

MEETING MINUTES  
BOARD OF SELECTMEN  
NOVEMBER 1, 2007

At 6:30 p.m., Chairman Kathleen W. Weld called the meeting to order with members Carol Lisbon and David W. Heinlein present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant.

ATTENDANCE: Mary Carrigan & Mary Hornsby, Personnel Board; Robyn Hunter, Joseph Melican, Arthur Meehan, David Stapleton, Nancy Weinstein, Allen Goldberg, Scott Seidman & Nate Van Duzer, Warrant Committee; Peter Mitchell, Capital Budget Committee

PRESS: Nadia Salomon, Globe West; Kara Kouri, D-S Press

**Warrant Committee & Personnel Board re: Salary Guidelines**

Mrs. Weld thanked members of the Warrant Committee and the Personnel Board for coming to this evening's meeting to discuss the FY09 general increase for non-union Town employees, standard protocol for setting salary guidelines. The initial meeting between the three boards was held on September 10, 2007, and data and information have been shared between the Warrant Committee and the Personnel Board since that time. The recommendations of both groups will be reviewed with the Board of Selectmen this evening.

Mrs. Weld referenced a 1999 salary survey which revealed that Dover's non-union employees were paid at rates significantly below those of comparable towns, and spoke of the Town's prior difficulty in attracting and retaining good employees. She said the resulting current two-tier pay plan was approved at the 2000 Annual Town Meeting, comprised of a 10-step plan with annual 2.75% incremental increases to ensure internal equity, and a general increase to keep Dover's salaries at the median range of comparable communities. Mrs. Weld spoke of striking a balance in the formulation of personnel policies that foster a productive staff and working environment for delivery of quality services expected by the citizens while also preserving the fiscal health of the Town. With that in mind, she asked the two boards present to share their recommendations.

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Mary Carrigan, Chairman of the Personnel Board, told the Selectmen that her board used CPI and ECI – Northeast data as a foundation for its decision to recommend a 3.7% salary increase. She described this as a complex process, using quantitative data to forecast 1 ½ years into the future with the aim of maintaining the median salary point for this employee group. This recommended number would bring the average increase for FY03 – FY09 of 3.18% within the Personnel Board’s targeted range of 3.1 - 3.2% per year to keep salaries at the market median. Mrs. Lisbon noted that the average for FY03 – FY07 was 2.95%, and Mrs. Carrigan said that the higher FY08 and FY09 percentages would bring the overall average to median. Mrs. Carrigan advised that the difference between the percentages being proposed by the Personnel Board and the Warrant Committee is a cost of about \$13,000.

Robyn Hunter, Chairman of the Warrant Committee, told the Selectmen that initially the focus was primarily on the CPI number this year as has been past practice. However, it was the sense of both groups that a consistent methodology should be developed which could take any data skews into account. The Warrant Committee factored the June 2006 to June 2007 CPI (2.0% change) and ECI – Northeast (3.2% change) indices, all Dover union contract FY09 wage increases, and employee morale to arrive at a 3.0% cost-of-living recommendation. Mrs. Hunter said both groups agreed they should compare the compensation levels for Dover employees with similar communities as part of this process next year.

Mrs. Carrigan cautioned against using police and teachers’ union salaries as a benchmark for the general increase. She said the step increase creates appropriate tenure breaks and longevity, while the general increase accounts not only for the cost of living, but is also used as a vehicle to move to market. Mrs. Carrigan told Mrs. Weld that a good proportion of non-union Town employees are at the end of the 10-step plan. She responded to Mrs. Lisbon’s question about the results of the two MMA surveys, saying that some salaries are above and others are below the market, with the most recent survey indicating that Dover’s salaries are now more in line with the median.

Mrs. Weld asked if the Warrant Committee and Personnel Board could compromise on a percentage increase halfway between the two numbers being put forward.

Mr. Heinlein thanked both groups for their terrific work. He said that both percentages can be mathematically justified, and that morale and low turnover are subjective components which should also be factored in. He urged a consensus decision within this range that sends an important message to employees that they have support from all three boards. This sentiment was echoed by the other Selectmen. All three boards agreed that a study of salaries from comparable communities next year is warranted.

A final determination will be made at the Warrant Committee’s meeting next Wednesday.

### **Approve Capital Budgets**

Mrs. Lisbon proposed that the police station holding cell retrofit capital budget request be moved out to FY10 and the FY10 dispatch reconfiguration study request be changed to a special article on the 2008 Town Meeting warrant per the Board's discussion with Chief Griffin at the last meeting regarding priorities. The painting and repairs of the Protective Agencies building exterior (\$30,000), replacement of the Town House copper roof valleys and drip edge (\$25,000), and Town House copier (\$8,500) remain as Selectmen's FY09 capital budget requests.

Mrs. Weld moved to approve the Selectmen's capital budget for FY09 and the out years with these changes, seconded by Mrs. Lisbon; it was unanimously voted.

The Board reviewed a police vehicle inventory with odometer projections provided by Chief Griffin to assist the Board in its deliberations on his Police capital budget request for two cruisers in FY09. Mrs. Weld said the FY07 Town Meeting vote to replace one cruiser, not two, must be weighed against Chief Griffin's opinion that two cruisers per year should be replaced. She recalled a mid-1990's study by the Town which showed that the two-car per year replacement schedule is a good plan.

Mrs. Lisbon said that she is inclined to support a 1-2-1-2 vehicle replacement cycle to assess what impact, if any, it has on vehicle maintenance and breakdown, and to decrease the rate of growth of Town expenses. She requested that Chief Griffin prepare a projected vehicle odometer inventory using the 1-2-1-2 schedule for FY07 – FY10. Mrs. Weld asked that the Chief provide the Board with the data previously given to the Capital Budget Committee on other towns which use this replacement cycle.

Mr. Melican suggested that information on be sought on fuel costs from police departments that have purchased the less expensive 6-cylinder Dodge Chargers instead of 8-cylinder Crown Victorias.

Mr. Heinlein said that in the past the Board has taken a preventative rather than a reactive stance on capital budget items. He asked for more time to review the additional data, and added he is inclined to continue with the 2-car per year replacement unless the data indicates that the other schedule is preferable.

The Board thanked Superintendent of Streets Craig Hughes for his thorough job in documenting the Highway Department capital budget requests.

Mrs. Lisbon moved to approve the Highway capital budget requests for FY09 and the out years as submitted, seconded by Mr. Heinlein; it was unanimously voted.

### **Appointments**

Mr. Heinlein moved to appoint Mickey Sullivan, William Forte, Mark Barnes, Gregory Rice, Merle Simonsma, Rick Henken and Norma Sullivan to the Dover

Housing Partnership for a period of one year effective July 1, 2007, seconded by Mrs. Lisbon; it was unanimously voted.

**Adoption of 125 Plan**

Mr. Ramsay told the Board that under state health care reform legislation, municipalities have been mandated to adopt a plan to allow employees who were previously not eligible for enrollment in any town's health insurance an opportunity to enroll in MassHealth Connector. Municipalities are required to deduct pre-tax premiums from eligible employees' paychecks for transmittal to this plan, with administrative costs only to the town.

Mrs. Lisbon moved to approve the adoption of this agreement [Section 125 Cafeteria Plan], seconded by Mr. Heinlein; it was unanimously voted.

**Execute Mutual Aid Agreement Between the Dover & Wellesley Police Departments**

Mrs. Lisbon moved to approve the mutual aid agreement [between the Dover and Wellesley Police Departments] effective October 1, 2007, seconded by Mr. Heinlein; it was unanimously voted.

**Update on Caryl School Drainage**

Mr. Ramsay reported that Craig Hughes and Karl Warnick have collaborated to ameliorate existing drainage issues around the Caryl School. Two downspouts and a drain under the building have been flushed, catchbasins have been cleaned and a new leaching basin installed in the back of the building at a cost of around \$4,000.

Mrs. Weld commended Mr. Hughes, Mr. Warnick and their crew for these efforts.

**Appoint Website Coordinator/IT Support Person**

Mr. Ramsay told the Board that after two rounds of interviews, he is recommending Bill Clark as an ideal fit for the website/IT support position based on his qualifications and recent completion of Microsoft Certified Professional coursework. Mrs. Lisbon commented that Mr. Ramsay kept the prospect of Town website redesign in mind when evaluating candidates.

Mrs. Lisbon moved to hire William Clark as the Website/IT Coordinator, seconded by Mr. Heinlein; it was unanimously voted.

**Highway Department Surplus Equipment**

Mrs. Weld said that as a result of clean up activity at the cell tower site, the Highway Department has several pieces of old, unusable equipment that Mr. Hughes would like the Selectmen to deem surplus.

Mrs. Lisbon moved to approve these items as surplus equipment for sealed bid auction, seconded by Mr. Heinlein; it was unanimously voted.

**Other Business:**

**Prior Notices (2) – Highway Department**

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In accordance with the terms of the new agreement between the Town of Dover and Massachusetts Laborers' District Council Local 1116, the clothing allowance has been moved from the salary side to the expense side of the budgets. Budgets were prepared last year with this allowance on the salary side.

Mrs. Lisbon moved to approve Prior Notices for \$3,000 for the Highway Maintenance Department and \$600 for the Solid Waste Department, seconded by Mr. Heinlein; it was unanimously voted.

**Chapter 90 Reimbursements (2)**

Mr. Hughes is seeking reimbursement from MassHighway for the resurfacing of Hartford and Pine Streets, and also for the resurfacing of the crosswalks at Centre, Haven and Dedham Streets with infrared print.

Mrs. Lisbon moved to approve the requests for \$48,103.18 and \$252,013.94 [for Chapter 90 reimbursement], seconded by Mr. Heinlein; it was unanimously voted.

**Vote Early Closing the Day Before Thanksgiving**

Mr. Heinlein moved to approve the early closing for the Town House employees on the day before Thanksgiving [2:00 p.m.], seconded by Mrs. Lisbon; it was unanimously voted.

**Movie Production Request**

Due to the sizeable number of people and vehicles that would be required to film a crash scene in the area of Springdale Avenue and Farm Street for the movie "The Box", the Selectmen were not inclined to grant permission for this project.

Mr. Heinlein moved to direct the Police Chief to respond to Mr. Ozug that it [this production activity] is too much of a burden on the Town of Dover, seconded by Mrs. Lisbon; it was unanimously voted.

**Approve October 18, 2007 Meeting Minutes**

Mrs. Lisbon moved to approve the minutes of October 18, 2007 as submitted, seconded by Mrs. Weld; it was affirmatively voted with Mr. Heinlein abstaining.

**Adjournment**

At 8:00 p.m., Mrs. Lisbon moved to adjourn, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Carol Lisbon, Clerk