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: Mary Carrigan & Craig Moore, Personnel Board; Dave Stapleton, Jim Dawley, Jim Kinder & Peter Smith, Warrant Committee; Cathy Mitchell, Holly Collins & Beth Paisner, Library Trustees; Bill Herd & Carol Jackman, Cemetery Commissioners

PRESS: Neil Johnson, D-S Press

Library Trustees
Mr. Heinlein thanked members Cathy Mitchell, Holly Collins and Beth Paisner of the Board of Library Trustees for coming to this evening’s meeting to jointly appoint a new trustee to fill a vacancy created by Diane Sampson’s resignation. He asked them for their nomination. On behalf of the Library Trustees, Mrs. Mitchell nominated Joan Stapleton. Mrs. Lisbon moved to appoint Joan Stapleton to the Board of Library Trustees for a term expiring in May 2011, seconded by Mr. Melican; it was unanimously voted by the Board of Selectmen and the Library Trustees present.

Finalize Protocol for Setting Annual Salary Guidelines & FY11 General Increase
Mr. Heinlein reminded those present that the Selectmen, Personnel Board and Warrant Committee have had several recent discussions about amending the protocol for setting the annual salary guidelines for non-union personnel. 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. It was Mr. Heinlein’s sense that the Warrant Committee supports this change. Jim Kinder responded that the Warrant Committee is in favor of amending the protocol. He is working on the protocol language to reflect the change, which the Selectmen will vote on upon completion.

Mr. Heinlein asked Personnel Board Chairman Mary Carrigan for her board’s recommendation on the FY11 general increase. Mrs. Carrigan told the members of all three boards in attendance that the Personnel Board has used the same factors and sources of data in recent years in its calculations. She went over the specific numbers for the indices used, which include salary trends in the Northeast and nationally. Her board projected out 1½ years, and also factored in recovery indicators and the Town’s philosophy of bringing its employees to the median of
comparable communities to arrive at a recommendation of a 1.9% increase in
FY11.

Mrs. Lisbon commented that when reviewing the various averages for the last 7
years, the Personnel Board’s recommended annual increase is in line with those
trends over time without the dips and spikes. Mr. Heinlein added that there are
inherent difficulties in projecting out 15 months, but said that periodic studies by a
consultant have confirmed that Dover is in line with the area’s market median.

Mr. Dawley asked how the 1.9% increase compares with other communities, to
which Mrs. Carrigan responded that the consultant has been seeing percentages in
the 2% range.

Mr. Stapleton asked how this percentage would affect negotiations for the union
contracts to be renewed in the near future. Mr. Heinlein said the Board is unable to
comment on that, but observed that the contracts for union personnel contain other
compensatory components in addition to a wage increase. He further explained
that the non-union step increase for which approximately one-half of non-union
employees are eligible is a remedial measure to bring them to the market median.
Union employees are already at the median.

The Selectmen would like to finalize the general increase soon so that Town offices
can begin the budget process. Mr. Heinlein said the Board gives a great deal of
deference to the Personnel Board members as the human resource professionals,
and appreciate all of the work that goes into their recommendation.

Request by Cemetery Commissioners for Chickering Trust Funds
Mr. Heinlein welcomed Cemetery Commissioner Bill Herd to this evening’s
meeting to discuss the use of Chickering trust funds for installation of a water
feature at the Highland Cemetery. Mr. Herd told the Board that over the last year
he has researched various pond and waterfall options. Solar power would require
too many panels to run a waterfall system, so he has sought and received
permission from an abutter to the cemetery to run a line from Dedham Street across
her property to power it at a total cost of approximately $8,000. This water feature
would include a dry pond on a timer with two benches, so there would not be
standing water to create problems with mosquitoes or animals, and no hazardous
conditions for children playing around it. It would cost around $12,000 to install.
Mr. Herd told Mr. Melican it would run twice daily from May through October.

He told the Board that maintenance would be minimal - the pond would be drained
in the fall preventing ice damage, and during operational times natural enzymes
would prevent algae growth - and the associated electric and water costs would be
low. The bed of the pond would have rocks protecting its plastic liner.

Mrs. Lisbon commended the Cemetery Commissioners for the incredible
improvements that have been made to the Highland Cemetery over the past 5 to 7
years with the carriage house renovations, irrigation, signage and beautification of the property. She reviewed the impact these projects have had on the Chickering trust and perpetual care funds. The perpetual care fund, including incoming revenues, has decreased 12% over the past four years, and the Chickering fund has increased 25% in this same timeframe, for a total increase of 5% ($16,000) since 2005 with high interest returns except for this past year. Mrs. Lisbon noted that at their last meeting the Selectmen reduced the annual senior scholarship due to current low earnings on trust funds. Given the likely low income potential on the Chickering funds also, she questioned whether monies should be spent at this time on a discretionary project.

Mr. Herd felt that a water feature could generate interest in purchasing plots. Mr. Melican asked him if he has considered other potential funding sources, such as fundraising. He said residents might contribute to its maintenance and upkeep.

It was the sense of the Board to table this request during these difficult economic times while the two funds recoup their recent reduced growth and the Cemetery Commissioners further research ways to mitigate some of the associated costs, such as fundraising or asking the Park & Recreation Commission to install the power lines to light playing fields in the future.

**Capital Budget Review**

The Board reviewed the capital budget requests for departments under its purview. Dispatch reconfiguration construction at the Protective Agencies building, painting of the apparatus floors/walls at the fire station and painting of fascia/soffits at the Caryl Community Center are listed in the Selectmen’s FY11 capital budget. Mr. Ramsay asked the Board to amend the $350,000 cost estimate for dispatch reconfiguration to $400,000 to incorporate dispatch furnishings which were listed in the Police Department capital budget plan last year as a separate item. The renovation would correct current inefficiencies, problems with sound control and lack of privacy in the dispatch area. Mr. Ramsay told the Board that while the painting in the fire station addition area ($7,500) was previously anticipated and put in an out-year, the request to paint/repair soffits/fascia on the exterior of the Caryl Community Center is a newly added item in an effort to prevent further deterioration of the building. Building Maintenance Superintendent Karl Warnick is in the process of obtaining a quote for that work.

The Selectmen’s out-year capital budget requests include booking area/holding cell retrofit at the police station and a building maintenance truck (FY12); painting of the library interior and copier replacement (FY13); re-roofing of the Town House (FY14); & re-roofing the library flat roof, replacing its children’s area carpeting and painting of the clock tower/cupola at the Town House (FY15).

The only item that Police Chief Joseph Griffin is requesting for FY11 is replacement of one patrol vehicle ($32,000) in keeping with the Board’s current 2-1-2-1 vehicle replacement cycle. However, after obtaining a recent survey of
comparable communities, the Chief has found that Dover’s current replacement cycle is below the median replacement schedule of surrounding communities, and therefore in out-years FY12 and FY13 he is requesting replacement of two vehicles each year. Copies of the survey results have been provided to the Board. Other out-year requests include a radio repeater/comparator (FY12); satellite radio receiver (FY13); one patrol vehicle and a speed monitoring trailer (FY14); & dress uniforms (FY15).

Chief Griffin is also projecting a capital expenditure request for FY14 for replacement of the animal control vehicle. The 1997 animal control vehicle has been taken out of service due to significant frame corrosion.

The Board reviewed a memorandum from Superintendent of Streets Craig Hughes regarding the Highway Department capital budget requests. Mr. Hughes is seeking to replace the H-2 vehicle, a ¾-ton pickup truck with plow, in FY11 at a cost of $41,000 minus trade-in. Out-year requests include replacements of a 1-ton pickup truck with plow and a sander (FY12); replacement of a 1-ton dump truck with plow and a container for glass at the transfer station (FY13); replacement of the street sweeper and fuel depot pumps, tanks, etc. (FY14); & a sidewalk plow, sander and brush machine (FY15). Mr. Melican questioned whether the existing street sweeper, which has had numerous repairs recently, will last until FY14.

Mr. Hughes has removed the 10-wheel dump truck which was deferred last fall by the Board so that Mr. Hughes could collect data during the year on personnel and truck rental costs to compare against replacement. Mr. Hughes has alternatively suggested repairing or replacing the rotted sub-frame and frame on the existing dump truck using operating budget monies. Nevertheless, Mr. Heinlein asked that a replacement vehicle be placed in an out-year as a precautionary measure. Also, Mrs. Lisbon asked for Mr. Hughes to provide information regarding the fiscal and operational impact that being without use of this vehicle has had during the second half of FY09, data on the first half of the year having already been submitted to the Board.

The Board will take these capital budget requests under review.

Appointments
Mr. Melican moved to appoint Scott Mayfield to the Finance Committee on Roads for a period of three years effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein moved to appoint Anderson & Kreiger as Town Counsel for a period of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein remarked that during his tenure on the board, Attorney Bill Lahey and his associates have consistently provided fantastic legal services to the Town.
Mrs. Lisbon moved to appoint Christophe Oliver to the Open Space Committee for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

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

Mr. Heinlein moved to appoint Laurence Eaton, Jr. as the Town Sexton for a period of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously voted.

**Proposed Bylaw Changes**

Mrs. Lisbon asked Mr. Heinlein and Mr. Melican to consider whether the Board might propose bylaw changes to increase one year volunteer position appointment terms to three years. Also, she asked whether some of the service fees contained in various Town bylaws might be removed if legally permissible to allow for greater ease in adjusting fees as needed.

**Fee Review**

The Board has reviewed a list of service fees which generate revenue for the Town. Some of the fees are discretionary and may be adjusted, while others are guided by statute, Town bylaw or the market. The Board was interested in looking closely at those discretionary fees that have not been updated recently. Mr. Ramsay pointed out the limited number of permit fees under the jurisdiction of the Board of Selectmen which are not revolving funds.

Mrs. Lisbon has researched service fees on other town websites and has found that some towns charge higher rates for building department permits. Mr. Heinlein directed Mr. Ramsay to have the Building Inspector contact the building departments he has surveyed in the past to get current permit rates for comparison by the Board.

**MTBE Letter of Authority & Settlement**

The law firm representing municipalities in the MTBE contamination class action lawsuit has prepared another agreement for settlement with one of the oil companies.

Mrs. Lisbon moved to authorize David Heinlein to sign any documents related to that settlement, seconded by Mr. Melican; it was unanimously voted.

The Board executed the letter of authority, and Mr. Heinlein signed the settlement agreement. He said the terms of the settlement will be shared by the Board once they can be made public.
Other Business:

Norfolk County Engineering Request
Mr. Ramsay informed the Board that the bank of the Charles River at Main Street across from Belden Road is seriously eroding. A plan of existing conditions needs to be prepared to determine the appropriate stabilization treatment.

Mr. Heinlein moved to authorize the Norfolk County Commissioners to undertake a topographic location survey of the conditions at Belden Road and Main Street, seconded by Mr. Melican; it was unanimously voted.

Special Licenses (3)
Mr. Melican moved to approve the three special licenses before the Board this evening, seconded by Mrs. Lisbon; it was unanimously voted [see file in the Selectmen’s office for the particulars].

Approve September 10, 2009 Open & Executive Session Meeting Minutes
Mrs. Lisbon moved to approve the meeting minutes of September 10, 2009 as amended, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to approve the executive session meeting minutes of September 10, 2009 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Executive Session
At 8:03 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