

1 MEETING MINUTES  
2 BOARD OF SELECTMEN  
3 FEBRUARY 28, 2008  
4

5 At 6:30 p.m., Chairman Kathleen W. Weld called the meeting to order with members Carol  
6 Lisbon and David W. Heinlein present. Also present were David W. Ramsay, Town  
7 Administrator, and Greer Pugatch, Administrative Assistant.  
8

9 ATTENDANCE: Gino Carlucci, town planning consultant; Joseph Melican, Warrant  
10 Committee  
11

12 PRESS: Jen Roach, D-S Press  
13

14 **Executive Session**

15 After opening the meeting, at 6:31 p.m. Mrs. Weld asked for a motion to adjourn the open  
16 session and convene in executive session for the purpose of discussing litigation. It was so  
17 moved by Mrs. Lisbon, seconded by Mr. Heinlein. Mrs. Weld polled the Board and by  
18 unanimous roll call vote the Board convened in executive session, to return to open  
19 session.  
20

21 At 6:54 p.m., the Board adjourned the executive session and reconvened in open session.  
22

23 **Planning Board**

24 Mrs. Weld welcomed town planning consultant Gino Carlucci to this evening's meeting to  
25 discuss proposed sidewalk guidelines being developed by the Planning Board. These  
26 standards would guide the Planning Board in its decision-making process with respect to  
27 sidewalk requests.  
28

29 Mr. Carlucci reviewed the draft proposal with the Board, first providing statistics for the  
30 existing sidewalk network which is concentrated primarily in the center of Town, and  
31 traffic counts for those locations. Criteria to be considered in evaluation and prioritization  
32 of potential sidewalk locations would include expansion and linkage of the existing  
33 network, heavily traveled roadways (5000+ vehicles/day) or the safe passage of children or  
34 the elderly. If any of these criteria are met, the Planning Board would then look at  
35 availability of rights-of-way or easements, and geographic factors such as tree removal.  
36 The Planning Board and Board of Selectmen would share information about sidewalk  
37 proposals being placed on the Town Meeting warrant. Within timeframes outlined in the  
38 guidelines, a sidewalk proposal with sketch and other specified information must be  
39 submitted to the Planning Board, a public hearing would be scheduled within 30 days of  
40 receipt with advertisement and abutter notification, and comments would be solicited from  
41 relevant Town departments prior to the hearing to be considered by the Planning Board in  
42 its deliberative process. The Planning Board would issue a recommendation regarding the  
43 proposed sidewalk within 30 days after the hearing or prior to the Town Meeting at which  
44 the sidewalk would be considered.  
45

46 Mr. Carlucci asked the Board of Selectmen for its opinion on making the sidewalk  
47 guidelines a Town policy versus a Town bylaw. It was the sense of the Board that the  
48 guidelines should be a Town policy. Mr. Carlucci agreed, adding that it would be easier to  
49 make revisions, if necessary.  
50

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1 Mrs. Weld commented that it seemed logical for sidewalk requests to fall under the  
2 purview of the Planning Board. Mr. Carlucci told Mr. Heinlein that if these guidelines  
3 were implemented, the Planning Board would have primary jurisdiction over all sidewalks,  
4 not just those on scenic roadways.  
5

6 Mrs. Lisbon strongly urged that the Town Engineer review and give advice on any  
7 sidewalk proposals submitted to the Planning Board, and that both he and the Highway  
8 Department work with citizens to develop accurate cost estimates to be presented for Town  
9 Meeting vote. Mr. Heinlein agreed with the requirement that the sidewalk proponent  
10 should bear all costs related to the public hearing.  
11

12 Mrs. Weld asked Mr. Carlucci to convey the Selectmen's comments this evening to  
13 the Planning Board, and said that the Board will forward any additional comments  
14 in the near future.  
15

16 **Review & Sign Annual Town Meeting Warrant**

17 Mrs. Lisbon moved to accept the warrant for the Annual Town Meeting as submitted,  
18 seconded by Mr. Heinlein; it was unanimously voted.  
19

20 The Board signed the warrant, which will be mailed to residents on March 7, 2008.  
21

22 **Dover Community Center Building Committee Update**

23 Mrs. Weld reported that members of the Dover Community Center Building Committee  
24 (DCCBC) and its subcommittees recently made visits to community centers with gyms  
25 and/or large gathering spaces.  
26

27 Mr. Heinlein observed that the next joint meeting of the DCCBC, its subcommittees and  
28 the Board of Selectmen will take place on March 25, 2008, at which time these committees  
29 will presents their findings, and discuss preliminary options and scenarios for the Caryl  
30 School site for further development. The Board thanked all of the volunteers on this  
31 project for their thoughtful and comprehensive work to date.  
32

33 Mrs. Lisbon suggested that a member of each subcommittee join the DCCBC in order to  
34 share with the building committee the expertise that has been developed by the sub-  
35 committee over the past several months.  
36

37 Mr. Ramsay announced that the Caryl School repair project has gone out to bid, with  
38 selection of a roofing company expected to occur in March.  
39

40 **Other Business:**

41 **Prior Notice – Police Department**

42 **Prior Notice & Reserve Fund Transfer - Animal Control**

43 The Board reviewed a memorandum from Police Chief Joseph Griffin requesting approval  
44 of a Prior Notice for additional monies to cover police sick pay due to unanticipated sick  
45 and injured-on-duty leave in FY08. Mr. Heinlein noted that this request was already  
46 discussed at the Warrant Committee's last meeting.  
47

48 Mrs. Lisbon moved to approve Prior Notices for \$10,920 for police sick compensation and  
49 \$1,500 for Dog Control, seconded by Mr. Heinlein; it was unanimously voted.  
50

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1 Mrs. Weld said that the monies being requested for the Animal Control budget are for  
2 maintenance to the recently donated Needham ACO vehicle.

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4 Mrs. Lisbon moved to approve a \$1,500 Reserve Fund Transfer for Dog Control, seconded  
5 by Mr. Heinlein; it was unanimously voted.

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7 **Snow & Ice Authorization**

8 Superintendent of Streets Craig Hughes is requesting an additional \$50,000 for the Snow &  
9 Ice budget to cover outstanding materials invoices.

10  
11 Mrs. Lisbon moved to approve an additional \$50,000 for the Snow & Ice budget, seconded  
12 by Mr. Heinlein; it was unanimously voted.

13  
14 **Surplus Computer Equipment**

15 IT/Website Coordinator Bill Clark has prepared a list of computer-related equipment that  
16 he is requesting the Board deem surplus so that he that he may dispose of it. Mrs. Lisbon  
17 added that these are computers from Town House offices that have been recently replaced.

18  
19 Mrs. Lisbon moved to approve disposal of these items [on the list], seconded by Mr.  
20 Heinlein; it was unanimously voted.

21  
22 **Approve February 14, 2008 Open & Executive Session Meeting Minutes**

23 Mr. Heinlein moved to approve the open session minutes of February 14, 2008 as  
24 presented, seconded by Mrs. Weld; it was affirmatively voted with Mrs. Lisbon abstaining.

25  
26 Mr. Heinlein moved to approve the executive session minutes of February 14, 2008,  
27 seconded by Mrs. Weld; it was affirmatively voted with Mrs. Lisbon abstaining.

28  
29 **Citizens' Comments**

30 Mrs. Weld told Joseph Melican that the Board wants to determine if there will be any  
31 ballot questions at its March 13, 2008 meeting. Mr. Melican responded that after the  
32 Warrant Committee meets with the schools during the next two weeks, they should have a  
33 better sense of where the Town stands fiscally.

34  
35 **Adjournment**

36 At 7:31 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mr. Heinlein; it was  
37 unanimously voted.

38  
39 DOVER BOARD OF SELECTMEN

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41  
42 \_\_\_\_\_  
43 Carol Lisbon, Clerk