

MEETING MINUTES
BOARD OF SELECTMEN
OCTOBER 15, 2009

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

ATTENDANCE: Mary Carrigan, Personnel Board; Jim Kinder, Warrant Committee

PRESS: Neil Johnson, D-S Press

Finalize Protocol for Setting Annual Salary Guidelines & FY11 General Increase

Mr. Heinlein welcomed Personnel Board Chairman Mary Carrigan and Warrant Committee member Jim Kinder to this evening's meeting. He informed the other Selectmen that he and Mrs. Carrigan met with the Warrant Committee last night to discuss the general salary increase for the Town's non-union employees, at which time the Warrant Committee agreed with Personnel Board's recommendation of a 1.9% increase in FY11.

Mrs. Carrigan said that the three groups have a common understanding of the indices from which data is gathered and the procedures used over the past several years to reach this decision. The Selectmen agreed that this consistent practice has resulted in percentage increases in keeping with other regional and national salary indices over time.

Mr. Heinlein thanked the Warrant Committee for this year's thoughtful and productive salary setting discussions. He thanked the Personnel Board for bringing its expertise to this process.

Mr. Melican moved to approve the recommendation of a 1.9% general increase for FY11 for the non-union employees, seconded by Mrs. Lisbon; it was unanimously voted.

Approve Capital Budgets

Mr. Ramsay summarized the Selectmen's FY11 capital budget requests, which were discussed in detail at the last Board meeting. He has amended the figure for the Protective Agencies dispatch reconfiguration construction from \$350,000 to \$400,000 to incorporate furnishings into that estimated cost. The estimate for the painting of the remaining floor in the new area of the fire apparatus bay and the interior walls of the older apparatus bays has been increased from \$7,500 to \$15,000 to reflect price quotes received by Karl Warnick, the Superintendent of Building Maintenance, since the last Board meeting. Finally, Mr. Warnick is requesting \$15,000 to paint the peeling fascia and soffits on the Caryl Community

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Center as well as a contingency of \$5,000 in the event that those areas are found to be rotted, requiring replacement, once the existing paint is removed.

Mr. Melican moved to approve the capital budget for the Board of Selectmen for the Protective Agencies, fire station painting and Caryl Community Center painting, seconded by Mrs. Lisbon; it was unanimously voted.

Per the Board's request, Police Chief Joseph Griffin has put a request for a replacement vehicle for the Animal Control Officer (ACO) in out year FY14. He has dedicated the old Ford Explorer, which was originally scheduled for trade-in this year, to the ACO in the interim.

Mr. Melican moved to approve the capital budget request for the Animal Control Department, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon observed that through FY11 Chief Griffin is replacing police vehicles on the 1-2-1-2 schedule implemented by the Board four years ago. The intent was to assess the impact of this reduction from two vehicles every year on maintenance and repair costs over time. In his memorandum to the Board, Chief Griffin points out that he has put two vehicles in each of the out years FY12 and FY13. He would like to discuss this departure from the 1-2-1-2 schedule with the Board during the FY12 budget cycle preparation, citing that Dover's cruiser replacement policy is below the median of comparison communities in a recent survey conducted by the Town of Sudbury. Survey documents have been provided to the Board.

Mr. Melican moved to approve the capital budget requests for the police department, seconded by Mrs. Lisbon; it was unanimously voted.

The Selectmen reviewed the memorandum prepared by Superintendent of Streets Craig Hughes in response to their request for information on the impact of having the 10-wheel dump truck out of service in FY09. According to Mr. Hughes, being without this vehicle last winter cost \$9,912.10. He suggests replacing the frame and sub-frame on the existing dump truck for approximately \$6,500, and asks the Board's permission to do this work now so the vehicle can be used this year or to build it into the FY11 Highway Maintenance budget. He estimates that repair work would pay for itself in about one year. Mr. Ramsay told the Selectmen that Mr. Hughes would try to absorb the cost through his operating budget if he is authorized to make the repairs now. It was the sense of the Board to proceed with the work at this time, and submit a Prior Notice for \$6,500 as a precaution.

Mrs. Lisbon thanked Mr. Hughes for this year-long analysis.

As instructed, Mr. Hughes has added the aforementioned vehicle to the projected FY15 requests. His sole request for FY11 is for replacement of the H-2 pickup truck with plow.

Mr. Melican moved to approve the capital budget for the Highway Department, seconded by Mrs. Lisbon; it was unanimously voted.

Appointments

Mrs. Lisbon moved to appoint Candace McCann and Janet O'Connor as associate members of the Conservation Commission for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Dedham/Haven Street Intersection Reconfiguration

Mr. Ramsay informed the Board that the Police Chief and the Superintendent of Streets have declared the temporary reconfiguration of the Dedham/Haven Street intersection a failure after receiving negative feedback from citizens. Mr. Hughes is proposing a return to the original configuration with a small bump out. He told Mr. Heinlein this change could be made by next Monday.

Mr. Melican moved to authorize the Superintendent of Street to undertake the steps return the Dedham and Haven Street intersection to its original configuration, seconded by Mrs. Lisbon; it was unanimously voted.

Execute Child Development Center License Agreement

Mrs. Lisbon and Mr. Ramsay recently negotiated with the Superintendent of Schools and the Community Education Director the FY10 license fee for rental of space by the Child Development Center at the Caryl Community Center. The unit price per SF remains the same; however, the net total has decreased due to a reduction in the amount of space being occupied by that program.

Mr. Melican moved to approve the license agreement between the Town of Dover and the Child Development Center dated October 7, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Tax Work-Off Program Abatement Increase

Mr. Ramsay said that the Board of Selectmen originally authorized the program which allows senior citizens to receive a tax abatement of up to \$750 in exchange for working in various Town offices. The Council on Aging is recommending an increase in the abatement maximum for participants to \$1,000 as allowed by a recent change in the law. This increase would be effective for the December 2009 to November 2010 program year, with the new amount deducted from the participants' February and May 2011 real estate bills. The number of hours to be accrued would be adjusted to 125 hours worked in order to receive the maximum \$1,000 abatement. Workers accruing any portion thereof would have their abatement pro-rated accordingly.

Mr. Heinlein said that this is a fantastic program and encouraged expanding its usage by all Town offices in need of assistance.

Mr. Melican moved to approve the increase in the abatement limit from \$750 to \$1,000 annually, seconded by Mrs. Lisbon; it was unanimously voted.

Execute Special State Election & Primary Warrants

Mr. Heinlein said that the Board has before them this evening two warrants for execution. Due to the passing of Senator Ted Kennedy, a special state primary will be held on December 8, 2009 and a special state election will be held on January 29, 2010. Both elections will be held from 7:00 a.m. to 8:00 p.m. in the Great Hall at the Dover Town House.

Mr. Ramsay told Mr. Melican that the state will cover costs incurred by both of these events.

Mr. Melican moved to approve the warrants for the special state primary and the special state election, seconded by Mrs. Lisbon; it was unanimously voted.

D-S Boosters Sign Placement Request

The Board of Selectmen congratulated the Dover-Sherborn Girls' tennis team for their 2009 state tennis championship. The D-S Boosters have made a request to have one or more signs installed along roadways commemorating this victory.

Mr. Heinlein said that in the past the Board has received similar requests from a number of worthwhile organizations which have been declined due to Dover's longstanding practice of limiting permanent signage. Mrs. Lisbon added that the Planning Board has recently passed regulations further limiting signage in an effort to maintain the Town's rural look along its scenic roadways. While it was a difficult decision to make in the context of this wonderful achievement, it was the sense of the Board to decline this request for the stated reasons.

Mrs. Lisbon offered as a solution having the signs put up on school property, and Mr. Melican further suggested looking into hanging one or more banners in the school's gymnasium.

Execute Architect's Contract for Library Window Replacement Project

Mr. Ramsay told the Board that a contract has been drawn up for services provided by Architect Don Mills related to the replacement of the windows at the library. This includes all work to be performed, and is covered by article monies appropriated at the 2009 Town Meeting for this project. He told Mr. Melican that the projected completion date is December 1, 2009.

Mr. Melican moved to approve the agreement between the Town of Dover and Mills Whitaker Architects for replacement of windows at the Dover Town Library, seconded by Mrs. Lisbon; it was unanimously voted.

Appoint Heavy Equipment Operator/Groundskeeper

Mrs. Pugatch said that due to the Board's recent appointment of Highway employee Andrew Wills to the position of Assistant Mechanic, his position as Heavy Equipment Operator/Groundskeeper needs to be filled. The same department heads that conducted the interviews for the mechanic's position were reassembled for this purpose, and unanimously recommend that Bob Morrissey,

who currently works as a Heavy Equipment Operator/Groundskeeper for the Park & Recreation Department, be appointed to fill this vacancy.

Mr. Melican moved to appoint Robert Morrissey as Heavy Equipment Operator/Groundskeeper in the Highway Department, seconded by Mrs. Lisbon; it was unanimously voted.

Award Tree Removal Services Bid

Mrs. Pugatch said that Mr. Hughes recently went out to bid for removal of selected trees, outside of the 5-year tree plan, due to their dangerous condition. Six bids were opened last Friday, October 6, 2009, with bid amounts ranging from \$6,600 to \$15,999. Both Mr. Hughes and Tree Warden John Gilbert are asking the Board to award the bid to the lowest responsible and responsive bidder.

Mr. Melican moved to award the tree removal services to J.W. Faulk, Inc., seconded by Mrs. Lisbon; it was unanimously voted.

Other Business:

Approve Fiscal Year Calendar

The calendar of significant municipal events occurring during this fiscal year has been prepared using the same dates and deadlines as in past years and in accordance with legal requirements. The Town Clerk has approved this calendar.

Mr. Melican moved to approve the Fiscal Year 2010 calendar as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Prior Notice – Highway

Mr. Hughes has prepared a Prior Notice for \$6,606.58 to cover the cost of recent repairs to the street sweeper. Mr. Melican observed that a replacement machine has been put in out year FY14 in Highway's capital budget. Mr. Ramsay believes that the repairs will keep the current street sweeper functioning until then.

Mr. Melican moved to approve a Prior Notice for the Highway Department in the amount of \$6,606.58, seconded by Mrs. Lisbon; it was unanimously voted.

Prior Notice – Data Processing

Mr. Ramsay has asked the Board to approve a Prior Notice for Data Processing in case there is not enough money remaining at the end of the fiscal year to cover the purchase of an upgraded version of the KVS budgeting software with associated training and licenses. Training will take place next Wednesday.

Mr. Melican moved to approve a Prior Notice for the Data Processing budget in the amount of \$10,000, seconded by Mrs. Lisbon; it was unanimously voted.

Prior Notice – Unemployment Compensation Trust Fund

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Mr. Ramsay said that the Town's obligation to the Department of Unemployment Assistance for active claims has risen dramatically recently, resulting in payments of \$7,000 to \$12,000 per month.

Mr. Melican moved to approve a Prior Notice for the Unemployment Compensation Trust Fund in the amount of \$15,000, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon suggested that the annual funding for this Trust Fund at Town Meeting be increased at the May 2010 meeting if it appears that active claims will continue to be above recent experience and averages.

Special Licenses (4)

Mr. Melican moved to approve the four special licenses before the Board this evening, seconded by Mrs. Lisbon; it was unanimously voted [see file in the Selectmen's office for specific information].

Approve September 24, 2009 Open & Executive Session Meeting Minutes

Mr. Melican moved to approve the September 24, 2009 meeting minutes as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican moved to approve the executive session meeting minutes of September 24, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Citizens' Comments

Mr. Kinder spoke to the Board about phone calls he received from concerned citizens regarding the installation of copper downspouts at the Caryl Community Center. He said he was told that copper, which is more costly, was chosen for aesthetic reasons. He also questioned the building's current name since a final decision about its usage has not been decided by citizens at a Town Meeting.

Mr. Kinder said that a newspaper article in last week's D-S Press led readers to believe that recent discussions by the Warrant Committee, Board of Selectmen and Personnel Board were not clear that the 1.9% general increase recommendation was not yet finalized. He asked that all three groups make it clear during discussions on the general increase in future years when the percentage is proposed vs. finalized.

Mr. Heinlein assured Mr. Kinder that all steps taken by the Selectmen over the past two years have been to preserve the Caryl Community Center, and that the old downspouts were severely deteriorated. Copper was only used in the front of the building to match the architecture of other Town buildings in the center, and aluminum downspouts were installed at the rear. He and Mrs. Lisbon added that, although the citizens have not decided on the permanent status of that building, it has not been a school for 7 or 8 years, and has served as a de facto community center with Parks & Recreation programs, COA events, the CDC and other tenants and users for the past several years.

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With regard to the newspaper article regarding the general increase, Mr. Heinlein said that the Selectmen have no control over what newspapers report or what inferences are drawn.

Departure of Town Accountant

Mr. Heinlein announced that the Board has received notice that Juli Colpoys, who has served as Dover's Town Accountant for the past eight years, has accepted the position of Finance Director for the Town of Maynard. He said that she has been a fantastic employee, and a great person too, and will be greatly missed. Mrs. Lisbon and Mr. Melican echoed this sentiment.

Adjournment

At 7:46 p.m., Mrs. Lisbon moved to adjourn, seconded by Mr. Melican; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk