

MEETING MINUTES
BOARD OF SELECTMEN
FEBRUARY 26, 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: Dave Melville & Peter Mitchell, Capital Budget Committee; Dave Stapleton, Warrant Committee

PRESS: Jonathan Cronin, D-S Press

Dave Melville re: Capital Budgets

Mrs. Lisbon welcomed Dave Melville, Chair of the Capital Budget Committee (CBC), member Peter Mitchell, and Dave Stapleton, Warrant Committee representative to the CBC, to this evening's meeting.

Mr. Melville provided a cursory review of the FY10 capital expenditures requested by the various Town departments under Article 5 of the 2009 Annual Town Meeting warrant. The only capital item which the Capital Budget Committee is not recommending is a replacement 10-wheel dump truck with plow for the Highway Department. He told the Board that an analysis of the cost of purchasing a new vehicle versus the cost of subcontracting trucks to do this work will be conducted over the next twelve months.

Mrs. Lisbon pointed out that this particular capital request, approved by the Selectmen for inclusion on the Town Meeting warrant, did not come back to the Board for disposition, and asked that the CBC move the dump truck onto the list of FY11 capital requests. She said that in addition to quantitative aspects, Superintendent of Streets Craig Hughes should also factor qualitative aspects into his needs analysis next summer as he reviews a total year without the truck.

Mr. Melville told Mrs. Lisbon that Police Chief Griffin is requesting \$41,000 for a dispatch console and control station, after being supplemented by \$11,000 in FY09 grant monies. Also, the Chief will apply for an additional \$11,000 grant for this purpose when it becomes available on July 1, 2009.

Mr. Melican commented that as the Selectmen's representative to this year's CBC, it is his opinion that the recommended capital expenditures are justified.

Mr. Melville observed that all involved Town departments have been respectful of the current economic climate in this year's capital budget discussions.

Mrs. Lisbon thanked the members of the Capital Budget Committee for their efforts resulting in this final report, and for successfully keeping the total capital expenditures relatively stable from year to year.

Review & Sign Annual Town Meeting Warrant

Mr. Melican moved to approve and sign the warrant for the Annual Town Meeting on Monday, May 4, 2009 at 7:00 p.m. as presented, seconded by Mrs. Lisbon; it was unanimously voted.

The warrant will be mailed to citizens on March 6, 2009.

Execute Design Services Contract for the Dover Police Department Dispatch Renovation Project

Mrs. Lisbon said that as a result of approval of Article 11 at the May 2008 Annual Town Meeting, a committee consisting of the Police Chief, Town Administrator and Superintendent of Building Maintenance was established last fall to select a designer for the police department dispatch renovation project. Six firms submitted proposals for the committee's consideration, and Mills Whitaker Architects was awarded the project after interviews with three finalists were conducted.

Mr. Ramsay told the Board that the agreement between the Town of Dover and Mills Whitaker Architects for design services contains standard terms with a maximum fee not to exceed \$30,000, the amount appropriated at the last town meeting. A May 15, 2009 completion date is expected.

Mr. Melican moved to accept the Owner-Architect agreement as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Execute Amendment to the Owner-Architect Agreement for Design Services for Caryl School Roofing & Structural Repairs

The Board reviewed the third amendment to the agreement for design services which incorporates the expanded structural repair work at the Caryl School as identified in the renovation study recently prepared by Architect Don Mills. The architect's fee for the increased scope of services is \$10,000. Mr. Ramsay told the Board that this additional structural work is contingent upon approval of \$250,000 at the upcoming town meeting. These monies will be combined with the \$200,000 appropriation from the 2008 Town Meeting to cover the architect's total fees, expanded masonry repairs, hip rafters and framing reinforcement, and other structural components.

Mr. Melican moved to approve the third amendment dated February 18, 2009 for \$10,000, seconded by Mrs. Lisbon; it was unanimously voted.

Other Business:

Appointments

Mrs. Lisbon moved to appoint Andy Thompson to the Open Space Committee for a period of one year, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to appoint Geoffrey Sauter to the Dover Community Center Building Committee effective immediately until the completion of the project, seconded by Mrs. Lisbon; it was unanimously voted.

Both Mr. Thompson and Mr. Sauter recently attended meetings of the committees to which they have been appointed, and the Selectmen thank them for their willingness to serve.

Road Race

Chief Griffin is recommending approval of a road race being sponsored by the Charles River School on April 26, 2009 from 11:30 a.m. to noontime. The school has held similar races several times in the past without incident.

Mr. Melican moved to approve the road race on Sunday, April 26, 2009, by the Charles River School, seconded by Mrs. Lisbon; it was unanimously voted.

Special License

Mr. Melican moved to approve a special license for the Chicatabot Garden Club for an event on April 14, 2009 [from 7:00 – 8:00 p.m.], seconded by Mrs. Lisbon; it was unanimously voted.

Snow & Ice Authorization

In addition to the original budget of \$162,498 and subsequent authorizations totaling \$325,000, Mr. Hughes is requesting \$50,000 for the Snow & Ice budget this evening, mostly for invoices in hand.

Mrs. Lisbon moved to approve an additional \$50,000 for the Snow & Ice budget, seconded by Mr. Melican; it was unanimously voted.

Review of Selectmen's FY10 Operating Budgets

Mrs. Lisbon said that at last evening's Warrant Committee meeting, a review of FY10 revenues/expenses revealed an approximate \$2.1 million shortfall (without use of Free Cash). It was suggested that budgets for vehicle fuel and heating oil be recalculated using lower per gallon prices which more accurately reflect the current pricing for these commodities. Mrs. Lisbon directed Mr. Ramsay to revise relevant Selectmen's FY10 budgets using \$3.50/gallon (in place of the original \$4.00/gallon Warrant Committee guideline) for heating oil and a blended number of \$3.00/gallon for gas and diesel. She also asked him to review all budgets under the Selectmen's jurisdiction for other potential reductions in discretionary spending. The Board will assess these potential reductions in expenditures at its next meeting.

Approve February 5, 2009 Meeting Minutes

Board of Selectmen Open Session Meeting Minutes
February 26, 2009

Mrs. Lisbon moved to approve the minutes of February 5, 2009 as submitted, seconded by Mr. Melican; it was unanimously voted.

Citizens' Comments

Mrs. Lisbon reminded citizens that the Town Caucus is scheduled for March 16, 2009 at 7:30 p.m. A listing of open Town elected official positions can be found on the Town website at www.doverma.org. The Open Hearing sponsored by the Warrant Committee for discussion of the articles on the 2009 Town Meeting Warrant is scheduled for March 23, 2009 at 7:30 p.m. Mr. Melican said that both events are held in the Great Hall at the Town House.

Adjournment

At 7:03 p.m., Mr. Melican moved to adjourn the meeting, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

David W. Heinlein, Clerk