

Dover Warrant Committee

November 25, 2008

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

Others in attendance: Carol Lisbon, Selectmen Liaison; David Ramsay, Town Administrator

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

1. Review of minutes of November 12, 2008

Mrs. Weinstein moved that the minutes be approved, seconded by Mr. Stapleton. The motion was approved by a vote of 6-0-0 (Mr. Seidman was not yet present).

2. Budget Printout Explanation – Town Administrator

Mr. Ramsay walked the committee through a sample report from the new financial software package. He explained that it contains all the information that was present in the previous Excel-based report, and also includes actual year-to-date figures for each account. The new package saves 2-3 weeks that used to be spent transferring the previous year's figures to the new year's spreadsheet. The only downside is that departments can not longer submit their own budgets as spreadsheets, but must submit them on paper for entry by the accountant. This may be alleviated in the future, if full network connectivity can be implemented. In that case, each department could enter their own budget figures directly.

3. Prior Notices and Reserve Fund Transfer Requests

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." This notice had been reviewed at the November 12 meeting and deferred, pending an explanation of "Employee Assistance billing". Mrs. Lisbon provided the explanation: "The Employee Assistance Program (EAP) is the confidential counseling & referral service through MIIA that is offered as a resource to all employees and their families, e.g., drug & alcohol, psychological, family, marriage, financial counseling. It costs about \$500/year." With this clarification, Mr. Smith moved that the notice be acknowledged, seconded by Mrs. Weinstein. The motion was approved by a vote of 6-0-0 (Mr. Seidman was not yet present).

The actual Reserve Fund Transfer for the above-described Prior Notice was received. Mrs. Weinstein moved approval of the Reserve Fund Transfer Request in the amount of \$2,500 for Other Insurance. The motion was seconded by Mr. Stapleton. The motion was approved by a vote of 6-0-0 (Mr. Seidman was not yet present).

4. Warrant Committee FY 2010 Budget Request Development

Dues to the Massachusetts Municipal Association were \$165, \$169, and \$173 in the three previous fiscal years. Mrs. Hunter moved that the committee budget \$180 for fiscal 2010, seconded by Mrs. Weinstein. The motion was approved by a vote of 7-0-0.

Printing costs for the Town Meeting Warrant (the “Blue Book”) were \$5,787.76, \$4,737.76, and \$4,500.00 in the three previous fiscal years. Mrs. Weinstein moved that the committee budget \$5,000.00 for fiscal 2010, seconded by Mr. Stapleton. The motion was approved by a vote of 7-0-0. Further, Dr. White will inquire whether it is necessary to solicit bids for this work each year.

Mrs. Weinstein moved that Dr. White submit the Warrant Committee budget utilizing the amounts moved herein, seconded by Mr. Stapleton. The motion was approved by a vote of 7-0-0.

5. Other Business

a. Resignation

Arthur Meehan is tendering his resignation from the Warrant Committee. Increased work commitments will result in significantly more out-of-town travel, leaving him unable to properly attend to Warrant Committee business. Dr. White noted that if a replacement can be found, the vacancy can be filled by a majority vote of the committee. In the meantime, Mr. Meehan’s liaison assignments will be distributed among the other members: Police and Emergency Management to Mr. Smith; Building Inspector to Mr. Dawley, and Engineering to Mr. Stapleton. Regional Schools was already shared with Mrs. Hunter, and Library was already shared with Mrs. Weinstein.

b. Liaison Updates

Mrs. Weinstein (Library) – The Library Trustees will begin the search for a new director in January. They asked for a recommendation on how to budget for the director’s salary, assuming the position will be filled by the beginning of fiscal 2010. The Committee by consensus recommended budgeting the base amount for the position’s grade. The Trustees also discussed the way the library budgets and accounts for office supplies. Finally, they noted a significant drop in revenue for the annual house tour and in membership in the Friends of the Dover Library.

Mrs. Hunter (Regional Schools) – The first pass at the budget is complete. No new programs were included, and for now the increase over fiscal 2009 is a little over 5%. The largest uncertainty is the cost of healthcare, which won’t be known until February.

6. Information for the Members’ Files

Dr. White noted several documents distributed by e-mail for informational purposes:

- a. Law Expenditures as of 2008-11-12
- b. Law Expenditures as of 2008-11-18
- c. FY 2010 Salary Plan (Step Increment Plan)

- d. Electronic copy of Reserve Fund Transfer Request relative to the Town Accountant's stipend that was approved at the 2008-11-12 Warrant Committee meeting
- e. Electronic copy of the Reserve Fund Transfer Request relative to increased longevity payments that was approved at the 2008-11-12 Warrant Committee meeting
- f. Approved Minutes of Meeting of 2008-10-29
- g. Town Accountant's Budget Memo
- h. Final copy of documents submitted to the Town Accountant for distribution to departments and boards
 - i. Final copy of the Warrant Committee Budget Guidelines and Review Procedures
 - ii. Final copy of the Warrant Committee Budget Template
 - iii. Final copy of Warrant Committee Liaison Assignments

*Mrs. Weinstein moved to adjourn, seconded by Mr. Stapleton;
the motion was agreed by consensus at 7:35 PM
the next meeting will be December 3 at 7:00 PM
in the Fireside Room on the lower level of Town House*

Respectfully submitted,
Peter Smith, Secretary

approved December 3, 2008