

MEETING MINUTES
BOARD OF SELECTMEN
DECEMBER 17, 2009

At 8:04 a.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: Kathy Hall, Warrant Committee

PRESS: Matt Tempesta, D-S Press

Review FY11 Operating Budgets: 122, 129, 135, 145, 151, 152, 155, 171, 176, 178, 192, 194, 195, 199, 201, 241, 291, 292, 294, 295, 299, 411, 422, 423, 424, 425, 428, 439, 450, 541, 543, 602, 691, 692, 710, 751, 759, 911, 912, 914, 916 & 950

This morning the Board continued its review of FY11 operating budgets under its purview:

Mr. Ramsay was instructed to carry over his FY10 salary figure in the FY11 Selectmen's budget as a temporary placeholder until the terms of a successor agreement to his current employment contract (which expires June 30, 2010) are reached.

Mr. Heinlein moved to approve Budget No. **122 Selectmen** in the amount of \$272,076, seconded by Mrs. Lisbon; it was unanimously voted [with the Town Administrator's salary placeholder incorporated into the salary total].

Mr. Heinlein moved to approve Budget No. **129 Copying & Postage** in the amount of \$30,263, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **135 Town Accountant** in the amount of \$153,720, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon told Warrant Committee member Kathy Hall that recruitment expenses for the new Town Accountant will be incurred in and paid from the FY10 budget cycle.

Mr. Heinlein moved to approve Budget No. **145 Treasurer/Collector** in the amount of \$178,651, seconded by Mr. Melican; it was unanimously voted.

Mr. Ramsay informed the Board that in the current fiscal year costs related to provision of legal services to the Town are running well below budget; however,

Board of Selectmen Open Session Meeting Minutes
December 17, 2009

legal services yet to be rendered are anticipated related to upcoming judicial hearings, laborers' union contract renewal negotiations, and issues involving Chapter 40B housing developments.

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

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

Mr. Heinlein commented that great strides have been made recently in the area of data processing. Mr. Ramsay told Mrs. Lisbon that monies for computer workstations are not appropriated as a capital budget item. The 5-year replacement schedule is part of the Data Processing operating budget under other capital outlay.

Mrs. Lisbon moved to approve Budget No. **155 Data Processing** in the amount of \$104,798, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to approve Budget No. **171 Conservation Commission** in the amount of \$60,160, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein moved to approve Budget No. **176 Board of Appeals** in the amount of \$4,579, seconded by Mr. Melican; it was unanimously voted.

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

Mr. Heinlein moved to approve Budget No. **192 Town House** in the amount of \$57,989, seconded by Mr. Melican; it was unanimously voted.

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

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

Mr. Ramsay said that the additional monies being requested for other capital outlay in the Building Maintenance budget are for the purchase of a floor scrubber for the Caryl Community Center.

Mr. Melican moved to approve Budget No. **199 Building Maintenance** in the amount of \$259,866, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican said that, as always, Police Chief Joseph Griffin has provided the Board with a detailed memorandum explaining changes to his budgets.

Board of Selectmen Open Session Meeting Minutes
December 17, 2009

Mrs. Lisbon moved to approve Budget No. **201 Police** in the amount of \$1,690,195, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to approve Budget No. **241 Building Inspector** in the amount of \$85,729, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican noted that the salary total in the Emergency Management budget will increase in FY11 to cover the recent addition of a third deputy director.

Mr. Melican moved to approve Budget No. **291 Emergency Management** in the amount of \$3,442, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican moved to approve Budget No. **292 Animal Control** in the amount of \$26,940, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Heinlein moved to approve Budget No. **294 Care of Trees** in the amount of \$85,584, seconded by Mrs. Lisbon; it was unanimously voted.

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

Mrs. Lisbon moved to approve Budget No. **299 Protective Agencies Building** in the amount of \$75,200, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **411 Engineering/Selectmen** in the amount of \$46,392, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **422 Highway** in the amount of \$606,885, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **423 Snow & Ice** in the amount of \$230,000, seconded by Mr. Melican; it was unanimously voted.

Ms. Melican moved to approve Budget No. **424 Street Lighting** in the amount of \$19,505, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Melican moved to approve Budget No. **425 Town Garage** in the amount of \$76,984, seconded by Mr. Heinlein; it was unanimously voted.

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

Mr. Melican moved to approve Budget No. **439 Solid Waste Disposal** in the amount of \$349,590, seconded by Mrs. Lisbon; it was unanimously voted.

Board of Selectmen Open Session Meeting Minutes
December 17, 2009

Mrs. Lisbon moved to approve Budget No. **450 Water Department** in the amount of \$22,794, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon thanked Council on Aging (COA) Director Janet Claypoole for the memorandum she has prepared at the Board's request detailing expansion of programming and census information broken down by age groups served by the COA. She asked that the request for new chairs for the Caryl Community Center be reclassified as other capital outlay. Mrs. Lisbon stressed the importance of fiscal coordination between users at the Caryl Community Center. Mr. Ramsay said that Ms. Claypoole spoke to Park & Recreation Director Dave MacTavish about his chair stock before determining the number the COA needs to accommodate the growing numbers of seniors attending events at the community center.

Mr. Heinlein moved approve Budget No. **541 Council on Aging** in the amount of \$107,494, seconded by Mr. Melican; it was unanimously voted.

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

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

Mrs. Lisbon moved to approve Budget No. **692 Memorial Day** in the amount of \$2,600, seconded by Mr. Melican; it was unanimously voted.

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

Mrs. Lisbon moved to approve Budget No. **751 Maturing Debt Interest** in the amount of \$545,584, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to approve Budget No. **759 Bank Charges** in the amount of \$7,000, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican moved to approve Budget No. **912 Workers' Compensation** in the amount of \$54,520, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **914 Group Insurance** in the amount of \$1,742,063 seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **916 Medicare/FICA** in the amount of \$127,642, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to approve Budget No. **950 Other Insurance** in the amount of \$194,556, seconded by Mrs. Lisbon; it was unanimously voted.

Town Moderator & Town Clerk re: Annual Town Meeting Quorum

The Board of Selectmen welcomed Town Moderator Pam Ellsworth and Town Clerk Barrie Clough to this morning's meeting. Mrs. Ellsworth told the Board that currently the minimum number of qualified attendees required before the business of Dover's Annual Town Meeting can be conducted is 175 registered voters. She distributed a list specifying the number of voters required for a quorum for other Massachusetts towns with comparable populations, which indicates that Dover is at the high end of this range. Mrs. Ellsworth said that there has always been a quorum at the start of town meeting, but one time she had to adjourn midway through a Town Meeting to the next evening when early departures brought the total number of participants below the quorum. She and Mr. Clough asked for the Board's support in changing the bylaw to lower the number of voters required for a quorum.

Mr. Clough told Mr. Melican that the quorum has been at 175 for at least 25 years, and Mrs. Ellsworth added that prior to that it may have been a percentage of total number of registered voters.

Mrs. Lisbon said that the data on town quorum requirements is compelling.

Mr. Heinlein remarked that it is with a sense of disappointment that the practicality of this possible change needs to be considered.

In light of the data presented and the recommendation of the Town Moderator and the Town Clerk, it was the sense of the Board to support an article on the 2010 Annual Town Meeting warrant to lower the quorum requirement.

Letter from Springdale Farms Water Supply Trust

Mr. Ramsay stated that the Department of Environmental Protection encourages water suppliers to share their resources in the event of an emergency that shuts down one supplier's system. The Springdale Farms Water Supply Trust has sent the Board a letter requesting installation of a gate valve between the Town's water system and the trust's water system as a replacement for the Town's 12-inch main (which is currently inactive) for such an emergency. Mr. Ramsay has spoken with Tata & Howard Engineering on this matter, and he concurs with the engineer's logic that regular flushing would be ineffective and that, with existing valves nearby that could be used in the event of an emergency, an isolation valve is not necessary.

Frequent flushing would disrupt the quality of the Town's water, and the existing valve could be activated within 48 hours. Mr. Ramsay told Mr. Heinlein that the cost of use of the existing valve in an emergency would be minimal, while costs associated with regular flushing would be much higher.

Board of Selectmen Open Session Meeting Minutes
December 17, 2009

Mr. Ramsay will send a response to the Springdale Farms Water Supply trustees respectfully declining this request, and offering the Town's prompt assistance in the event of an emergency.

Review Draft Memorandum re: Bylaw Changes

The Board approved a draft memorandum to all Town offices, boards and committees asking for bylaw change articles to be submitted to the Selectmen's office by January 22, 2010. Mr. Ramsay told Mr. Melican that there are several boards that will request bylaw changes at the Town Meeting next May.

Appointments

Mr. Heinlein moved to appoint Tobe Deutschmann and Jeffery Barnes as associate members for a period of one year and Jim Parent as a full member for a period of three years to the Board of Appeals, seconded by Mr. Melican; it was unanimously voted.

Other Business:

Reserve Fund Transfer – Accounting

Mr. Ramsay explained that the majority of the monies remaining in the professional services line of the Accounting budget are for the Town's annual audit, so additional monies will be needed to cover expenses incurred for the consultant assisting him in the Accounting Department one day per week through February.

Mr. Heinlein moved to approve a request for a transfer from the Reserve Fund in the amount of \$5,000, seconded by Mr. Melican; it was unanimously voted.

Mr. Ramsay thanked the Warrant Committee for their patience during this vacancy in the Accounting Department.

Award Washed Sand Bid

Mrs. Pugatch said that the second washed sand bid opening was held on November 30th, and that the vendors total bid prices, while very close, were not identical as occurred during the first bid opening several weeks ago.

Mr. Heinlein moved to award the bid for washed sand to the Lorusso Corporation of Plainville, seconded by Mrs. Lisbon; it was unanimously voted.

Approve November 24, 2009 Meeting Minutes

After reviewing the draft minutes for the Board's November 24th meeting, Mr. Melican informed the Board that, in addition to proposed elimination of parking spaces along Centre Street during the morning commuter hours if a delayed traffic signal is installed at the intersection of Centre and Walpole Streets, the Finance Committee on Roads will also recommend elimination of parking spaces during the afternoon commuter hours.

Board of Selectmen Open Session Meeting Minutes
December 17, 2009

Mr. Heinlein moved to approve the meeting minutes of November 24, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

The Board of Selectmen wished everyone happy and healthy holidays.

Adjournment

At 9:20 a.m., Mr. Melican moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk