 - ✓ Approved at Town Meeting
 - ✓ Voted down at the polls
- 2010 Chief Griffin retired, 2011 Chief McGowan was appointed; he decided to wait and re-evaluate need prior to making a request at Town Meeting
- 2014 need has been established, project was vetted and costs have been updated

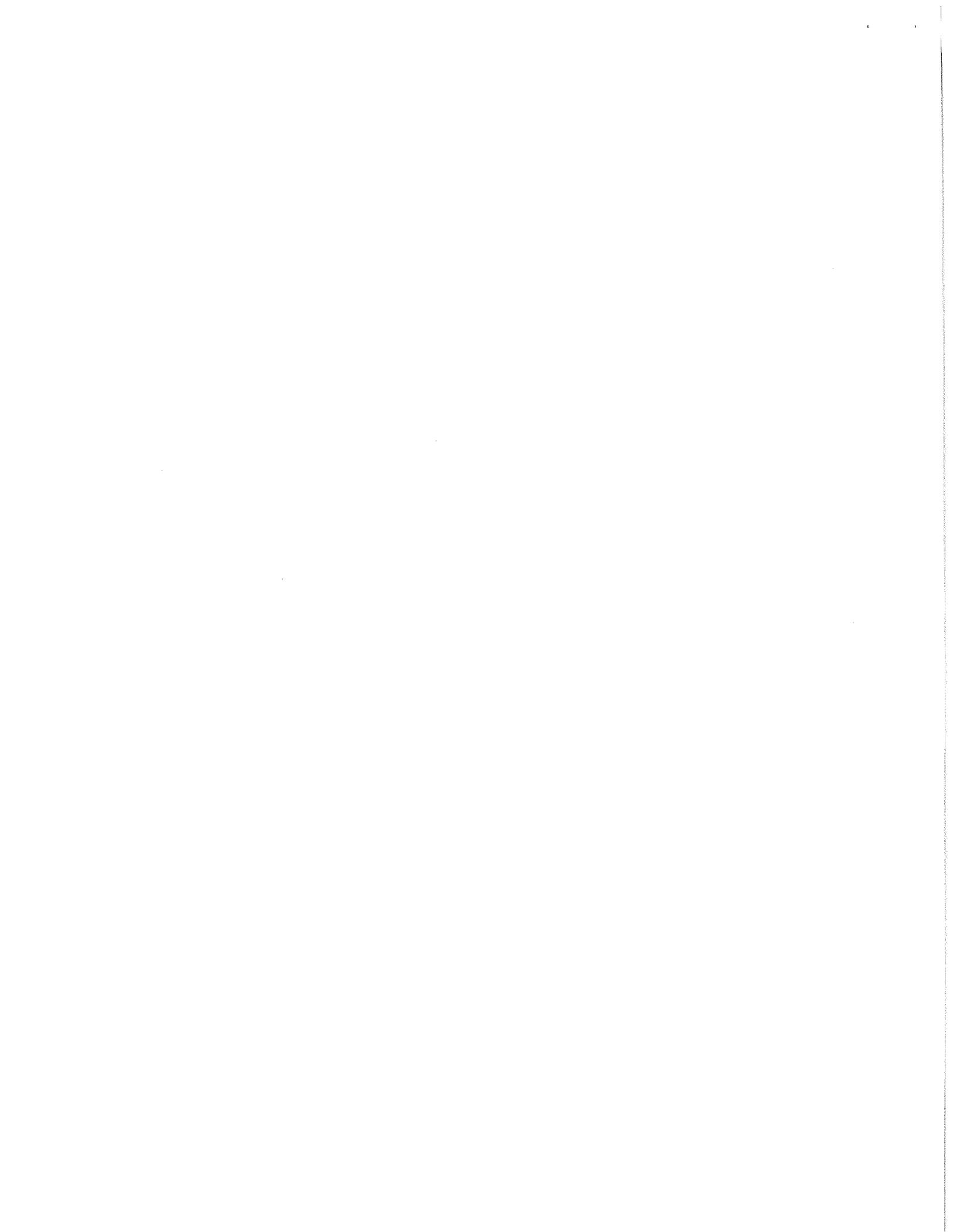


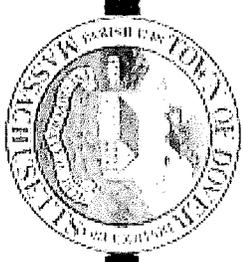




Operations

- Dispatch serves as Communications center for all emergency calls in Dover:
 - ✓ Police
 - ✓ Fire
 - ✓ Ambulance/EMS
 - ✓ Highway
 - ✓ Mutual Aid for surrounding towns and Statewide
- Dispatch is also an after hours **Point of Contact** for all town departments

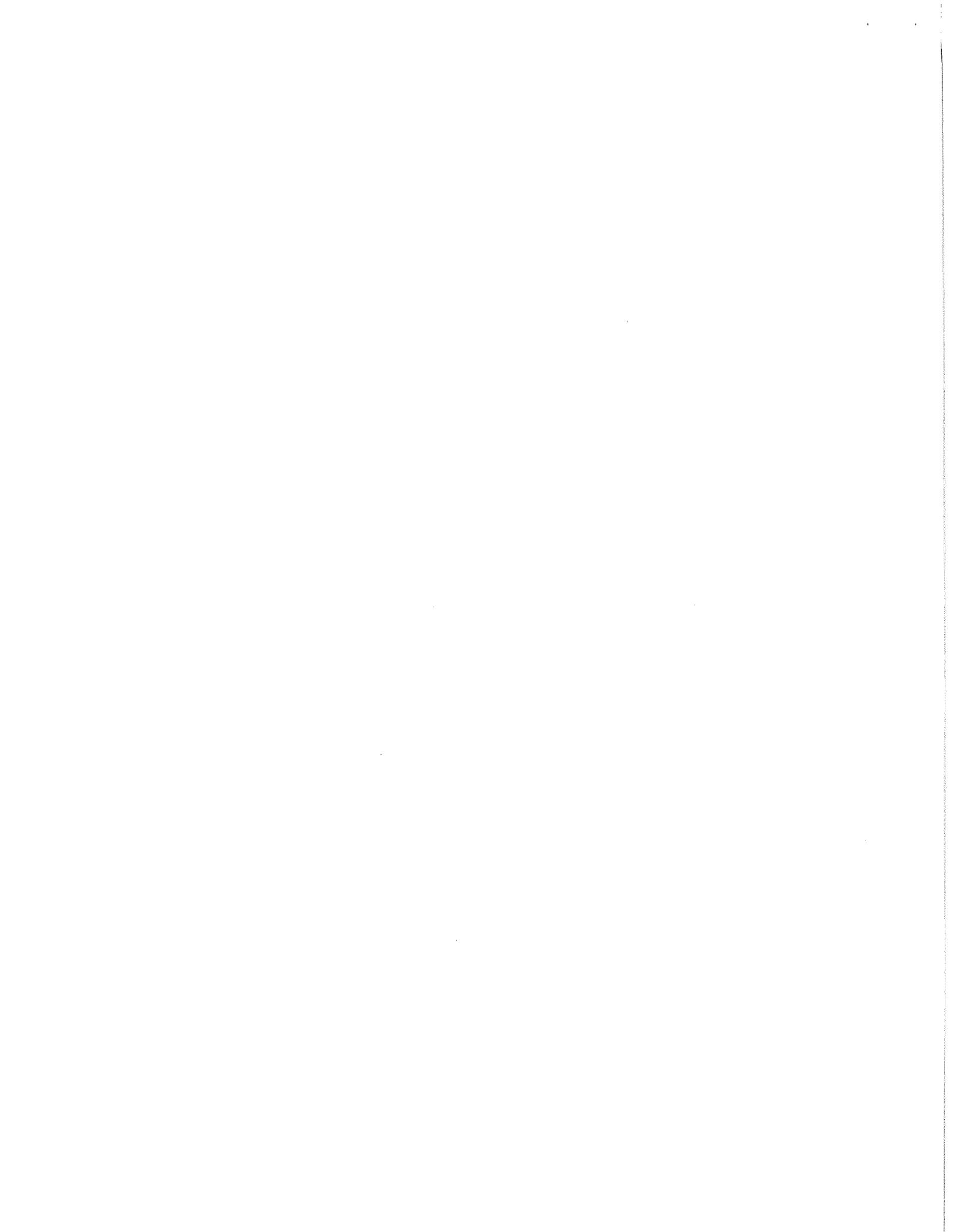




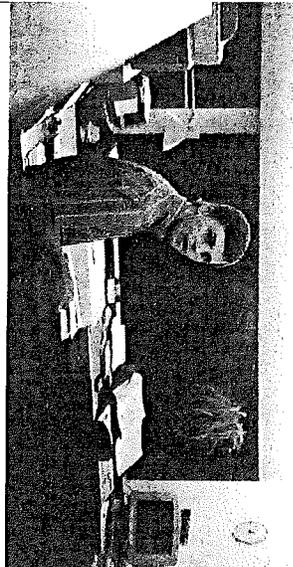
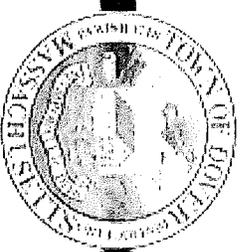
Operations

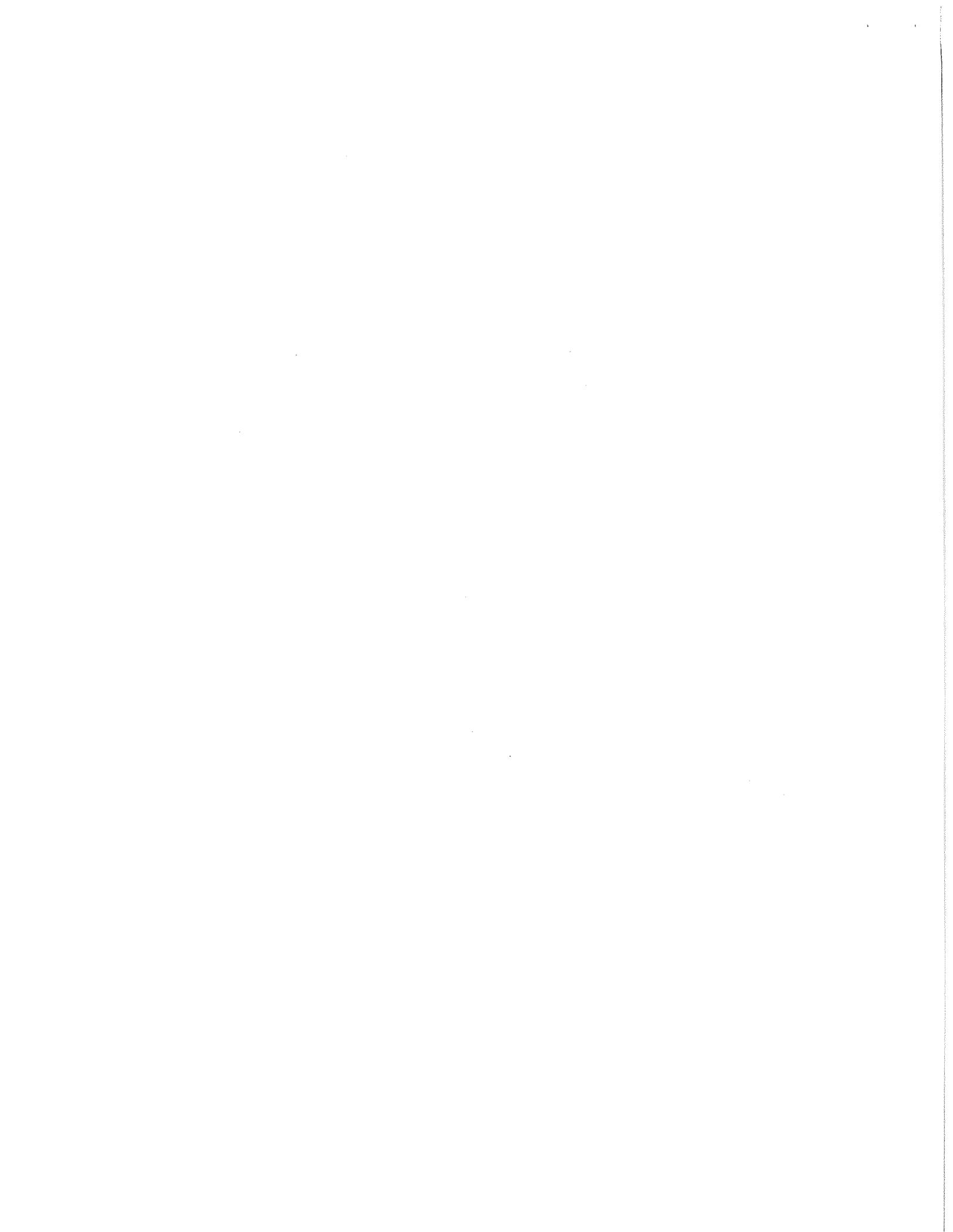
- Call volumes up by 53% from 1975
- Dispatchers monitor a total of 23 different radio frequencies that are programmed into the console at the work station, as well as multiple telephone lines, and walk-in traffic
- Technology such as Enhanced 911, CJIS, RMV, and other types all add to the space burden, time, and attention of Dispatch Officers



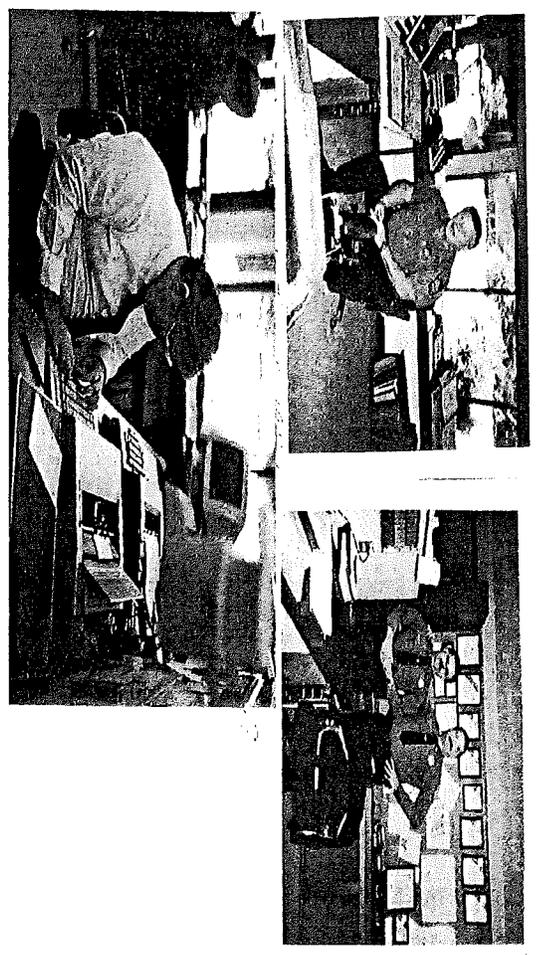
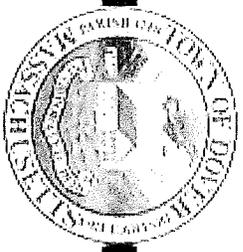


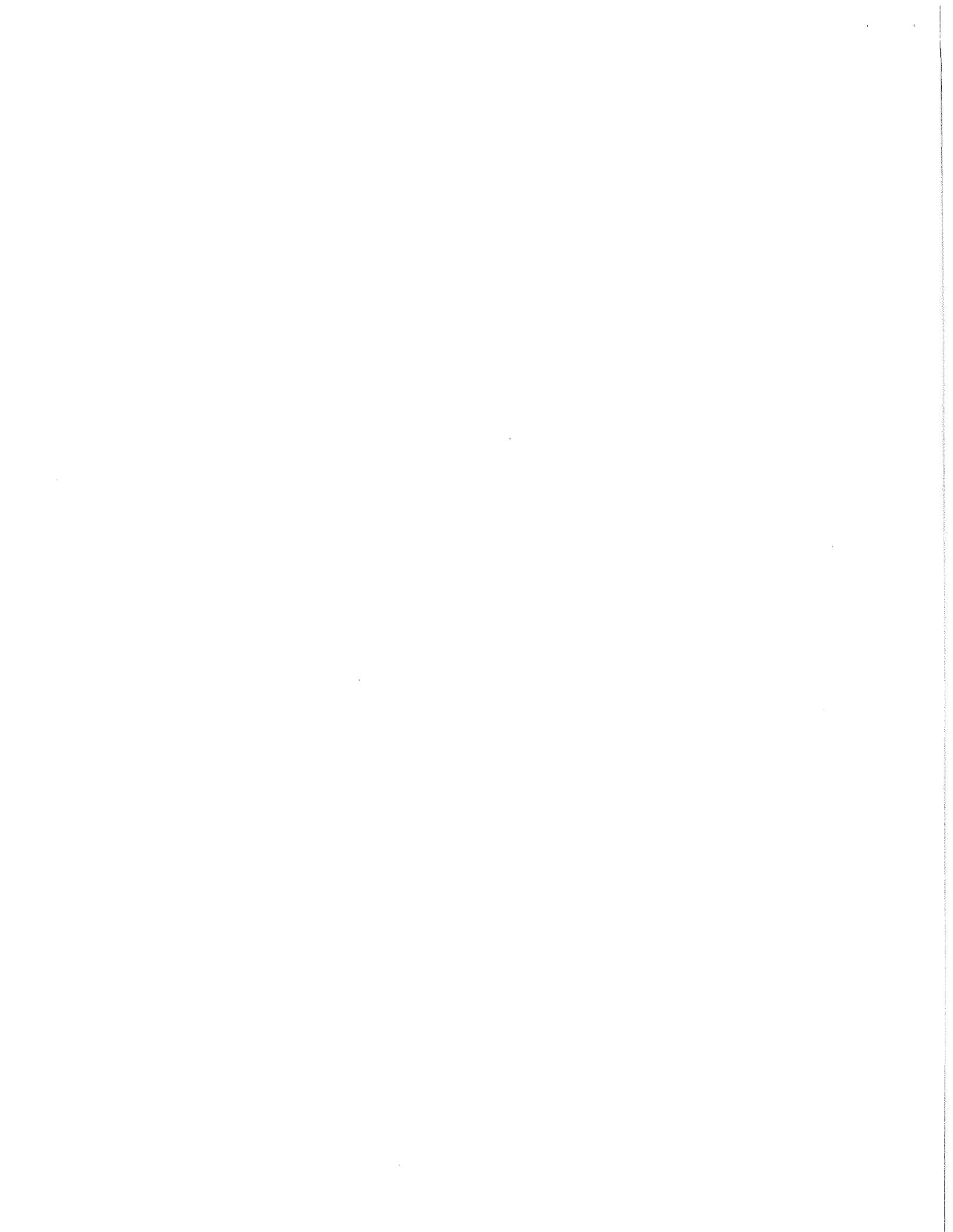
Through the years.....





Same as it ever was.....

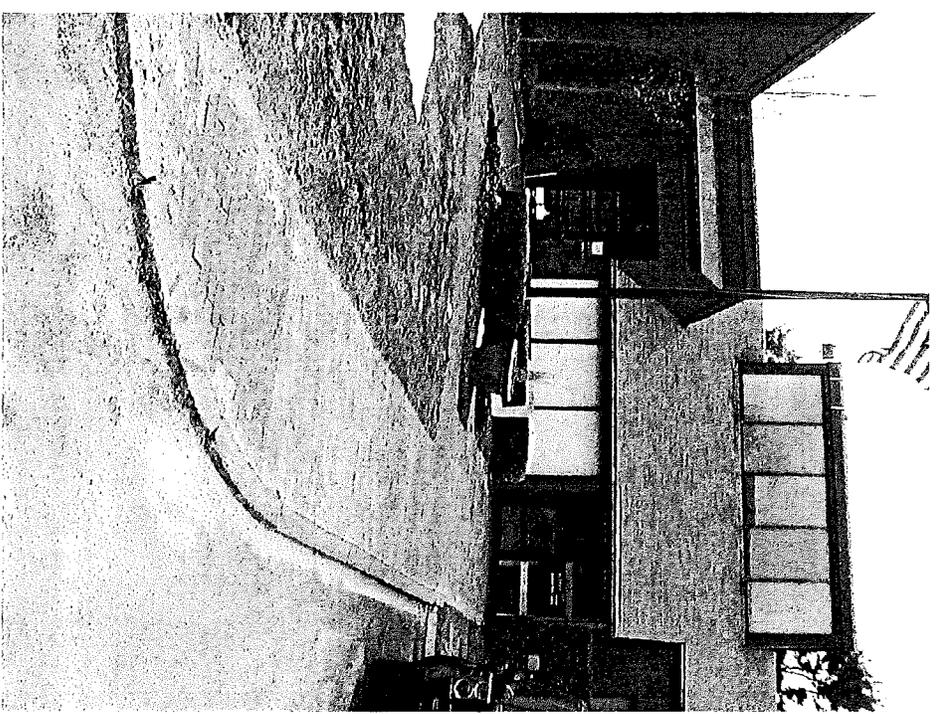


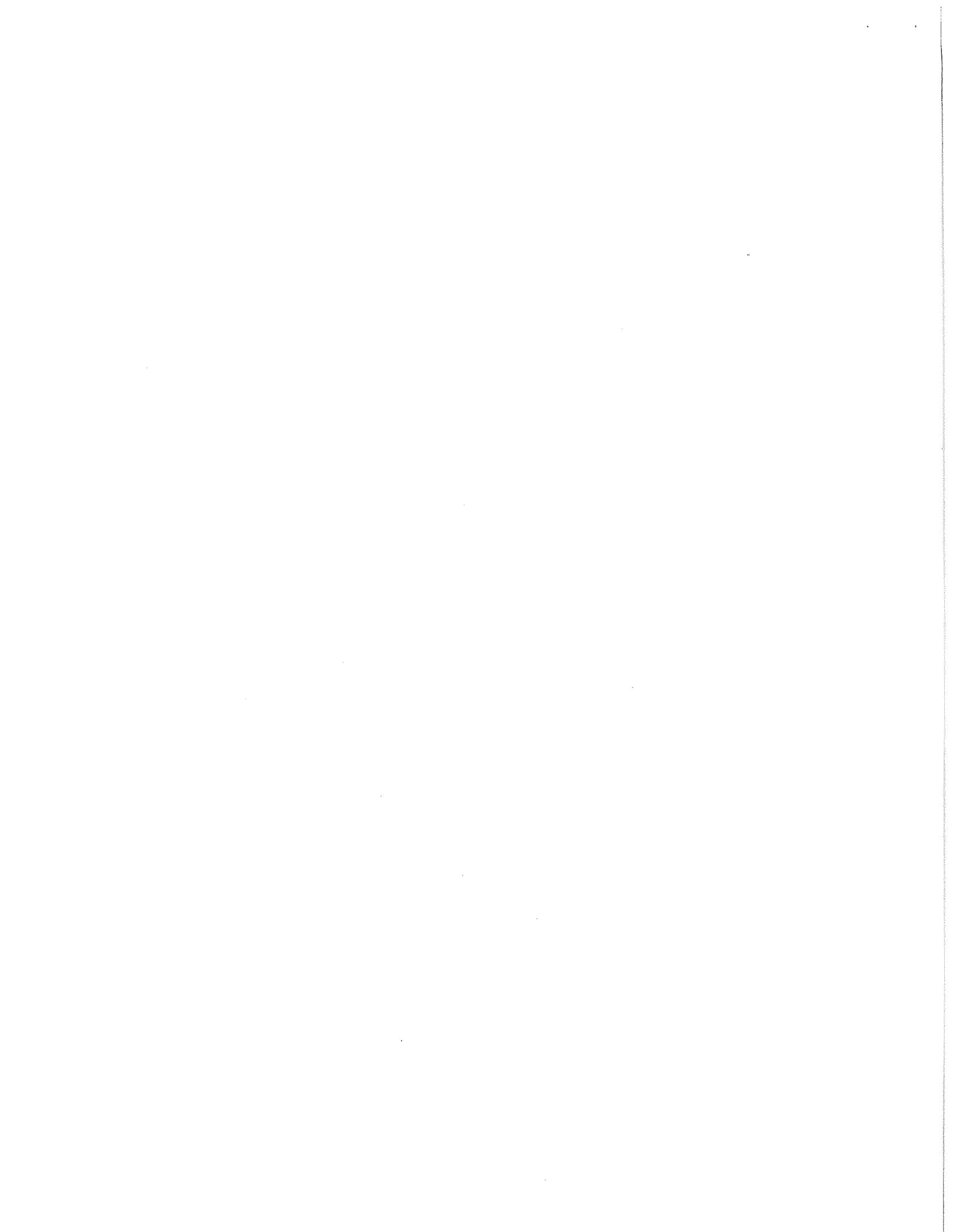


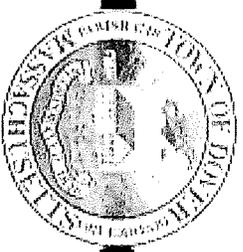


Current Challenges

- Two separate entrances
- Confusing entry pattern
- Two levels of single-paned glass in non-operable windows very energy inefficient

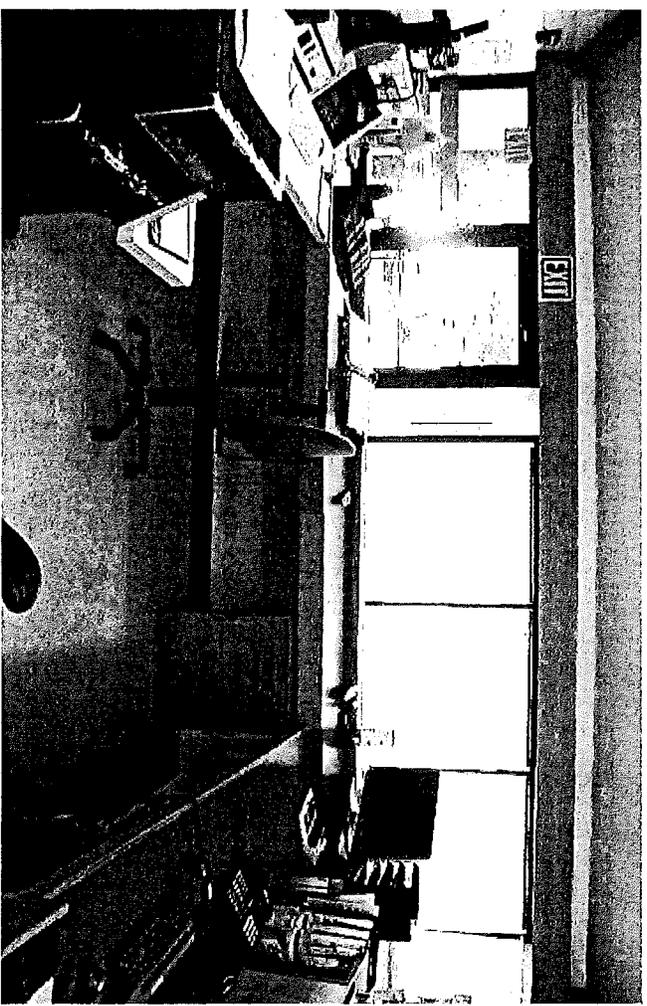


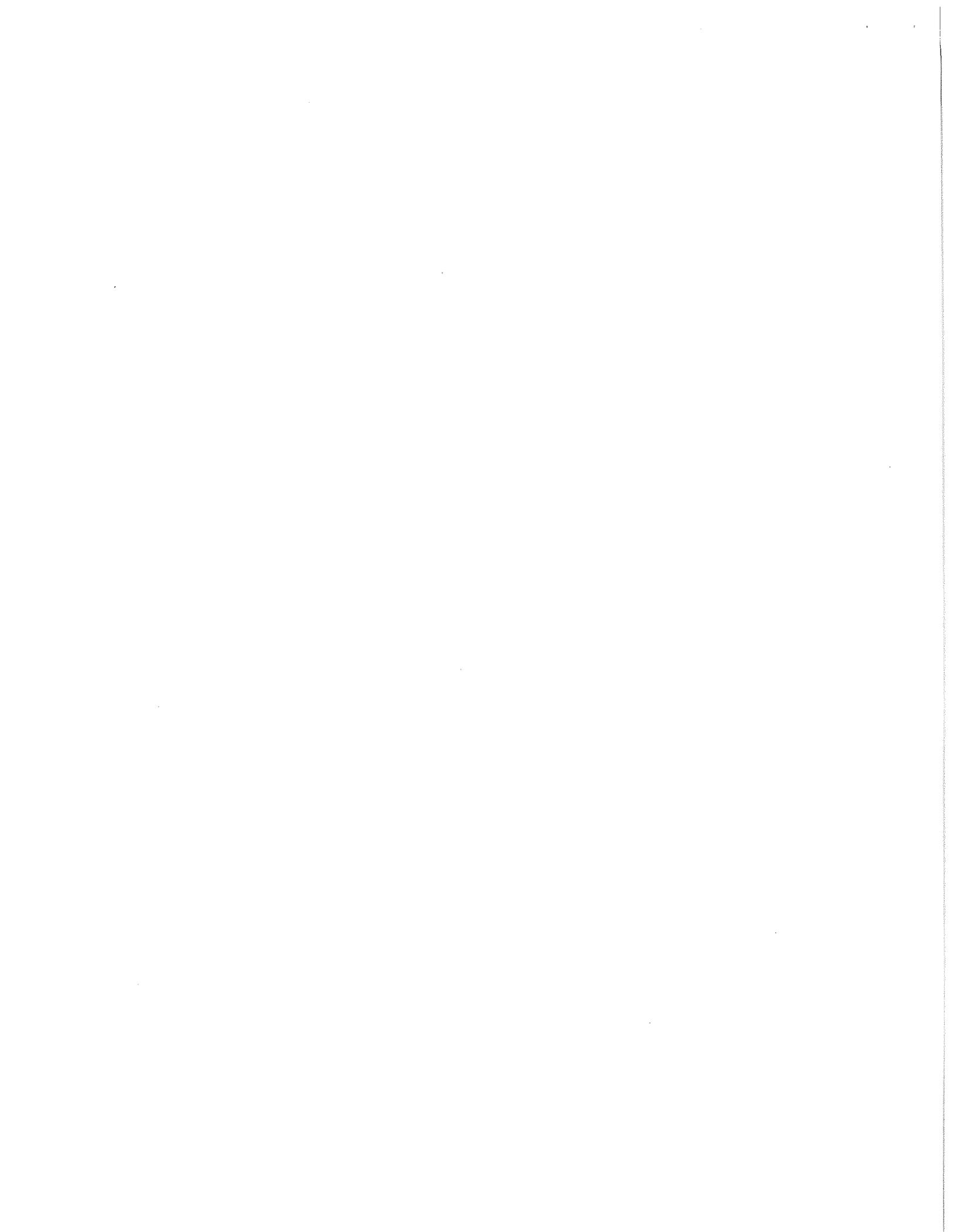


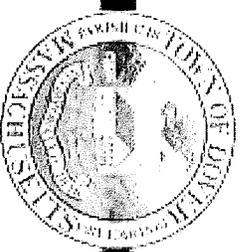


Current Challenges

- No separation between lobby and dispatch area
- Lack of separation between dispatch and regular operations is not conducive to business
- Contributes to lack of security and confidentiality



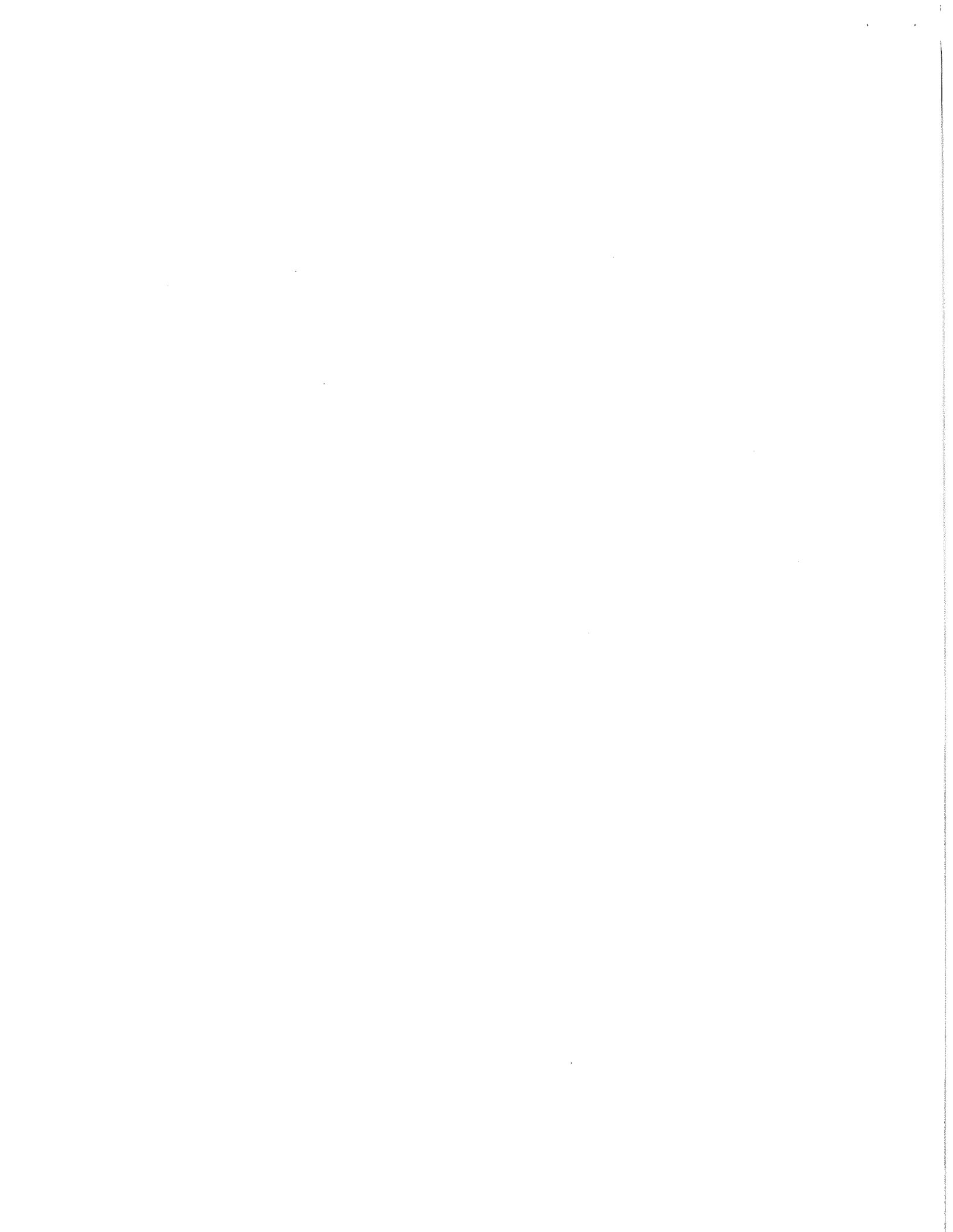




Current Challenges

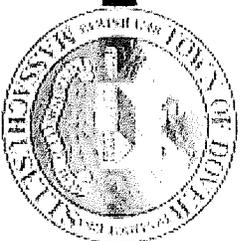
- Limited working space
- Not suitable for current communications and operations processes
- During shift change up to 10 Officers can be in the dispatch area – can be very noisy
- Could contribute to errors in an environment that must be **error free**

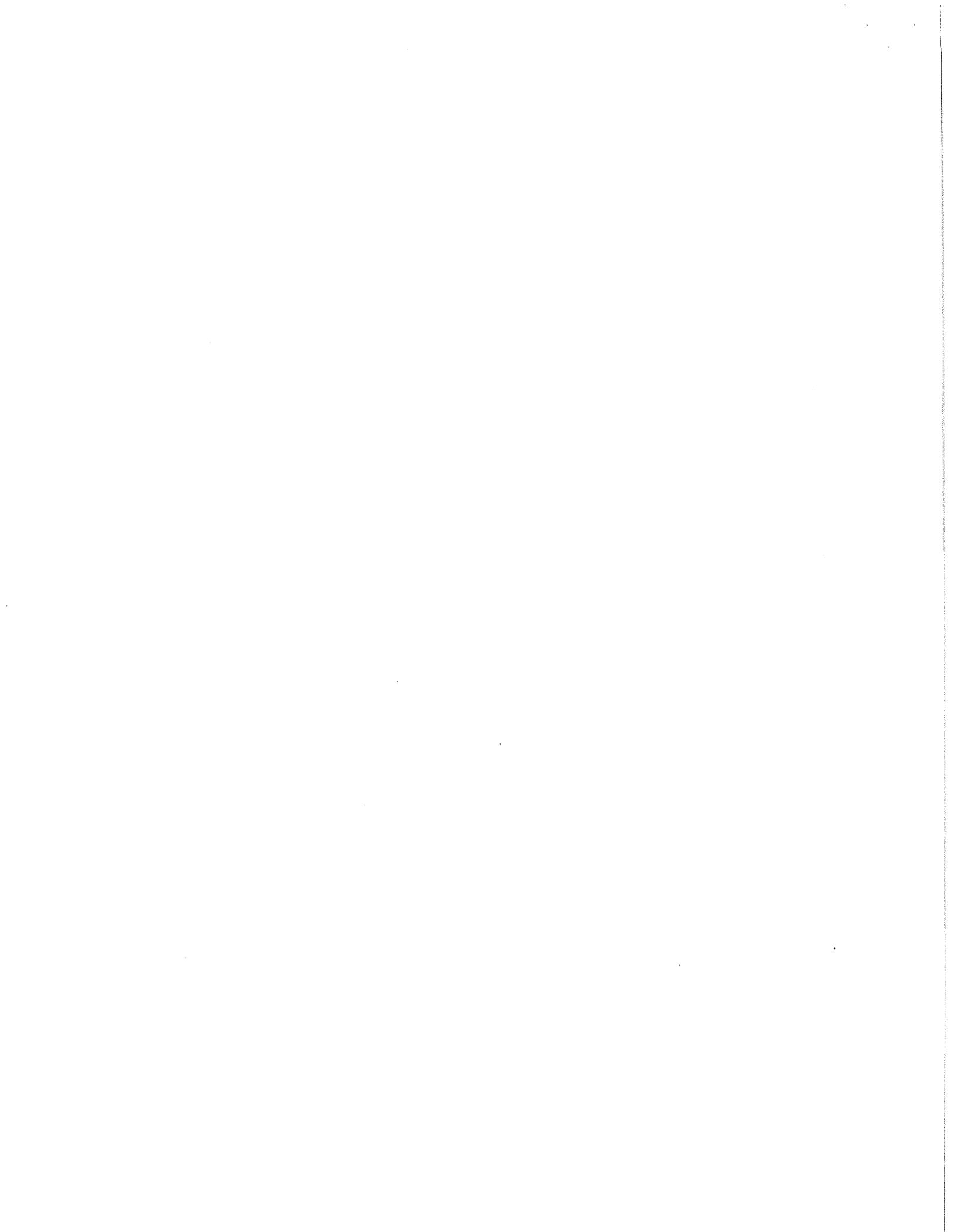




Current Challenges

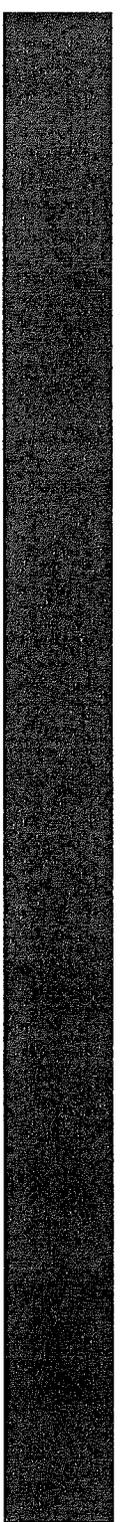
- Lack of secondary dispatch position
- Orientation on positions and work spaces not functional for today's operations







Cost Summary



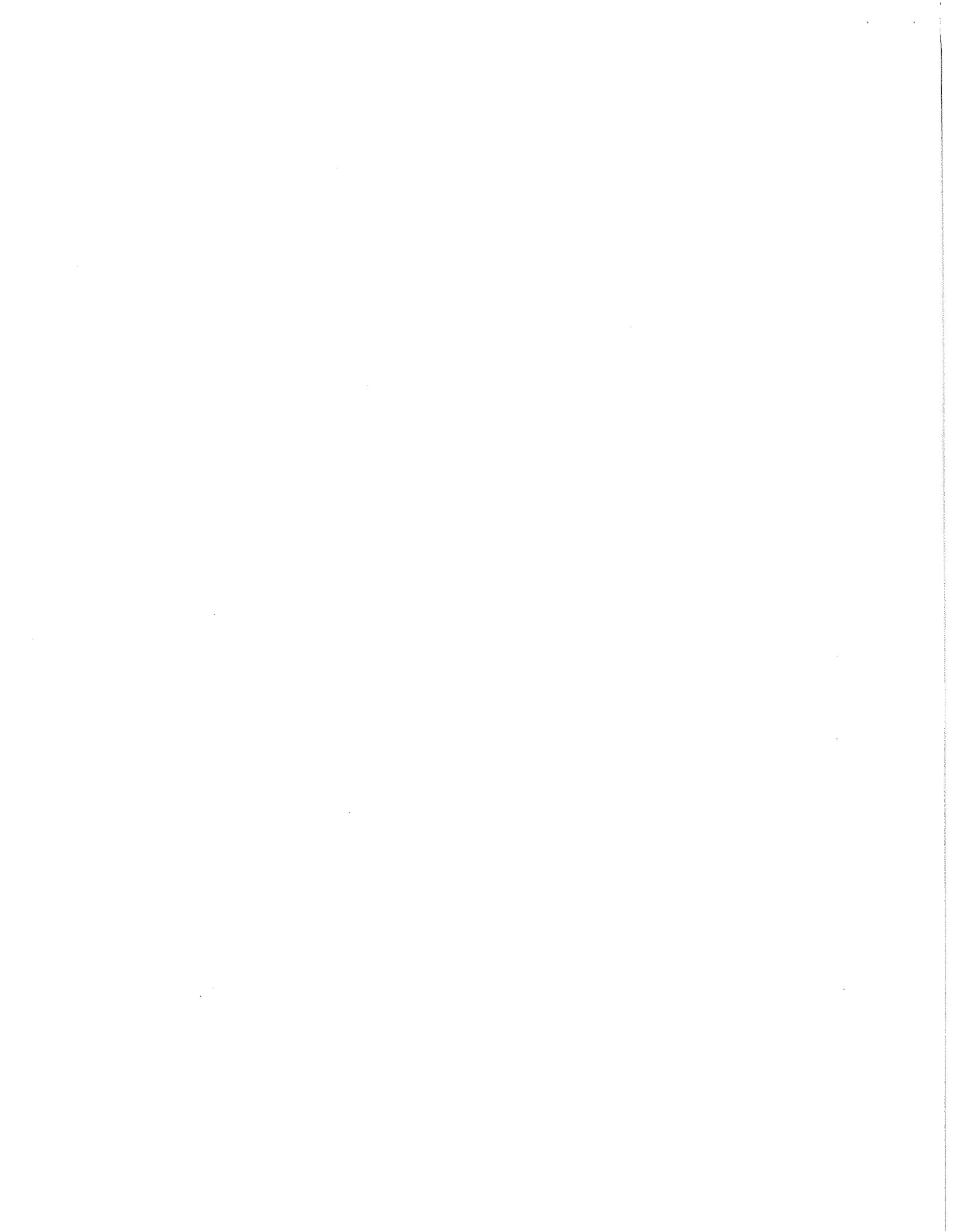
Total Cost **\$455,000**

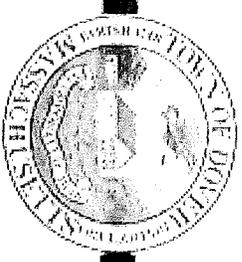
Reconfiguration of interior space 350,000

Project management costs 75,000

Temporary location 30,000





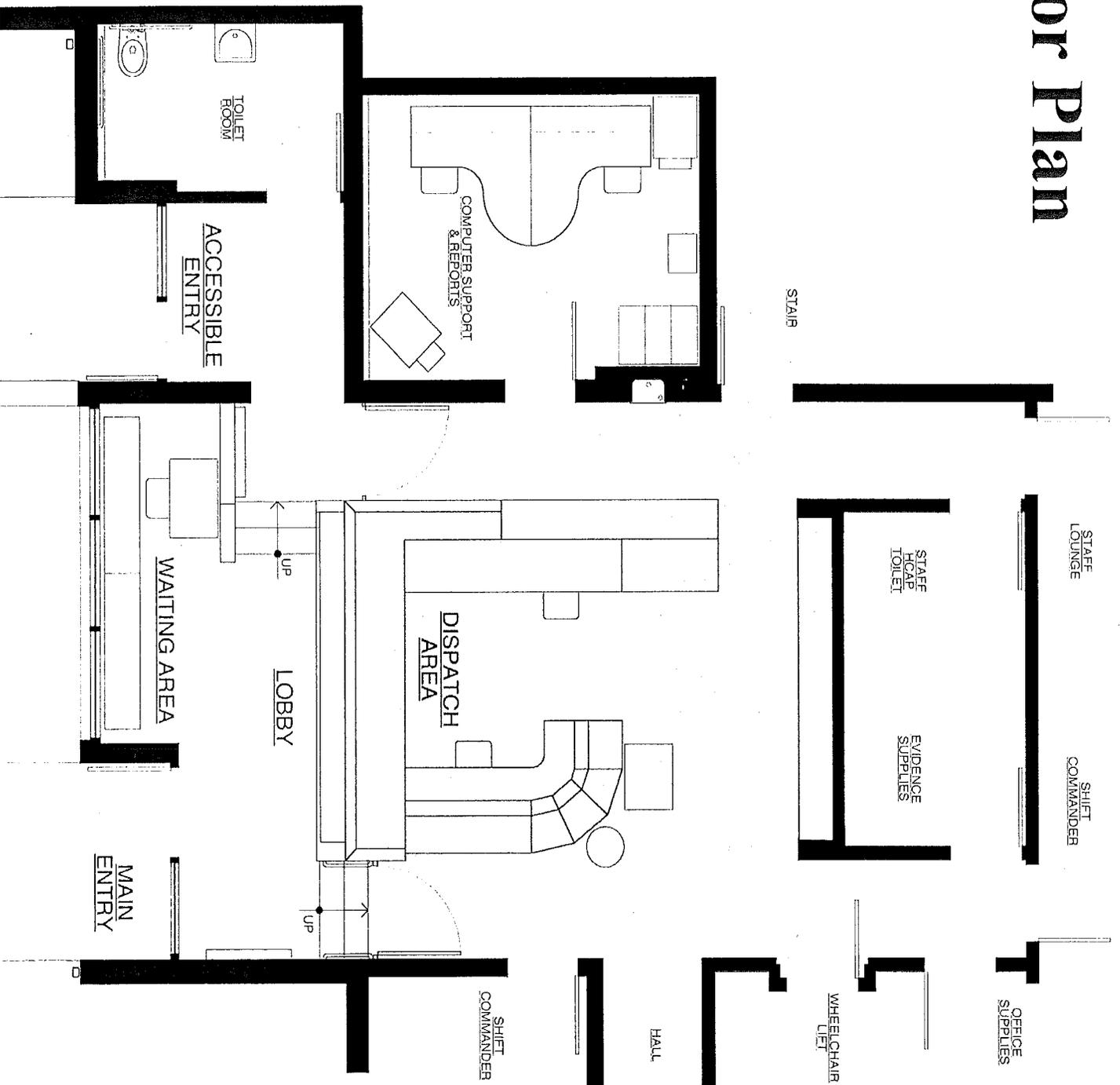


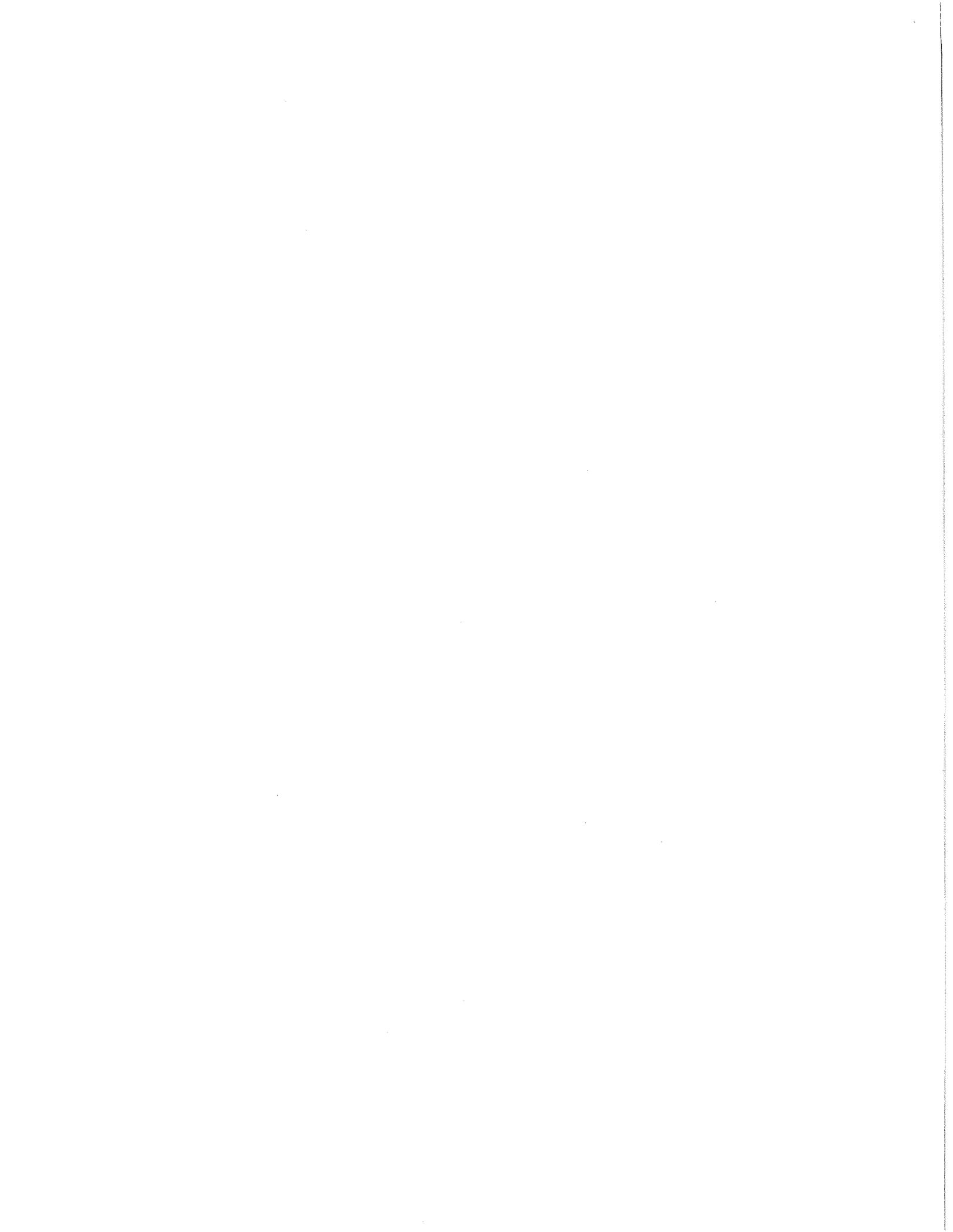
How to pay and vote?

- Presented at Town Meeting as a special article
- No debt or capital exclusion recommended
- No special ballot
- Vote will occur at Town Meeting only
- Goal = not to increase tax rate
- Open Houses:
 - ✓ Saturday, March 29: 9:00AM to 11:00AM
 - ✓ Tuesday, April 8: 4:00PM to 6:00 PM

Existing Floor Plan

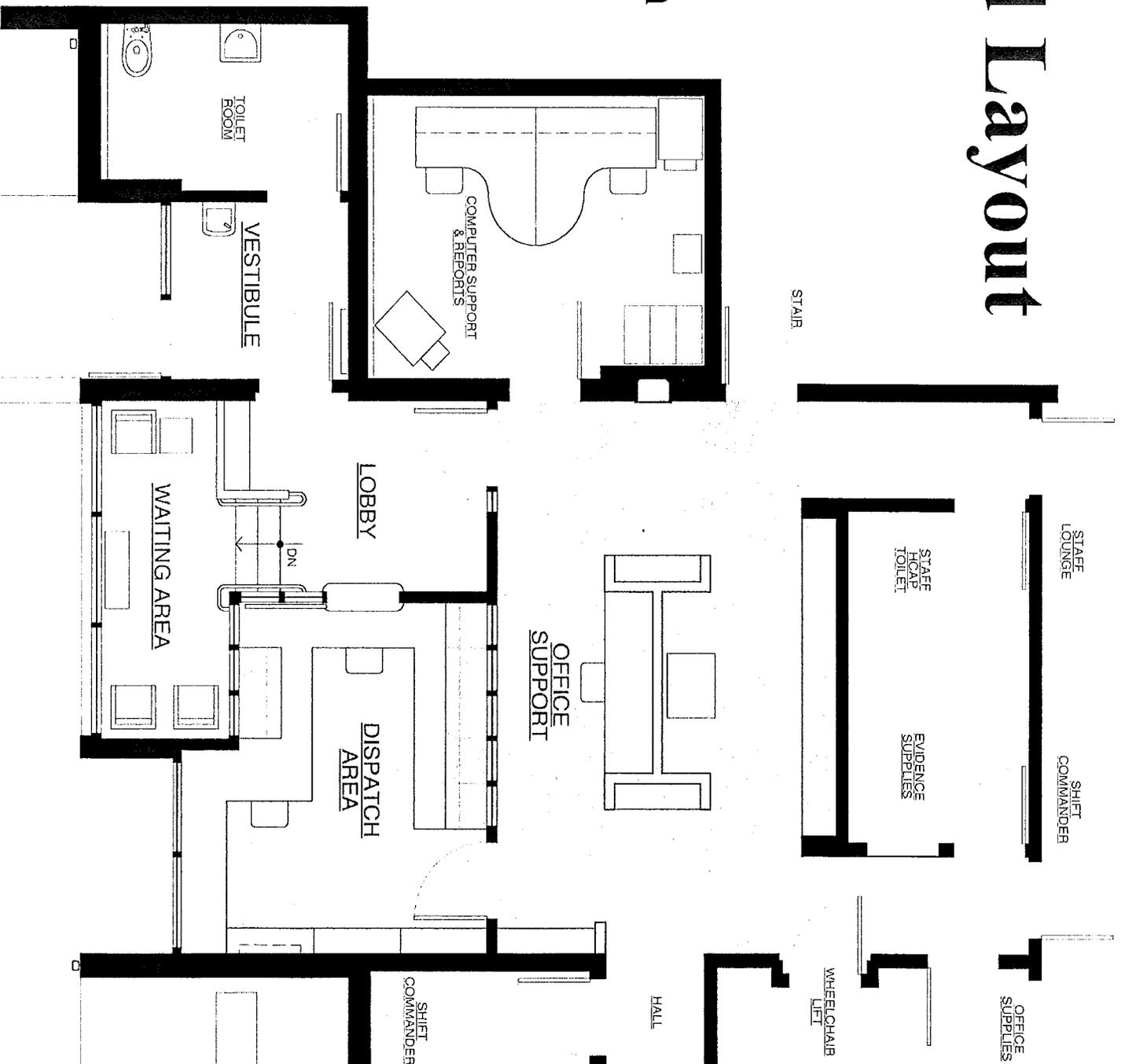
- Reception confusing due to multiple entrances
- No privacy between lobby, dispatch and operations
- Lack of separation for internal traffic patterns

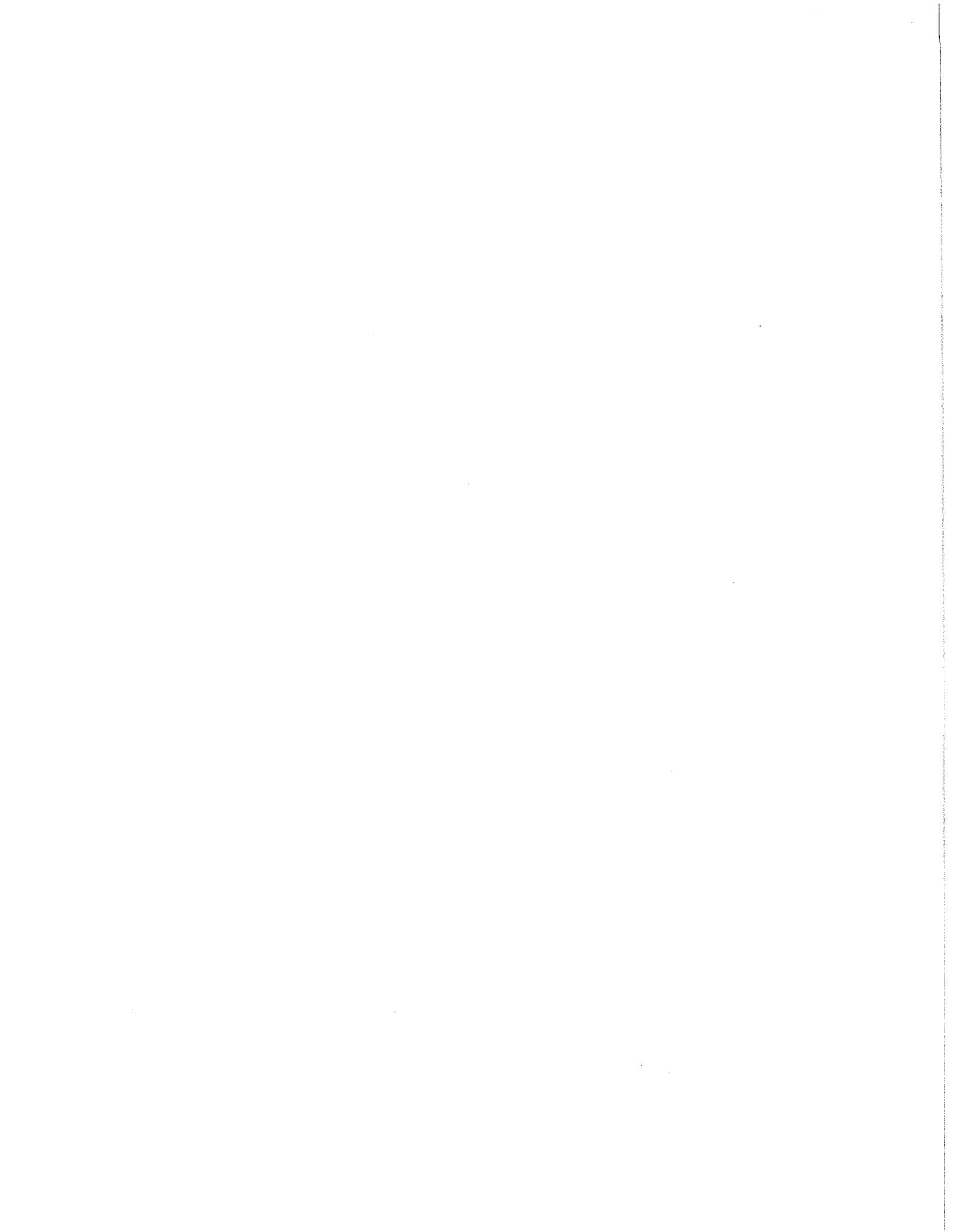




Proposed Layout

- Ease of entry
- Privacy between dispatch, lobby and operations
- Increases functionality
- Improved Energy efficiency





SUMMARY OF MEDICAL MARIJUANA BYLAW

Purpose: In November 2012, MA voters passed a ballot question allowing medical marijuana for patients with certain conditions (63% in favor). The Attorney General (who has to approve all local bylaws) has ruled that municipalities may NOT prohibit medical marijuana facilities, but could adopt a temporary ban to allow time to draft a bylaw to regulate them. Dover adopted such a temporary ban in 2013 that expires in July 2014. The proposed bylaw would regulate the location and operating rules of these facilities. Without a bylaw in place, Dover would be exposed to having a facility in Town without local controls.

State Law and Regulations: MA state regulations for medical marijuana facilities are among the strictest in the country. Only non-profit entities are eligible for licenses, all growing activities must be within a building and there are strict standards regarding backgrounds and financial strength of applicants, security of facilities and medical doctor certification of qualified patients.

State Licensing: The State law sets a maximum of 35 facilities (called "Registered Marijuana Dispensaries" (RMD)) and no more than 5 per county. This number could be expanding in the future based on demand. So far 20 licenses have been awarded.

Major Features of Proposed Bylaw:

Location: RMD's are allowed only in the Business and Medical-Professional Districts and not within 200 feet of a school or day care center.

Permitting: RMD's must have a state license and are allowed only by special permit from the Planning Board, and permits are not transferable without approval of the Planning Board.

Hours of Operation: Maximum of 8 AM to 8 PM Monday-Friday, 8 AM to 5 PM on Saturdays and Sundays.

Size: Limited to a minimum of 2500 and a maximum of 6000 square feet.

Reporting: RMD's must reveal the names of individuals involved in the ownership and management of the facility and provide an annual report on its operations.

Bonding/Abandonment: A bond sufficient to remove all aspects of the RMD in the event it ceases operations.

