

MEETING MINUTES  
BOARD OF SELECTMEN  
NOVEMBER 20, 2008

At 6:31 p.m., Chair Carol Lisbon called the meeting to order with members David W. Heinlein and Joseph M. Melican present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant.

ATTENDANCE: Ford Spalding, David Billings & Alison Piper, Dover Community Center Building Committee; Dave Stapleton, Warrant Committee

PRESS: Ben Kossak, D-S Press

**Warrant Committee Budget Letter**

Mrs. Lisbon observed that the annual capital budget review process began in October, and that the preparation of operating budgets is underway with submissions from various Town departments and boards due to the Warrant Committee by December 18, 2008. As in the last two years, both level funding and new program budget templates will need to be prepared for consideration. Mrs. Lisbon asked Mr. Ramsay to elaborate on the new accounting module being used this year.

Mr. Ramsay reported that the new budgeting module acquired a few years ago as part of the accounting software conversion is similar to the old Excel package except for some minor formatting changes and the inclusion of encumbrance figures. He added that data entry has been minimized with computer-generated calculations and accurate transfer from base figures after manual entry by the Accounting Department. Mr. Ramsay told the Board that employees responsible for preparing budgets were invited to a meeting yesterday to be familiarized with the system. Approved budgets with templates will be electronically transmitted to the Warrant Committee for review.

**Appointments**

Mr. Heinlein moved to appoint David MacTavish and Michael Mushnick as bonded constables for a period of one year effective July 1, 2008, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein appealed to citizens who might be interested in serving on the Dover Housing Partnership to contact the Selectmen or their office [785-0032 ext. 221]. He said that committee is currently active with HOP unit resales and other affordable housing projects that are in various stages of development.

Mr. Heinlein moved to appoint Jay Hughes as Forest Warden for a period of one year effective July 1, 2008, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to appoint Sierra Bright and Eamon O'Marah to the Open Space Committee for a period of one year effective July 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon thanked Phil Trotter for his service on the Open Space Committee since 2005, and Jim Fleming for thirteen years of dedicated and valuable service on that committee.

**Authorize Contract for Design Services for the Dover Police Department Dispatch Renovation Project**

At its November 6, 2008 meeting, the Board of Selectmen authorized the Dover Police Department Dispatch Renovation Committee to enter into fee negotiations with Mills Whitaker Architects for design services for that project. Mrs. Pugatch told the Board that a fixed fee of \$30,000 has been negotiated with Architect Don Mills, who agreed to amend his original base fee proposal to include reimbursables so that the total amount would not exceed the article monies appropriated for that purpose at last May's Town Meeting. The committee is asking for the Board's approval of this amount and for permission to begin negotiating the specific terms of the design services contract with Mr. Mills.

Mrs. Lisbon moved to authorize the committee to enter into a contract with Don Mills per the proposal dated November 12, 2008, seconded by Mr. Melican; it was unanimously voted.

Mr. Ramsay told Mrs. Lisbon that a placeholder for the construction portion of the dispatch renovation project will be put on the warrant. However, the architect's written designer report including schematics, a cost estimate and the project budget will be completed in March or April 2009, so the article may be deferred to the following year.

**Approve Amendment to the Owner-Architect Agreement for the Caryl School Structural Repairs Project**

Mrs. Pugatch said that the Owner-Architect agreement for design services related to the Caryl School building needs to be amended if the Board elects to proceed with structural repairs at this time. These repairs were previously deferred when monies appropriated were redirected to the expanded roofing project at that location last summer. Architect Don Mills now suggests that hip rafter reinforcement work not included in the original scope of services be done in addition to the planned masonry work. The cost of the architect's services for this portion of the project would be increased from \$60,000 to \$75,000 to include an additional \$10,000 in fees for masonry repairs and \$5,000 for the additional services for hip roof repairs, all of which would come out of the \$200,000 in article monies appropriated at the 2008 Town Meeting for the structural repair work.

Mr. Ramsay further explained that structural analysis of the Caryl School roof by Structures North Engineering identified two areas noted in the 2003 deferred maintenance study which require attention at this time. He added that if this framing work is done in conjunction with the selective masonry repairs, an article for a supplemental \$75,000 to cover the cost of the additional repairs would be placed on the 2009 Annual Town Meeting warrant. In order to perform the work during the upcoming construction season, Mr. Ramsay proposed developing an invitation to bid in advance which would include the roof structural element and the most critical masonry as the base bid work, with the less critical masonry as alternate bid work to be done if it is within budget.

Mr. Ramsay told Mr. Heinlein that the total \$275,000 estimate for the selected masonry and roof hip replacement work is reliable through the next construction season.

The Board reviewed the amendment, project schedule, structural analysis of the hip rafters including drawings and project budget.

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Mr. Heinlein moved to amend the Owner-Architect agreement for design services consistent with the letter from Mills Whitaker Architects dated November 12, 2008, seconded by Mr. Melican; it was unanimously voted.

**Ford Spalding re: Solicitation of Expressions of Interest in Potential Development**

The Board welcomed Ford Spalding, David Billings and Alison Piper of the Dover Community Center Building Committee (DCCBC) to the meeting for an update on the committee's recent activities.

Mr. Spalding said that the DCCBC has not spent much time on the option of constructing a new building at the Caryl School site since that idea was thoroughly developed by the last building committee. Instead, the DCCBC has been looking at three additional options, including building an athletic facility at the Caryl School site or another location; identifying necessary repair work and costs associated with renovating all or part of the existing Caryl School building to bring it up to code, and asking potential occupants about current and possible future programming at that location; or entering into a long-term lease of that site for private development. If this work is completed by the end of January, the DCCBC could bring a recommendation to the May 2009 Town Meeting.

Mr. Spalding elaborated on the last option, explaining that the DCCBC is trying to determine if developers are interested in potentially leasing part or all of the Caryl School building and/or grounds for a specific use. Mrs. Lisbon added that the feasibility of building or housing a community center at another location hinges on whether the Caryl School can be used for some other purpose.

David Billings and Alison Piper have taken the Request for Proposals (RFP) originally prepared by the DCCBC and, in response to advice from Mr. Ramsay, prepared a less formal Request for Solicitations of Interest (RFI) for potential private development of the Caryl School and Whiting Road locations. The RFI would help the DCCBC to determine if there is interest in leasing/developing those sites, and to consider uses that might be proposed. Mr. Billings said the DCCBC could then proceed with a more formal Request for Proposals under Chapter 30B if any of the ideas solicited were of interest. Mr. Spalding asked Mr. Ramsay whether the Board of Selectmen would be required to first declare the Caryl School building surplus before issuing an RFP. Mr. Ramsay responded that with an RFP process the Caryl and Whiting Road sites would have to be declared surplus or available with lease authorization, which the Selectmen and Park & Recreation Commission are not prepared to do at this time. He suggested that the DCCBC first advertise in trade journals using an RFI (there are no statutory requirements), and said the committee would not be required to accept any proposals that are received.

Mrs. Lisbon felt that the Whiting Road property should be included in the RFI so the townspeople could consider the future of both locations in the context of a comprehensive plan for the Town center. The Park & Recreation Commission will be invited to the next DCCBC meeting, and copies of the solicitation will be provided to them and their director.

Mr. Heinlein asked whether it would be more expeditious to use an RFP process at this time and result in more detailed proposals. Mr. Billings said there are questions related to care and custody of Town land that would need to be worked through before an RFP could be issued, and Mrs. Lisbon added that Whiting Road is not in the custody of the Selectmen at this time.

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Mr. Spalding said that the Selectmen will have the opportunity to offer any input on the draft RFI before it is finalized at the December 3, 2008 DCCBC meeting. An advertisement regarding same will then be run in industry publications to be selected.

**Other Business:**

**Town Report**

The Board's memorandum regarding the 2008 Town Report has been sent to all involved Town offices, boards and committees. Reports on their activities this past year should be transmitted electronically to the Town Report Committee by January 16, 2009. Mr. Ramsay will prepare a draft report on behalf of the Selectmen for their review.

**Reserve Fund Transfer – Other Insurance**

Mr. Heinlein moved to approve a request for a transfer from the Reserve Fund for the Other Insurance budget in the amount of \$2,500, seconded by Mr. Melican; it was unanimously voted.

**Approve November 6, 2008 Meeting Minutes**

Mr. Heinlein moved to approve the meeting minutes of November 6, 2008 as presented, seconded by Mr. Melican; it was unanimously voted.

**Citizens' Comments**

Mrs. Lisbon referred interested citizens to today's article in the *Boston Globe West* regarding the settlement award of \$1.8 million to the Town of Dover as part of the MTBE litigation for more detail on this issue.

**Adjournment**

At 7:37 p.m., Mr. Heinlein moved to adjourn the meeting, seconded by Mr. Melican; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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David W. Heinlein, Clerk