

MEETING MINUTES
BOARD OF SELECTMEN
SEPTEMBER 10, 2009

At 6:32 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 & Craig Moore, Personnel Board; Dave Stapleton, Warrant Committee; Holly Collins

PRESS: Sarah Freedman, D-S Press

On behalf of the Dover-Sherborn varsity football and cheerleading teams, Mr. Heinlein extended an invitation to citizens to attend the Raiders game tomorrow evening, September 11, 2009. Members of the Dover and Sherborn police and fire departments as well as local veterans will be honored during the game's half-time presentation.

Discuss Protocol for Setting Annual Salary Guidelines

Mr. Heinlein thanked Mary Carrigan and Craig Moore of the Personnel Board and Dave Stapleton of the Warrant Committee for coming to this evening's meeting to discuss the protocol for setting annual salary guidelines for the Town's non-union employees. He distributed a draft of the protocol reflecting changes consistent with previous discussions between the three groups on this amendment. In past years, the Personnel Board has made an initial recommendation on the general increase for consideration in one or more joint meetings of the three groups, with the Warrant Committee finalizing the number. Mr. Heinlein explained that the process would remain essentially the same except that the Board of Selectmen would make the final determination regarding the percentage increase, if any, instead of the Warrant Committee.

Mr. Stapleton told the Selectmen that the draft language has been forwarded to Warrant Committee members for consideration. Mr. Heinlein asked Mr. Stapleton if the Warrant Committee could include the protocol change as an agenda item at

its meeting next week, so that the three groups can discuss it at the Selectmen's September 24th meeting. He said the FY11 operating budget process cannot begin until the salary schedule, which is calculated using the percentage increase, is made available to Town offices.

Mrs. Carrigan informed those present that, using the same methodology and data sources as in recent years, the Personnel Board is prepared to make its recommendation on a percentage increase for discussion at September 24th Selectmen's meeting. This data will be provided to the Selectmen and Warrant Committee prior to the meeting with the goal of reaching a consensus quickly, thus allowing the budget process to move forward.

Mrs. Carrigan told the Selectmen that the Personnel Board supports the change to the protocol, saying the non-union employees' salary setting process would be more consistent with other Town employee groups since the Selectmen negotiate and finalize the union employees' salaries as the Town's bargaining agent.

Mrs. Lisbon moved that the Board of Selectmen approve the new protocol for setting annual guidelines for salaries which has a revision date of September 19, 2009, seconded by Mr. Melican; it was unanimously voted.

Appointments

The Selectmen asked that citizens interested in volunteering on one of the Town's boards or committees contact them. There are vacancies on the Open Space Committee, the Finance Committee on Roads, the Dover Housing Partnership and the Council on Aging for those who might be interested in serving.

Fee Review

At the Selectmen's direction, Mr. Ramsay has updated the 2006 schedule of all fees under the Board's control. The schedule compiles information on source of authority for the fee (contract, statutory, market or discretionary), unit prices, FY09 cumulative revenues collected, date fee last changed, and expiration date, if applicable.

Mr. Ramsay told Mrs. Lisbon that the totals for various recyclables listed are the Town's receipts for recyclables sold. He confirmed that fees for disposal of demolition materials have not changed since 1986.

Mr. Ramsay said that looking at Selectmen's revenues, the Building Department collects the largest total amount of fees, and that a 2007 survey of surrounding towns revealed that Dover's building permit fees are very competitive, resulting in a decision not to raise them at that time.

This fee review will be further discussed at the Board of Selectmen's September 24, 2009 meeting.

Appoint Assistant Mechanic/Heavy Equipment Operator

Mrs. Pugatch told the Board that she, the Superintendent of Streets, the Parks & Recreation Director and the Cemetery Supervisor have completed interviews for the vacant Assistant Mechanic/Heavy Equipment Operator position in the Highway Department. Natick DPW Deputy Director Tom Collins also participated in interviews, lending his expertise to the process in assessment of applicants' mechanical skill levels. A comprehensive mechanic's test was also administered to top candidates. The group unanimously recommends Andrew Wills, a current Highway Department employee who has served as the Town's interim mechanic for the past five months.

Mr. Melican moved to appoint Andrew Wills as Assistant Mechanic/Heavy Equipment Operator, seconded by Mrs. Lisbon; it was unanimously voted.

Designate Liaison/Coordinator for Right-of-Way re: Willow Street Bridge Project

Mr. Ramsay told the Board that at this stage of the Willow Street bridge reconstruction, two parcels of land need to be acquired by the Town, one temporarily as a construction right of way and one permanent acquisition since the bridge already sits on this small piece of land owned by an abutter. MassHighway needs the Town to appoint a liaison to effectuate the legal agreements and related documentation. He is requesting that the Board appoint Mrs. Pugatch to work with Town Counsel on the acquisitions.

Mrs. Lisbon moved to appoint Mrs. Pugatch to be the Board's liaison for the right-of-way activities for the Willow Street bridge land taking, seconded by Mr. Melican; it was unanimously voted.

**Other Business:
Norfolk County Engineering Request**

Mr. Ramsay said that at the Board's request the Norfolk County Engineers will conduct a survey without charge to locate and describe the two parcels of land specified above as the first step in establishing the rights-of-way for the Willow Street bridge reconstruction.

Mr. Melican moved to authorize Norfolk County to undertake engineering services to delineate the two parcels, seconded by Mrs. Lisbon; it was unanimously voted.

Used Books Collection Request

The Board entertained a request by a girl scout to place a box in the Town House to collect used books for the WIC organization's waiting room as part of her Silver Award project. The Selectmen would like to support community-based projects, and asked for more detail, e.g., types of books needed, length of collection period, whether a collection box might be placed in the library, etc. The matter will be taken up again once this information is obtained.

Prior Notice – Solid Waste

Mr. Ramsay informed the Board that the compactor box at the transfer station has a hydraulic leak which will cost \$6,000 to repair. Mr. Hughes may be able to cover this expense with existing budget monies, but he would like to file a Prior Notice as a precautionary measure.

Mrs. Lisbon moved to approve a Prior Notice for the Solid Waste budget equipment line in the amount of \$6,000, seconded by Mr. Melican; it was unanimously voted.

Special Licenses (6)

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

Dover Days

Mrs. Lisbon invited anyone interested to come to Dover Days on Saturday, September 12th, from 9:00 a.m. to 4:00 p.m. at the Town House and its grounds.

Executive Session

Board of Selectmen Open Session Meeting Minutes
September 10, 2009

At 7:15 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 Mr. Melican, seconded by Mrs. Lisbon. Mr. Heinlein polled the Board and by unanimous roll call vote convened in executive session. No further open session was to be taken up.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk