

Board of Selectmen Open Session Meeting Minutes
September 24, 2009

1 comparable communities to arrive at a recommendation of a 1.9% increase in
2 FY11.

3
4 Mrs. Lisbon commented that when reviewing the various averages for the last 7
5 years, the Personnel Board's recommended annual increase is in line with those
6 trends over time without the dips and spikes. Mr. Heinlein added that there are
7 inherent difficulties in projecting out 15 months, but said that periodic studies by a
8 consultant have confirmed that Dover is in line with the area's market median.

9
10 Mr. Dawley asked how the 1.9% increase compares with other communities, to
11 which Mrs. Carrigan responded that the consultant has been seeing percentages in
12 the 2% range.

13
14 Mr. Stapleton asked how this percentage would affect negotiations for the union
15 contracts to be renewed in the near future. Mr. Heinlein said the Board is unable to
16 comment on that, but observed that the contracts for union personnel contain other
17 compensatory components in addition to a wage increase. He further explained
18 that the non-union step increase for which approximately one-half of non-union
19 employees are eligible is a remedial measure to bring them to the market median.
20 Union employees are already at the median.

21
22 The Selectmen would like to finalize the general increase soon so that Town offices
23 can begin the budget process. Mr. Heinlein said the Board gives a great deal of
24 deference to the Personnel Board members as the human resource professionals,
25 and appreciate all of the work that goes into their recommendation.

26
27 **Request by Cemetery Commissioners for Chickering Trust Funds**

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

39
40 He told the Board that maintenance would be minimal - the pond would be drained
41 in the fall preventing ice damage, and during operational times natural enzymes
42 would prevent algae growth - and the associated electric and water costs would be
43 low. The bed of the pond would have rocks protecting its plastic liner.

44
45 Mrs. Lisbon commended the Cemetery Commissioners for the incredible
46 improvements that have been made to the Highland Cemetery over the past 5 to 7

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1 years with the carriage house renovations, irrigation, signage and beautification of
2 the property. She reviewed the impact these projects have had on the Chickering
3 trust and perpetual care funds. The perpetual care fund, including incoming
4 revenues, has decreased 12% over the past four years, and the Chickering fund has
5 increased 25% in this same timeframe, for a total increase of 5% (\$16,000) since
6 2005 with high interest returns except for this past year. Mrs. Lisbon noted that at
7 their last meeting the Selectmen reduced the annual senior scholarship due to
8 current low earnings on trust funds. Given the likely low income potential on the
9 Chickering funds also, she questioned whether monies should be spent at this time
10 on a discretionary project.

11
12 Mr. Herd felt that a water feature could generate interest in purchasing plots. Mr.
13 Melican asked him if he has considered other potential funding sources, such as
14 fundraising. He said residents might contribute to its maintenance and upkeep.

15
16 It was the sense of the Board to table this request during these difficult economic
17 times while the two funds recoup their recent reduced growth and the Cemetery
18 Commissioners further research ways to mitigate some of the associated costs, such
19 as fundraising or asking the Park & Recreation Commission to install the power
20 lines to light playing fields in the future.

21
22 **Capital Budget Review**

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

37
38 The Selectmen's out-year capital budget requests include booking area/holding cell
39 retrofit at the police station and a building maintenance truck (FY12); painting of
40 the library interior and copier replacement (FY13); re-roofing of the Town House
41 (FY14); & re-roofing the library flat roof, replacing its children's area carpeting
42 and painting of the clock tower/cupola at the Town House (FY15).

43
44 The only item that Police Chief Joseph Griffin is requesting for FY11 is
45 replacement of one patrol vehicle (\$32,000) in keeping with the Board's current 2-
46 1-2-1 vehicle replacement cycle. However, after obtaining a recent survey of

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1 comparable communities, the Chief has found that Dover's current replacement
2 cycle is below the median replacement schedule of surrounding communities, and
3 therefore in out-years FY12 and FY13 he is requesting replacement of two vehicles
4 each year. Copies of the survey results have been provided to the Board. Other
5 out-year requests include a radio repeater/comparator (FY12); satellite radio
6 receiver (FY13); one patrol vehicle and a speed monitoring trailer (FY14); & dress
7 uniforms (FY15).

8
9 Chief Griffin is also projecting a capital expenditure request for FY14 for
10 replacement of the animal control vehicle. The 1997 animal control vehicle has
11 been taken out of service due to significant frame corrosion.

12
13 The Board reviewed a memorandum from Superintendent of Streets Craig Hughes
14 regarding the Highway Department capital budget requests. Mr. Hughes is seeking
15 to replace the H-2 vehicle, a ¾-ton pickup truck with plow, in FY11 at a cost of
16 \$41,000 minus trade-in. Out-year requests include replacements of a 1-ton pickup
17 truck with plow and a sander (FY12); replacement of a 1-ton dump truck with plow
18 and a container for glass at the transfer station (FY13); replacement of the street
19 sweeper and fuel depot pumps, tanks, etc. (FY14); & a sidewalk plow, sander and
20 brush machine (FY15). Mr. Melican questioned whether the existing street
21 sweeper, which has had numerous repairs recently, will last until FY14.

22
23 Mr. Hughes has removed the 10-wheel dump truck which was deferred last fall by
24 the Board so that Mr. Hughes could collect data during the year on personnel and
25 truck rental costs to compare against replacement. Mr. Hughes has alternatively
26 suggested repairing or replacing the rotted sub-frame and frame on the existing
27 dump truck using operating budget monies. Nevertheless, Mr. Heinlein asked that
28 a replacement vehicle be placed in an out-year as a precautionary measure. Also,
29 Mrs. Lisbon asked for Mr. Hughes to provide information regarding the fiscal and
30 operational impact that being without use of this vehicle has had during the second
31 half of FY09, data on the first half of the year having already been submitted to the
32 Board.

33
34 The Board will take these capital budget requests under review.

35
36 **Appointments**

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

40
41 Mr. Heinlein moved to appoint Anderson & Kreiger as Town Counsel for a period
42 of one year effective July 1, 2009, seconded by Mrs. Lisbon; it was unanimously
43 voted.

44
45 Mr. Heinlein remarked that during his tenure on the board, Attorney Bill Lahey and
46 his associates have consistently provided fantastic legal services to the Town.

1
2 Mrs. Lisbon moved to appoint Christophe Oliver to the Open Space Committee for
3 a period of one year effective July 1, 2009, seconded by Mr. Melican; it was
4 unanimously voted.

5
6 Mrs. Lisbon moved to appoint Richard Eells to the Historical Commission for a
7 period of three years effective July 1, 2009, seconded by Mr. Melican; it was
8 unanimously voted.

9
10 Mr. Heinlein moved to appoint Laurence Eaton, Jr. as the Town Sexton for a period
11 of one year effective July 1, 2009, seconded by Mr. Melican; it was unanimously
12 voted.

13
14 **Proposed Bylaw Changes**
15 Mrs. Lisbon asked Mr. Heinlein and Mr. Melican to consider whether the Board
16 might propose bylaw changes to increase one year volunteer position appointment
17 terms to three years. Also, she asked whether some of the service fees contained in
18 various Town bylaws might be removed if legally permissible to allow for greater
19 ease in adjusting fees as needed.

20
21 **Fee Review**
22 The Board has reviewed a list of service fees which generate revenue for the Town.
23 Some of the fees are discretionary and may be adjusted, while others are guided by
24 statute, Town bylaw or the market. The Board was interested in looking closely at
25 those discretionary fees that have not been updated recently. Mr. Ramsay pointed
26 out the limited number of permit fees under the jurisdiction of the Board of
27 Selectmen which are not revolving funds.

28
29 Mrs. Lisbon has researched service fees on other town websites and has found that
30 some towns charge higher rates for building department permits. Mr. Heinlein
31 directed Mr. Ramsay to have the Building Inspector contact the building
32 departments he has surveyed in the past to get current permit rates for comparison
33 by the Board.

34
35 **MTBE Letter of Authority & Settlement**
36 The law firm representing municipalities in the MTBE contamination class action
37 lawsuit has prepared another agreement for settlement with one of the oil
38 companies.

39
40 Mrs. Lisbon moved to authorize David Heinlein to sign any documents related to
41 that settlement, seconded by Mr. Melican; it was unanimously voted.

42
43 The Board executed the letter of authority, and Mr. Heinlein signed the settlement
44 agreement. He said the terms of the settlement will be shared by the Board once
45 they can be made public.

46

1 **Other Business:**

2 **Norfolk County Engineering Request**

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

6
7 Mr. Heinlein moved to authorize the Norfolk County Commissioners to undertake
8 a topographic location survey of the conditions at Belden Road and Main Street,
9 seconded by Mr. Melican; it was unanimously voted.

10
11 **Special Licenses (3)**

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

15
16 **Approve September 10, 2009 Open & Executive Session Meeting Minutes**

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

19
20 Mr. Melican moved to approve the executive session meeting minutes of
21 September 10, 2009 as presented, seconded by Mrs. Lisbon; it was unanimously
22 voted.

23
24 **Executive Session**

25 At 8:03 p.m., Mr. Heinlein asked for a motion to adjourn the open session and
26 convene in executive session for the purpose of discussing collective bargaining. It
27 was so moved by Mr. Melican, seconded by Mrs. Lisbon. Mr. Heinlein polled the
28 Board and by unanimous roll call vote convened in executive session. No further
29 open session was to be taken up.

30
31 **DOVER BOARD OF SELECTMEN**

32
33
34
35 _____
36 Joseph M. Melican, Clerk