

# Dover Warrant Committee

October 1, 2008

Members in attendance: Caroline White, Chair; David Stapleton, Vice Chair; Peter Smith, Secretary; James Dawley; Robyn Hunter, James Kinder; 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 the minutes of September 17, 2008

Mrs. Lisbon noted that Karl Warnick, referred to in the draft minutes as “energy coordinator”, is in fact the Superintendent of Building Maintenance. With that correction, Mr. Meehan moved the minutes be approved, seconded by Mr. Stapleton. The motion was approved by a vote of 7-0-1 (Mr. Kinder was not yet present).

## 2. Reserve Fund Transfer Requests and Prior Notices

- a.) Reserve Fund Transfer Request: \$11,250.00 for Maturing Debt Principal, account 001-0710-5910-0517-2700. Mrs. Hunter moved that the request be approved, seconded by Mr. Seidman. The motion was approved by a vote of 9-0-0. Note that this was a FY 2008 transfer, and necessary in order to close the books for the year.
- b.) Reserve Fund Transfer Request: \$33,000.00 to replace the failed emergency generator at the town garage, account 001-0425-5810-0319-2000. Mrs. Lisbon advised the committee that town employees will perform as much of the site preparation work as possible, which significantly reduces the total cost. Mr. Dawley asked for information on the usage of the old unit and expected life of the new one; the request will be passed on to the Highway Department. Mr. Meehan moved that the request be approved, seconded by Mrs. Weinstein. The motion was approved by a vote of 9-0-0.
- c.) Prior Notice: \$400.00 for computer training, new hire in Town Clerk’s office. Mr. Meehan moved that the Notice be acknowledged, seconded by Mr. Stapleton. The motion was approved by a vote of 9-0-0.
- d.) Prior Notice: \$8,280.00 for building maintenance, replacement of Town House doors. The previous low bid was withdrawn, and the second-highest bid exceeds the monies appropriated at Town Meeting plus the original Prior Notice filed to cover this project. Mr. Stapleton moved that the Notice be acknowledged, seconded by Mrs. Weinstein. The motion was approved by a vote of 9-0-0.
- e.) Dr. White explained the summary of year-to-date Prior Notices and Reserve Fund Transfers previously e-mailed to the members.

### **3. Establish Open Hearing Date for the FY 2010 Budget**

It was agreed that a hearing date of March 23, 2009 would give sufficient lead-time for the final preparation of the Blue Book before Town Meeting on May 4, 2009. Mrs. Weinstein moved that this date be set, seconded by Mr. Stapleton. The motion was approved by a vote of 9-0-0.

### **4. Budget Template FY 2010 (draft)**

Dr. White explained the budget template (Excel spreadsheet) that will be provided to all departments

### **5. Warrant Committee FY 2010 Budget Guidelines and Review Procedures Draft**

Dr. White introduced the first draft of the memo that will be sent to all departments. It was stressed that liaisons should work with departments to ensure that sufficient supporting detail and narrative is provided in their budgets.

### **6. Other Business**

#### **a.) Liaison Updates**

Mr. Stapleton (Dover Chickering School Committee meeting): The Superintendent noted that many school systems will be under continued pressure to control their '09 and '10 finances. The Committee also discussed how to set and measure the children's performance goals.

Mr. Seidman (Parks and Recreation): They are investigating starting a wrestling program, which would involve purchasing a suitable mat. Dover Days went quite well. They discussed increasing parking at the canoe/kayak launch on Riverside Drive.

Mrs. Lisbon (Selectmen): Departments are legally required to produce timely minutes of meetings; liaisons should carry this reminder along in their meetings.

Mr. Seidman (Library): Since Mrs. Weinstein's term is expiring at the end of this fiscal year, Mr. Seidman suggested that someone join her as library liaison, so as to learn the ropes and not have to come in cold next year. Mr. Meehan volunteered.

Mrs. Hunter (Personnel Board): The Board is still seeking consensus on a recommendation for next year's increase for non-union employees. They are currently polling similar towns for their intentions. Mrs. Hunter will see if there is a date when the Board and the Warrant Committee can meet to discuss this directly.

Dr. White (Sherborn Advisory): The chairs and liaisons of both towns will meet to discuss issues of mutual concern, including the Circuit Breaker.

Dr. White (Town House): Town Administrator David Ramsey has been asked if it would be possible to get Internet connectivity – preferably wireless – during meetings. He will look into the possibility and get back to the Warrant Committee.

#### **b.) Other Business**

Dr. White: The Massachusetts Municipal Association membership fee of \$173 is due. Mr. Dawley moved that this be paid, seconded by Mrs. Hunter. The motion was approved by a vote of 9-0-0.

**7. Information for committee member files**

Prior to the meeting, Dr. White distributed the Reserve Fund memo that was sent to all departments and the Energy Cost memo sent to the schools.

**8. Resources**

Prior to the meeting, Dr. White distributed the Fiscal 2009 Circuit Breaker funding breakdown by town, and noted the website where historical data is available.

*Mrs. Weinstein moved to adjourn, seconded by Mr. Stapleton;  
the motion was agreed by consensus at 8:50 PM.  
the next meeting will be October 15, 2008 at 7:00 PM*

Respectfully submitted,  
Peter Smith, Secretary

Approved October 15, 2008