

MEETING MINUTES  
BOARD OF SELECTMEN  
JUNE 25, 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: Joseph G. Griffin, Police Chief; Robert Clouse, Special Patrolman, & family; Paul DeBole, Verizon representative

PRESS: Ben Kossak, D-S Press

**Police Chief Griffin re: Appointment of Police Officer & Police Department Promotion Process**

On behalf of the Board of Selectmen, Chairman David Heinlein congratulated Police Chief Joseph Griffin on his renewed contract with the Town of Dover. Chief Griffin told the Board that he is as energized and happy as he was in 1994 when he began serving as Police Chief.

The Chief asked the Board to entertain the appointment of Special Patrolman Robert Clouse as a full-time police officer to fill the vacancy created in May by the retirement of 27-year veteran Gary Rowley. Officer Clouse originally came to the department as a co-op student from (and is now a graduate of) Northeastern University. Chief Griffin has been very pleased with Officer Clouse's performance as a Special Patrolman for the last two years, and believes he is a good fit for the community.

Mrs. Lisbon moved to appoint Officer Robert Clouse as a full-time officer effective June 26, 2009, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein thanked Chief Griffin for consistently bringing qualified and capable candidates to Dover. The Board looks forward to Officer Clouse's increased presence in town.

In addition to the two vacancies created by the recent departures of Officer Concannon and Sergeant Rowley, the Chief said Sergeant Rowley's retirement leaves a vacancy in the rank of sergeant. He requested that this position be filled by promoting an internal candidate who possesses the best supervisory skills, and knowledge of criminal law and constitutional procedure. This process would take 4 to 6 months, and entails passing a written examination, followed by an interview with an impartial panel comprised of supervisors from other police departments possessing the rank of sergeant or higher who do not know the candidates. This

process was used successfully in the past, resulting in the promotions of Sergeants Wilcox and Mick.

The Board wholeheartedly endorsed this process as fair and objective, and authorized Chief Griffin to move forward.

### **Reserve Fund Transfers (2) – Police & Animal Control**

Chief Griffin reminded the Selectmen that they previously approved Prior Notices for the Animal Control and Police budgets to cover unanticipated vehicle repair expenses.

He said that the Police vehicle maintenance account deficit of \$6,700 was increased to approximately \$13,000 with the replacement of the engine in the police SUV and a full warranty, extending that vehicle's useful lifetime. He told Mr. Heinlein that this was an extraordinary year for vehicle repairs with minor body work not covered with the insurance deductible as well as wear and tear of the fleet due in part to the bad winter.

Chief Griffin explained that the brackets holding the torsion bar to the frame of the 1997 animal control vehicle were corroded, requiring \$1,200 in repair work, which brought that account into a \$900 deficit. The Chief agreed with Mr. Heinlein that it might be prudent to put a capital budget request for a new animal control vehicle in an out year as a placeholder.

Mrs. Lisbon moved to transfer from the Reserve Fund \$13,000 for the Police vehicle maintenance line, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to transfer from the Reserve Fund for the Animal Control vehicle maintenance line, seconded by Mr. Melican; it was unanimously voted.

### **American Cancer Society Sign Placement Request & Braking the Cycle Benefit Ride**

Chief Griffin informed the Board that the coordinators of the American Cancer Society cycling event scheduled for July 26, 2009 have requested placement of signage directing 150 – 200 riders along six miles through Dover. He is not objecting to signs posted on poles if they are removed immediately afterwards.

Chief Griffin also informed the Board that he has discussed the "Braking the Cycle" bicycle ride to benefit the AIDS Foundation of New York with the race coordinator. The Chief is concerned about that event passing through Dover around 7:15 to 8:30 a.m. via the Centre Street bridge on a Friday morning due to commuter traffic volume. He has been assured that road marshals will direct the 250 riders to proceed single file against traffic, and otherwise ensure that they abide by road rules and regulations.

### **Police Communications Tower Replacement Update**

Chief Griffin reported that the radio tower foundation has been poured, with the actual tower scheduled to be delivered and installed next week. He and the architect are overseeing every step of this process.

**Police Department Dispatch Area Renovation Project**

Chief Griffin provided the Board with a draft study of the police dispatch at the Protective Agencies building for review. This report, which describes proposed improvements to the dispatch area, has been prepared by Architect Don Mills in conjunction with the Police Department Dispatch Area Renovation Committee (comprised of the Police Chief, the Town Administrator and the Superintendent of Building Maintenance). The study includes existing conditions in the dispatch area, programmatic requirements, and proposed alterations with associated costs and a preliminary schedule. These changes would correct entryway, flow and noise issues as well as deficiencies in internal controls, and reduce wasted space while complying with building code requirements. The cost estimate of \$344,000 is slightly below the original construction estimate.

At Mrs. Lisbon's direction, Chief Griffin will ask the design engineer to look at the possibility of using solar panels and other energy efficiency and cost-saving measures. The Chief said there is no FFE allowance with little in the way of furnishings to be replaced, and allotted contingency monies if needed.

Chief Griffin explained that temporary equipment and cabling would be installed downstairs to avoid disruptions to dispatching services. With the Selectmen's permission, he would request funding at the 2010 Annual Town Meeting with bidding conducted in May and construction commencing in September.

The Chief told Mr. Melican that the new radio console will be purchased with capital funds to be reimbursed by the state. The fire and 911 components would be retrofitted.

In response to Mr. Ramsay's question about whether there are additional concerns or issues not addressed in this draft report or if the Board is prepared to authorize finalization, Mrs. Lisbon asked for additional detail regarding energy efficiencies throughout the Protective Agencies building as well as within the dispatch area. The Chief will further explore potential energy improvements with the architect. Mr. Ramsay told her that project management will not be required since the total cost is below the legal threshold. The architect's fee for construction administration is included in the total estimate.

**Special License**

The Chief recommended approval of a one-day license for a wedding at Elm Bank on November 13, 2009 with the stipulation that liquor service ends at 11:00 p.m., not 11:30 p.m. as requested.

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Mr. Melican moved to approve a one-day liquor license for Meghan O'Sullivan and/or Drinkmasters for November 11, 2009 at Elm Bank for the hours between 6:00 and 11:00 p.m., seconded by Mrs. Lisbon; it was unanimously voted.

**Public Hearing re: Pole Petition**

Verizon representative Paul DeBole apologized for being late to this evening's public hearing to consider Verizon/NStar's joint petition to locate a new pole and associated fixtures on the south side of Centre Street in front of the entrance to the Dover Farms housing development. If this petition is granted this evening, the pole will be installed within the next 3 days. There were no objections.

Mrs. Lisbon moved to approve installation of a new pole (P14/44A) 115 feet west of existing pole P14/44, seconded by Mr. Melican; it was unanimously voted.

**Appointments**

Mr. Melican asked that citizens interested in serving a three year term on the Finance Committee on Roads or the Personnel Board to contact him or the Selectmen's office at (508) 785-0032 ext. 221.

Mrs. Lisbon thanked outgoing member William Schulz for his service on the Conservation Commission.

Mrs. Lisbon moved to appoint Jay Hughes as Forest Warden for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to appoint Kay Guild to the Historical Commission for a period of three years effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to appoint John Gilbert as Measurer of Wood and Bark for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon moved to appoint Erin Gorden and Kurt Pfannenstiehl to the Recycling Committee for a period of three years effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to appoint Dick Malcom as Surveyor of Lumber for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to appoint Erika Lert as Town Energy Coordinator for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

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Mr. Melican moved to appoint Jeanette Reynolds and Nancy Dowd to the Town Report Committee for a period of three years effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Linda Holiner, Jeffrey Seaman and Donna Simek were appointed to the Website Advisory Committee for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

**Execute Caryl Community Center License Agreement**

Mrs. Lisbon moved to approve a [one year] license agreement between Parent Talk, Inc. and the Town of Dover effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

**Town Website Redesign**

It was Mrs. Lisbon's great pleasure to announce that the new Town website ([www.doverma.org](http://www.doverma.org)) was launched last Friday after an 18-month redesign effort. She thanked members of the Website Advisory Committee, the Town Clerk, the Town Administrator, and especially Website Coordinator Bill Clark for all of their work to create a website that is more active, dynamic and user-friendly with updated content (95% complete) built on a new, easier software platform. She asked for citizens' input/suggestions, and for information on upcoming public hearings as they are scheduled so those notifications can be placed on the homepage. She encouraged residents to view FAQs for various Town services, which now provide logical links as needed.

Mr. Heinlein and Mr. Melican expressed their appreciation to Mrs. Lisbon for all of her work on this project.

**Warrant Article Close-Outs**

Mr. Heinlein asked the Board to review outstanding appropriations from prior town meetings to see any projects/purchases are now complete, allowing those monies to be returned to the Town.

Mr. Ramsay recommended closing out four articles under the purview of the Board of Selectmen as those projects are now completed [see vote below]. He explained that all open articles are reviewed annually by sponsoring boards and committees, who inform the Town Accountant which may be closed out.

Mrs. Lisbon moved to close out the following articles: ATM09 A5.7B (Protective Agencies Exterior Painting & Siding), ATM96 A12 (Church Street Well Testing), ATM06 A5 (Caryl House Re-Roofing), and ATM08 A5.3A (Caryl House Garage), seconded by Mr. Melican; it was unanimously voted.

Mr. Ramsay will research the history of ATM97 A15, Housing Partnership Study, for Mrs. Lisbon.

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**Future Potential Business List**

Mr. Heinlein has asked for the Board to anticipate issues that might arise in the upcoming fiscal year in order to address those items during upcoming Selectmen's meetings. He suggested inviting any boards and committees in any way involved with or impacted by those issues to Selectmen's meetings to seek their input and promote communication.

Future agenda topics were briefly discussed, including an update/review of fees charged for various Town services, anticipated Town and Regional Schools operating budget shortfalls, review and adoption of the Natural Hazards Pre-Disaster Mitigation Plan, development of a long term data processing plan, flooding/beaver issues at Channing Pond, etc.

**Approve June 9, 2009 Meeting Minutes**

Mrs. Lisbon moved to approve the June 9, 2009 meeting minutes as prepared, seconded by Mr. Melican; it was unanimously voted.

**Adjournment**

At 8:00 p.m., Mr. Melican moved to adjourn the meeting, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Joseph M. Melican, Clerk