MEETING MINUTES
BOARD OF SELECTMEN
JANUARY 17, 2008

At 6:34 p.m., Chairman Kathleen W. Weld called the meeting to order with members Carol Lisbon and David W. Heinlein present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant.

ATTENDANCE: Jack Savage & Tom Dixon, American Legion Post 209; State Representative Lida Harkins & Aide Susan Welby; Joseph Melican, Warrant Committee

PRESS: Amy Reay, D-S Press

Jack Savage, American Legion Post 209

Mrs. Weld welcomed Commander Jack Savage and Chief Financial Officer Tom Dixon of American Legion Post 209 to this evening’s meeting. She explained that the committees working on the community center project are factoring long range planning as well as housing of community and government activities into their research and development efforts. As part of their fact finding, they would like information on the history, usages and users of the American Legion.

Commander Savage told the Board that his organization’s mission is to provide services to veterans, their families and the community. They host a number of community events such as the Memorial Day cookout and the senior holiday dinner, and sponsor education scholarships, sports teams, cadet training, etc. Members attend committals as needed. Commander Savage said there are approximately 100 members belonging to the Dover post, all of whom must have served in active military duty in order to qualify for membership.

Mr. Dixon added that there are also over 100 booster members who are nominated by a full member and supported by three other members. They assist with the post's charitable activities. All members pay annual dues, over half of which go to the state to provide services to veterans and their widows. Most members of Post 209 are Dover residents, but veterans are directed to this location from area towns as other posts close due to overall declining membership in recent years.
Mr. Dixon said that the Town-owned land on which the American Legion building is situated was deeded to that organization in 1954 and finalized in 1956. Currently, the upper lounge is under a five-year lease for private dance classes. This revenue supplements dues received by the decreasing membership to cover the costs to operate the building.

The Board of Selectmen thanked Commander Savage and Mr. Dixon for coming in for this helpful and informative discussion.

Review FY09 Operating Budgets: 135, 176, 710 & 751

Mrs. Weld commented that the Warrant Committee approved the Town Accountant budget last night conditional upon approval of same by the Board of Selectmen.

Mrs. Lisbon moved to approve Budget No. 135 Town Accountant in the amount of $144,893, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 176 Board of Appeals in the amount of $4,375, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon said that the $10,000 refunding bond accounts for the slight increase in the Maturing Debt Principal budget. The advanced refunding was authorized by the Board last spring.

Mrs. Lisbon moved to approve Budget No. 710 Maturing Debt Principal in the amount of $1,165,401, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 751 Maturing Debt Interest in the amount of $642,991, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon observed that the Board has kept discretionary increases low in its FY09 budgets.

Ambulance Accounts Receivable Write-Offs

Mrs. Weld reminded the Board that ComStar described Dover's 90%+ collection rate on ambulance receivables as excellent last spring. As a housekeeping detail, Treasurer/Collector Karen Jelloe is asking the Board to write off all uncollectible accounts (19 accounts from 2002 through June 2006). Mr. Ramsay assured Mr. Heinlein that ComStar has completed the collection process, exhausting all efforts on the delinquent accounts before the Board this evening.

Mrs. Lisbon moved to write off in aged accounts receivables $9,194.13, seconded by Mr. Heinlein; it was unanimously voted.

Review Current List of Warrant Articles

The Board reviewed and discussed the preliminary list of warrant articles for the Annual Town Meeting.
Mrs. Lisbon asked Mr. Ramsay to ensure that the scope of services for the Protective Agencies dispatch reconfiguration study includes energy conservation. Mr. Ramsay said that above a certain threshold, state law requires that energy saving measures must be taken.

The Open Space Committee will request monies to revise the Open Space & Recreation Plan. Mrs. Lisbon said that the Long Range Planning Committee (LRPC) has been working with the Conservation Commission and the Open Space Committee this fall on forestry management policies. The LRPC will request that forestry management policies be included in the updated plan.


Ben Arthur's Way Article Sponsorship

Mr. Ramsay spoke of the Superintendent of Streets' recommendation that the Board sponsors a warrant article to accept Ben Arthur's Way as a public way, instead of it being brought to Town Meeting as a citizens' petition. He said the as-built plans are in place, but the acceptance plans have not yet been submitted to the Planning Board for approval.

Mr. Heinlein agreed to sponsor this article, emphasizing the importance of ensuring that all steps in the acceptance process are completed prior to Town Meeting. He said that a benefit of accepting streets as public ways is the increase in Dover's allotment of Chapter 90 (Mass. Highway) state aid.

Mrs. Lisbon moved to put [acceptance of Ben Arthur's Way as a public way] on the warrant and to do so as a consistent policy unless there is a reason not to, seconded by Mr. Heinlein; it was unanimously voted.

Dover Community Center Building Committee Update

Mrs. Weld reported that John O'Keefe has been working on a program about the community center project, including an extensive interview with Dover Community Center Building Committee Co-Chairman Ford Spalding, which will be aired on cable t.v. in the near future.

Mr. Ramsay updated the Board on the revised scope of services for stabilization of the Caryl School building. Architect Don Mills has prepared specifications for this work, which originally included both roofing and exterior masonry repairs. Upon closer inspection, the architect has determined that the roofing work necessary to reduce further water damage and deterioration has expanded substantially, although not all areas of the roof will be replaced. The architect is recommending that the article money designated be spent on roof repairs as opposed to masonry. Mr. Ramsay said the recently installed gutters and downspouts should diminish further deterioration of the masonry, and that work can be postponed. At the Selectmen's request, Mr. Ramsay will revisit the question of cost to fix the masonry problems.
Mr. Heinlein said that the extent of roofing repairs is greater than originally anticipated, but he is confident in the expert's informed opinion that this work is necessary and a priority. He said the Caryl School must be preserved until the DCCBC and its subcommittees determine what to do with it.

Mr. Ramsay advised that the figures for this work supplied by the architect are best estimates. The actual costs will be finalized after the bidding process is completed in February, with spring construction anticipated.

At Mr. Heinlein's suggestion, the Board will forward a request to the Capital Budget Committee for $50,000 to replenish the Caryl School maintenance fund. Mrs. Lisbon said that the total for FY09 capital budget requests is within the range of recent experience.

Other Business:

Award Tree Pruning & Removal Bids
Superintendent of Streets Craig Hughes has asked the Board to award the bids for tree pruning and removal services to the lowest bidder, Royer Tree, Inc. Mr. Ramsay told Mr. Heinlein that Royer's bid numbers fall within the professional services total in the Care of Trees budget, and work will be completed by the end of April.

Mrs. Lisbon moved to approve Royer Tree, Inc. for tree pruning services of $13,850 and tree removal services of $5,985 for the spring of 2008, seconded by Mr. Heinlein; it was unanimously voted.

Inclusion of Norfolk Registry of Deeds in the Dover Town Report
The Board reviewed a request by the Norfolk Registry of Deeds for inclusion in the Dover Town Report. The Registry's report would include statistics pertinent to the Town's real estate activity, news about the Registry and its latest initiatives. After some discussion, the Board decided that it would allow a limited report with some information specific to Dover to be published. Mr. Heinlein will edit this submission if the Registry agrees to allow the Board full editorial license.

State Representative Lida Harkins
State Representative Lida Harkins stopped by the Selectmen’s meeting after finishing office hours with her local constituents in the lower level of the Town House. She briefly updated the Board on areas of special concern related to the state budget, particularly her push to get each community up to a 17.5% base for Chapter 70 monies as opposed to directing those monies toward additional programming in these tough fiscal times. Representative Harkins asked the Board to contact her with any other areas of special concern.

Mrs. Weld thanked Representative Harkins on behalf of the Board of Selectmen for her service and representation of the Town of Dover over the years.
Snow & Ice Authorization
Mrs. Lisbon moved to approve an additional $75,000 [for the Snow & Ice budget], seconded by Mr. Heinlein; it was unanimously voted.

Approve January 3, 2008 Meeting Minutes
Mrs. Lisbon moved to approve the minutes of January 3, 2008 as submitted, seconded by Mr. Heinlein; it was unanimously voted.

Citizens’ Comments
Joseph Melican told the Board that the Warrant Committee is on track in the budget review process with about 65% of department budgets reviewed to date.

Mrs. Weld said she received positive feedback from Town service providers at the annual MMA meeting and trade show about how well managed the Town of Dover is. She thanked everyone, from employees to the Board of Selectmen, the Warrant Committee and all of the volunteers, for their contributions.

Mrs. Weld announced that the Board of Selectmen and Town Moderator have agreed to start Town Meeting one-half hour earlier this year (7:00 p.m.) in order to draw more participants and complete Town Meeting business in one evening.

Mr. Heinlein publicly thanked Town Accountant Juli Colpoys, saying she is an outstanding employee who manages the Town’s finances very well while working with various agencies to satisfy all statutory requirements during the year. He said both the free cash presentation Ms. Colpoys and Mr. Ramsay made to the Warrant Committee last night, and Mr. Ramsay’s thoughtfully prepared FY09 department budgets, are examples of why the Town runs as well as it does.

Mrs. Lisbon updated the Board on the status of the Superintendent of Schools search. Of the four candidates interviewed, the school committees have named Christine Tyrie and Valarie Spriggs as the finalists.

Adjournment
At 7:56 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Carol Lisbon, Clerk