

Dover Warrant Committee

September 17, 2008

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

Others in attendance: Carol Lisbon, Selectmen Liaison; Valerie Spriggs, School Superintendent; Lorraine Pearson, Regional School Committee

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

1. Introduction of Valerie Spriggs, Superintendent Dover-Sherborn Schools

The committee members and the superintendent introduced themselves. The budget process was outlined. Mrs. Spriggs stated her intent to have a budget prepared in December. Further, she noted that she has begun a five-year-forward review of school mechanical systems in order to anticipate repair and replacement needs.

Mrs. White asked Mrs. Spriggs whether she wished to be a conduit for or copied on communications between the Warrant Committee and the school committees. Mrs. Spriggs stated that she wanted to discuss the matter with the committee chairs before formalizing the procedure. She did request that the Warrant Committee copy her on any communications with her staff.

Mr. Seidman brought up ambulance response time to the Regional School campus, occasioned by a serious injury at a recent football game, and asked whether consideration has been given to funding an on-site ambulance during games. Mrs. Pearson noted that all games now have a professional sports trainer in attendance to render first aid. Mrs. Spriggs pointed out that a more fundamental problem in emergencies is the unreliability of telephone service on campus and the surrounding neighborhood. Mrs. Spriggs did state that Verizon has made repairs and will monitor system performance.

The state "Circuit Breaker" funding mechanism for special-needs students was discussed.

The fuel oil situation at the schools appears to be under control. The Chickering School has locked in a price of \$3.18 per gallon, projecting to use 28,000 to 29,000 gallons. The Regional Schools heat with natural gas and expects less of a budget impact this winter.

2. Review of minutes

Mr. Meehan moved that the minutes of the September 3, 2008 meeting be accepted, seconded by Mr. Stapleton. The motion was approved by a vote of 8-0-0.

3. Discussion of memos relative to the Reserve Fund

Dr. White had previously circulated a draft memo to the committee, intended to remind all town departments that the budget impact of higher fuel oil prices this winter will be significant, and that they should make every attempt to find savings in their current budgets before asking for Reserve Fund transfers to cover the shortfall. Fiscal 2009 budgets estimated fuel oil and diesel

would average \$2.85 per gallon: they are near \$4.00 today. Mrs. Lisbon reminded the committee that Superintendent of Building Maintenance Karl Warnick has produced a summary of previous use and recent energy cost saving projects for the Selectmen. It was agreed that Dr. White will refine the draft memo herself, and circulate it to all departments and to the schools.

4. Finalizing liaison and budget assignments

The assignments posted by Dr. White were acceptable to all. Mr. Smith will add Care of Trees (294) and Tree Committee (295) to his portfolio, sharing these with Mrs. Weinstein.

5. Meeting schedule – working calendar

The meeting calendar through the end of the year was reviewed. The meeting originally scheduled for November 26 – the evening before Thanksgiving – was moved to November 25.

6. Resource to review prior to meeting with personnel board

Mrs. Lisbon handed out copies of the town's Protocol for Setting Annual Guidelines for Salaries.

7. Prior Notices and Reserve Fund transfers

None. Mrs. Lisbon noted that two Prior Notices may be missing: \$800 for computer training and \$8820 for new Town House doors.

8. Other business

(a) Liaison updates

Mrs. Lisbon (Selectmen) – The generator at the town garage is badly broken and will require a major overhaul or replacement. This item was slated for replacement in Fiscal 2011 for \$60,000.

Messrs. Meehan and Kinder (Schools) – The Dover Schools are returning \$863,049 in unexpended funds to the town. The state Circuit Breaker reimbursement accounts for all but approximately 265,000 of this. There was also discussion of funds received but not expended for the Metco program; the superintendent wants to be sure all funded programs are implemented to minimize what must be returned to the state. Three teachers have retired and been replaced. The air circulation system at Chickering is being monitored for efficiency. The capital budget will be discussed in October. MCAS scores are due in early October.

Mrs. Weinstein (Library) – There will be some net budget savings due to personnel turnover. Joan Stapleton was named the Interim Library Director and Sarah Hannigan was hired as the Assistant Librarian.

(b) Other

The Town Clerk is missing the Warrant Committee minutes from January 28, February 23, and April 30. Mrs. Weinstein, last year's Warrant Committee Secretary, will research these dates to determine if meetings were actually held and resolve the matter with the Clerk.

Mrs. Weinstein announced that she would be serving as a substitute nurse at both the Chickering and Regional Schools. As a consequence, she will be recusing herself from Warrant Committee discussions of school matters.

Mr. Stapleton announced that his wife has been appointed Interim Library Director. As a consequence, he will be recusing himself from Warrant Committee discussions of library matters while she fills this position.

*Mr. Meehan moved to adjourn, seconded by Mr. Stapleton;
the motion was agreed by consensus at 8:30 PM.*

the next meeting will be October 1, 2008 at 7:00 PM

Respectfully submitted,
Peter Smith, Secretary

Approved October 1, 2008