

MEETING MINUTES  
BOARD OF SELECTMEN  
JANUARY 3, 2008

At 6:32 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: Gary Savignano, Rights of Way Manager, Verizon; Joseph Griffin, Police Chief; Robyn Hunter, Joseph Melican & Dave Stapleton, Warrant Committee

PRESS: Sean McGee, D-S Press

**Grant of Location Pole Petition Hearing**

Mrs. Weld opened the public hearing to consider a joint petition by Verizon New England and NSTAR Electric Company to locate pole set no. 14/13-1X at 12 Centre Street on the easterly side 40'+/- southerly from the driveway at that location. Abutters were notified of this hearing via mail on December 11, 2007.

Gary Savignano, Rights of Way Manager for Verizon, told the Board that the purpose of this new pole set is to provide telephone and electric service to 12 Centre Street. A copy of the petition plan was provided to the Board for review. Mr. Savignano said that the quantity and layout of poles in Dover are mostly adequate, and new poles are needed infrequently.

Mr. Ramsay said that Superintendent of Streets Craig Hughes is recommending approval of this proposal.

Mrs. Lisbon moved to approve Verizon's request for a new pole at 12 Centre Street, seconded by Mr. Heinlein; it was unanimously voted.

**Police Chief Joseph Griffin re: FY09 Operating Budgets: 201 & 292**

Chief Griffin went over his December 12, 2007 memorandum to the Board of Selectmen, which highlights changes in the FY09 Police Budget 201. Increases are primarily for personnel-related costs which will be adjusted upon completion of negotiations with the Dover Police Association for a successor agreement; inflation

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of the base pay rate due to a split pay increase in FY08 per the collective bargaining agreement, from which the FY09 rates were calculated; annual step increases; and overtime for extra duty as well as enhanced officer training and participation in regional policing activities.

Chief Griffin said that costs for Swift Reach 911 are reduced by \$1,000 in FY09 now that the service has been installed. Dover students from the Dover-Sherborn Regional and Chickering Schools will be added to that system at no additional cost once the school administration figures out how to convert the existing information databanks. He told Mrs. Lisbon that once the system has been tested, he will work on adding cell phone numbers to the system.

The Chief responded to Mr. Heinlein's inquiry about the overtime amount requested being less than the historical performance in FY06 and FY07, saying that there were substantial officer injuries requiring extra coverage during those fiscal years.

Mrs. Lisbon moved to approve Budget No. **201 Police Department** in the amount of \$1,576,982, seconded by Mr. Heinlein; it was unanimously voted.

Chief Griffin is requesting increases in the Animal Control budget to cover the ACO's 3.2% salary increase per the guidelines, regular maintenance for the new animal control vehicle and a \$2,100 increase to switch to the Medfield Animal Shelter for the care and treatment of stray animals. The shelter is non-profit, and would provide housing and veterinary services for any number of animals brought in from Dover for a fixed monthly fee.

Mrs. Lisbon moved to approve Budget No. **292 Animal Control** in the amount of \$23,995, seconded by Mr. Heinlein; it was unanimously voted.

#### **Mutual Aid Agreements with Contiguous Communities**

Chief Griffin asked the Board to approve mutual aid agreements between the police departments in Dover and six contiguous communities comparable to the agreement the Town has with the Wellesley Police Department. This arrangement allows officers to have powers of arrest in each other's jurisdictions.

Mrs. Weld moved to approve the mutual aid agreements between the Town of Dover and Needham, Walpole, Westwood, Medfield, Sherborn and Natick, seconded by Mrs. Lisbon; it was unanimously voted.

#### **Review FY09 Operating Budgets: 122, 155, 241, 422, 541, 691 & 759**

Mrs. Lisbon moved to approve Budget No. **122 Selectmen** in the amount of \$243,419, seconded by Mr. Heinlein; it was unanimously voted.

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Mr. Ramsay explained he is requesting more monies in the Data Processing budget for in-house GIS training (\$4,000) and to put computers on a regular four-year replacement schedule to minimize disruptions and data loss.

Mrs. Lisbon moved to approve Budget No. **155 Data Processing** in the amount of \$92,416, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Ramsay told the Board that the cost to increase the Deputy Building Inspector's hourly pay rate above the recommended salary guidelines is less than \$1,000 per year. That position is not on the personnel classification plan since it is only 8 hours per week.

Mrs. Lisbon moved to approve Budget No. **241 Building Inspector** in the amount of \$79,514, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **422 Highway Maintenance** in the amount of \$549,077, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Weld noted that the Council on Aging is requesting an additional 2 hours per week for the outreach worker and an increase in the food line item.

Mrs. Lisbon moved to approve Budget No. **541 Council on Aging** in the amount of \$80,778, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **691 Historical Commission** in the amount of \$1,484, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Ramsay suggested reducing the bank charges budget by no more than \$1,000 due to the recent change in the Town's banking relationships.

Mrs. Lisbon moved to approve Budget No. **759 Bank Charges** in the amount of \$9,000, seconded by Mr. Heinlein; it was unanimously voted.

#### **Dover Community Center Building Committee Update**

The DCCBC and subcommittees are continuing with their work in this research phase of the project.

#### **Review Ambulance Rates & Accounts Receivable Write-Offs**

Mr. Ramsay did not recommend increasing the ambulance billing rates since Dover's rates are currently at 110% of the Medicare allowed amounts.

Mrs. Lisbon moved to approve the rate schedule specified in the [Comstar] letter of December 1, 2007, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Heinlein observed that the aged ambulance accounts receivables list requires clarification before a decision can be made. The Board requested an amended

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aged accounts receivable list with information similar to previous lists, along with a new cover memo consistent with that information.

**Warrant Committee Budget Review Calendar**

The Board discussed upcoming dates for the Warrant Committee's budget review.

**Mileage Reimbursement Rate**

Mrs. Weld noted that the IRS increased the mileage reimbursement rate from 40.5 cents to 50.5 cents per mile on January 1, 2008. Mr. Ramsay told the Board that the cost of adopting this increase for Dover is minimal.

Mrs. Lisbon moved to recommend an increase in the mileage reimbursement rate to 50.5 cents per mile as of January 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

**Election Warrant**

Mrs. Lisbon moved to approve the warrant for the presidential primary as presented, seconded by Mr. Heinlein; it was unanimously voted.

**Other Business:**

**Snow & Ice Authorization**

Mrs. Weld said that a balance of \$67 remains in the Snow & Ice budget, and that with outstanding payroll and invoices totaling \$66,431 and anticipated invoices of \$31,503, that budget needs to be replenished.

Mrs. Lisbon moved to approve for Snow & Ice an additional budget of \$125,000, seconded by Mr. Heinlein; it was unanimously voted.

**Review Draft Town Report**

The 2007 report for the Board of Selectmen will be submitted to the Town Report Committee with the amendments made by the Board this evening.

**MIIA Nominations/Voting Delegate**

Mrs. Weld agreed to act as Dover's voting delegate for both the MMA annual business meeting and the MIIA elections on January 12, 2008 in Boston.

**Caryl Management Advisory Committee**

Visits to other community centers by members of the DCCBC, its subcommittees and the Caryl Management Advisory Committee (CMAC) will be scheduled in the near future. As CMAC's liaison, Mr. Heinlein will arrange a meeting of that group to choose communities to visit and to begin formulating questions related to management and operations models used at other community centers.

On a separate note, Mr. Heinlein thanked Cable T.V. Advisor Bob DeFusco for the tremendous job he has done articulating to citizens the Town's position related to its negotiations with Verizon for a cable franchise license.

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**Approve December 13, 2007 Meeting Minutes**

Mrs. Lisbon moved to approve the minutes of December 13, 2007 as presented, seconded by Mrs. Weld; it was affirmatively voted with Mr. Heinlein abstaining.

**Adjournment**

At 7:55 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Carol Lisbon, Clerk