

MEETING MINUTES
BOARD OF SELECTMEN
MAY 1, 2008

Chairman Kathleen W. Weld called the meeting to order following the Moderator's meeting at 7:00 p.m. with members Carol Lisbon and David W. Heinlein present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant.

ATTENDANCE: Joseph Melican, Warrant Committee

PRESS: David Golann, D-S Press

Request by Cemetery Commissioners for Chickering Trust Funds

The Board of Selectmen has received a letter from the Cemetery Commissioners requesting monies from the George Chickering Cemetery and Park Trust Fund to cover the costs of a beautification project at the Highland Cemetery. Information regarding the specific plans, which include new plantings, installation of a flagpole and stump grinding, was reviewed by the Board.

Mrs. Weld said that it has been several years since Chickering trust funds have been used due to a moratorium on expenditures imposed by the Selectmen following some large outlays for various Town projects. Mrs. Lisbon commented that this trust fund earned \$9064 of interest last year.

Mrs. Lisbon moved to approve \$15,500 from the George Chickering Cemetery and Park Fund for beautification of the Highland Cemetery, seconded by Mr. Heinlein; it was unanimously voted.

Cable Franchise License Hearing

Mrs. Weld informed the other Board members that Cable T.V. Advisor Bob DeFusco has requested an extension on the cable franchise license hearing as negotiations with Verizon's attorney move forward. She asked for a motion to continue the hearing to June 26, 2008 at 7:00 p.m.

It was so moved by Mrs. Lisbon, seconded by Mr. Heinlein; it was unanimously voted.

Performance Appraisals

Mr. Ramsay asked the Board to approve commencement of the annual performance appraisals, using the same process and forms as in previous years.

Mrs. Lisbon moved to authorize David Ramsay to perform performance appraisals, seconded by Mr. Heinlein; it was unanimously voted.

Conservation Restriction

Mr. Ramsay told the Board that non-substantive changes will be made by Town Counsel in consultation with the grantor's attorney to the conservation restriction document before the Board this evening for approval.

Mrs. Weld thanked Thomas and Virginia Dabney for this generous grant which would conserve approximately 15 acres located at 173 Centre Street in Dover by conveyance of its preservation to the Dover Land Conservation Trust. The property would be retained in perpetuity in its natural, scenic, agricultural and open space condition.

Mrs. Lisbon moved to accept the deed of conservation restriction at 173 Centre Street subject to final approval by Town Counsel, seconded by Mr. Heinlein; it was unanimously voted.

Gas Inspector Revolving Account

The Board reviewed a memo from Building Inspector Tony Calo requesting an increase in the gas inspector's revolving fund from \$5,100 to \$5,800 based on the average of fees paid in the last three quarters. The gas inspector is paid the fee collected for each gas permit minus the Town's \$10 share.

Mrs. Lisbon moved to increase the gas revolving account to \$5,800 for fiscal year 2008, seconded by Mr. Heinlein; it was unanimously voted.

Dover Community Center Building Committee (DCCBC) Update

Mr. Ramsay updated the Board on stabilization efforts being made at the Caryl School. He has directed the contractor to replace the entire roof at that site as authorized by the Board. He said that no additional deterioration beyond that anticipated was found in the area of the link roof. Both he and Mrs. Weld thanked Karl Warnick, Superintendent of Building Maintenance, for the terrific job he has been doing with daily oversight of the contractor and the quality of the work, which should be completed shortly.

Mrs. Lisbon reported that the DCCBC met on April 23rd with the Gym/Physical Activities subcommittee to discuss that group's findings in more detail. The gym committee said that it would make sense to locate a gym with a community center or, in the alternative, as a stand-alone in conjunction with playing fields. They recommended a gym about the size of that at the middle school, with a divider and bleachers, and flexible (not dedicated) spaces for aerobics, dance, etc. It was estimated that 10 - 15% of the funding for a gym could be met with donations. The subcommittee will meet with the Park & Recreation Commissioners in early June to talk about programming and fundraising.

Mrs. Lisbon emphasized the importance of the Park & Recreation Department, Council on Aging and Library developing programmatic needs in order to determine space requirements. She added that revenues from programs would contribute toward operating, not capital, expenses. Mrs. Weld shared ideas generated during her recent meeting with COA Director Janet Claypoole and COA member/DCCBC liaison Jane Hemstreet to discuss that group's needs.

Mrs. Weld and Mrs. Lisbon encouraged implementation of some of these programs now in vacant spaces available at the Caryl School.

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Mrs. Weld said that the Great Room subcommittee also met recently, and concluded that a large room with character would be sufficient to meet the Town's needs. She encouraged citizens to share their ideas and opinions with the Selectmen/DCCBC as this expanded committee process continues.

Other Business:

Special License

A special license has been requested for the HRS charity fundraiser at Elm Bank on May 21, 2008 from 5:00 p.m. to midnight.

Mrs. Lisbon moved to approve a special license for New France Commissary LLC, seconded by Mr. Heinlein; it was unanimously voted.

Prior Notice – Building Department

A Prior Notice has been submitted to cover unfunded travel expenses for the Building Department due to the January 1, 2008 increase in mileage reimbursement to \$ 0.50 ½ per mile.

Mrs. Lisbon moved to approve a Prior Notice for \$422 for the Building Inspector, seconded by Mr. Heinlein; it was unanimously voted.

Prior Notice – Data Processing

The Board considered a Prior Notice for replenishment of the Data Processing budget, which has been depleted due to hardware upgrades and professional services expenditures for coverage during the IT position vacancy from July to November 2007.

Mrs. Lisbon moved to approve \$5,000 for a Data Processing Prior Notice, seconded by Mr. Heinlein; it was unanimously voted.

Prior Notice – Town Garage

The Town's Garage's heating oil costs have mostly ranged higher than the \$2.50 per gallon standard used by Town departments in their FY08 budget calculations.

Mrs. Lisbon moved to approve a Prior Notice for the Town Garage [for heating oil] for \$4,325, seconded by Mr. Heinlein; it was unanimously voted.

Reserve Fund Transfer – Selectmen

Mrs. Weld said that \$40 needs to be transferred into the Selectmen's budget to cover the increase in the annual longevity benefit in FY08 in that department.

Mrs. Lisbon moved to approve the request for a transfer of \$40 into the Selectmen's budget, seconded by Mr. Heinlein; it was unanimously voted.

Reserve Fund Transfers (2) – Highway Department

Mrs. Lisbon moved to approve [a Reserve Fund Transfer of] \$9,222.29 for the Highway Maintenance department for repairing the street sweeper, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon moved to approve \$3,000 for the Highway Maintenance department for the clothing allowance, seconded by Mr. Heinlein; it was unanimously voted.

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Reserve Fund Transfer – Town Garage

Mrs. Lisbon moved to approve \$4,449.85 for the Town Garage for cleaning out the clogged drains, seconded by Mr. Heinlein; it was unanimously voted.

Approve April 10, 2008 Meeting Minutes

Mrs. Lisbon moved to approve the April 10th minutes as submitted, seconded by Mr. Heinlein; it was unanimously voted.

Citizens' Comments

On behalf of their boards, Mr. Melican and Mrs. Weld urged citizens to come to Town Meeting next Monday night. Mrs. Weld reminded citizens that Town Meeting begins one-half hour earlier this year at 7:00 p.m.

Mr. Melican said that the Warrant Committee has prepared a reasonable budget this year, especially given the pressure of costs that are uncontrollable. He and Mrs. Weld said that everyone worked together and gave mutual support to make this happen.

Adjournment

At 7:34 p.m., Mrs. Lisbon moved to adjourn, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Carol Lisbon, Clerk