At 6:32 p.m., Chairman Kathleen W. Weld called the meeting to order with member Carol Lisbon present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant. David W. Heinlein was absent this evening.

ATTENDANCE: Paul Tedesco, Historical Commission; Kate Haviland & Alison Piper, Board of Library Trustees

PRESS: None

**Paul Tedesco, Historical Commission, re: Dover, England**

Mrs. Weld thanked Paul Tedesco for coming to this evening's meeting to discuss recent communications between the Historical Commission and Lorraine Sencicle, a local history correspondent for the Dover Mercury newspaper in England.

Mr. Tedesco explained that residents of Dover, England have had a longstanding tradition of putting together an annual celebration of the Dovers around the world. Reverend Kraft of the Dover Church traveled to Dover, England in 1963, and there was an exchange of ministers the following year. Ms. Sencicle writes a column regarding the various cultures and education in many of these 47 communities in the local newspaper. Mrs. Lisbon noted that there is a wonderful write-up on Dover, Massachusetts on the Dover Society website.

Mr. Tedesco asked for the Board of Selectmen's support and guidance in developing a further exchange with Dover, England, and suggested involving the Chickering School students, perhaps via live internet. The Board agreed that this would be a natural fit. Mrs. Weld will prepare a letter from the Board to Principal Kirk Downing requesting a meeting to discuss this possibility. Mr. Tedesco will publicize this exchange as it develops.
The Board of Selectmen reviewed FY09 operating budgets under its jurisdiction this evening:

Mr. Ramsay is requesting 15 additional hours of administrative assistance in the afternoons in the Selectmen's office in FY09. Based upon his memorandum summarizing changes in the Selectmen's operations over the last ten years, Mrs. Weld and Mrs. Lisbon agreed that the workload and its complexity have increased dramatically. Budget No. 122 Selectmen was tabled until the next Board meeting when Mr. Heinlein is present to vote.

Mrs. Lisbon moved to approve Budget No. 129 Copying & Postage in the amount of $27,370, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 145 Treasurer/Collector in the amount of $180,994, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 171 Conservation Commission in the amount of $59,367, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 178 Dover Housing Partnership in the amount of $1,515, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 192 Town House in the amount of $59,790, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. 194 Energy Coordination in the amount of $100, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon noted that fuel assistance for qualified residents may be sought through Energy Coordinator Rosemary Comiskey, who works in conjunction with South Middlesex Opportunity Council.

Mrs. Lisbon moved to approve Budget No. 195 Town Report in the amount of $11,509, seconded by Mrs. Weld; it was unanimously voted.

Recommendations on cost-savings changes to the distribution of the town report next year will be made by the Town Report Committee to the Selectmen some time later this year.
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Mrs. Lisbon moved to approve Budget No. **199 Building Maintenance** in the amount of $237,073, seconded by Mrs. Weld; it was unanimously voted.

The Board will invite Chief Joseph Griffin in to its January 3, 2008 meeting to discuss Budget No. **201 Police** and Budget No. **292 Animal Control**.

Budget No. **241 Building Inspector** was put on hold pending further discussion of the pay increase/classification of the Deputy Building Inspector.

Mrs. Lisbon moved to approve Budget No. **291 Emergency Management** in the amount of $3,116, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Weld publicly thanked Arthur Adams on behalf of the Board for his ongoing commitment to the Town in his role as Emergency Management Director.

Mrs. Lisbon moved to approve Budget No. **294 Care of Trees** in the amount of $74,047, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **295 Tree Committee** in the amount of $2,500, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **299 Protective Agencies Building** in the amount of $76,332, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **411 Engineering/Selectmen** in the amount of $43,842, seconded by Mrs. Weld; it was unanimously voted.

A hold was put on Budget No. **422 Highway** in order to get information on the difference in expenditures in the equipment maintenance line item between FY07 and FY08.

Mrs. Weld moved to approve Budget No. **423 Snow & Ice** in the amount of $162,498, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **424 Street Lighting** in the amount of $17,831, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **425 Town Garage** in the amount of $66,838, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **428 Tarvia/Patching** in the amount of $179,000, seconded by Mrs. Weld; it was unanimously voted.
Mrs. Lisbon moved to approve Budget No. **439 Solid Waste Disposal** in the amount of $353,884, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon observed that Dover resident Claire Sullivan recently received the 2007 Green Beanie award. Ms. Sullivan attended a November Board meeting at which the Selectmen approved Dover's participation in the Mass Recycles! Paper campaign. Mrs. Lisbon also thanked citizens for their increased recycling efforts.

Mrs. Lisbon moved to approve Budget No. **450 Water Department** in the amount of $22,430, seconded by Mrs. Weld; it was unanimously voted.

The Board put a hold on Budget No. **541 Council on Aging**. Mrs. Weld noted that this budget has been revised with the capital outlay for computers moved into the Data Processing budget. Mrs. Lisbon commented that once the new Council on Aging computers are installed, all computers in the Town House will be on a uniform XP platform.

Mrs. Lisbon moved to approve Budget No. **543 Veterans' Services** in the amount of $2,000, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Weld moved to approve Budget No. **692 Memorial Day** in the amount of $2,500, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **912 Workers' Compensation** in the amount of $74,520, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **914 Group Insurance** in the amount of $1,583,110, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **916 Medicare/FICA** in the amount of $114,150, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **950 Other Insurance** in the amount of $129,682, seconded by Mrs. Weld; it was unanimously voted.

**Tom Hunnewell re: Conservation Restriction at 75 Wilsondale Street**

Attorney Hunnewell was not able to attend the meeting this evening. Mrs. Weld reviewed a requested conservation restriction by grantor North Cunningham which would allow 13 acres located at 75 Wilsondale Street to be retained as open space in perpetuity by the Dover Land Conservation Trust. The restriction excludes the building envelope on this 15.53 acre parcel. Mrs. Weld said that it has been approved by the Conservation Commission, and that it advances Dover's Open Space & Recreation Plan objectives.
Mrs. Lisbon pointed out that the premises are located in close proximity to the Hale Reservation, providing that open space with a protective buffer of additional restricted land.

Mrs. Lisbon moved to approve the conservation restriction for 75 Wilassandra Street contingent upon [Town Counsel's] legal approval, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Weld said that the Board of Selectmen is very grateful to Ms. Cunningham for conserving this land.

**Dover Community Center Building Committee Update**
Mrs. Weld has asked the Dover Community Center Building Committee co-chairmen to coordinate any field trips by interested members of the four subcommittees to visit other towns with community centers.

Mrs. Lisbon said that the Alternative Sites subcommittee has developed eight possible scenarios for use of various spaces in Town, which will be looked at more closely at its next meeting. The Public-Private Partnership subcommittee is using a questionnaire to elicit information from towns that have formed partnerships with the private sector for developments.

**Approve November 29, 2007 Meeting Minutes**
Mrs. Lisbon moved to approve the November 29, 2007 meeting minutes, seconded by Mrs. Weld; it was unanimously voted.

**Cable Franchise License Hearing**
Cable T.V. Advisor Bob DeFusco has advised that he is awaiting a counterproposal from Verizon for its cable franchise license with Dover.

Mrs. Lisbon moved to continue the cable franchise license hearing to March 13, 2008 [at 7:00 p.m.], seconded by Mrs. Weld; it was unanimously voted.

Mrs. Weld said that Verizon is very busy negotiating contracts with numerous communities with delays in getting them on line. It is the Board's expectation that Mr. DeFusco will use Dover's favorable agreement with Comcast to negotiate similarly competitive rates with Verizon.

**Other Business:**

**Vote Early Closings for Christmas & New Year's Eves**
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Mrs. Weld moved to close the Town House all day Christmas Eve, December 24th, and at 3:00 p.m. on New Year's Eve, December 31st, seconded by Mrs. Lisbon; it was unanimously voted.

Town Meeting Participation
Mrs. Weld reported that one of the boards represented at the All Chairs Meeting has suggested that no town- or school-sponsored events be scheduled on the night of the Annual Town Meeting in order to increase attendance at same. Also, the Town Moderator is seeking input from the Board of Selectmen and the Warrant Committee about starting Town Meeting one-half hour earlier.

The Board will send a letter supporting these two actions to the Moderator.

Executive Session
At 7:54 p.m., Mrs. Weld asked for a motion for the Board to adjourn the open session and convene in executive session for the purpose of discussing active litigation, and to return to open session. It was so moved by Mrs. Lisbon, seconded by Mrs. Weld. Mrs. Weld polled the Board and by unanimous roll call vote convened in executive session.

At 8:08 p.m., the Board adjourned its executive session and reconvened in open session.

Amendment to Personnel Rules & Regulations
The Board considered a proposed amendment to the Personnel Board Rules & Regulations governing vacation time granted to the Town's non-union employees. This amendment, approved by the Personnel Board earlier this evening, would allow employees in years 0 to 5 to accrue vacation at a rate of 1.25 days per month, (effectively increasing the annual allotment from 10 days to 15 days per year) and would entitle employees in years 6 to 10 to 15 days of vacation plus one additional vacation day for each year of continuous service between years 5 and 10. The Selectmen agreed that this policy change would help to attract more skilled professionals with experience to Dover.

Mrs. Lisbon moved to approve the amendment to the Town of Dover Personnel Rules & Regulations as submitted to the Board this evening, seconded by Mrs. Weld; it was unanimously voted.

Salary Survey of Town Positions
Mrs. Weld said that MMA Consulting Group will perform a salary survey of 10 comparable jurisdictions for $3,800. The survey will compare the Town's general increase for the past three years, and will also show wage targets in relation to the labor market for those other communities.
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Mrs. Lisbon moved to accept the proposal dated December 13, 2007 from MMA Consulting Group, Inc. for a salary survey for Town positions, seconded by Mrs. Weld; it was unanimously voted.

Review FY09 Operating Budgets, Continued

Mr. Ramsay told the Board that the law budget is based upon historical trends since the level of legal activity fluctuates with litigation and contract negotiations, which are not entirely predictable.

Mrs. Lisbon moved to approve Budget No. **151 Law** in the amount of $180,000, seconded by Mrs. Weld; it was unanimously voted.

Mr. Ramsay said that he uses the same historical number each year when preparing the Personnel budget.

Mrs. Lisbon moved to approve Budget No. **152 Personnel** in the amount of $510, seconded by Mrs. Weld; it was unanimously voted.

Budget No. **155 Data Processing** budget will be considered by the Board at its January 3, 2008 meeting.

The Board asked Mr. Ramsay if Budget No. **759 Bank Charges** could be further reduced based on expenditure history. He will speak to the Treasurer/Collector about revising this budget.

Mrs. Lisbon moved to approve Budget No. **911 Norfolk County Retirement** in the amount of $729,630, seconded by Mrs. Weld; it was unanimously voted.

Adjournment

At 8:25 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mrs. Weld; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Carol Lisbon, Clerk