

MEETING MINUTES
BOARD OF SELECTMEN
APRIL 16, 2009

At 6:30 p.m., Chair Carol Lisbon called the meeting to order with member Joseph M. Melican present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant. David W. Heinlein was absent this evening.

ATTENDANCE: None.

PRESS: Ben Kossak, D-S Press

Finalize Article Motions

Mrs. Lisbon reminded citizens that the Annual Town Meeting will be held on May 4, 2009 at 7:00 p.m. in the Alan Mudge Auditorium at the regional school campus.

Mr. Ramsay told the Board that there are no substantive changes to the draft article motions since the last meeting. He said that the procedural instructions/language for Articles 3 and 4 will be incorporated into the motions next week. Mr. Ramsay will get Mr. Melican the date that Fire Department personnel would become eligible to enroll in the Town's health insurance if that article passes.

Mrs. Lisbon observed that the motions have been revised to reflect the final dollar amounts for the capital expenditures being requested under Article 5.

It was the sense of the Board that the article motions are satisfactory and near final form.

Award Highway Department Bids:

Catch Basin Cleaning Bid

Street Line Painting Bid

Crack Sealing Bid

Crosswalk Improvement Contract Extension

Mrs. Lisbon was surprised that all three recurring Highway Department low bids are higher than last year's bid awards. She felt that as a matter of practice the Town should go out to bid on most goods and services, whether or not they meet the dollar thresholds, to promote competition, resulting in lowest cost.

Mrs. Lisbon moved to accept the bid from BMC Corporation for catch basin cleaning, from Sealcoating, Inc. for crack filling and from Hi-Way Safety Systems, Inc, for pavement markings at the rates so submitted in a letter dated April 15, 2009 [from Highway Superintendent Craig Hughes], seconded by Mr. Melican; it was unanimously voted.

Mr. Hughes is requesting a third and final extension of the Town's contract with Felix A. Marino Company for FY10 for crosswalk improvements. Mr. Ramsay told Mrs. Lisbon that the work performed would be at the same rates as the original contract. He told Mr. Melican that the simulated brick crosswalks installed to date have held up well over the harsh winter.

Mrs. Lisbon moved to accept the third and final year extension of the contract with the Felix A. Marino Company, Inc., seconded by Mr. Melican; it was unanimously voted.

Other Business:

Waive Radio Tower Building Permit Fee

The Board considered a waiver of the building permit fee for the police communications tower replacement project if that capital budget expenditure is approved at Town Meeting.

Mrs. Lisbon moved to waive the building permit fee, seconded by Mr. Melican; it was unanimously voted.

Mr. Ramsay said that the bid specifications for both the radio tower replacement and Caryl School selective structural repairs projects are currently available, and that there has been a promising show of interest by several reputable contractors to date. The pre-bid conferences/tours were conducted on April 14th by Architect Don Mills, Superintendent of Building Maintenance Karl Warnick and Police Chief Griffin. Bids for both projects will be opened the week before Town Meeting.

Prior Notice – Police Department

In a memorandum to the Board, Chief Griffin is requesting approval of a Prior Notice for vehicle maintenance. He states that this account is in a deficit of \$6,700, not including the needed replacement of a vehicle engine at a cost of \$5,254.

Mr. Melican moved to approve a Prior Notice [in the amount of \$13,000], seconded by Mrs. Lisbon; it was unanimously voted.

Prior Notice – Building Inspector

Building Inspector Tony Calo is requesting approval of a Prior Notice for \$400 to cover travel reimbursements, due in part to the IRS increase from \$0.44 to \$0.50 ½ per mile.

Mrs. Lisbon moved to approve the Prior Notice for \$400, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon said that as Town offices and boards tighten up on expenditures in FY10, the Reserve Fund should only be used for unforeseen expenses.

Appoint Assistant Treasurer-Collector

Board of Selectmen Open Session Meeting Minutes
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Mrs. Pugatch reported to the Board that she, Mr. Ramsay and Treasurer/Collector Gerry Lane interviewed twelve people last week to fill the Assistant Treasurer-Collector vacancy. Of this excellent pool of candidates, the hiring team is recommending David Donaghey, who has a great deal of similar experience in his current position as payroll coordinator for the Norfolk County Sheriff's office. He would be available to start on Monday, May 4th.

Mrs. Lisbon was informed that there is a six- to seven-year education process for treasurers, collectors and their assistants, and Mr. Donaghey has expressed interest in attaining these four certifications as part of a career track in municipal finance.

Mrs. Lisbon moved to accept (with the conditions of reference checks and salary negotiations) David Donaghey as Assistant Treasurer/Collector with the understanding that he will proceed in development with certification, seconded by Mr. Melican; it was unanimously voted.

Approve April 7, 2009 Meeting Minutes

Mrs. Lisbon moved to approve the meeting minutes if April 7, 2009 as submitted, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon said the Board of Selectmen looks forward to seeing many of the townspeople at the upcoming Town Meeting, and that any senior citizens who have difficulty driving at night should contact the Council on Aging to arrange transportation.

Adjournment

At 6:50 p.m., Mrs. Lisbon moved to adjourn, seconded by Mr. Melican; it was unanimously voted.

DOVER BOARD OF SELECTMEN

David W. Heinlein, Clerk