

MEETING MINUTES
BOARD OF SELECTMEN
DECEMBER 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: Jim McGrail, Tom Antonucci, Rich Colon, Stephanie Lee & Irma Widomski, Verizon; Joseph Griffin, Police Chief; Dave Stapleton, Warrant Committee; James Alpers, Andrew Ritzer, Barb Dangel, Steve Dangel, Patty Clarke, Jane McNeely, Matthew McNeely, Gerry Clarke, Vishnu Shukla, Savita Shukla, Jack Walsh, Ed Casale & Rick Malone

PRESS: Ben Kossak, D-S Press

Police Chief Griffin re: FY10 Operating Budgets: 201, 292 & 299

Mrs. Lisbon welcomed Police Chief Joseph Griffin to this evening's meeting to present the three budgets he has prepared for the Board's consideration.

Chief Griffin began with a review of the Police budget, which showed an overall increase of 3.58%. The 3.07% increase on the salary side is attributed to the 3.5% salary increase per the Dover Police Association collective bargaining agreement and a general increase of 4.1% for non-union personnel in combination with the retirement of an officer at the maximum salary. Regular and overtime wage allotments remain at the same level in FY10 using the average of actual hours worked for the last 3 fiscal years. Chief Griffin pointed out that the \$10,729 increase he is requesting on the expense side of the Police budget is primarily to outfit all personnel with Class A dress uniforms, if approved. He told Mr. Heinlein that the uniforms would last about 20 years, and that the DPA would be involved in selecting style and design. The Chief told Mr. Melican that the Town Clerk has agreed to carry the salaries for constables used during Town elections in his budget since he assigns those duties as needed.

While the Selectmen concurred that it is important for its police officers to project the appropriate image as Town representatives on special occasions, they also recognized that this is discretionary funding; therefore, this line item was approved subject to further review and possible elimination later in the budget process if necessary. Chief Griffin agreed that this was a prudent maneuver given the financial realities of these economic times.

Mr. Melican moved to approve Budget No. **201 Police** in the amount of \$1,637,832, seconded by Mr. Heinlein; it was unanimously voted.

Chief Griffin explained that the increase in the Protective Agencies budget is almost entirely due to the cost of heating oil, which has been calculated with forecasted usage at the Warrant Committee's \$4.00/gallon guideline. Consumption should be reduced with the boiler replacement at this facility.

Mr. Melican moved to approve Budget No. **299 Protective Agency Building** in the amount of \$83,550, seconded by Mr. Heinlein; it was unanimously voted.

Finally, the Chief went over the Animal Control budget, which showed a salary increase in keeping with the Warrant Committee's general increase, and \$600 to cover kenneling fees should they be increased in FY10.

Mrs. Lisbon observed that the kennel the Town uses, the Medfield Animal Shelter, is a non-profit organization, and donations made by individuals to the shelter will be matched with \$15,000 in grant monies recently approved for that purpose.

Mr. Melican moved to approve Budget No. **292 Animal Control** in the amount of \$25,747, seconded by Mr. Heinlein; it was unanimously voted.

Chief Griffin updated the Board on other recent activities in his department. Absent the Board's objection, he intends to use \$8,000 in capital budget monies appropriated last year to cover engineering services for preparation of specifications for the new radio tower to be installed at the police station. Also, the state's telecommunications board may cover some of the cost of a new dispatch console as an E911 project. The Selectmen supported both of these plans, and thanked Chief Griffin for his efforts.

Review FY10 Operating Budgets: 122, 129, 135, 145, 151, 152, 155, 171, 176, 178, 192, 194, 195, 199, 241, 291, 294, 295, 411, 422, 423, 424, 425, 428, 439, 450, 541, 543, 691, 692, 710, 751, 759, 912, 914, 916 & 950
The Board of Selectmen considered proposed FY10 budget changes highlighted by Mr. Ramsay at the last meeting as well as additional information requested and provided this evening in its deliberations.

Mr. Melican moved to approve Budget No. **122 Selectmen** in the amount of \$261,472, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **129 Copying & Postage** in the amount of \$28,858, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon encouraged the increasing use of e-mail by Town employees and volunteers as a less costly and more efficient means of communication.

Mr. Melican moved to approve Budget No. **135 Town Accountant** in the amount of \$155,389, seconded by Mr. Heinlein; it was unanimously voted.

The Board reviewed the requested itemization of professional services purchased by the Treasurer/Collector's office in FY08.

Mr. Melican moved to approve Budget No. **145 Treasurer/Collector** in the amount of \$173,063, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **151 Law** in the amount of \$180,000, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **152 Personnel Committee** in the amount of \$510, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **155 Data Processing** in the amount of \$95,494, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon commented that the Board will include a discussion of the Town's short- and long-term data processing plan on an upcoming agenda this winter.

The budget review was suspended at this time in order to open the public hearing on Verizon's cable franchise license application.

Cable Franchise License Hearing

Mrs. Lisbon reminded those present that at its December 4, 2008 meeting, the Board briefly reviewed a draft agreement offered by Verizon representatives 3 days prior to that meeting, and continued the hearing to this evening in order to allow for a more in-depth review in conjunction with Bill Solomon, special telecommunications counsel, and Bob DeFusco, Cable T.V. Advisor. She said that Attorney Solomon, with whom Verizon representatives have had extensive discussions, approved the agreement in its current form late this afternoon.

The Board reviewed the specific sections/terms which were the subject of those discussions, including a 4-year deadline to complete the build-out of underground cabling to the households not yet connected for service, cable drops in 7 municipal buildings with free cable service, a 270-day deadline to offer public access channel connection, etc.

Mr. Antonucci added that a franchise manager will be assigned to answer any questions Dover residents may have, and referred interested citizens to Verizon's website for information on rates and services, which are uniform statewide.

Discussion ensued regarding other particulars of the proposal, resulting in Mrs. Lisbon reiterating the Board's stance that this is a fair agreement which also has the approval of both the Town's cable advisor and Attorney Solomon.

For the record, Mr. Ramsay asked Mr. Antonucci if the contract before the Board of Selectmen in its present form was that which was forwarded to Attorney Solomon for his review and approval, to which Mr. Antonucci responded in the affirmative.

Mr. Melican moved to approve the Verizon cable franchise license agreement with the Town of Dover dated December 18, 2008, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon thanked Bob DeFusco for more than two decades of committed service to the Town in the capacity of Cable T.V. Advisor, and also for his efforts in negotiating a contract with Verizon over the past 2 years on behalf of the Board of Selectmen which protects the taxpayers' interests.

FY10 Operating Budgets (Continued)

A memorandum from the Conservation Commission detailed errors in the processing of payments which should have been charged to the trail maintenance line in the chart of accounts. Monies were expended in FY08 for a trail stabilization project in the Wylde Woods. This work is ongoing with an expected completion date in the Spring of 2009.

Mr. Melican moved to approve Budget No. **171 Conservation Commission** in the amount of \$59,752, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **176 Board of Appeals** in the amount of \$4,524, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **178 Dover Housing Partnership** in the amount of \$1,515, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **192 Town House** in the amount of \$67,033, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Heinlein moved to approve Budget No. **194 Energy Coordinator** in the amount of \$100, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon commented that the Energy Coordinator can assist with fuel and electric bills, and with obtaining food vouchers from the Salvation Army. Those in need should contact the Council on Aging or the Selectmen's office for a referral.

Mr. Melican moved to approve Budget No. **195 Town Report** in the amount of \$11,509, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **199 Building Maintenance** in the amount of \$247,967, seconded by Mr. Heinlein; it was unanimously voted.

Mrs. Lisbon observed that the Building Inspector's proposed budget is level-funded except for an increase in the travel line item.

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Mr. Melican moved to approve Budget No. **241 Building Inspector** in the amount of \$83,886, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **291 Emergency Management** in the amount of \$3,221, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **294 Care of Trees** in the amount of \$74,433, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Ramsay told the Board that the Tree Committee did not spend monies from its budget in FY08 since shrubbery was donated by Strawberry Hill Landscaping Company. The Board reserved the right to cut this budget at a later date if warranted.

Mr. Melican moved to approve Budget No. **295 Tree Committee** in the amount of \$2,500, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **411 Engineering** in the amount of \$45,562, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **422 Highway Maintenance** in the amount of \$615,802, seconded by Mr. Heinlein; it was unanimously voted.

The Board thanked Mr. Ramsay and Superintendent of Streets Craig Hughes for preparing an account of FY08 overtime for services related to the Highway Department operations for the Selectmen's review.

Mr. Melican moved to approve Budget No. **423 Snow & Ice** in the amount of \$221,210, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **424 Street Lighting** in the amount of \$17,130, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **425 Town Garage** in the amount of \$75,888, seconded by Mr. Heinlein; it was unanimously voted.

The Board was provided with an account of Chapter 90 monies from Mass Highway spent over the past several years. Mrs. Lisbon suggested that upcoming roadwork scheduled in the Town's 5-year paving plan can always be adjusted if necessary.

Mr. Melican moved to approve Budget No. **428 Tarvia** in the amount of \$230,000, seconded by Mr. Heinlein; it was unanimously voted.

The Board was pleased to note that expenditures in the Solid Waste budget are down due to citizens' recycling efforts and a favorable disposal contract with Wheelabrator.

Mr. Melican moved to approve Budget No. **429 Solid Waste** in the amount of \$350,173, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **450 Water Department** in the amount of \$22,692, seconded by Mr. Heinlein; it was unanimously voted.

Budget No. **541 Council on Aging** was put on **hold** to give the Board an opportunity to consider detail provided by COA Director Janet Claypoole regarding proposed additional programming and increases in hours for COA employees in FY10.

Mr. Melican moved to approve Budget No. **543 Veterans' Services** in the amount of \$2,000, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **691 Historical Commission** in the amount of \$1,250, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **692 Memorial Day Committee** in the amount of \$2,500, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **710 Maturing Debt Principal** in the amount of \$1,165,401, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **751 Maturing Debt Interest** in the amount of \$588,127, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **759 Bank Charges** in the amount of \$8,000, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Ramsay told Mrs. Lisbon that in response to a recent conversation with the Town's insurance carrier, he advises a \$10,000 reduction in the Workers' Compensation budget.

Mr. Melican moved to approve Budget No. **912 Workers' Compensation** in the amount \$64,250, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **914 Group Insurance** in the amount of \$1,787,615, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **916 Medicare/FICA** in the amount of \$121,970, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **950 Other Insurance** in the amount of \$169,033, seconded by Mr. Heinlein; it was unanimously voted.

Approve 403B Plan Document

Mr. Ramsay explained that since the Board's fiduciary responsibility in the oversight of school employees' 403(b) retirement benefit (tax shelter annuities) has recently increased, he recommends contracting with Great American to serve as a third party plan administrator. He asked the Selectmen to formalize this arrangement by executing the plan document before them this evening.

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Mr. Melican moved to approve the Section 403(b) plan as presented, seconded by Mr. Heinlein; it was unanimously voted.

Other Business:

Special License

Mr. Ramsay told Mr. Heinlein that the flexibility for an alternate date if needed for a wine tasting event at the library which the Friends of the Dover Library are requesting on their special license is acceptable.

Mr. Melican moved to approve the special license [for February 12, 2009 from 7:00 – 9:00 p.m.], seconded by Mr. Heinlein; it was unanimously voted.

Vote Early Closings on Christmas & New Year's Eves

Mr. Melican moved to approve closing the Town House at 12:00 noon on December 24th and 3:00 p.m. on December 31st, seconded by Mr. Heinlein; it was unanimously voted.

Approve November 20, December 1 & December 4, 2008 Meeting Minutes

Mr. Heinlein moved to approve the minutes of November 20, 2008 as presented, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve the minutes of December 1, 2008 as submitted, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve the minutes of December 4, 2008 as submitted, seconded by Mr. Melican; it was unanimously voted.

On behalf of the Board, Mrs. Lisbon wished everyone happy holidays and a happy new year. The Selectmen's meeting schedule has been changed as follows:

The January 8, 2009 meeting will be held at 9:00 a.m.

The February 5, 2009 meeting will be held at 9:00 a.m.

The March 12, 2009 meeting is changed to March 9, 2009 at 6:30 p.m.

Adjournment

At 8:02 p.m., Mr. Melican moved to adjourn the meeting, seconded by Mr. Heinlein; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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David W. Heinlein, Clerk