

1 MEETING MINUTES
2 BOARD OF SELECTMEN
3 JULY 30, 2009
4

5 At 6:34 p.m., Chairman David W. Heinlein called the meeting to order with members
6 Joseph M. Melican and Carol Lisbon present. Also present were David W. Ramsay, Town
7 Administrator, and Greer Pugatch, Assistant Town Administrator.
8

9 ATTENDANCE: Mary Carrigan & Mary Hornsby, Personnel Board; Dave Stapleton, Jim
10 Dawley, Peter Smith, Jim Kinder & Jane Weymss, Warrant Committee; Joan King, Board
11 of Library Trustees
12

13 PRESS: Ben Kossak, D-S Press
14

15 **Discuss Protocol for Setting Annual Salary Guidelines**

16 Mr. Heinlein thanked members of the Personnel Board and Warrant Committee for coming
17 to this evening's meeting to discuss the protocol for setting annual salary guidelines for
18 Dover's non-union personnel. He said that in the past the Town experienced difficulty
19 attracting prospective job candidates due to low wages, and also retaining its employees
20 due to pay inequities. With the assistance of the Personnel Board, a step increment plan
21 was therefore instituted to bring Dover's employees to the median range of comparable
22 communities over the course of several years. Many of the Town's non-union employees
23 have reached the top step on the plan, and the general percentage increase agreed upon on
24 annually by the Board of Selectmen, Personnel Board and Warrant Committee is the sole
25 means by which those employees' salaries are maintained at the median.
26

27 The current protocol calls for discussions between the three boards, factoring in general
28 economic conditions and various wage indices, with the Warrant Committee finalizing the
29 guidelines. Mr. Heinlein asked for a change in the protocol so that the Board of Selectmen
30 makes the final decision on the percentage increase. He reminded those present that the
31 Selectmen currently negotiate salaries with the police and laborers' unions, the Town
32 Administrator, the Police Chief and the Town Accountant, and they also participate in
33 union negotiations for school employees. It would therefore be consistent for the Board of
34 Selectmen to finalize non-union employees' annual wage increases. Non-union
35 employees' pay comprises only 14% of total salaries paid, excluding the non-pay-plan non-
36 union groups (mostly part-time EMTs, firefighters and election workers) which comprise
37 an additional 5%. It is not the Board's intention to reduce the roles of the Warrant
38 Committee or the Personnel Board. Mr. Heinlein pointed out that, regardless of who
39 finalizes the increase, Town Meeting voters are the ultimate authority on this matter.
40

41 Warrant Committee Chairman Dave Stapleton told the Board that it is important for the
42 three groups to keep a sense of synergy when setting the guidelines with a goal of
43 consensus at Town Meeting. He observed that non-union wages (\$2.1-\$2.2 million) are a
44 small portion of the Town's \$30 million annual operating budget. Other Warrant
45 Committee members expressed similar viewpoints.
46

47 Mr. Heinlein emphasized that it is the Warrant Committee's right and responsibility to
48 voice any difference of opinion on the proposed increase at Town Meeting. He said that
49 the Warrant Committee has done an excellent job of identifying budget shortfalls in recent
50 years, and asking various boards to make discretionary budget cuts based on their priorities
51 in order to avoid overrides.

Board of Selectmen Open Session Meeting Minutes
July 30, 2009

1
2 Personnel Board Chair Mary Carrigan expressed her board's support of the proposed
3 change to the protocol, which would create uniform treatment of all employee groups. She
4 said the Personnel Board will lend its expertise to the process, but that the final
5 responsibility should be that of elected officials.
6

7 The Selectmen will invite the Personnel Board and the Warrant Committee to a September
8 meeting to continue this discussion. Mrs. Lisbon asked that if either group reaches a
9 consensus in the interim, to notify the Selectmen so that some proposed wording may be
10 prepared in advance for review at the meeting.
11

12 **Blue Book Training**

13 Mr. Heinlein offered the Board's support of the Warrant Committee's plan to train its new
14 members on Blue Book terminology and processes. The Selectmen suggested expanding
15 the training to include a broader audience, and to include an outline of the budget process
16 and timeline in general. Mr. Heinlein asked Mr. Stapleton to contact him or Mr. Ramsay if
17 the Warrant Committee would like any of the Board's employees to participate in any way.
18

19 **Analyze State Budget Revenue Impact**

20 Mr. Heinlein explained that the Town's operating budget in the 2009 Blue Book was
21 prepared/balanced using FY10 state budget projections, which subsequently have not been
22 funded at the levels anticipated. State aid for Dover is approximately \$100,000 less than
23 originally projected for which solutions will be needed.
24

25 Mrs. Lisbon added that the regional school committee will cover its shortfall this year
26 through its E & D account. She said that a \$100,000+ cut might be expected in FY11 in
27 local school aid and \$70,000 for the regional schools. In FY11, there will also be a
28 \$194,000 reduction in the SBA reimbursement for the Chickering School. This
29 approximate \$375,000 total reduction (which may grow larger) needs to be planned for as
30 FY11 budgets are prepared this fall. Mrs. Lisbon said that it also needs to be established
31 which Town departments benefit from state grants so that the impact of potential grant
32 reductions can also be considered during budgeting. Warrant Committee liaisons will
33 inquire of departments that they are assigned to during budget season.
34

35 Mr. Melican said that it is important to identify any potential shortfalls so that budgets are
36 prepared realistically instead of relying on reserve fund transfers later in the fiscal year.
37

38 **Fee Review**

39 The Board of Selectmen now periodically re-examines fees charged by Selectmen's
40 departments for various services to ensure that they are competitive with neighboring
41 communities, and to increase those fees that are not to maximize revenues to the Town.
42 Mr. Heinlein asked the Warrant Committee, as liaisons to non-Selectmen's departments, to
43 consider requesting that they similarly review their fees.
44

45 Mrs. Lisbon told those present that as part of the Town website redesign, fee schedules for
46 all departments have been added to their web page(s). She has provided the Warrant
47 Committee with a list of those schedules.
48

49 Mr. Ramsay was directed to prepare fee schedules for Selectmen's offices for review by
50 the Board at an upcoming meeting. He will also find out when the Building Department
51 last surveyed surrounding communities to get fees charged for comparison purposes.

Board of Selectmen Open Session Meeting Minutes
July 30, 2009

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Appointments

Mr. Heinlein moved to appoint Gerard Lane as Treasurer/Collector for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican moved to appoint Craig Hughes as Superintendent of Streets for a period of one year effective July 1, 2009, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Heinlein moved to appoint David MacTavish as Bonded Constable for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein thanked Michael Mushnick, who does not wish to be reappointed, for serving as a Bonded Constable since 1986.

Mr. Heinlein moved to appoint Mrs. Lisbon as Capital Budget Committee representative for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to appoint Rita Walenduk and Betty Hagan to the Council on Aging for a period of three years effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to change the name of the *Dover* Community Center Building Committee to the *Caryl* Community Center Building Committee [as well as related subcommittees], seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to appoint Rick Henken to the Dover Housing Partnership for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein will serve as the Selectmen’s liaison to the Dover Housing Partnership in FY10.

Mrs. Lisbon moved to appoint Joseph Melican as the Selectmen’s representative on the Finance Committee on Roads for a period of one year effective July 1, 2009, seconded by Mr. Heinlein; it was unanimously voted.

Mr. Heinlein moved to appoint George Guinta as Groundwater Bylaw Enforcement Agent for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to appoint Mrs. Lisbon to the Long Range Planning Committee for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon will serve as the Selectmen’s liaison to the Open Space Committee in FY10.

Mrs. Lisbon moved to appoint Craig Moore to the Personnel Board for a period of three years effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

Board of Selectmen Open Session Meeting Minutes
July 30, 2009

1 Mr. Heinlein moved to appoint David Ramsay as the Male Personnel Rules Ombudsman
2 for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was
3 unanimously voted.

4
5 Mr. Melican moved to appoint Greer Pugatch as the Female Personnel Rules Ombudsman
6 for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was
7 unanimously voted.

8
9 Mr. Melican moved to appoint David Ramsay as the Affirmative Action Officer for a
10 period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously
11 voted.

12
13 Mr. Heinlein moved to appoint Jeffrey Farrell, Aaron Mick, Todd Wilcox, David Chaisson,
14 Nicole Bratcher, Warren Eagles, Steven Hagan, Edward Meau, Richard Collamore, Harold
15 Grabert, Ryan Menice, Christopher VanHandorf, Douglas Comman, Jonathan Cash and
16 Robert Clouse [as Police Officers] and Patrick Murphy, Charles Marscher and Mike
17 Heffernan [as Special Patrolmen] for a period of one year effective July 1, 2009, seconded
18 by Mr. Melican; it was unanimously voted.

19
20 Mr. Melican moved to appoint Elaine Yoke as Dog Officer for a period of one year
21 effective July 1, 2009, seconded by Mr. Heinlein; it was unanimously voted.

22
23 Mr. Melican moved to appoint Craig Hughes as Right-to-Know Coordinator for a period of
24 one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

25
26 Mrs. Lisbon moved to appoint John Devine to the Tree Committee for a period of three
27 years effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

28
29 Mr. Heinlein moved to appoint Bill Herd as Veterans' Grave Officer for a period of one
30 year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

31
32 Mr. Melican moved to appoint John Logan as Director of Veterans' Services for a period
33 of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

34
35 Mr. Melican moved to appoint Jeffrey Carter as Deputy Water Operator for a period of one
36 year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

37
38 **Vote to Adopt Metro Boston South/West Multi-Hazard Mitigation Plan**

39 Mr. Heinlein explained that the Metro Boston South/West Multi-Hazard Mitigation Plan is
40 ready for review and adoption if the Board is satisfied with it in its final form. The
41 adoption of this plan would enable the Town to apply for FEMA grants in the event of an
42 emergency. The plan identifies potential regional natural hazards with recommendations
43 for mitigation of same. Superintendent of Streets Craig Hughes has reviewed the plan and
44 recommends its adoption.

45
46 Mr. Melican moved to adopt the Metro Boston South/West Multi-Hazard Mitigation Plan-
47 the Dover Annex, dated April 1, 2009, seconded by Mrs. Lisbon; it was unanimously
48 voted.

Board of Selectmen Open Session Meeting Minutes
July 30, 2009

1 Mrs. Lisbon asked whether there is a process by which funds may now be obtained to
2 address some of the priorities listed in the plan. Mr. Ramsay will look into whether
3 Chapter 90 funds might be used for this purpose.

4
5 The Board thanked Mr. Hughes and Town Engineer Bob Homer for all of their work on
6 this plan.

7
8 **Designate West Suburban Health Consortium Alternate**

9 Mr. Ramsay said that in the past the Treasurer/Collector has been designated the Town's
10 alternate when Mr. Ramsay, the primary designee, cannot attend meetings of the West
11 Suburban Health Consortium (WSHG).

12
13 Mrs. Lisbon moved to approve Gerard Lane as the alternate to the WSHG, seconded by
14 Mr. Melican; it was unanimously voted.

15
16 **Abate Delinquent Water Bill**

17 Mr. Ramsay told the Board that he and the Treasurer/Collector have researched an
18 outstanding 1991 water bill for \$50, and are of the opinion that is not collectible.

19
20 Mr. Melican moved to abate the 1991 water bill, seconded by Mrs. Lisbon; it was
21 unanimously voted.

22
23 **Discuss Police Chief's Draft Special License Conditions**

24 Mr. Ramsay said that Police Chief Joseph Griffin, in response to the increase in volume of
25 one-day liquor licenses, is requesting that the Board formalize some conditions that he
26 already imposes on licensees as a matter of course. He told Mr. Heinlein that these are
27 maximum guidelines, and can be changed or waived at the Chief's or the Board's
28 discretion.

29
30 Mrs. Lisbon moved to adopt the special license conditions as amended, seconded by Mr.
31 Melican; it was unanimously voted.

32
33 **Other Business:**

34 **Special Licenses (12)**

35 Mr. Melican moved to approve the 12 special licenses before the Board of Selectmen this
36 evening, seconded by Mrs. Lisbon; it was unanimously voted [see file in Selectmen's
37 office for particulars].

38
39 **Board's Fall/Winter/Spring Meeting Schedule**

40 The Board of Selectmen added meeting dates to its calendar through next spring [see
41 monthly meeting calendar on Town website for specific dates].

42
43 **Approve June 25, 2009 Meeting Minutes**

44 Mr. Melican moved to approve the meeting minutes of June 25, 2009 as presented,
45 seconded by Mrs. Lisbon; it was unanimously voted.

46
47 **Citizens' Comments**

48 Mr. Heinlein assured Warrant Committee liaison Jim Kinder that when the Selectmen
49 discuss the Snow & Ice budget this fall, there will be open communications with the
50 Warrant Committee on this topic. He added that the Warrant Committee and Town
51 departments do a good job collectively tightening up budgets where possible.

Board of Selectmen Open Session Meeting Minutes
July 30, 2009

1
2
3
4
5
6
7
8
9
10
11
12
13
14

Executive Session

At 8:00 p.m., Mr. Heinlein asked for a motion to adjourn the open session and convene in executive session for the purpose of discussing collective bargaining. It was so moved by Mrs. Lisbon, seconded by Mr. Melican. Mr. Heinlein polled the Board and by unanimous roll call vote convened in executive session. No further open session business was to be taken up.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk