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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.

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3Mr. Dixon said that the Town-owned land on which the American Legion building
4is situated was deeded to that organization in 1954 and finalized in 1956.
5Currently, the upper lounge is under a five-year lease for private dance classes.
6This revenue supplements dues received by the decreasing membership to cover the
7costs to operate the building.

8

9The Board of Selectmen thanked Commander Savage and Mr. Dixon for coming in
10for this helpful and informative discussion.

11

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

13Mrs. Weld commented that the Warrant Committee approved the Town Accountant
14budget last night conditional upon approval of same by the Board of Selectmen.

15

16Mrs. Lisbon moved to approve Budget No. **135 Town Accountant** in the amount
17of \$144,893, seconded by Mr. Heinlein; it was unanimously voted.

18

19Mrs. Lisbon moved to approve Budget No. **176 Board of Appeals** in the amount of
20\$4,375, seconded by Mr. Heinlein; it was unanimously voted.

21

22Mrs. Lisbon said that the \$10,000 refunding bond accounts for the slight increase in
23the Maturing Debt Principal budget. The advanced refunding was authorized by the
24Board last spring.

25

26Mrs. Lisbon moved to approve Budget No. **710 Maturing Debt Principal** in the
27amount of \$1,165,401, seconded by Mr. Heinlein; it was unanimously voted.

28

29Mrs. Lisbon moved to approve Budget No. **751 Maturing Debt Interest** in the
30amount of \$642, 991, seconded by Mr. Heinlein; it was unanimously voted.

31

32Mrs. Lisbon observed that the Board has kept discretionary increases low in its
33FY09 budgets.

34

35 **Ambulance Accounts Receivable Write-Offs**

36Mrs. Weld reminded the Board that ComStar described Dover's 90%+ collection
37rate on ambulance receivables as excellent last spring. As a housekeeping detail,
38Treasurer/Collector Karen Jelloe is asking the Board to write off all uncollectible
39accounts (19 accounts from 2002 through June 2006). Mr. Ramsay assured Mr.
40Heinlein that ComStar has completed the collection process, exhausting all efforts
41on the delinquent accounts before the Board this evening.

42

43Mrs. Lisbon moved to write off in aged accounts receivables \$9,194.13, seconded
44by Mr. Heinlein; it was unanimously voted.

45

46 **Review Current List of Warrant Articles**

47The Board reviewed and discussed the preliminary list of warrant articles for the
482008 Annual Town Meeting.

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2Mrs. Lisbon asked Mr. Ramsay to ensure that the scope of services for the
3Protective Agencies dispatch reconfiguration study includes energy conservation.

4Mr. Ramsay said that above a certain threshold, state law requires that energy
5saving measures must be taken.

6

7The Open Space Committee will request monies to revise the Open Space &
8Recreation Plan. Mrs. Lisbon said that the Long Range Planning Committee
9(LRPC) has been working with the Conservation Commission and the Open Space
10Committee this fall on forestry management policies. The LRPC will request that
11forestry management policies be included in the updated plan.

12

13The Town Meeting warrant closes on January 25, 2008.

14

15**Ben Arthur's Way Article Sponsorship**

16Mr. Ramsay spoke of the Superintendent of Streets' recommendation that the Board
17sponsors a warrant article to accept Ben Arthur's Way as a public way, instead of it
18being brought to Town Meeting as a citizens' petition. He said the as-built plans
19are in place, but the acceptance plans have not yet been submitted to the Planning
20Board for approval.

21

22Mr. Heinlein agreed to sponsor this article, emphasizing the importance of ensuring
23that all steps in the acceptance process are completed prior to Town Meeting. He
24said that a benefit of accepting streets as public ways is the increase in Dover's
25allotment of Chapter 90 (Mass. Highway) state aid.

26

27Mrs. Lisbon moved to put [acceptance of Ben Arthur's Way as a public way] on the
28warrant and to do so as a consistent policy unless there is a reason not to, seconded
29by Mr. Heinlein; it was unanimously voted.

30

31**Dover Community Center Building Committee Update**

32Mrs. Weld reported that John O'Keefe has been working on a program about the
33community center project, including an extensive interview with Dover
34Community Center Building Committee Co-Chairman Ford Spalding, which will
35be aired on cable t.v. in the near future.

36

37Mr. Ramsay updated the Board on the revised scope of services for stabilization of
38the Caryl School building. Architect Don Mills has prepared specifications for this
39work, which originally included both roofing and exterior masonry repairs. Upon
40closer inspection, the architect has determined that the roofing work necessary to
41reduce further water damage and deterioration has expanded substantially, although
42not all areas of the roof will be replaced. The architect is recommending that the
43article money designated be spent on roof repairs as opposed to masonry. Mr.
44Ramsay said the recently installed gutters and downspouts should diminish further
45deterioration of the masonry, and that work can be postponed. At the Selectmen's
46request, Mr. Ramsay will revisit the question of cost to fix the masonry problems.

1

2Mr. Heinlein said that the extent of roofing repairs is greater than originally
3anticipated, but he is confident in the expert's informed opinion that this work is
4necessary and a priority. He said the Caryl School must be preserved until the
5DCCBC and its subcommittees determine what to do with it.

6

7Mr. Ramsay advised that the figures for this work supplied by the architect are best
8estimates. The actual costs will be finalized after the bidding process is completed
9in February, with spring construction anticipated.

10

11At Mr. Heinlein's suggestion, the Board will forward a request to the Capital
12Budget Committee for \$50,000 to replenish the Caryl School maintenance fund.
13Mrs. Lisbon said that the total for FY09 capital budget requests is within the range
14of recent experience.

15

16Other Business:

17Award Tree Pruning & Removal Bids

18Superintendent of Streets Craig Hughes has asked the Board to award the bids for
19tree pruning and removal services to the lowest bidder, Royer Tree, Inc. Mr.
20Ramsay told Mr. Heinlein that Royer's bid numbers fall within the professional
21services total in the Care of Trees budget, and work will be completed by the end of
22April.

23

24Mrs. Lisbon moved to approve Royer Tree, Inc. for tree pruning services of
25\$13,850 and tree removal services of \$5,985 for the spring of 2008, seconded by
26Mr. Heinlein; it was unanimously voted.

27

28Inclusion of Norfolk Registry of Deeds in the Dover Town Report

29The Board reviewed a request by the Norfolk Registry of Deeds for inclusion in the
30Dover Town Report. The Registry's report would include statistics pertinent to the
31Town's real estate activity, news about the Registry and its latest initiatives. After
32some discussion, the Board decided that it would allow a limited report with some
33information specific to Dover to be published. Mr. Heinlein will edit this
34submission if the Registry agrees to allow the Board full editorial license.

35

36State Representative Lida Harkins

37State Representative Lida Harkins stopped by the Selectmen's meeting after
38finishing office hours with her local constituents in the lower level of the Town
39House. She briefly updated the Board on areas of special concern related to the
40state budget, particularly her push to get each community up to a 17.5% base for
41Chapter 70 monies as opposed to directing those monies toward additional
42programming in these tough fiscal times. Representative Harkins asked the Board
43to contact her with any other areas of special concern.

44

45Mrs. Weld thanked Representative Harkins on behalf of the Board of Selectmen for
46her service and representation of the Town of Dover over the years.

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2Snow & Ice Authorization

3Mrs. Lisbon moved to approve an additional \$75,000 [for the Snow & Ice budget],

4seconded by Mr. Heinlein; it was unanimously voted.

5

6Approve January 3, 2008 Meeting Minutes

7Mrs. Lisbon moved to approve the minutes of January 3, 2008 as submitted,

8seconded by Mr. Heinlein; it was unanimously voted.

9

10Citizens' Comments

11Joseph Melican told the Board that the Warrant Committee is on track in the budget

12review process with about 65% of department budgets reviewed to date.

13

14Mrs. Weld said she received positive feedback from Town service providers at the

15annual MMA meeting and trade show about how well managed the Town of Dover

16is. She thanked everyone, from employees to the Board of Selectmen, the Warrant

17Committee and all of the volunteers, for their contributions.

18

19Mrs. Weld announced that the Board of Selectmen and Town Moderator have

20agreed to start Town Meeting one-half hour earlier this year (7:00 p.m.) in order to

21draw more participants and complete Town Meeting business in one evening.

22

23Mr. Heinlein publicly thanked Town Accountant Juli Colpoys, saying she is an

24outstanding employee who manages the Town's finances very well while working

25with various agencies to satisfy all statutory requirements during the year. He said

26both the free cash presentation Ms. Colpoys and Mr. Ramsay made to the Warrant

27Committee last night, and Mr. Ramsay's thoughtfully prepared FY09 department

28budgets, are examples of why the Town runs as well as it does.

29

30Mrs. Lisbon updated the Board on the status of the Superintendent of Schools

31search. Of the four candidates interviewed, the school committees have named

32Christine Tyrie and Valarie Spriggs as the finalists.

33

34Adjournment

35At 7:56 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mr.

36Heinlein; it was unanimously voted.

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38DOVER BOARD OF SELECTMEN

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43Carol Lisbon, Clerk

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