

MEETING MINUTES
BOARD OF SELECTMEN
NOVEMBER 24, 2009

At 6:34 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: Stefan Nagel, Attorney at Law; Joseph G. Griffin, Police Chief; Craig Hughes, Superintendent of Streets; David Melville & Kathy Hall, Warrant Committee

PRESS: Neil Johnson, D-S Press

Attorney Stefan Nagel re: Claybrook Road Conservation Restriction

Mr. Heinlein welcomed Attorney Stefan Nagel to this evening's meeting to discuss a conservation restriction. Mr. Nagel introduced himself as a Boston attorney who has represented several Dover clients requesting approval of conservation restrictions by the Board of Selectmen in the past. On behalf of Richard and Christina Wood, tonight he is requesting the Board approve a conservation restriction in perpetuity for 2.4 acres of developable land adjacent to 55 Claybrook Road with oversight by the Dover Land Conservation Trust (DLCT). Mr. Nagel informed the Board that the Conservation Commission signed the necessary municipal certification two weeks ago.

Mr. Heinlein told Mr. Nagel that the Selectmen always welcome property that is deeded into open space as it helps to maintain the rural character of the Town.

Mr. Ramsay made the Board aware that this conservation restriction document has been reviewed, modified and approved by Town Counsel.

Mr. Nagel explained that one shed, a garden and a small area of lawn would remain on the restricted parcel, and two additional storage sheds could be erected within the managed landscape. He told Mrs. Lisbon that 200 feet of water frontage would be protected, although there is no public access to the Charles River. The Board reviewed Exhibit B, the plan of the property.

Mr. Heinlein moved to approve this conservation restriction from Richard and Christina Wood to the Dover Land Conservation Trust effective today, November 24, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

The Board extended its thanks both to Mr. and Mrs. Wood for granting this restriction, and to the DLCT for accepting another conservation restriction in Dover for open space.

Traffic Signal at Centre & Walpole Streets

Superintendent of Streets Craig Hughes and Police Chief Joseph G. Griffin appeared before the Board this evening to discuss a proposed change to the traffic signal at the intersection of Centre and Walpole Streets. Mr. Hughes explained to the Board that due to increased congestion in the center of town, this past month he and the Chief have informally studied traffic at that intersection, particularly backups caused by motorists heading south into Medfield from Centre Street who are delayed turning left onto Walpole Street during commuter hours. Mr. Hughes estimated that if motorists making that left-

Board of Selectmen Open Session Meeting Minutes
November 24, 2009

hand turn were given 5 to 7 seconds while oncoming traffic was still waiting for a green light, 3 to 7 additional vehicles could turn south during each signal cycle. Since the original permit issued by MassHighway would be altered, a traffic engineer must assess this intersection prior to submission for state approval to alter the signal pattern. Mr. Hughes listed expenses associated with this potential change, which include adding a fourth head to the signal, underground wiring attached to the existing conduit and signage. He and Chief Griffin are looking to the Board for some direction on how to proceed.

Chief Griffin told the Board that a 1999 traffic study (assessing the impact on traffic flow in Dover center when the move was made from the Caryl School to the Chickering School) indicated a peak volume of traffic from 7:00 a.m. to 8:30 a.m. of 865 vehicles at this intersection, approximately 15 vehicles per minute. The green light is always 38 seconds on the Centre Street traffic flow, creating at least 3-minute delays, with further delays caused by the pedestrian signal. He added that while the number of vehicles turning easterly onto Walpole Street from Centre Street during this peak time was estimated at 108 in 1999, he now estimates that number to have increased to about 200 vehicles. Vehicles going straight ahead north have the right of way, creating a delay for motorists turning left, which is compounded by vehicles exiting from the Charles River School. The Chief said that the traffic queue for vehicles heading northerly on Centre Street would not increase significantly if the green light was delayed by 6 seconds to allow for oncoming traffic to turn left onto Walpole Street without yielding, and the potential for accidents would be lowered. This change would necessitate banning parking in the 3 spaces along Centre Street in front of the Town House during peak morning hours. It was noted that during that time spaces in the lower parking lot of the Town House would be available. Chief Griffin told Mr. Melican that a similar parking restriction would not be needed during peak afternoon hours as the number of vehicles drops off to about 130 per hour. This project could be covered by Chapter 90 funds.

As directed by the Board, Chief Griffin will provide a summary of this proposed traffic change on the Town's website [see www.doverma.org] to solicit feedback and answer questions from residents during the permitting process. Public comments will be collected by the Chief Griffin and Mr. Hughes.

If the project is approved, Mrs. Lisbon suggested implementation after the traffic lights are changed over to sodium as planned, to save the additional expense.

Mr. Hughes told Mrs. Lisbon that the Town presently has a balance of \$455,000 in Chapter 90 monies after this summer's \$22,000 expenditure on the raised crosswalks on Dedham Street, and this project would be approximately \$10,000.

Mr. Heinlein said the Board will revisit this topic at its January 14, 2010 meeting to allow ample time for citizens to respond to this proposal.

Police Chief Griffin re: FY11 Operating Budgets: 201, 292 & 299

This evening the Board of Selectmen began its initial review of FY11 operating budgets under its purview. Police Chief Joseph Griffin was asked to present the three budgets he has prepared for the Board's consideration.

Chief Griffin began with a review of the Police budget for FY11, which showed an overall increase of 3.86% (\$61,108) over the FY10 appropriation. The 3.36% increase on the salary side is attributed to the 2.25% salary increase on July 10, 2010 and an additional

Board of Selectmen Open Session Meeting Minutes
November 24, 2009

2.25% increase on January 1, 2011 per the Dover Police Association collective bargaining agreement. The most notable increase on the expense side of the budget is an additional \$9,435 requested for vehicle maintenance. Although the Chief cannot be certain at this time whether the significantly increased maintenance costs this past year are attributable to a change in the vehicle replacement policy, he said that vehicles kept longer do require more repairs/maintenance; therefore, he is requesting an additional \$6,000 for this purpose. Also, between the salary and expenses sides of the budget, Chief Griffin is requesting \$7,300 for travel expenses and wages so that Sergeant Wilcox can attend the prestigious 10-week F.B.I National Academy in Quantico, Virginia. All other related costs are borne by the F.B.I.

The Chief told the Board that the increase in the Animal Control budget is only 4.63% overall, which includes the 1.9% general increase for non-union personnel, a small increase in longevity pay and \$348 to cover price increases for various goods and services used to support the animal control function.

Finally, Chief Griffin pointed out that there is an overall 5.47% decrease in the Protective Agencies budget in FY11 from the FY10 total appropriation. The costs for heating oil have been reduced with the boiler replacement at this facility, and using the Warrant Committee's per gallon guideline with a projected 9,000 to 9,500 gallon usage, \$22,800 is requested for this line item.

Mr. Heinlein said the Board will take these requests under review.

Chief Griffin updated the Board on the status of some grants and the H1N1 flu clinics. The Police Department recently purchased a communications console using about \$24,000 in grant monies received during the last 2 fiscal years. The latest flu clinic scheduled for December 1, 2009 at the Chickering School has been moved to December 8th, at which time 2nd and 3rd grade students (and possibly 4th grade students if enough doses are available) will be vaccinated. Those residents in high risk categories are also being taken care of, and all residents will be vaccinated once the Town receives sufficient stocks.

Mr. Ramsay thanked Chief Griffin and Mr. Hughes for working hard to get their budgets in timely on such short notice this year.

Superintendent of Streets Craig Hughes re: FY11 Operating Budgets 422, 423, 424, 425, 428 & 439

Mr. Hughes provided the Board with a memorandum highlighting the most significant changes to Highway Department budgets for FY11, which he supplemented with more specific detail at tonight's meeting. In the Highway Maintenance budget, the union employees' contract for 2011 to 2013 will be negotiated in the near future, so those FY11 hourly rates were estimated using the 1.9% general increase which is recommended in FY11 for non-union employees. The Master Mechanic position has been downgraded to Assistant Mechanic/Heavy Equipment Operator, decreasing the hourly rate of pay for that position, and the overall salary total by around \$5,000. The largest increases in expenses are \$14,000 in the professional services line for catch basin cleaning and street line painting due to cost increases for those services, and an overall increase of \$17,616 for gasoline and diesel fuel using the Warrant Committee guidelines for the ten months not covered by the consortium contract. Routine roadway maintenance cannot be paid with Chapter 90 funds.

Board of Selectmen Open Session Meeting Minutes
November 24, 2009

Mr. Hughes would like the Snow & Ice budget increased to \$230,000, a more realistic appropriation which includes \$32,000 for vehicle maintenance throughout the year on equipment used in the Town's snow removal operations [breakdown provided to the Board]. He reported that while salt prices dropped dramatically this year through his purchasing consortium, the cost of sand is up approximately \$1 per ton. Electricity in the Street Lighting and Town Garage budgets has increased, and fuel oil has decreased in the Town Garage budget using this year's guidelines. Mr. Hughes is also requesting \$6,000 in capital outlay monies to upgrade the HVAC system controls at the Highway garage. HVAC technicians have not been able to correct the extreme fluctuations in the existing system, and the manufacturer has gone out of business. The Tarvia budget is level-funded in FY11 at \$230,000 for its second year of the 5-year paving plan. Solid Waste shows a small decrease in electricity and a \$3,788 increase in diesel fuel using the guidelines, as well as a \$2,352 increase in professional services using an estimated tipping fee of \$71.28 per ton and an increase in miscellaneous expenses based on history. Mr. Hughes told the Board that the budget for Care of Trees was prepared in keeping with the Town's 5-year tree plan for pruning and removal.

The Board inquired about the beaver problem at Channing Pond. Mr. Hughes reported that he, Conservation Commissioner Rick Weden, Jeff Carter of the Springdale Water Trust, Mr. Ramsay and Park & Recreation Director Dave MacTavish took a field trip with a wetlands specialist to help them determine whether the 4 or 5 lodges causing flooding at the pond are a health or safety risk. Once that determination is made and after exploring legal trapping options, Mr. Hughes and Mr. Weden will come before the Board with a recommendation for this situation.

Mr. Heinlein thanked Mr. Hughes for the time and effort he put into budget preparation.

Mr. Hughes thanked Mr. Ramsay and Mrs. Pugatch for their assistance.

Review FY11 Operating Budgets: 122, 129, 135, 145, 151, 152, 155, 171, 178, 192, 194, 195, 199, 241, 291, 294, 295, 411, 450, 543, 602, 710, 751, 759, 911, 912, 914, 916 & 950

Mrs. Pugatch gave a brief overview of the other Selectmen's budgets. The Selectmen's budget does not include a salary for the Town Administrator. Mr. Heinlein will discuss a successor agreement with Mr. Ramsay once he receives the salary survey of comparable communities from the consultant. The postage line in the Copying & Postage budget is increased by the 3% increase in first class postage projected for next year. Mrs. Lisbon reminded the Board that various memorandums and notifications previously sent via the postal service are now being transmitted via e-mail, reducing that expense. Going forward, this delivery method will be used wherever possible.

In the Accounting budget, the Grade 15, Step 6 salary for the Town Accountant has been plugged in since the individual who fills that vacancy in the near future may be paid up to the mid-range of that grade, dependent on experience.

Data Processing has been increased to include monies for annual tech support for the new GIS and Pictometry systems. Mrs. Pugatch will find out how many employees are taking advantage of these new software applications and report back to the Board. She said that the other increase in this budget is an additional \$1,000 to cover the higher state contract price per complete Dell Windows 7 workstation as all computers continue to be replaced over the established 5-year cycle. Mrs. Lisbon announced that the redesigned Town website is essentially complete, and thanked Website Coordinator Bill Clark for all of his

Board of Selectmen Open Session Meeting Minutes
November 24, 2009

excellent work assisting the Website Advisory Committee throughout this time consuming process.

Reductions were made in the Town House budget fuel oil and electricity lines using the guidelines. The premiums for workers' compensation were lower in FY09 and FY10 due to improving experience so while the FY11 premium was projected to be 15% higher than this year, the Workers' Compensation budget was again cut by \$10,000 for FY11. The property and casualty insurance premium is increased by 15% over FY10, with the final 3-year incremental increase for the Town buildings revaluation added in FY11. The Medicare/FICA budget is up 4.65% using the FY11 general increase and step increases.

Mr. Ramsay told Mrs. Lisbon that he is proposing to level fund the Health Insurance budget. He explained that the FY10 appropriation was significantly higher than FY09 expenditures because it was based on projected rates that were higher than those actually voted by the West Suburban Health Group for FY10.

Finally, Mrs. Pugatch will speak to the Town Report Committee members about whether they plan to reduce the number of copies of the 2009 Town Report printed since it is available in its entirety on line.

Mr. Ramsay told Mr. Heinlein that all of the other Selectmen's budgets are level funded or have increases that are inconsequential or per the union and non-union pay plans. The Board of Selectmen will take all of its budgets under review.

At 8:30 p.m., Mr. Heinlein moved to recess the meeting, to resume in open session, seconded by Mrs. Lisbon; it was unanimously voted.

At 8:31 p.m., Mr. Melican moved for the Board to return to open session, seconded by Mrs. Lisbon; it was unanimously voted.

Set Opening & Closing Dates for the 2010 Annual Town Meeting Warrant

Mr. Melican moved to open the [2010 annual town meeting] warrant on November 24, 2009 and to close the warrant as of the close of business [5:00 p.m.] on January 22, 2010, seconded by Mrs. Lisbon; it was unanimously voted.

Other Business:

Vote Early Closings on Christmas & New Year's Eves

Mr. Melican moved to authorize the closing of the Town House on Thursday, December 24, 2009 at noon and on Thursday, December 31, 2009 at 3:00 p.m., seconded by Mrs. Lisbon; it was unanimously voted.

Special License

The Board reviewed two special license applications for holiday parties, one for The Catered Affair for December 16, 2009 from 7:00 p.m. – 11:00 p.m. at Elm Bank and the other for the Medfield Business Association for December 7, 2009 from 6:00 – 10:00 p.m. at the B.C. Retreat & Conference Center.

Mr. Melican moved to approve the special licenses for December 7 and December 16, 2009 as they appear, seconded by Mrs. Lisbon; it was unanimously voted.

Approve November 12, 2009 Meeting Minutes

Board of Selectmen Open Session Meeting Minutes
November 24, 2009

Mr. Melican moved to approve the meeting minutes of November 11, 2009 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Citizens' Comments

Mr. Ramsay told Mr. Melican that the Boston Post Cane presentation will be scheduled when he hears back from the Historical Society.

Mr. Heinlein announced that the Dover-Sherborn High School football team will play against Medfield at 10:00 a.m. on Thanksgiving Day at Medfield High School.

The Board of Selectmen wished everyone a happy Thanksgiving.

Adjournment

At 8:40 a.m., Mr. Melican moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk