

Dover Warrant Committee

November 12, 2008

Members in attendance: Caroline White, Chair; David Stapleton, Vice Chair; Peter Smith, Secretary; James Dawley; Robyn Hunter; Arthur Meehan; Scott Seidman; Nancy Weinstein

Others in attendance: Carol Lisbon, Selectmen Liaison

Dr. White called the meeting to order at 7:00 PM

1. Review of minutes of October 29, 2008

Mrs. Lisbon asked that references to the Board of Selectmen's "Chairperson" be changed to "Chair", their preferred form. With that change Mrs. Weinstein moved that the minutes be approved, seconded by Mr. Stapleton. The motion was approved by a vote of 8-0-0.

2. Budget Template FY 2010

Dr. White presented the re-formatted the template, based on the previous meeting's discussion. However, the Town Accountant has requested all departments submit their budgets on paper, as the new software in use will not import data, nor is it network-accessible, so she will have to input everything manually. Mrs. Lisbon added that the reports from this software are in a new and unfamiliar format. The Town Accountant and Town Administrator have offered to attend the next Warrant Committee meeting to go over the new formats.

3. Warrant Committee FY 2010 Budget Guidelines and Review Procedures

Dr. White presented the edited document, based on the previous meeting's discussion and on-line edits made by the members. The date when budgets are due to the Town Accountant was moved back one day to Thursday, December 18, as most Town House offices are closed on Friday. Mrs. Weinstein asked that both the dollar amount and percentage increase be noted with respect to the FY 2009 increases, and this was agreed. Mrs. Weinstein also asked if the fuel cost guidelines (\$4.00 for heating oil, \$4.40 for diesel) were still reasonable in light of the recent drop in oil prices. It was agreed to keep those guidelines for now and review them when the final budget is aggregated. Mrs. Lisbon noted that February 4, 2009 will be a Wednesday, not a Monday as in the document.

4. Reserve Fund Transfers and Prior Notices

Reserve Fund transfer of \$1,000 stipend for Town Accountant, dated 11/5/08, account 001-0135-5100-0143-1000: "Accountants certification with Massachusetts Municipal Auditors and Accountants Association." Mr. Meehan moved the transfer be approved, seconded by Mr. Stapleton. The motion was approved by a vote of 8-0-0.

Reserve Fund transfer of \$1,910 to cover longevity payments to town employees, dated 11/5/08, various accounts: “Per Personnel Board, increase in longevity.” Mr. Seidman moved the transfer be approved, seconded by Mr. Stapleton. The motion was approved by a vote of 8-0-0.

Prior Notice of \$2,500 for Other Insurance, dated 11/6/08, account 001-950-5200-0504-2500: “To cover unanticipated increase in Statement of Values & property endorsements as well as annual Employee Assistance billing.” Mrs. Lisbon explained that the Selectmen’s understanding was that this would cover an increase in insurance premiums stemming from a periodic re-assessment of town properties values. However, she was unable to explain the “annual Employee Assistance billing” aspect. Dr. White will get clarification and the notice will be reconsidered at the next meeting.

Dr. White told the committee to expect a Prior Notice concerning water leaks at the cemetery.

5. Liaison Updates

Mrs. Weinstein (Board of Health) – They are implementing a Memo of Understanding with surrounding towns regarding the boarding of animals at Powissett Farm in the event of an emergency that requires their evacuation. Also discussed were the Medical Reserve Corps of surrounding towns, possible health effects of installing artificial turf at town playing fields, and water and septic plans for the new development off Colonial Rd.

Mrs. Weinstein (Library) – They are still discussing the possibility of moving the library’s utilities to another budget to simplify meeting state target expenditure ratios.

Mrs. Hunter (Regional Schools) – The first draft of the budgets will be reviewed November 19. Among the issues under consideration is how to allocate the costs of renovating the administration building, which houses a mix of town and regional school employees.

Mrs. Hunter & Mrs. Lisbon (Selectmen) – The town has received its settlement from the MTBE class-action lawsuit and will propose an article at May Town Meeting on its use.

Mr. Stapleton (Historical Commission) – The Commission discussed its responsibilities vis-à-vis properties like the Caryl House that are maintained by the Historical Society. Mrs. Lisbon clarified that these properties are owned by the Selectmen, kept up by the Historical Society, and repairs are financed as Capital Budget items.

Mr. Stapleton (Chickering School) – He and Mr. Kinder will be attending the school’s budget review.

Mr. Seidman (Park & Rec) – The planned move of the Trustees of Reservations ranger hut from the Caryl Park lot is on hold; the new Noanet Woods parking lot off Powissett St. is on hold over unresolved neighborhood concerns.

Mr. Smith (Fire) – The new UHF radio system is up and running, eliminating previous problems with dead spots, and allowing inter-communication with all of the Norfolk County fire district plus other surrounding towns. Also, four call firefighters have expressed a desire to buy health insurance through the town, as permitted by recent legislative action. This will require a vote at next Town Meeting.

*Mr. Meehan moved to adjourn, seconded by Mr. Stapleton;
the motion was agreed by consensus at 7:55 PM
the next meeting will be Tuesday, November 25 at 7:00 PM*

Respectfully submitted,
Peter Smith, Secretary

approved November 25, 2008