

**MEETING MINUTES
BOARD OF SELECTMEN
JUNE 21, 2007**

At 6:30 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 from this evening's meeting.

ATTENDANCE: Craig Hughes, Superintendent of Streets; Ford Spalding & Carol Gregory, Dover Community Center Building Committee; Joseph Melican, Warrant Committee

PRESS: Amy Reay, D-S Press

Superintendent of Streets Craig Hughes re: Haven Street Intersection

Superintendent of Streets Craig Hughes gave a brief history of safety and traffic concerns which led the Finance Committee on Roads to recommend trial changes to the traffic configuration at the Haven and Main Street intersection, which Mr. Hughes implemented about one year ago with the Selectmen's approval. Due to the resulting reduction in traffic and speeds since that time, the Finance Committee on Roads and Chief Griffin have endorsed making this change permanent. Mr. Hughes said that labor to install the new berm would be provided by Highway Department employees, and costs for materials, shrubbery and police details would total less than \$2,500.

Mrs. Weld thanked Mr. Hughes for his efforts, and for involving the abutters throughout this process.

Mrs. Lisbon moved to approve the work at the corner of Haven and Main Streets, seconded by Mrs. Weld; it was unanimously voted.

Award Catch Basin Cleaning Bid

In a memorandum to the Board, Mr. Hughes indicated that he put the Town's catch basin cleaning project out to bid independently this spring as he was not satisfied with the low bid pricing through MAPC's area consortium. Mr. Hughes requested that the Board award the work to his low bidder, BMC Corporation of Pinehurst, MA, which saves the Town \$5,400 over the consortium's low bidder.

Mrs. Lisbon moved to approve the BMC Corporation bid as presented in the June 11, 2007 memorandum to the Board, seconded by Mrs. Weld; it was unanimously voted.

Award Bituminous Concrete Bid

Mr. Hughes said that the Metrowest Regional Services Consortium low bid for bituminous concrete was \$54.99/ton. Mr. Hughes went separately out to bid for Dover's paving projects, and asked the Board to award the contract to his low bidder, Bevilacqua Paving, at \$48.49/ton. This company has performed well for Mr. Hughes in the past, and other towns with less satisfactory experiences have told Mr. Hughes that Bevilacqua has hired a new batching mixer with improved results.

Mr. Ramsay told the Board that Steve Daly of MAPC lauded Mr. Hughes as the most cooperative member of the area consortium and appreciates all of his assistance with the consortium's bidding work over the past several years.

Mrs. Lisbon moved to accept the contract with Bevilacqua Paving Corporation for FY08, seconded by Mrs. Weld; it was unanimously voted.

Award Street Line Painting & Crack Sealing Bids

Mr. Hughes asked the Board to approve the Metrowest Regional Services Consortium low bids for street line painting and pavement crack sealing services.

Mrs. Lisbon moved to approve Highway Safety for pavement markings, and Crack Sealing, Inc. for asphalt fiber crack sealing, seconded by Mrs. Weld; it was unanimously voted.

Reserve Fund Transfers – Highway Department (2)

Mr. Hughes asked the Selectmen to approve a Reserve Fund Transfer to replenish the Highway Maintenance budget for various repaving projects which occurred in FY07. There was an unanticipated escalation in asphalt prices due to an increase in fossil fuel prices.

Mrs. Lisbon moved to accept a request for a transfer from the Reserve Fund for \$3,916.84 for Highway Maintenance, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve \$4,000 for police details [Reserve Fund Transfer request] for the Highway Maintenance Department, seconded by Mrs. Weld; it was unanimously voted.

Approve Architectural Services Candidate for Caryl School Roofing & Structural Repairs

Mr. Ramsay reported that the Dover Community Center Building Committee (DCCBC) met last week to rank the six design firm proposals submitted for roofing and structural repairs to the Caryl School. Three firms were selected for the Selectmen's consideration, with the DCCBC placing Mills Whitaker Architects first.

Mrs. Lisbon moved to approve Mills Whitaker Architects for the design of repairs to the Caryl School building, seconded by Mrs. Weld; it was unanimously voted.

Cable Franchise License Hearing

Mrs. Lisbon moved to continue the hearing to September 27, 2007 at 7:00 p.m. [at Verizon's request], seconded by Mrs. Weld; it was unanimously voted.

Dover Community Center Building Committee Update

Mrs. Weld said it is important to rearticulate the vision for a community center presented at Selectmen and Warrant Committee meetings, in the press, and at Town Meeting, which calls for a facility in the Town center designed for flexible community use to meet the needs of citizens of all ages for the next 50 to 100 years. The Board of Selectmen are amending the original Dover Community Center Building Committee (DCCBC) charge to include responsibilities going forward, and adding four subcommittees with duties delineated both within this charge and in separate, more detailed charges for each group. The duties for the subcommittees contained in

the DCCBC charge were read aloud by Mrs. Weld. Minor changes to the charge were made following discussion by the Selectmen and DCCBC Co-Chairmen Carol Gregory and Ford Spalding.

Mrs. Lisbon added that these four subcommittees will each create a final report for its specific area of study summarizing its findings and recommendations, and detailing pros/cons of different alternatives which were explored. At least one public forum will be held by the DCCBC to present the interim findings and solicit feedback from the citizens. Mrs. Lisbon also suggested having each subcommittee hold an open hearing prior to making final recommendations to the DCCBC.

The Selectmen discussed a timetable for upcoming activities with the DCCBC co-chairmen. Packets of related materials will be assembled for each of the various committee members to be distributed before the July 27, 2007 DCCBC meeting.

Mrs. Lisbon moved to approve the DCCBC composition and charge dated April 28, 2005 and amended June 21, 2007, as amended, seconded by Mrs. Weld; it was unanimously voted.

The Selectmen reviewed and discussed the duties of the four new subcommittees as outlined in those individual charges. Minor edits to all but the Great Room Committee charge were made at this time.

Mrs. Lisbon moved to approve the subcommittee charges for the Alternative Sites Committee, the Public-Private Partnership Committee, the Gym/Physical Activities Committee and the Great Room Committee as amended, seconded by Mrs. Weld; it was unanimously voted.

Amend Caryl Management Advisory Committee

Mrs. Weld said that the Caryl Management Advisory Committee (CMAC) was established in 2002 to assist the Selectmen in the management, operations and maintenance of the Caryl School facility. The Selectmen now seek CMAC's assistance in developing and recommending guidelines, policies, and procedures for the daily and financial operations, and management of a community center as detailed in the amended charge. Possible overlap between this committee and some of the DCCBC subcommittees with regard to the staging of fundraising efforts was discussed.

Mrs. Lisbon moved to approve the Caryl Management Advisory Committee as amended, seconded by Mrs. Weld; it was unanimously voted.

Appointments

The following appointments, effective immediately and lasting for the duration of the Dover Community Center project, were moved by Mrs. Weld, seconded by Mrs. Lisbon, and unanimously voted:

Samantha Burman was appointed to the Dover Community Center Building Committee.
Paul Brauer was appointed to the Gym/Physical Activities Committee.
Tina Greenfield, Paul Keleher and Sharon Grant were appointed to the Great Room Committee.

The following appointments, effective immediately and lasting for the duration of the Dover Community Center project, were moved by Mrs. Lisbon, seconded by Mrs. Weld, and unanimously voted:

Alison Piper, Charlie Long and Jean McDonnell, and Long Range Planning Committee representative Charlie Helliwell, were appointed to the Alternative Sites Committee.

Bob Rinaldi was appointed to the Public-Private Partnership Committee.

Amend Website Advisory Committee Charge

Mrs. Lisbon spoke of reactivating the Website Advisory Committee to consider issues such as optimizing the Town website's organization, technology, and design structure to improve communication to citizens in a timely manner. Committee members will possess an understanding of the technology, desktop publishing and will bring a user's perspective to the process.

Mrs. Lisbon moved to accept the Website Advisory Committee charge as amended on June 21, 2007, seconded by Mrs. Weld; it was unanimously voted.

Appointments (Continued)

The following appointments for a period of one year effective July 1, 2007 were moved by Mrs. Weld, seconded by Mrs. Lisbon and unanimously voted:

Jeffrey Seaman was appointed to the Website Advisory Committee.

Bill Lahey of Anderson & Kreiger was appointed as Town Counsel.

Karen Jeloe was appointed as Treasurer/Collector and Female Personnel Rules Ombudsman.

David Ramsay was appointed as Male Personnel Rules Ombudsman and Affirmative Action Officer.

Craig Hughes was appointed as Superintendent of Streets and Right-to-Know Coordinator.

Jeff Barnes and Tobe Deutschmann were appointed as associate members of the Board of Appeals.

Carol Lisbon was appointed as the Selectmen's representative to the Capital Budget Committee and the Long Range Planning Committee.

George Doherty and Jack Walsh were appointed to the Caryl Management Advisory Committee.

David Heinlein was appointed as the Selectmen's liaison to the Caryl Management Advisory Committee.

Joseph Griffin was appointed as Chief of Communications.

Lou Theodos was appointed as an associate member of the Council on Aging.

David Heinlein was appointed as the Selectmen's liaison to the Dover Housing Partnership.

George Giunta and Bob Homer were appointed as Groundwater Bylaw Enforcement Agents.

Tony Calo was appointed as Inspector of Buildings, Zoning Enforcement Officer and Inspector of Elevators.

Walter Avallone was appointed as Deputy Inspector of Buildings.
Daniel McIntyre was appointed as Inspector of Wiring.
Kevin Malloy, Gerald Graham and William Rowean were appointed as Deputy Inspectors of Wiring.
Amey Moot and Boynton Glidden were appointed to the Open Space Committee.
Jeffrey Farrell, Gary Rowley, Aaron Mick and Todd Wilcox were appointed as Sergeants to the Police Department.
Joseph Concannon, Nicole Bratcher, Warren Eagles, Steven Hagan, Edward Meau, Richard Collamore, Colin Wise, Ryan Menice, Christopher VanHandorf, Douglas Comman and Jonathan Cash were appointed as Police Officers.
Patrick Murphy, David Chaisson and Harold Grabert were appointed as Special Patrolmen.
Sandra Hicks was appointed as Police Department Matron.
Richard Malcom was appointed as Surveyor of Lumber.
Bob Homer was appointed as Town Engineer.
James McGill was appointed as Veterans' Grave Officer.
John Logan was appointed as Director of Veterans' Services.
Jeffrey Carter was appointed as Deputy Water Operator.

The following appointments for a period of one year effective July 1, 2007 were moved by Mrs. Lisbon, seconded by Mrs. Weld and unanimously voted:

Linda Holiner was appointed to the Website Advisory Committee.
John Rosetti was appointed as an associate member of the Conservation Commission.
Kathy Weld was appointed as the Selectmen's liaison to the Finance Committee on Roads and the Open Space Committee.
Elaine Yoke was appointed as Dog Officer.

The following appointments for a period of three years effective July 1, 2007 were moved by Mrs. Weld, seconded by Mrs. Lisbon and unanimously voted:

David Ramsay was appointed as Town Administrator.
Juli Colpoys was appointed as Town Accountant.
Jeanne Gavrilles was appointed to the Council on Aging.
Sue Sheridan was appointed to the Dover Cultural Council.

The following appointment for a period of three years effective July 1, 2007 was moved by Mrs. Lisbon, seconded by Mrs. Weld and unanimously voted:

Meredith Birdsall was appointed to the Recycling Committee.

Dana Hastings, Dover's representative to the Neponset River Basin Sub-Watershed Committee, has indicated to the Selectmen that recently the committee has not been active.

Mrs. Weld moved to eliminate the position of Neponset River Basin Sub-Watershed representative, seconded by Mrs. Lisbon; it was unanimously voted.

On behalf of the Selectmen, Mrs. Weld thanked all new and continuing volunteers for their service to the Town.

Caryl School License Agreement Renewals (4)

The license agreement renewals with a 5% increase for the Caryl School tenants were prepared for execution by the Board this evening.

Mrs. Weld moved to approve the Child Development Center license agreement between the Town of Dover and Dover-Sherborn Regional School District Community Education, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon moved to approve the license agreement between the Town of Dover and Parent Talk, Inc., seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve the license agreement between the Town of Dover and Erin's School of Dance, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to approve the license agreement between the Town of Dover and Precious Beginnings Preschool, seconded by Mrs. Weld; it was unanimously voted.

Execute Town Accountant's Contract

Mrs. Lisbon moved to approve the Town Accountant's employment agreement, seconded by Mrs. Weld; it was unanimously voted.

Execute Town Administrator's Contract

Mrs. Weld moved to execute the Town Administrator's contract, seconded by Mrs. Lisbon; it was unanimously voted.

Execute Massachusetts Laborers' Union Local 1116 Memorandum of Agreement

Mrs. Lisbon said that after a positive and productive series of negotiations, an agreement has been reached which reflects the Town's appreciation for the work and dedication by union members of Laborers' Local 1116.

Mrs. Weld moved to accept the memorandum of agreement between the Town of Dover and Massachusetts Laborers' District Council (Highway, Park & Recreation, and Building Maintenance Departments), seconded by Mrs. Lisbon; it was unanimously voted.

Special License

The Board reviewed a special license request for the service of wine and beer at the Elm Bank car show on June 24, 2007 from 10:00 a.m. to 4:00 p.m. Mr. Ramsay said that Police Chief Griffin has no objections to issuing this license.

Mrs. Lisbon moved to approve the special license, seconded by Mrs. Weld; it was unanimously voted.

Reserve Fund Transfer – Building Maintenance Department

Mr. Ramsay told the Board that Superintendent of Building Maintenance Karl Warnick is requesting \$13,000 to cover invoices in-hand, repair costs for the Town House roof, Protective Agencies building generator and HVAC system, and to provide a cushion for unanticipated maintenance expenses through June 30, 2007.

Mrs. Lisbon moved to approve a request for a transfer from the Reserve Fund for \$13,000 for Building Maintenance, seconded by Mrs. Weld; it was unanimously voted.

Reserve Fund Transfer – Law

Mr. Ramsay said that while he is projecting a \$1,000 deficit for June invoices from the Town's law firms, he is requesting monies to cover possible additional expenses from current litigation and legal activity by Town boards and committees.

Mrs. Lisbon moved to approve a Reserve Fund request for \$25,000, seconded by Mrs. Weld; it was unanimously voted.

Approve June 6, 2007 Open & Executive Session Meeting Minutes

Mrs. Lisbon moved to approve the meeting minutes of June 6, 2007 as submitted, seconded by Mrs. Weld; it was unanimously voted.

Mrs. Lisbon moved to accept the executive session meeting minutes of June 6, 2007, seconded by Mrs. Weld; it was unanimously voted.

Adjournment

At 8:16 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mrs. Weld; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Carol Lisbon, Clerk