

# Dover Warrant Committee

August 5, 2009

Members in attendance: David Stapleton, Chair; James Kinder, Vice Chair; Peter Smith, Secretary; Kate Bush; James Dawley; Kathy Hall; Jane Wemyss

Others in attendance: David Heinlein, Selectmen Liaison

*Mr. Stapleton called the meeting to order at 7:00 pm*

## 1. Review of minutes

- a.) Mr. Dawley moved that the minutes of June 16 be approved, seconded by Mr. Smith. The motion was approved by a vote of 3-0-2 (Mr. Kinder and Ms. Bush not yet present)
- b.) Mr. Dawley moved that the minutes of July 1 be approved, seconded by Mr. Smith. The motion was approved by a vote of 6-0-0 (Ms. Bush not yet present)
- c.) Mr. Dawley moved that the minutes of July 30 be approved, seconded by Mr. Smith. The motion was approved by a vote of 5-0-1 (Ms. Bush not yet present).

## 2. Prior Notices and Reserve Fund Transfer Requests

- a.) Reserve Fund Transfer Request from Parks and Recreation dated 7/1/09 for \$1,370.00 to “pay bills due in FY’09”. This request was deferred at the July 30 meeting. Mr. Dawley moved that the Committee reconsider the request, seconded by Mr. Kinder. The motion was approved unanimously. The explanatory attachments that were not available at the previous meeting had been located and were reviewed: to wit, the unpaid bills are for utilities, which by law cannot be paid out of the Revolving Fund. Mr. Dawley moved that the Committee approve the Request, seconded by Mr. Kinder. The motion was approved by a vote of 6-0-0 (Ms. Bush not yet present).
- b.) Reserve Fund Transfer Request from Animal Control dated 6/23/09 for \$900.00 for “un-anticipated vehicle expenses” (repairs). This vehicle was purchased “well-used” from Needham about a year ago and replacement with a newer vehicle will be considered in a future Capital Budget. Mr. Dawley moved that the Committee approve the Request, seconded by Mr. Smith. The motion was approved by a vote of 7-0-0.
- c.) There followed a discussion of the Reserve Fund for the benefit of the new members.

## 3. Discussion of Request by Selectmen To Manage Non-Union Cost of Living

Mr. Heinlein presented the Selectmen’s proposal: that they assume responsibility for finalizing the non-union wage guidelines for the upcoming budget. Since the Selectmen either negotiate or approve all union contracts, this would consolidate the process and will allow harmonizing the various negotiations. The Warrant Committee and Personnel Board would continue to provide input for this decision. An outside consultant provides data on comparable towns.

The consensus of the Warrant Committee was favorable. The proposal streamlines a process that became very time-consuming last year, but the Committee retains budget oversight and responsibility for making its recommendations to Town Meeting.

The Selectmen will draft a new protocol to be discussed at a future meeting.

#### **4. Liaison Updates**

Ms. Bush (Caryl Building & Reuse): It is difficult to forecast future license fees due to a lack of a long-term commitment by the Child Development Center. The Reuse Committee has hired a consultant to help prepare a long-range plan.

Mr. Smith (Fire): The new radio tower is up and all services have been successfully moved.

#### **5. Training for New Members**

Mr. Smith passed around the draft training outline so far and solicited suggestions for improvements. Assistance during the training session(s) will be solicited from the Assistant Assessor, the Accountant, and the Capital Budget Committee.

Mr. Stapleton and Mr. Kinder met with the Accountant, who explained the various Town funds and how they operate.

*Mr. Kinder moved to adjourn, seconded by Mr. Dawley;  
the motion was agreed by consensus at 8:15 pm  
the next meeting will be August 12 at 7:00 pm*

Respectfully submitted,  
Peter Smith, Secretary

*approved September 9, 2009*