

MEETING MINUTES
BOARD OF SELECTMEN
NOVEMBER 6, 2008

At 6:30 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: Joseph Griffin, Police Chief; Robyn Hunter & Dave Stapleton, Warrant Committee

PRESS: Ben Kossak, D-S Press

Select Finalist for Designer Services for Dover Police Department Dispatch Renovation Project

Mrs. Lisbon gave some background on the Dover Police Department dispatch area renovation project, for which \$30,000 was appropriated for design services at the May 2008 Annual Town Meeting. A committee consisting of the Police Chief, the Town Administrator and the Superintendent of Building Maintenance was created to select three design finalists to recommend to the Board of Selectmen.

Chief Griffin, chairman of this committee, detailed the progress to date: A request for proposals for design services was advertised on August 20, 2008, with a briefing for interested architects held on August 27th. In mid-September the committee selected three finalists from the six submissions, inviting those firms in for interviews to discuss their philosophies and vision for the dispatch area renovation project.

While all three prospective vendors demonstrated their competence and capability, the Chief said Mills Whitaker Architects was the unanimous choice of the committee. CBI Consulting Group was eliminated due to their emphasis on security, and the Carrell Group was not chosen because of their fortress-like, cookie cutter approach to other public safety facilities they have designed. Mills Whitaker identified the need for public, semi-public and private spaces in this small area with flow and function as prime design considerations. The committee is confident that Mills Whitaker can design a dispatch area that will fit the needs of Dover's police department and its citizenry. Various committees that have worked with Mr. Mills on other public building projects in Dover in the past have been very pleased with the results which were timely completed.

Mr. Heinlein moved to authorize the committee to enter into contract negotiations with Mills Whitaker Architects to prepare a contract for the Dover Police Department dispatch renovation project, seconded by Mr. Melican; it was unanimously voted.

Salary Guidelines Discussion

Mrs. Lisbon said that as per the salary guidelines protocol, the Personnel Board has met with the Warrant Committee and Board of Selectmen to recommend an annual salary increase for non-union employees using CPI data. Mr. Heinlein said that as a result of these discussions, the Personnel Board recently made a recommendation to the Warrant Committee of a 4.1% increase, which it agreed to. He recommended that the Board of Selectmen also agree to this percentage increase, obviating the need for an additional meeting of all three boards.

Mrs. Lisbon said that the recommended increase balances the economic times with recognition of the Town's non-union employees, and also maintains the Town's policy of remaining at the median for employee salaries. Mr. Melican concurred with the other Board members.

Mr. Heinlein moved to make a recommendation of a 4.1% salary increase for non-union employees for FY10, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon thanked the Personnel Board and the Warrant Committee for the time and effort put into this process.

Appointments

Mr. Heinlein moved to appoint Laverne Lovell to the Zoning Board of Appeals for a period of three years effective July 1, 2008, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein moved to appoint Jeff Barnes as an associate member on the Zoning Board of Appeals for a period of one year effective July 1, 2008, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon moved to appoint Kathy Weld to the Town Report Committee for a period of three years effective July 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Annual Alcohol License Renewals

Mr. Ramsay told the Board that Chief Griffin recommends issuing the annual alcohol licenses to Higgins Wine & Spirits (retail) and the American Legion (club).

Mr. Heinlein moved to approve the issuance of a license for alcoholic beverages to the George B. Preston Post 209, American Legion, and to Avatar, Inc., d/b/a Higgins Wine & Spirits, seconded by Mr. Melican; it was unanimously voted.

Appoint Treasurer/Collector

Mrs. Pugatch said that of the twelve applicants for the vacant Treasurer/Collector position, nine were interviewed, and after recalling one of the candidates for a second interview, the hiring committee is unanimously recommending the appointment of Gerard Lane. Mr. Lane has been the Assistant Treasurer/Collector

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in Walpole for the past eight years, and his references are excellent. He is certified by the Massachusetts Collectors and Treasurers Association at the assistant level in both categories.

Mr. Ramsay, Acting Treasurer/Collector, asked the Board to consider whether it would be appropriate to continue with the services of his interim assistant to aid in this transition.

Mr. Melican moved to appoint Gerard R. Lane, Jr., as the Treasurer/Collector for the Town of Dover effective December 8, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Ramsay extended his thanks to Mrs. Pugatch, Town Accountant Juli Colpoys and Assistant Assessor Karen MacTavish for participating in the hiring process.

MTBE Settlement

Mrs. Lisbon recounted the events leading up to the recent \$422 million MTBE settlement relative to the contamination of groundwater. In 2003, the Board of Selectmen authorized Mr. Ramsay to represent the Town's interests in this lawsuit, which involved approximately 150 cities and towns across the U.S. In November 2004, the Board entered into an agreement with Rodman, Rodman & Sandman for legal representation. As a result of the litigation, the Town of Dover has recently received a check for \$1,821,966.00. The Board will consider potential uses for these monies over the next several weeks, such as establishing a post-retirement insurance liability fund as will be required in the future per GASB 43.

Mr. Ramsay told Mrs. Hunter that these monies are damages associated with the abandonment of the contaminated Church Street wellfields.

Mrs. Lisbon directed interested citizens to refer to the MTBE settlement press kit posted on the Baron & Budd law firm website for additional information.

Mr. Ramsay recognized the Town's Water Operator, Karl Warnick, for his time spent substantiating Dover's claim of damages.

Request for Reclassification of the Selectmen's Administrative Assistant

Mr. Ramsay said that the role of the Administrative Assistant in the Selectmen's office has been rapidly evolving over the past couple of years as a result of the Town Administrator's growing responsibilities on behalf of the Board of Selectmen. The duties the incumbent presently performs include supervising two part-time employees and the IT/website support person; managing the IT function for most Town offices; overseeing the Town's risk management program; providing procurement services for Selectmen's department to ensure legal compliance; and handling some personnel activities. None of these responsibilities are reflected in the current job description for that position.

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A draft statement of reasons which would be submitted to the Personnel Board for use in its deliberations on a reclassification request was reviewed by the Selectmen.

Mr. Heinlein moved that the Board of Selectmen ask the Personnel Board to consider a reclassification of the full-time administrative position in the Selectmen's office, seconded by Mr. Melican; it was unanimously voted.

Other Business:

Prior Notice – Other Insurance

As a result of the re-appraisal of all municipal buildings this past spring by the Town's insurance company, an approximate 50% increase in values has resulted in additional endorsement premiums owed.

Mr. Heinlein moved to approve a Prior Notice for the Other Insurance department in the amount of \$2,500, seconded by Mr. Melican; it was unanimously voted.

Reserve Fund Transfer – Town Accountant

A Reserve Fund Transfer is being requested by Ms. Colpoys to cover the \$1,000 FY09 stipend previously approved by the Board for her Massachusetts Municipal Auditors & Accountants Association certification.

Mr. Heinlein moved to approve the Reserve Fund Transfer for the Accounting Department in the amount of \$1,000, seconded by Mr. Melican; it was unanimously voted.

Reserve Fund Transfer – All Department's Longevity Payment

Mr. Ramsay explained that a Reserve Fund Transfer is needed to cover the increase in annual longevity payments for employees in continuous service to the Town for at least five years from \$35 to \$40 per year. This amendment to the personnel rules was made last spring by the Selectmen upon the recommendation of the Personnel Board in response to several concerns raised by non-union personnel.

Mr. Heinlein moved to approve a request for transfer from the Reserve Fund in the amount of \$1,905 for the seventeen accounts that are appended to the request, seconded by Mr. Melican; it was unanimously voted.

Award Washed Sand Bid

Mr. Ramsay recommended approval of the sole bid submitted by S.M. Lorusso & Sons for washed sand delivered at \$13.40 per ton and washed sand picked up at \$11.40 per ton.

Mr. Heinlein moved to award the bid to S.M. Lorusso & Sons of Walpole, Massachusetts, seconded by Mr. Melican; it was unanimously voted.

Award Roll-Off Containers Bid

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Mrs. Lisbon asked for a motion to award the bid for two roll-off containers to Maguire Equipment, Inc. of Hyde Park, Massachusetts for \$36,954. It was so moved by Mr. Heinlein, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon noted that most of the Selectmen's capital budget items approved at the May 2008 Town Meeting have been finished or are in process.

Vote Early Closing the Day Before Thanksgiving

Mr. Melican moved to close the Town House at 2:00 p.m. on the day before Thanksgiving, seconded by Mr. Heinlein; it was unanimously voted.

Approve the October 16, 2008 Meeting Minutes

Mr. Heinlein moved to approve the minutes of October 16, 2008 as submitted, seconded by Mr. Melican; it was unanimously voted.

Citizens' Comments

Robyn Hunter told the Board that the Warrant Committee's budget letter should go out to all departments within the next 7 – 10 days. The new budget software module will be used by the Town Accountant this year.

Adjournment

At 7:16 p.m., Mr. Melican moved to adjourn the meeting, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

David W. Heinlein, Clerk