

MEETING MINUTES
BOARD OF SELECTMEN
JULY 10, 2008

At 6:33 p.m., Chair Carol Lisbon called the meeting to order with members David W. Heinlein and Joseph Melican present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant.

ATTENDANCE: No attendees

PRESS: Amy Reay, D-S Press

Appointments

The following appointments for a period of one year effective July 1, 2008 were made by Mrs. Lisbon, seconded by Mr. Melican, and unanimously voted:

Anderson & Kreiger was appointed as Town Counsel.

Craig Hughes was appointed as Superintendent of Streets and Right-to-Know Coordinator.

Joseph Griffin was appointed as Chief of Communications.

Bob Homer was appointed as Groundwater Bylaw Enforcement Agent and Town Engineer.

Tony Calo was appointed as Inspector of Buildings & Zoning Enforcement Officer, and Inspector of Elevators.

Walter Avallone was appointed as Deputy Inspector of Buildings.

Daniel McIntyre was appointed as Inspector of Wiring.

Kevin Malloy, Gerald Graham and William Rowean were appointed as Deputy Inspectors of Wiring.

John Gilbert was appointed as Measurer of Wood & Bark.

Jeffrey Farrell, Gary Rowley, Aaron Mick and Todd Wilcox were appointed as Police Sergeants.

Joseph Concannon, Nicole Bratcher, Warren Eagles, Steven Hagan, Edward Meau, Richard Collamore, Colin Wise, Ryan Menice, Christopher VanHandorf, Douglas Comman and Jonathan Cash were appointed as Police Officers.

Patrick Murphy, David Chaisson, Robert Clouse, Harold Grabert and Thomas Harrison were appointed as Special Patrolmen.

Sandra Hicks was appointed as Police Department Matron.

Bill Herd was appointed as Veterans' Grave Officer.

John Logan, Jr. was appointed as Director of Veterans' Services.

Jeffrey Carter was appointed as Deputy Water Operator.

Linda Holiner, Jeffrey Seaman and Donna Simek were appointed to the Website Advisory Committee.

Mrs. Lisbon said that Bob DeFusco continues to negotiate with Verizon for a cable franchise license agreement the Board of Selectmen can approve.

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Mrs. Lisbon moved to appoint Bob DeFusco as the Cable T.V. Advisor for a period of one year effective July 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to appoint Jack London as Deputy Director of Emergency Management and Arthur Adams as Director of Emergency Management for a period of two years effective July 1, 2008, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon thanked Kenneth Dinisco for serving on the Historical Commission.

Mrs. Lisbon moved to appoint Thomas Johnson to the Historical Commission for a period of three years effective July 1, 2008, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon thanked Rosemary Comiskey for thirteen years of service as Energy Coordinator. In this role, Mrs. Comiskey provided assistance to Dover's citizens and families for fuel and other areas of need using funds from South Middlesex Opportunity Council and from contributions by area churches and organizations to the Town's Fuel Assistance Gift Account. Donations to this gift fund via the Selectmen's office are welcome and appreciated at any time. Mrs. Lisbon has spoken with Erika Lert, who has agreed to serve in Mrs. Comiskey's stead.

Mrs. Lisbon moved to appoint Erika Lert as Town Energy Coordinator, seconded by Mr. Melican; it was unanimously voted.

Audit Engagement Letter

Mr. Ramsay recommended engaging Melanson & Heath for Dover's annual audit as that firm has provided satisfactory services in past years. He observed that the total cost of services is approximately \$1,000 more than last year due to increasing internal audit requirements and internal controls testing.

Mrs. Lisbon moved to approve Melanson & Heath as the auditors for fiscal year 2009, seconded by Mr. Melican; it was unanimously voted.

Appoint P.T. Administrative Assistant – Board of Selectmen/Town Administrator

The Board reviewed the application for the candidate being recommended for the 15-hour per week support position in the Selectmen's office.

Mr. Melican moved to appoint Patricia Tuccero as Part-time Administrative Assistant to the Board of Selectmen/Town Administrator, seconded by Mrs. Lisbon; it was unanimously voted.

Award Town House Doors Replacement Bid

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Mr. Ramsay reminded the Board that the Town did not receive any bids in June for the project involving replacement of two exterior doors at the Town House. Three bids were received during a re-bidding process, and Mr. Ramsay recommended the low bidder at \$36,720 as responsible and responsive. He asked the Board to approve a Prior Notice for \$13,406 to cover the difference between article monies appropriated at the May 2007 Town Meeting, and the total cost of this project. He told Mrs. Lisbon that the new doors will be energy efficient.

Mr. Heinlein moved to accept the bid from M. Spinelli & Sons, seconded by Mr. Melican; it was unanimously voted.

Dedham Street Traffic Petition

The Board reviewed a petition from residents of Park Avenue, Oakley Road and Dedham Street regarding pedestrian safety in the crosswalks on Dedham Street near Caryl Park. As a result of an informal meeting with Chief Griffin, this group would like the Board to authorize the Police Chief, the Town Engineer and the Superintendent of Streets to meet with them to explore various options to improve safety in that area. Mr. Ramsay said the Park & Recreation Department will be consulted as appropriate. Mr. Melican suggested also distributing a flyer to people using Caryl Park cautioning them about traffic in that area.

It was the sense of the Board to approve a traffic survey as requested by the residents. Mrs. Lisbon thanked them for bringing the issue to the Board's attention.

Other Business:

Prior Notice – Building Maintenance

Mr. Heinlein moved to approve the Prior Notice for the Building Maintenance Department in the amount of \$13,406 [for replacement of the two exterior doors at the Town House], seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon said it is unclear at this time whether the difference will be paid out of the Building Maintenance budget or a Reserve Fund Transfer.

Reserve Fund Transfer – Police

The salary side of the Police Department budget is overdrawn due to higher than anticipated sick and injured leave compensation in FY08.

Mr. Melican moved to accept the Reserve Fund Transfer for police salaries in the amount of \$7,852, seconded by Mr. Heinlein; it was unanimously voted.

On behalf of the Board, Mrs. Lisbon thanked the Town managers, staff and volunteers for good budget management this year which resulted in \$83,000 in unspent Reserve Fund monies being returned to the Town.

Cycle for Haylee Benefit Bicycle Tour

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The Selectmen reviewed a memorandum from Police Chief Griffin notifying them that the Cycle for Haylee bicycle tour will pass through Dover on the morning of October 4, 2008. There have been no issues associated with this cystic fibrosis fundraiser during the past ten years.

Mr. Heinlein moved to approve the use of the Dover roads for Cycle for Haylee on October 4, 2008, seconded by Mr. Melican; it was unanimously voted.

Special License

Mr. Heinlein moved to approve a special license for the Friends of the Dover Library for wine only on October 16, 2008 from 7:00 – 9:00 p.m., seconded by Mr. Melican; it was unanimously voted.

Approve June 12, 2008 Meeting Minutes

Mr. Heinlein moved to approve the meeting minutes of June 12, 2008 as presented, seconded by Mr. Melican; it was unanimously voted.

Adjournment

At 6:57 p.m., Mr. Melican moved to adjourn the meeting, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

David W. Heinlein, Clerk