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

PRESS: Ben Kossak, D-S Press

Discuss Protocol for Setting Annual Salary Guidelines

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

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

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

Mr. Heinlein emphasized that it is the Warrant Committee’s right and responsibility to voice any difference of opinion on the proposed increase at Town Meeting. He said that the Warrant Committee has done an excellent job of identifying budget shortfalls in recent years, and asking various boards to make discretionary budget cuts based on their priorities in order to avoid overrides.
Personnel Board Chair Mary Carrigan expressed her board’s support of the proposed change to the protocol, which would create uniform treatment of all employee groups. She said the Personnel Board will lend its expertise to the process, but that the final responsibility should be that of elected officials.

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

**Blue Book Training**

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

**Analyze State Budget Revenue Impact**

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

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

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

**Fee Review**

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

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

Mr. Ramsay was directed to prepare fee schedules for Selectmen’s offices for review by the Board at an upcoming meeting. He will also find out when the Building Department last surveyed surrounding communities to get fees charged for comparison purposes.
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 Henke 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.
Mr. Heinlein moved to appoint David Ramsay as the Male Personnel Rules Ombudsman for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

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

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

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

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

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

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

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

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

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

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

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

Mr. Melican moved to adopt the Metro Boston South/West Multi-Hazard Mitigation Plan-the Dover Annex, dated April 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.
Mrs. Lisbon asked whether there is a process by which funds may now be obtained to address some of the priorities listed in the plan. Mr. Ramsay will look into whether Chapter 90 funds might be used for this purpose.

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

**Designate West Suburban Health Consortium Alternate**

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

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

**Abate Delinquent Water Bill**

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

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

**Discuss Police Chief’s Draft Special License Conditions**

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

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

**Other Business:**

**Special Licenses (12)**

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

**Board’s Fall/Winter/Spring Meeting Schedule**

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

**Approve June 25, 2009 Meeting Minutes**

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

**Citizens’ Comments**

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

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Joseph M. Melican, Clerk