

MEETING MINUTES
BOARD OF SELECTMEN
JUNE 12, 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: Robyn Hunter, Warrant Committee

PRESS: Dave Benoit, D-S Press

Appointments

Mrs. Lisbon began the two- to three-month process of appointing volunteers to open positions on boards and committees under the jurisdiction of the Board of Selectmen. She encouraged citizens who are interested in getting involved to fill out and submit the volunteer form at the front of the Town Report, or to contact the Selectmen or their office [508-785-0032 ext. 221] to express their interest.

Mrs. Lisbon moved to appoint Mr. Melican as a member of the Capital Budget Committee for a period of one year effective July 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Heinlein will continue to serve as the Selectmen's liaison to the Caryl Management Advisory Committee in FY09.

Mr. Heinlein moved to appoint Tim Holiner and John Sullivan to the Conservation Commission for a period of three years effective July 1, 2008, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein will continue to serve as the Selectmen's liaison to the Dover Housing Partnership (DHP) in FY09. The Board thanked Mickey Sullivan, who has resigned from the DHP, for her years of service on that board.

Mrs. Lisbon moved to appoint Mr. Melican to the Finance Committee on Roads for a period of one year effective July 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon moved to appoint Mr. Heinlein to the Long Range Planning Committee for a period of one year effective July 1, 2008, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon will serve as the Selectmen's liaison to the Open Space Committee in FY09.

Caryl School License Agreement Renewals (4)

Mr. Ramsay told the Board that the four main tenants at the Caryl School have agreed to the 5% increase in rent starting July 1, 2008. Those annual license agreements have been prepared for execution.

Mrs. Lisbon observed that the Town will receive over \$40,000 in revenues in FY09 from three of the tenants, and the fourth tenant will cover approximately \$86,000 in costs associated with operating the Caryl School building.

Mr. Heinlein moved to approve the license agreement between the Town of Dover and the Dover-Sherborn Regional School District-Community Education dated June 12, 2008, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to approve the license agreement between the Town of Dover and Precious Beginnings Preschool dated June 12, 2008, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to approve the license agreement between the Town of Dover and Parent Talk, Inc. dated June 12, 2008, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to approve the license agreement between the Town of Dover and Erin's School of Dance dated June 12, 2008, seconded by Mr. Melican; it was unanimously voted.

Dover Community Center Building Committee Update

Mrs. Lisbon reported that the Dover Community Center Building Committee (DCCBC) met last night for a tour of the Caryl School. DCCBC Chairman Ford Spalding will give an update on that committee's activities at the Selectmen's next meeting on June 26, 2008.

Board's Fall, Winter & Spring Meeting Schedule

The Board of Selectmen added meeting dates to its calendar through next spring [see monthly meeting calendar on Town website for specific dates].

Execute Dover Police Association Contract

Mrs. Lisbon said that the Dover Police Association contract effective July 1, 2008 through June 30, 2011 is ready for execution this evening.

Mr. Heinlein gave a brief summary of contract negotiations, stating that the Town was well represented by himself, Mr. Ramsay and Police Chief Griffin with the assistance of labor counsel. The Dover Police Association (DPA) chose to represent itself with Officer Ed Meau in the lead role advocating on the DPA's behalf. Mr. Heinlein is confident that the

terms of the contract are fair to both the Town and the DPA, and will keep the Dover officers' benefits aligned with surrounding communities.

Mrs. Lisbon thanked Mr. Heinlein and Mr. Ramsay as well as Officer Meau and the other esteemed police officers for serving the Town so well.

Mr. Heinlein moved to approve the agreement between the Town of Dover and the Massachusetts Coalition of Police on behalf of the Dover Police Association for the period of July 1, 2008 through June 30, 2011, seconded by Mr. Melican; it was unanimously voted.

Approve MIIA Property, Liability & Workers' Compensation Renewals

Mr. Ramsay reminded the Board that it is time for the annual renewal of all insurance coverages endorsed by the Town over the past several years. The addition of the EMT IOD policy is the only change in insurance in the past year. Mr. Ramsay told Mr. Heinlein that the premium for the new VFIS policy has been pro-rated to cover the full fiscal year.

Mr. Heinlein moved to approve the schedule for MIIA property and casualty coverages as reflected on the documents before [the Board of Selectmen], seconded by Mr. Melican; it was unanimously voted.

Other Business:

Award Catch Basin Cleaning Bid

Mrs. Lisbon commented that this year's increase in the low bid total for catch basin cleaning is a reflection of the impact of the energy situation.

Mr. Ramsay told the Board that while BMC Corporation was the sole bidder for the catch basin cleaning contract this year, its unit price of \$12.82 per basin is lower than the \$14.95 per basin price of the vendor awarded the contract for the same service through the MAPC Metrowest Consortium.

Mr. Heinlein moved to award the catch basin cleaning bid for FY09 to BMC Corporation of Pinehurst, MA, seconded by Mr. Melican; it was unanimously voted.

Award Bituminous Concrete Bid

Mr. Ramsay said that of the four bids submitted for this contract, two vendors were disqualified for using pricing formulas which do not conform to the bid specifications and a third vendor was disqualified for not meeting performance specifications (no asphalt plant on site). He is recommending that the Board award the bid to the fourth bidder contingent upon good reference checks.

Mr. Heinlein moved to award the bituminous concrete type 1 contract for FY09 to Berlin Stone Company subject to satisfactory completion of reference checks, seconded by Mr. Melican; it was unanimously voted.

Award Brush Grinding Bid

Mr. Ramsay explained that this is a Metrowest region consortium bid as part of pre-hazardous mitigation planning for industrial brush grinding and disposal in the event of a serious natural disaster with widespread debris. He told Mr. Heinlein that the Town would determine if and when these services were needed.

Mr. Heinlein moved to award the brush grinding to J.M. Cook Company, Inc. of Upton for FY09, seconded by Mr. Melican; it was unanimously voted.

Extend Street Line Painting, Crack Sealing & Guardrail Installation Contracts

The Board considered extension of the consortium contracts for pavement markings, asphalt fiber crack sealing and guardrail work for another year. There would be no increase in costs for any of these services.

Mr. Heinlein moved to approve the Metrowest regional services consortium bid awards as described in the document dated June 6, 2008 for FY09, seconded by Mr. Melican; it was unanimously voted.

Extend Street Imprint/Crosswalks Contract

Mrs. Lisbon said that this contract extension would cover maintenance and repairs of the Town's existing crosswalks. There are no plans to put in additional crosswalks at this time.

Mr. Heinlein moved to extend the contract for crosswalk improvements for FY2009 with Felix A. Marino Company, Inc., seconded by Mr. Melican; it was unanimously voted.

Reserve Fund Transfer – Town Garage

Mr. Heinlein moved to approve a request for a transfer from the Reserve Fund for the Town Garage in the amount of \$4,325.00 [for heating oil], seconded by Mr. Melican; it was unanimously voted.

Reserve Fund Transfer – Maturing Debt Principal

Mr. Ramsay told the Board that the Reserve Fund Transfer request for the Maturing Debt Principal budget is due to the advanced refunding authorized by the Selectmen which changed the debt service schedule. Savings in the Maturing Debt Interest budget resulted in higher Maturing Debt Principal payments which were not budgeted for.

Board of Selectmen's Open Session Meeting Minutes
June 12, 2008

Mr. Heinlein moved to authorize a request for transfer from the Reserve Fund for Maturing Debt Principal account in the amount of \$13,750.00 contingent upon there being sufficient monies in the Reserve Fund at the close of the fiscal year to cover this obligation, seconded by Mr. Melican; it was unanimously voted.

Approve May 15, 2008 Open & Executive Session Meeting Minutes

Approve May 27, 2008 Meeting Minutes

Mr. Heinlein moved to approve the meeting minutes of the Board of Selectmen of May 15, 2008 as presented, seconded by Mrs. Lisbon; it was affirmatively voted with Mr. Melican abstaining.

Mr. Heinlein moved to approve the executive session meeting minutes of the Board of Selectmen of May 15, 2008 as presented, seconded by Mrs. Lisbon; it was affirmatively voted with Mr. Melican abstaining.

Mr. Heinlein moved to approve the meeting minutes of the Board of Selectmen of May 27, 2008 as presented, seconded by Mr. Melican; it was unanimously voted.

Adjournment

Mrs. Lisbon asked for a motion to adjourn the open session and convene in executive session for the purpose of discussing litigation. It was so moved by Mr. Heinlein, seconded by Mr. Melican. Mrs. Lisbon polled the Board and by unanimous roll call vote convened in executive session. No further open session business was to be taken up.

DOVER BOARD OF SELECTMEN

David W. Heinlein, Clerk