

**MEETING MINUTES  
BOARD OF SELECTMEN  
MAY 22, 2007**

At 6:30 p.m., Clerk Kathleen W. Weld called the meeting to order with member Carol Lisbon present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant. Chairman David W. Heinlein was absent from this evening's meeting.

ATTENDANCE: Police Chief Joseph G. Griffin; Robert Clouse & family; Thomas Harrison & family; Joseph Melican, Warrant Committee

PRESS: Amy Reay, D-S Press; Kyle Alspach, Boston Globe West

Reorganization of the Board

As part of the reorganization of the Board that is customary each May following the Town Election, Mrs. Weld opened the floor for nominations for Chairman of the Board of Selectmen.

Mrs. Lisbon moved to nominate Kathy Weld, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Weld moved to appoint Carol Lisbon as Clerk of the Board, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Weld thanked Mr. Heinlein, who has been re-elected to a second term on the Board of Selectmen, for a wonderful job as Chairman this past year.

Police Chief Joseph Griffin re: Appointment of Special Police Officers

Mrs. Weld welcomed Police Chief Joseph Griffin and two candidates for the position of Special Police Officer to the meeting. Chief Griffin told the Board that currently there is one special officer vacancy to be filled; however, he is recommending increasing the total number of special officers appointed from four to five due to attrition rates. The fifth officer would be added to weekend rotations with no additional expenditure. Chief Griffin said that employing special officers affords him the opportunity to look at these individuals to see if they would be a good fit for the community on a full-time permanent basis and vice versa.

A short biography of both candidates being recommended was provided to the Board. Chief Griffin said that Robert Clouse has worked at the Dover Police Department as a Northeastern University coop student twice, and has demonstrated excellent computer research skills when assisting in police investigations. Chief Griffin is also recommending Thomas Harrison, who is a graduate of Westfield State College with a Criminal Justice degree. He has worked as a special officer for the towns of Nantucket and Scituate.

Mrs. Lisbon moved to appoint Robert Clouse and Thomas Harrison as special officers for the Police Department, seconded by Mrs. Weld; it was unanimously voted.

School Safety Activities

Chief Griffin told the Board that there has been a heightened concern about school violence in

light of the recent tragedies at the Sudbury public schools and Virginia Tech. The Chief will be meeting with the Dover-Sherborn School Committee this evening to speak about safety strategies he and Superintendent Perry Davis have developed in case of an incident. Chief Griffin attended a school law enforcement forum for police chiefs and school administrators sponsored by MetroLEC in January 2007. In February 2007, all Dover police officers were sent to an active shooters refresher course so that in the event of an act of school violence, the officers could be timely deployed without waiting for an area SWAT team's arrival. Chief Griffin and Dr. Davis will also attend a team school violence training program in Wisconsin in June 2007.

Chief Griffin told Mrs. Lisbon that while Dover's schools do not hold school violence response drills, he and Dr. Davis review the schools' emergency plans annually. They will meet with the school faculty this fall for a discussion of these plans, various role assignments and ways to identify potential problems.

#### Proposed Change in One Day License Requirement

Chief Griffin explained to the Board that under MGL Chapter 138, any organization or vendor selling alcoholic beverages at an event must apply to the local licensing authority for a one-day license. He said that some other communities have interpreted dispensing of alcohol to mean not only selling, but also serving, requiring one-day licenses for both. Chief Griffin is proposing instituting a similar practice in Dover in order to allow more local control over functions where alcohol is being consumed.

The Board will consider this proposal and vote on it at the June 6, 2007 meeting.

#### Special Licenses (3)

Chief Griffin has spoken with all three groups requesting the special licenses before the Board this evening. He recommended that the Board issue these licenses without any stipulations.

Mrs. Lisbon moved to approve a special license for Pepper's Fine Foods [at Elm Bank] for tomorrow evening, May 23, 2007, from 6:00 - 11:00 p.m., seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve a special license for October 12, 2007 [from 6:00 - 11:00 p.m. at Elm Bank] for Riverside Community Care, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve a special license for the Dover Historical Society for Sunday, June 3, 2007 [from 2:00 - 4:00 p.m. at the Caryl House], seconded by Mrs. Weld; it was unanimously voted.

#### Reserve Fund Transfer - Animal Control Department

In addition to the approved \$1,500 acquisition price of the used animal control vehicle purchased from the Town of Needham, Chief Griffin is requesting additional monies to cover the cost of repairs by the Town mechanic to the vehicle.

Mrs. Lisbon moved to approve a request for a transfer from the Reserve Fund for \$2,300 for the Animal Control Department, seconded by Mrs. Weld; it was unanimously voted.

#### Cable Franchise License Hearing

Mrs. Lisbon moved to continue the cable license hearing to June 21, 2007 at 7:00 p.m. [at Verizon's request], seconded by Mrs. Weld; it was unanimously voted.

Mr. Ramsay conveyed Cable T.V. Advisor Bob DeFusco's request to the Selectmen that they go on record in opposition to Verizon's proposed legislation, which would strip towns of their local cable licensing powers.

Mrs. Lisbon moved that the Dover Board of Selectmen support the MMA Telecommunications Franchising Task Force and approve sending the suggested letter to our government officials (state senator and representative), seconded by Mrs. Weld; it was unanimously voted.

#### Board's Summer Meeting Schedule

The Board added meeting dates to its calendar through September 2007 (see Monthly Calendar on the Town website).

#### Dover Community Center Building & Fundraising Committee Updates

Mrs. Weld said that with the passage of Article 11 at Town Meeting, there is now funding for roofing and structural repairs to the Caryl School building to stabilize it. The Board of Selectmen, in collaboration with the Dover Community Center Building Committee (DCCBC), will commence the designer selection procedure in accordance with state guidelines to hire an architect to oversee the repair work.

Mrs. Lisbon moved to approve the procedure as outlined in this [designer selection] document, seconded by Mrs. Weld; it was unanimously voted.

Mr. Ramsay told the Board that substantial completion of this project should be accomplished by October 15, 2007.

Mrs. Weld further reported that with the passage of Article 12, there is also funding for design services for the Caryl School site. The Board will now begin a lengthy process of first revisiting some areas related to this project, such as alternative sites (e.g., residential conversion), public-private partnerships at the Caryl School site, usage of the Whiting Road space, and gymnasium and great room concept analyses. Mrs. Weld said the Board will establish subcommittees to work on these areas, and will expand the DCCBC from seven to nine members. Mrs. Lisbon added that the gym and great room subcommittees will be interfacing with a management and operations committee to be established. The management and operations committee would report directly to the Board of Selectmen on these issues as well as making recommendations on financial and user aspects of the building. Mrs. Lisbon will serve as liaison to a library subcommittee on long range library space needs, and Mr. Ramsay will give input on usage of Town House space.

The Board would also like to meet with Warrant Committee members in the near future to continue to involve them in this process going forward, and may invite them to appoint liaisons to some of these subcommittees. Mrs. Lisbon transmitted a request to the Selectmen from the Library Trustees to appoint one of its members to the DCCBC. The Board of Selectmen will

discuss amending its charge to the DCCBC at its June 6, 2007 meeting to incorporate some of these suggested changes.

The Dover Community Center Fundraising Committee was deactivated, but not disbanded, at this time.

#### Update on Cingular's Annual Cell Tower Lease

A settlement in the cell tower litigation should be reached in the near future. The Board will not take any action on Cingular's lease payments pending the finalization of this settlement.

#### Appoint Heavy Equipment Operator/Groundskeeper

Mr. Ramsay said the interviewers for the open position in the Highway Department are recommending Andrew Wills, a well-rounded candidate in all required areas.

Mrs. Lisbon moved to appoint Andrew Wills as a Heavy Equipment Operator/Groundskeeper for the Highway Department contingent upon requisite checks, seconded by Mrs. Weld; it was unanimously voted.

#### Appointments

Mrs. Weld spoke of the importance of annual appointments of citizens made by the Board of Selectmen to various Town boards and committees. The Selectmen recognize and appreciate the efforts of volunteers who contribute their time and expertise in serving the Town of Dover. The Selectmen encourage any interested citizens who would like to participate on Town boards and committees to contact them. Board assignments for volunteer searches were made at this time.

Mrs. Weld moved to appoint Kenneth Dinisco to fill a vacancy created by a resignation on the Dover Historical Commission, commencing immediately and expiring June 30, 2008, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Weld moved to appoint Jane Moore and Charlotte Surgenor to three years terms on the Historical Commission commencing July 1, 2007, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Weld thanked Betty Brady for her service on the Tree Committee, and described her as one of Dover's "unsung heroes" who spends countless hours planting and tending flowers and shrubs around town.

#### Advanced Refunding

Mrs. Weld announced that the Board has the opportunity to take advantage of the Town's Aaa bond rating and get advanced refunding of the 1999 and 2001 borrowings for a savings of approximately \$100,000 over the next 14 years. The Board reviewed a certificate of vote to be executed.

Mrs. Lisbon moved to approve the refunding as written in the document dated May 22, 2007, seconded by Mrs. Weld; it was unanimously voted.

#### GASB 45 Actuarial Valuation Services

Mr. Ramsay told the Board that under the new GASB 45 regulations, there is a requirement for municipalities to identify actuarial benefit exposure valuation for retirees on an annual basis. Treasurer-Collector Karen Jelloe has solicited quotes to perform this work by September 2007 from several actuaries, and recommends using the low bidder, Segal Company.

Mrs. Lisbon moved to approve the low quote from Segal Company in the amount of \$8,000, seconded by Mrs. Weld; it was unanimously voted.

#### Other Business:

##### Chapter 90 Contract and Project Authorizations (2)

The Board reviewed a Chapter 90 project request from Superintendent of Streets Craig Hughes for \$253,000 for a paving project on Hartford Street from the Medfield to Westwood town lines, and also on Pine Street from the Medfield town line to Centre Street. Mrs. Lisbon noted that during the Finance Committee on Roads meeting this week, Mr. Hughes reported that with increased Chapter 90 funds he will be able to do more roadwork than originally planned this year.

Mrs. Lisbon moved to approve this project request, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to authorize execution of the standard [Chapter 90] contract, seconded by Mrs. Weld; it was unanimously voted.

##### Prior Notice - Law Budget

Mr. Ramsay has made a conservative projection of legal fees from April through the end of the fiscal year, including expenses related to the cell tower litigation, and is asking for an additional \$25,000 for the law budget.

Mrs. Lisbon moved to approve a Prior Notice, seconded by Mrs. Weld; it was unanimously voted.

##### Reserve Fund Transfer - Building Department

Building Inspector Tony Calo is seeking reimbursement for travel expenses. The Board approved a Prior Notice for these monies last month.

Mrs. Lisbon moved to approve a \$521 request for a transfer from the Reserve Fund for the Building Inspector, Department 241, seconded by Mrs. Weld; it was unanimously voted.

##### Approve April 26, 2007 Open & Executive Session Meeting Minutes

Mrs. Lisbon moved to approve the executive session minutes of April 26, 2007 as presented, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve the open session minutes of April 26, 2007 as submitted, seconded by Mrs. Weld; it was unanimously voted.

Citizens' Comments

Mrs. Lisbon thanked all of the citizens who attended the Annual Town Meeting on Monday and Tuesday nights. Mrs. Weld also thanked those who came to the Town Election.

Adjournment

At 8:01 p.m., Mrs. Weld asked for a motion to adjourn the meeting. It was so moved by Mrs. Lisbon, seconded by Mrs. Weld; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Carol Lisbon, Clerk