

MEETING MINUTES
BOARD OF SELECTMEN
OCTOBER 29, 2009

At 6:31 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: Jim Kinder, Warrant Committee

PRESS: Neil Johnson, D-S Press

Proposed Town Bylaw Changes

Mr. Heinlein spoke of recent discussions the Board has had regarding the possibility of bringing proposed Town bylaw changes to the 2010 Town Meeting. The Board is considering making these changes this year since it might be cost effective to do this in concert with other boards and departments that may also propose bylaw changes next May.

Potential changes were itemized, including: Increasing the term for one-year non-service appointees to allow time for volunteers to complete the learning curves, leading to continuity and experience on boards and committees which may be more active in one year than another or that are involved in multi-year projects; removing set fees from bylaws as allowable to give the Selectmen or other boards discretion to change them; and defining the Long Range Planning Committee's roles more specifically to include functions such as assisting with implementation of the Master Plan.

A memorandum will be sent to Town departments and boards inquiring if they have any proposed bylaw changes that might be made simultaneously as a cost savings measure.

Appointment of Interim Town Accountant

The Selectmen again extended their good wishes to departing Town Accountant Juli Colpoys. Mr. Heinlein observed that the Treasurer/Collector cannot serve as interim Town Accountant due to statutory prohibition. The Board needs to make a temporary appointment this evening, and also has the discretion to hire an outside consultant to assist during this transition.

Mrs. Lisbon commented that the Board worked well last fall with the Town Administrator when he served as the interim Treasurer/Collector during that position vacancy.

Mr. Melican moved to appoint David Ramsay as the interim Town Accountant effective November 5, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein said that Mr. Ramsay brings a broad skill set to his position, and that his willingness to step up and provide a smooth transition is greatly appreciated.

The Board authorized Mr. Ramsay to move forward with the interview and hiring process for this position with a group to include the Assistant Town Administrator, Treasurer/Collector and Assistant Assessor. Mr. Ramsay said that applications will be accepted until November 27, 2009 and, with interviews to be conducted in December, he is hopeful that he will have a permanent accountant on board by the end of January.

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Mass. Municipal Association Annual Meeting

Mr. Heinlein announced that the Mass. Municipal Association annual meeting and trade show will be held on January 22 & 32, 2010 at the Hynes Convention Center. This is an opportunity for the Selectmen to see their colleagues and attend breakout sessions on a variety of municipal topics. All three Board members plan on attending one or both days of the conference.

Other Business:

Vote Early Closing Day Before Thanksgiving

Mr. Ramsay reminded the Board that it has been traditional for the Selectmen to close the Town House early on the day before Thanksgiving.

Mr. Melican moved to authorize the closing of the Town offices at 2:00 p.m. on the Wednesday before Thanksgiving, seconded by Mrs. Lisbon; it was unanimously voted.

Prior Notice – Highway

Superintendent of Streets Craig Hughes has submitted a Prior Notice as directed by the Board of Selectmen as a cautionary measure in case the Highway Department budget does not cover the \$6,500 cost to replace the framework on the 10-wheel dump truck to extend its useful life.

Mr. Melican moved to approve this Prior Notice for Highway Maintenance in the amount of \$6,500, seconded by Mrs. Lisbon; it was unanimously voted.

Prior Notice – Unemployment Compensation Trust Fund

The Board reviewed a Prior Notice to cover the Town's increased monthly unemployment compensation obligation. Mrs. Lisbon commented that if the Town's monthly payments are sustained at current levels, half of the Reserve Fund will be used for this purpose. The Board will appropriate additional monies to replenish this trust fund at the 2010 Town Meeting if necessary.

Mr. Melican moved to approve a Prior Notice from the Selectmen's budget in the amount of \$36,000, seconded by Mrs. Lisbon; it was unanimously voted.

Reserve Fund Transfer – Unemployment Compensation Trust Fund

The Reserve Fund Transfer for the employment trust fund before the Board this evening covers the deficit from the September 2009 monthly payment and the October 2009 claim.

Mr. Melican moved to approve the request for a transfer from the Reserve Fund for the Unemployment Compensation Trust Fund in the amount of \$18,159.94, seconded by Mrs. Lisbon; it was unanimously voted.

Reserve Fund Transfer – Accounting

Mr. Ramsay is requesting a Reserve Fund Transfer for the professional services line in the Accountant's budget in anticipation of the use of an outside consultant an assumed one day per week during the vacancy in the Town Accountant's office. This assistance would help preserve the gains and maintain the status of that department.

Mrs. Lisbon said that it is important to maintain the standards to which Ms. Colpoys has brought the accounting operation over the past several years.

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Mr. Heinlein thanked the Warrant Committee for approving both Reserve Fund Transfers at its meeting last night.

Mr. Melican moved to approve this request for transfer from the Reserve Fund for the Accounting Department professional services line item in the amount of \$10,000, seconded by Ms. Lisbon; it was unanimously voted.

Approve October 15, 2009 Meeting Minutes

Mr. Melican moved to approve the meeting minutes of October 15, 2009 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Citizens' Comments

Mr. Kinder asked the Board about its recent notice to MBTA railroad abutters of an upcoming meeting at which a proposed rail trail project will be discussed. Mr. Heinlein told him the Selectmen are holding a meeting on November 12, 2009 at 6:30 p.m., at which time a decision will be made as to whether Dover will join Medfield and Needham in authorizing a feasibility study by the Metropolitan Planning Organization at no charge. The actual project could span as much as 8 to 10 years.

In response to Mr. Kinder's question about the Town's criteria for installation of sidewalks, Mrs. Lisbon referred him to the Planning Board if the information does not appear on their Town website page.

Adjournment

At 7:02 p.m., Mr. Melican moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk