

**MEETING MINUTES  
BOARD OF SELECTMEN  
JUNE 6, 2007**

At 7:59 a.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: Carol Gregory, Dover Community Center Building Committee; Joseph Melican, Warrant Committee

PRESS: Amy Reay, D-S Press

Appointments

The following appointments for a period of one year commencing July 1, 2007 were moved by Mrs. Weld, seconded by Mrs. Lisbon, and unanimously voted:

Bob DeFusco was appointed as Cable T.V. Advisor.

Jay Hughes was appointed as Forest Warden.

Paul Tedesco was appointed as Hazardous Waste Coordinator.

John Gilbert was appointed as Measurer of Wood & Bark.

Robert Purdy was appointed to the Norfolk County Advisory Board.

Jane Brace, James Fleming, Catherine White and Justine Kent-Uritam were appointed to the Open Space Committee.

Rosemary Comiskey was appointed as Town Energy Coordinator.

The following appointments for a period of one year commencing July 1, 2007 were moved by Mrs. Lisbon, seconded by Mr. Heinlein, and unanimously voted:

John Sugden, Pete Sherman and Ford Spalding were appointed to the Board of Fire Engineers. Charles Helliwell, Jr. and Tobe Deutschmann were appointed as Fence Viewers.

Mrs. Weld moved to appoint Peg Crowley as Deputy Director of Emergency Management for a period of two years commencing July 1, 2007, seconded by Mrs. Lisbon; it was unanimously voted.

The following appointments for a period of three years commencing July 1, 2007 were moved by Mrs. Weld, seconded by Mrs. Lisbon, and unanimously voted:

Elaine Corbo was appointed to the Council on Aging.

Meg Landy was appointed to the Dover Cultural Council.

Lauren Doherty was appointed to the Town Report Committee.

The following appointments for a period of three years commencing July 1, 2007 were moved by Mrs. Lisbon, seconded by Mr. Heinlein, and unanimously voted:

Peter McGlynn, Edward Dennison and William Schulz were appointed as full members of the Conservation Commission.

Becky Gladstone and Kerry O'Brien were appointed to the Recycling Committee.

Mrs. Weld moved to appoint Dana White, Linda Holiner and Ford Spalding to the Dover Community Center Building Committee for an open term for the duration of the project, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon has spoken with members of the Mosquito Control Committee, which was established in 1991. She was informed that presently any activities related to mosquito control are managed by the Board of Health and the Norfolk County Mosquito Control Project.

Therefore, at this time Mrs. Lisbon moved to disband the Mosquito Control Committee, seconded by Mr. Heinlein; it was unanimously voted.

#### Dover Community Center Building Committee Update

Mrs. Weld thanked Carol Gregory, Co-Chairman of the Dover Community Center Building Committee (DCCBC) for coming to this morning's meeting to discuss the direction of the DCCBC going forward as well as the addition of several subcommittees. Mrs. Weld also thanked Mrs. Lisbon for her efforts in developing amendments to the original DCCBC charge which incorporate future goals and subcommittees to be established to further investigate specific areas related to this project.

Discussion ensued regarding the scope of duties and composition (including liaisons from other Town boards and committees) of each of the subcommittees, as follows: an alternative site committee (residential conversion, and other Town-owned property including Whiting Road, the Town House and the library); a public-private partnership committee; a gym (physical activities) needs committee; and a community space (educational, cultural and social activities) needs committee. Emphasis was placed on the importance of communication and coordination of information gathered and feedback between subcommittees, with the DCCBC, the Warrant Committee, citizens and the Board of Selectmen. The Board will develop charges for each of these subcommittees.

The DCCBC charge will be amended to increase the total DCCBC membership to up to nine. The DCCBC and subcommittees will meet with the Board to review new project briefs, ensuring consensus on the process and expectations. Additional public forums by the DCCBC and subcommittees to present interim findings and gather feedback from citizens will be scheduled. Subcommittees will issue final reports which detail their findings, support their recommendations and present the pros/cons of alternatives. The DCCBC will not enter into additional design activities with an architect until these reports have been considered and presented to the Selectmen. At that time, decisions will be made by the DCCBC and the Board of Selectmen on how to proceed based on these recommendations.

Tailored packets including a new Selectmen's brief will be prepared for all new members of the DCCBC and subcommittees, to be distributed upon appointment. Members will also be referred to other sources of information (e.g., past Caryl School studies) which are available.

The DCCBC will meet on June 15, 2007 at 8:00 a.m. to open the requests for proposals for architectural and engineering services for repair work on the Caryl School building.

#### Review Caryl Management Advisory Committee Charge

Mrs. Weld spoke of amending the charge of the Caryl Management Advisory Committee (CMAC) to include researching other models for management and operations of community centers. CMAC would be charged with considering these scenarios to develop day-to-day operations, financial and management policies for a community center. CMAC would issue a final report to the Board on best practices, recommendations and pros/cons of different approaches to these areas. Mrs. Gregory noted there would be overlap between CMAC and the gym and community space subcommittees in the area of revenue-generating programs and potential tenants. Mrs. Lisbon said that the subcommittees would provide this information to CMAC which would use this input and their own research to make specific organizational and financial recommendations to the Board.

Composition of this reconstituted committee was also discussed. The amended charge for CMAC will be formalized at the next Selectmen's meeting.

#### Caryl School License Agreement Renewals (2)

Mr. Ramsay said that the license agreements for the four tenants renting space at the Caryl School are due for renewal at the end of June. He provided the Board with a spreadsheet of the rental history of the current tenants as requested by Mrs. Lisbon. Tenants are charged \$1 per month per square foot as per the Caryl Management Advisory Committee's recommendation.

Mrs. Lisbon suggested a 5% increase in rent, justified by the fact that there has not been an increase during the last 4 -5 years, and that the Town will spend \$350,000 on repair work to the building this year in addition to past lesser repair expenditures. The other Board members agreed and directed Mr. Ramsay to renegotiate the FY08 license agreements with the tenants with this modest rate increase.

#### Ambulance Accounts Receivable Write-Offs

Mr. Ramsay reminded the Board that, at the Warrant Committee's suggestion, for the last several years the Selectmen review and write off aged uncollectible ambulance receivables in December as a housekeeping measure.

This did not occur in FY06 when Mr. Heinlein asked that the Board consider doing more than the standard collection procedure for delinquent accounts. Mr. Heinlein said that at a subsequent meeting with the ComStar representative, it became apparent that Dover's collection rates are very good, and only a very small return could be realized if further collection activities were instituted.

Mrs. Lisbon asked if the Board should further pursue these monies owed to the Town to parallel the extent of measures taken by other Town departments. After discussion by the Board, it was decided that the possibility of using other processes for collection will be revisited in the future.

Mrs. Weld moved to write off the amount of \$22,005.93 back through June 30, 2005, seconded by Mrs. Lisbon; it was unanimously voted.

#### Website Advisory Committee

Mrs. Lisbon said that information on the Town website [www.doverma.org] is not always up-to-date or consistent, and that the website could be used to build community by including a community-wide calendar of events. She added that event information is not centralized, with several Town departments, e.g., library, Park & Recreation Department, the schools, maintaining separate websites.

The Board agreed that the Website Advisory Committee should be re-established to consider potential changes such as vision for future uses, staffing, technology, etc. Mrs. Weld said that the Town Clerk, the Town Administrator and the Website/IT Coordinator along with three citizens served on the original committee. An amended charge will be prepared for the next Board meeting, and interested citizens are encouraged to contact the Selectmen.

#### Summer Hours

Mrs. Weld asked the other Boards members to consider continuing the past practice of permitting full-time Town House employees to leave at 1:00 p.m. on Fridays, and make up those hours Mondays through Thursdays, during the summer as has been past practice.

Mrs. Lisbon moved to institute summer hours [June 29, 2007 - Labor Day], seconded by Mr. Heinlein; it was unanimously voted.

#### Other Business:

##### Proposed Change in One Day License Requirement

At the last Board meeting, Police Chief Joseph Griffin asked the Board to consider changing to the liquor license policy to require a one day license for all events at which alcohol is not only sold, but also those events at which it is served.

Mrs. Lisbon moved to change the requirement permanently, seconded by Mr. Heinlein; it was unanimously voted.

#### Tour de Natick

The Natick Rotary Club is sponsoring its fourth annual Tour de Natick bike ride fundraiser on June 17, 2007. A portion of the route runs through Dover.

Mrs. Lisbon moved to authorize the Tour de Natick to go through Dover on June 17, 2007, seconded by Mr. Heinlein; it was unanimously voted.

#### Prior Notices - Highway Department (2)

Mr. Ramsay told the Board that Superintendent of Streets Craig Hughes is requesting approval of two Prior Notices to replenish the Highway Maintenance budget for monies spent repaving various streets and police details for same.

Mrs. Lisbon moved to approve Prior Notices of \$3,916.84 and \$4,000.00 for Highway Maintenance, seconded by Mr. Heinlein; it was unanimously voted.

#### Reserve Fund Transfer - Building Maintenance Department

Mrs. Weld said that a Prior Notice of \$7,500 was previously approved by the Board for rug replacement and related mold remediation work at the Town library.

Mrs. Lisbon moved to approve a Reserve Fund Transfer request for this work, seconded by Mr. Heinlein; it was unanimously voted.

#### Approve May 22, 2007 Meeting Minutes

Mrs. Lisbon moved to approve the minutes of May 22, 2007 as amended, seconded by Mrs. Weld; it was affirmatively voted with Mr. Heinlein abstaining.

#### Adjournment

At 9:36 a.m., Mrs. Weld asked for a motion to adjourn the open session and convene in executive session for the purpose of discussing collective bargaining. It was so moved by Mrs. Lisbon, seconded by Mr. Heinlein. Mrs. Weld 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

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Carol Lisbon, Clerk