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MEETING MINUTES
BOARD OF SELECTMEN
SEPTEMBER 18, 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; Ford Spalding, Dover Community Center Building Committee; Edmund Stein & two other concerned residents

PRESS: Adam Conner-Simons, D-S Press

Police Chief Griffin re: Appointment of Full-Time Officer & Capital Budgets

Police Chief Joseph Griffin informed the Board that November 30, 2008 marks the mandatory retirement date of 33-year veteran officer Dale Wise of the Dover Police Department. He recommends the appointment of Special Officer Harold Grabert to fill this vacancy on or about October 14, 2008. This would allow Officer Grabert to complete 6 weeks of the police academy prior to Officer Wise's departure with no impact on the budget due to the differential in the junior officer's pay. This would reduce the number of weeks the police force is minus an officer from 21 to 15 weeks while Officer Grabert completes the academy. Chief Griffin told Mr. Heinlein that he would like to wait to appoint another special officer to fill the position vacated by Officer Grabert pending the possible transfer of another special officer to a state agency, in which case both vacancies could be filled simultaneously. The Chief detailed his officer selection process as well as Officer Grabert's activities and performance in Dover to present for Mrs. Lisbon.

Mr. Heinlein moved to appoint Officer Harold Grabert as a full-time police officer effective October 14, 2008, seconded by Mr. Melican; it was unanimously voted.

Chief Griffin reviewed his FY10 capital budget requests with the Board, which included replacement of 2 patrol vehicles and the dispatch console, and a supplementary \$40,000 for replacement of the radio tower.

The Chief told Mr. Heinlein that he was not prepared to draw conclusions yet about whether using the 2-1-2-1 police vehicle replacement schedule instead of replacing two vehicles per year has impacted maintenance and repairs of the Town's fleet. He will continue to monitor this change, and the fleet's updated mileage chart will be submitted to the Capital Budget Committee (CBC) along with his request.

Chief Griffin said that while his current dispatch console is in working order, he would like to purchase a console with upgraded technology (multi-channel, frequency range) in order

Board of Selectmen Open Session Meeting Minutes
September 18, 2008

1 to communicate with local/state/federal emergency/safety service agencies without also
2 using police radios. The FCC has mandated that police agencies become narrow band
3 capable by 2011 to support increasing radio signal demands. Mrs. Lisbon recalled that at
4 last year's CBC discussion it was understood that this item is independent of the dispatch
5 area renovation project.

6
7 Chief Griffin reminded the Board that \$32,000 was approved at the 2007 Annual Town
8 Meeting for replacement of the radio tower. He is requesting an additional \$40,000 to
9 cover the projected increased costs of this project. Tower construction was delayed while
10 the Fire Department purchased new equipment and changed frequencies, and the Chief
11 decided to have one contractor responsible for the complete installation of the radio tower
12 including foundation work (instead of having it done in house), both of which contributed
13 to the rise in project costs. Mr. Heinlein asked whether it would make more sense to start
14 the project now and use a Reserve Fund transfer to supplement the monies already
15 appropriated instead of waiting until next summer. Chief Griffin said the estimate recently
16 obtained should hold until after Town Meeting, and the installation will take about one
17 month to complete. Mrs. Lisbon suggested going out to bid in advance of Town Meeting.
18 She was told by the Chief that grants, e.g., federal homeland security funds, are already
19 earmarked for other purposes and have been reduced in recent years.

20
21 Chief Griffin briefly went over his out-year capital budget items with the Board:
22 2 patrol vehicles per year, dispatch furnishings (FY11), repeater/comparator (FY12), speed
23 monitoring trailer (FY13) and dress uniforms (FY14).

24
25 **Capital Budgets**

26 The Board continued with the review of the other capital budgets under its purview.
27 Replacement of the upper windows at the library is listed in the Selectmen's FY10 capital
28 budget. Mr. Ramsay has asked architect Don Mills to advise him on whether replacing the
29 existing windows (single-paned, in good structural condition) or replacing the aged storm
30 windows would make more sense in terms of energy efficiency and cost. It was the
31 consensus of the Board that since monies already appropriated will be used this year for a
32 copper application to prevent further leakage in the Town House roof, the painting of the
33 Great Hall ceiling should be moved from FY11 into FY10 for cosmetic reasons.

34
35 The Selectmen's out-year capital budget requests include a building maintenance truck,
36 painting of the fire station apparatus floor walls, police station holding cell retrofit and
37 dispatch area reconfiguration construction (FY11); copier replacement and painting of the
38 library interior(FY13); & re-roofing of the Town House (FY14).

39
40 There are no Water Department capital budget requests at this time.

41
42 The Board reviewed a memorandum from Superintendent of Streets Craig Hughes
43 regarding the Highway Department capital budget requests. Mr. Ramsay observed that a
44 10-wheel dump truck with plow Mr. Hughes has listed in FY10 was not previously
45 forecasted. During annual vehicle inspection in June, it was discovered that the frame and
46 sub-frame of the 1979 vehicle were badly deteriorated, resulting in Mr. Hughes declaring
47 this vital vehicle unsafe and removing it from service. Mr. Ramsay told Mrs. Lisbon that
48 the estimated \$30,000 - \$50,000 needed to hire a replacement truck to plow snow this
49 winter will come out of the Snow & Ice budget. Mrs. Lisbon emphasized the importance
50 of having a process in place to assess the health of Town vehicles to more accurately
51 project capital budget needs.

1
2 Mr. Hughes is also requesting replacement of the two 1986 trash containers at the transfer
3 station, and a \$10,000 supplement for the purchase of two trash containers already
4 approved at the 2008 Town Meeting due to the dramatic increase in steel prices. Mr.
5 Heinlein asked Mr. Ramsay and Mr. Hughes to consider potential steel price escalations to
6 decide if it is more cost effective to purchase all 4 containers in FY10, or to purchase one
7 now and three in the next fiscal year.

8
9 The Selectmen agreed that a better method is needed for factoring cost escalations in order
10 to arrive at more accurate projected capital cost estimates.

11
12 Mr. Ramsay summarized the Highway Department's out-year requests.

13
14 **Cable Franchise License Hearing**

15 Mrs. Lisbon reported that she, Cable T.V. Advisor Bob DeFusco and Mr. Ramsay met with
16 representatives of Verizon in mid-August to discuss the Town's terms for issuance of a
17 cable franchise license. She is hopeful that the progress made in the last month will result
18 in an agreement by October 6, 2008, the date to which this evening's hearing will be
19 continued. The Selectmen are aware that residents are anxious to have cable t.v. options in
20 Dover, but they believe that the long term consequences of a good contract with Verizon
21 outweigh the opportunity to have that service sooner.

22
23 Mrs. Lisbon explained to an interested resident that this 2-year process has entailed the
24 Town's representatives using Dover's current cable license terms with Comcast as a basis
25 for negotiations with Verizon, and for future negotiations with Comcast for a successor
26 contract. Mrs. Lisbon told another resident that Verizon delayed negotiations for many
27 months while awaiting the outcome of a bill at the state legislature. She said Town
28 representatives have been in actual negotiations for significantly less time than elapsed
29 time since initial contact with Verizon, and refused Verizon's initial offer which made no
30 commitment to install underground cable in some neighborhoods within a definite
31 timeframe so that the service would be available to all residents in town. The two
32 residents present thanked the Board for answering their questions this evening.

33
34 Mrs. Lisbon moved to continue the Verizon cable contract hearing to October 6, 2008 at
35 7:00 p.m., seconded by Mr. Heinlein; it was unanimously voted.

36
37 **Ford Spalding re: Dover Community Center Building Committee Update**
38 Ford Spalding, Chairman of the Dover Community Center Building Committee (DCCBC),
39 reported that his committee met every two weeks throughout the summer, and members
40 recently assessed their position at the end of their first year. He said the committee
41 unanimously agrees that there is a need for a community center in Dover. Potential
42 locations for a community center include the Caryl School and the Town Library.

43
44 The DCCBC needs to outline current Town programs and identify future programs in the
45 event that a community center is established. Mr. Spalding urged potential user groups,
46 e.g., the Council on Aging, the Park & Recreation Department, local parent and youth
47 organizations, to diligently develop their lists of program needs.

48
49 Mr. Spalding told the Board that DCCBC members unanimously agree that an athletic
50 facility is needed, preferably within or adjacent to a community center. Area schools
51 models that presently serve some of that need will be looked at more closely.

1
2 The DCCBC will put out a general RFP shortly to determine what, if any, level of interest
3 developers would have in the Caryl School site for various uses. The committee will meet
4 with architect Don Mills to discuss what needs to be done to bring the building up to code
5 and associated costs.

6
7 Mr. Spalding said that the DCCBC will continue to meet approximately every two weeks.
8 Mrs. Lisbon commended all of the DCCBC members for their attendance at the regularly
9 scheduled meetings this summer.

10
11 **Appointments**

12 Mrs. Lisbon moved to appoint Tobe Deutschmann as a Fence Viewer for a period of one
13 year effective July 1, 2008, seconded by Mr. Melican; it was unanimously voted.

14
15 Mrs. Lisbon thanked Rosalind Malcom and Abby Howe for their many years of service on
16 the Recycling Committee.

17
18 Mrs. Lisbon moved to appoint Becky Patterson to the Recycling Committee for a period of
19 three years effective July 1, 2008, seconded by Mr. Heinlein; it was unanimously voted.

20
21 Mr. Heinlein moved to appoint Bob Purdy to the Norfolk County Advisory Board for a
22 period of one year effective July 1, 2008, seconded by Mr. Melican; it was unanimously
23 voted.

24
25 **Execute Revised Dover Police Association Collective Bargaining Agreement**

26 Mrs. Lisbon said there are new rules issued by the Executive Office of Transportation and
27 Public Works governing the use of civilian flaggers rather than paid police details on
28 public works projects.

29
30 Mr. Heinlein said that the exception to this state legislation would be in instances where a
31 collective bargaining agreement is in place. Town and Dover Police Association (DPA)
32 representatives met to discuss whether the existing language in its current agreement would
33 withstand legal scrutiny, allowing police officers to work on paid details per the discretion
34 of the Police Chief. Article V of the collective bargaining agreement was revised to ensure
35 that the Chief retains control of service on paid details.

36
37 Mr. Heinlein moved to approve and ratify the agreement between the Town of Dover and
38 the Massachusetts Coalition of Police on Behalf of the Dover Police Association for the
39 period of July 1, 2008 through June 30, 2011 as reflected in the agreement before [the
40 Board of Selectmen] tonight, seconded by Mr. Melican; it was unanimously voted.

41
42 **Other Business:**

43 **Reserve Fund Transfer – Town Garage**

44 Mr. Ramsay told the Board that the 32-year old Highway Department generator, which was
45 recycled from the police/fire station and scheduled for replacement through the capital
46 budget process in FY11, is leaking antifreeze into the oil. It is uncertain whether this
47 important piece of emergency equipment will make it through the winter.

48
49 Mr. Heinlein moved to approve the request for transfer from the Reserve Fund for the
50 Town Garage in the amount of \$33,000, seconded by Mr. Melican; it was unanimously
51 voted.

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Reserve Fund Transfer – Maturing Debt Principal

Mr. Ramsay explained that due to a miscommunication last June, \$11,250 is needed to cover the deficit in the FY08 debt service budget in addition to the \$13,750 Reserve Fund Transfer already approved by the Board. He added that there are sufficient monies in the FY08 Reserve Fund to cover this additional principal payment.

Mr. Heinlein asked if the Town Accountant’s FY08 books are open for this purpose, to which Mr. Ramsay replied that the books will need to be reopened.

Mr. Heinlein moved to approve a request for transfer from the Reserve Fund for the Maturing Debt Principal account in the amount of \$11, 250, seconded by Mr. Melican; it was unanimously voted.

Special License

Mr. Heinlein moved to approve a special license [for a cocktail reception on October 7, 2008 from 6:00 to 8:00 p.m. at the Dover Library], seconded by Mr. Melican; it was unanimously voted.

Approve September 4, 2008 Meeting Minutes

Mr. Heinlein moved to approve the Board of Selectmen meeting minutes of September 4, 2008 as presented, seconded by Mr. Melican; it was unanimously voted.

Citizens’ Comments

Mrs. Lisbon briefly apprised a latecomer of the status of the cable franchise license with Verizon which was discussed earlier in the evening.

Mr. Ramsay thanked Mrs. Pugatch for stepping up this summer and for her ongoing assistance in the Selectmen/Town Administrator’s office while he serves as Acting Treasurer/Collector.

Adjournment

At 7:56 p.m., Mr. Heinlein moved to adjourn the meeting, seconded by Mr. Melican; it was unanimously voted.

DOVER BOARD OF SELECTMEN

David W. Heinlein, Clerk