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MEETING MINUTES  
BOARD OF SELECTMEN  
DECEMBER 13, 2007

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.

Board of Selectmen Open Session Meeting Minutes  
December 13, 2007

44 **Review FY09 Operating Budgets: 122, 129, 145, 151, 152, 155, 171, 178, 192,**  
45 **194, 195, 199, 201, 241, 291, 292, 294, 295, 299, 411, 422, 423, 424, 425, 428,**  
46 **439, 450, 541, 543, 691, 692, 759, 911, 912, 914, 916 & 950**

47 The Board of Selectmen reviewed FY09 operating budgets under its jurisdiction  
48 this evening:

49

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

56

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

59

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

62

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

65

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

68

69 Mrs. Lisbon moved to approve Budget No. **192 Town House** in the amount of  
70 \$59,790, seconded by Mrs. Weld; it was unanimously voted.

71

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

74

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

78

79 Mrs. Lisbon moved to approve Budget No. **195 Town Report** in the amount of  
80 \$11,509, seconded by Mrs. Weld; it was unanimously voted.

81

82 Recommendations on cost-savings changes to the distribution of the town report  
83 next year will be made by the Town Report Committee to the Selectmen some time  
84 later this year.

85

Board of Selectmen Open Session Meeting Minutes  
December 13, 2007

86 Mrs. Lisbon moved to approve Budget No. **199 Building Maintenance** in the  
87 amount of \$237,073, seconded by Mrs. Weld; it was unanimously voted.

88  
89 The Board will invite Chief Joseph Griffin in to its January 3, 2008 meeting to  
90 discuss Budget No. **201 Police** and Budget No. **292 Animal Control**.

91  
92 Budget No. **241 Building Inspector** was put on hold pending further discussion of  
93 the pay increase/classification of the Deputy Building Inspector.

94  
95 Mrs. Lisbon moved to approve Budget No. **291 Emergency Management** in the  
96 amount of \$3,116, seconded by Mrs. Weld; it was unanimously voted.

97  
98 Mrs. Weld publicly thanked Arthur Adams on behalf of the Board for his ongoing  
99 commitment to the Town in his role as Emergency Management Director.

100  
101 Mrs. Lisbon moved to approve Budget No. **294 Care of Trees** in the amount of  
102 \$74,047, seconded by Mrs. Weld; it was unanimously voted.

103  
104 Mrs. Lisbon moved to approve Budget No. **295 Tree Committee** in the amount of  
105 \$2,500, seconded by Mrs. Weld; it was unanimously voted.

106  
107 Mrs. Lisbon moved to approve Budget No. **299 Protective Agencies Building** in  
108 the amount of \$76,332, seconded by Mrs. Weld; it was unanimously voted.

109  
110 Mrs. Lisbon moved to approve Budget No. **411 Engineering/Selectmen** in the  
111 amount of \$43,842, seconded by Mrs. Weld; it was unanimously voted.

112  
113 A hold was put on Budget No. **422 Highway** in order to get information on the  
114 difference in expenditures in the equipment maintenance line item between FY07  
115 and FY08.

116  
117 Mrs. Weld moved to approve Budget No. **423 Snow & Ice** in the amount of  
118 \$162,498, seconded by Mrs. Lisbon; it was unanimously voted.

119  
120 Mrs. Lisbon moved to approve Budget No. **424 Street Lighting** in the amount of  
121 \$17,831, seconded by Mrs. Weld; it was unanimously voted.

122  
123 Mrs. Lisbon moved to approve Budget No. **425 Town Garage** in the amount of  
124 \$66,838, seconded by Mrs. Weld; it was unanimously voted.

125  
126 Mrs. Lisbon moved to approve Budget No. **428 Tarvia/Patching** in the amount of  
127 \$179,000, seconded by Mrs. Weld; it was unanimously voted.

128

Board of Selectmen Open Session Meeting Minutes  
December 13, 2007

129 Mrs. Lisbon moved to approve Budget No. **439 Solid Waste Disposal** in the  
130 amount of \$353,884, seconded by Mrs. Weld; it was unanimously voted.

131  
132 Mrs. Lisbon observed that Dover resident Claire Sullivan recently received the  
133 2007 Green Beanie award. Ms. Sullivan attended a November Board meeting at  
134 which the Selectmen approved Dover's participation in the Mass Recycles! Paper  
135 campaign. Mrs. Lisbon also thanked citizens for their increased recycling efforts.

136  
137 Mrs. Lisbon moved to approve Budget No. **450 Water Department** in the amount  
138 of \$22,430, seconded by Mrs. Weld; it was unanimously voted.

139  
140 The Board put a hold on Budget No. **541 Council on Aging**. Mrs. Weld noted that  
141 this budget has been revised with the capital outlay for computers moved into the  
142 Data Processing budget. Mrs. Lisbon commented that once the new Council on  
143 Aging computers are installed, all computers in the Town House will be on a  
144 uniform XP platform.

145  
146 Mrs. Lisbon moved to approve Budget No. **543 Veterans' Services** in the amount  
147 of \$2,000, seconded by Mrs. Weld; it was unanimously voted.

148  
149 Mrs. Weld moved to approve Budget No. **692 Memorial Day** in the amount of  
150 \$2,500, seconded by Mrs. Lisbon; it was unanimously voted.

151  
152 Mrs. Lisbon moved to approve Budget No. **912 Workers' Compensation** in the  
153 amount of \$74,520, seconded by Mrs. Weld; it was unanimously voted.

154  
155 Mrs. Lisbon moved to approve Budget No. **914 Group Insurance** in the amount of  
156 \$1,583,110, seconded by Mrs. Weld; it was unanimously voted.

157  
158 Mrs. Lisbon moved to approve Budget No. **916 Medicare/FICA** in the amount of  
159 \$114,150, seconded by Mrs. Weld; it was unanimously voted.

160  
161 Mrs. Lisbon moved to approve Budget No. **950 Other Insurance** in the amount of  
162 \$129,682, seconded by Mrs. Weld; it was unanimously voted.

163  
164 **Tom Hunnewell re: Conservation Restriction at 75 Wilsondale Street**

165 Attorney Hunnewell was not able to attend the meeting this evening. Mrs. Weld  
166 reviewed a requested conservation restriction by grantor North Cunningham which  
167 would allow 13 acres located at 75 Wilsondale Street to be retained as open space  
168 in perpetuity by the Dover Land Conservation Trust. The restriction excludes the  
169 building envelope on this 15.53 acre parcel. Mrs. Weld said that it has been  
170 approved by the Conservation Commission, and that it advances Dover's Open  
171 Space & Recreation Plan objectives.

Board of Selectmen Open Session Meeting Minutes  
December 13, 2007

172

173 Mrs. Lisbon pointed out that the premises are located in close proximity to the Hale  
174 Reservation, providing that open space with a protective buffer of additional  
175 restricted land.

176

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

180

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

183

184 **Dover Community Center Building Committee Update**

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

188

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

194

195 **Approve November 29, 2007 Meeting Minutes**

196 Mrs. Lisbon moved to approve the November 29, 2007 meeting minutes, seconded  
197 by Mrs. Weld; it was unanimously voted.

198

199 **Cable Franchise License Hearing**

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

202

203 Mrs. Lisbon moved to continue the cable franchise license hearing to March 13,  
204 2008 [at 7:00 p.m.], seconded by Mrs. Weld; it was unanimously voted.

205

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

210

211 **Other Business:**

212 **Vote Early Closings for Christmas & New Year's Eves**

Board of Selectmen Open Session Meeting Minutes  
December 13, 2007

213 Mrs. Weld moved to close the Town House all day Christmas Eve, December 24<sup>th</sup>,  
214 and at 3:00 p.m. on New Year's Eve, December 31<sup>st</sup>, seconded by Mrs. Lisbon; it  
215 was unanimously voted.

216

217 **Town Meeting Participation**

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

223

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

225

226 **Executive Session**

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

232

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

235

236 **Amendment to Personnel Rules & Regulations**

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

246

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

250

251 **Salary Survey of Town Positions**

252 Mrs. Weld said that MMA Consulting Group will perform a salary survey of 10  
253 comparable jurisdictions for \$3,800. The survey will compare the Town's general  
254 increase for the past three years, and will also show wage targets in relation to the  
255 labor market for those other communities.

Board of Selectmen Open Session Meeting Minutes  
December 13, 2007

256

257 Mrs. Lisbon moved to accept the proposal dated December 13, 2007 from MMA  
258 Consulting Group, Inc. for a salary survey for Town positions, seconded by Mrs.  
259 Weld; it was unanimously voted.

260

261 **Review FY09 Operating Budgets, Continued**

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

265

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

268

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

271

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

274

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

277

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

281

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

284

285 **Adjournment**

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

288

289 DOVER BOARD OF SELECTMEN

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294 \_\_\_\_\_  
Carol Lisbon, Clerk