

**MEETING MINUTES  
BOARD OF SELECTMEN  
MARCH 1, 2007**

At 6:30 p.m., Chairman David W. Heinlein called the meeting to order with members Kathleen W. Weld and Carol Lisbon present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Administrative Assistant.

ATTENDANCE: Karen Jelloe, Treasurer/Collector; Rick Martin, Comstar representative; Joseph Griffin, Police Chief; Bob Homer, Town Engineer; Craig Hughes, Superintendent of Streets; Jonathan Fryer, 16 Haven Street; Justine Kent-Uritam & Ron Taterka, abutters; Joseph Melican, Warrant Committee

PRESS: Amy Reay, D-S Press

Comstar Representative Rick Martin re: Ambulance Accounts Receivables

Mr. Heinlein welcomed Comstar Representative Rick Martin and Treasurer/Collector Karen Jelloe, and asked them to elaborate on the ambulance collections process Comstar uses in Dover and elsewhere to determine whether Dover's methodology is in line with other communities.

Mr. Martin explained that Comstar has been in the ambulance billing/collections business for over 20 years and currently serves about 115 towns in Massachusetts. He said that Comstar's full scope of services is used for Dover accounts, and ran through these services which include calls to the customer and/or hospital, 3 billings and 1 collection letter as necessary. Comstar collects 92% of the \$85,000 in total ambulance receivables generated annually in Dover; collection rates of more than 90% are excellent.

Mr. Martin mentioned that beyond Comstar's efforts, some communities choose to also retain an outside collection agency to pursue selected remaining uncollected accounts. With an average 4% return rate by this outside agency, Mr. Martin estimated that of the outstanding \$6,500, the Town could expect to realize an additional \$300 minus a one-third service fee. He told the Board that around 30% of the municipalities using Comstar's services also employ this outside agency.

At the Board's request, Mr. Martin will prepare an analysis of collected and uncollected accounts receivables by resident versus non-resident status. Mrs. Jelloe added that some of these accounts are aged (4+ years old), and it would be her goal to annually write off uncollectible accounts 2+ years old, if possible.

Revised Police Department Capital Budget Request

Police Chief Joseph Griffin has revised the Police Department FY08 capital budget request, increasing the preliminary appropriation figure for replacement of the radio tower at the Protective Agencies Building from \$26,500 to \$32,000. He reminded the Board that the 31-year old radio tower has a 20-year warranty and a 25-year life expectancy, and is an essential piece of community safety equipment serving the Police, Fire and Highway Departments. Industrial Communications of Marshfield has estimated that it will cost \$30,000 to replace the tower,

cabling and antennae, and Chief Griffin has built \$2,000 for contingencies into his requested amount. The new tower has a projected lifespan of 25 years with structural and labor warranties.

Mrs. Lisbon stated that the Capital Budget Committee was aware that the figure submitted last fall was preliminary, and it has voted to approve the higher amount.

Mrs. Weld moved to accept the revised capital budget request from the Police Department, seconded by Mrs. Lisbon; it was unanimously voted.

#### Vehicle Acquisition from the Town of Needham

Chief Griffin asked the Board to consider purchasing Needham's 10-year old animal control vehicle for \$1,500 for use by Dover's Animal Control Officer Elaine Yoke. Up until four months ago, Ms. Yoke was using her personal vehicle to retrieve lost and injured animals. The Chief may be able to cover this unanticipated expense between his Animal Control and Police budgets. Mr. Heinlein instructed Chief Griffin to put in a Prior Notice for this amount if he does not have enough in these budgets.

Mrs. Lisbon moved to authorize the purchase of a vehicle from the Town of Needham for \$1,500, seconded by Mrs. Weld; it was unanimously voted.

#### 18 Haven Street Site Plan Application

The Board of Selectmen invited Jonathan Fryer and abutters to 18 Haven Street in this evening to discuss Mr. Fryer's site plan application before making a written recommendation to the Planning Board per zoning bylaw requirements. Mr. Fryer recently met with Town Engineer Bob Homer, and has submitted a modified plan to the Planning Board.

Mr. Fryer told the Board that he is building a barn on his property, which is located in a manufacturing zone, for storage and vehicles. He said the Planning Board is in the process of reviewing this petition. Mr. Fryer informed the Board that he is no longer interested in using the Town-owned driveway to the Highway Department garage as an egress from his property, a decision over which the Board of Selectmen would have jurisdiction.

Abutters Justine Kent-Uritam and Ron Taterka summarized concerns about this construction which were also detailed in their letters to the Selectmen, including hazardous waste, drainage, lighting, signage and noise issues. The concerned abutters would like the Planning Board to make stipulations about gravel parking spaces, limited hours of operation and prohibiting on-site car repairs/maintenance.

Mrs. Kent-Uritam told the Board that the Planning Board has been handling this matter in a fair and judicious manner to date. Mr. Heinlein encouraged interested abutters to send letters stating their concerns to the Selectmen for consideration prior to issuing their written recommendation.

#### Reserve Fund Transfer - Highway Department

Craig Hughes, Superintendent of Streets, told the Board that his highway maintenance budget has been depleted sooner than anticipated on repaving projects due to a marked increase in asphalt/fossil fuel prices.

Mrs. Lisbon moved to approve a Reserve Fund Transfer of \$12,693.04 for the Highway Maintenance budget, seconded by Mrs. Weld; it was unanimously voted.

#### Chapter 90 Project Request

Mr. Hughes asked the Board to approve a Chapter 90 project request for monies to complete the second half of the crosswalk resurfacing project begun last year. He has received positive feedback from residents on the crosswalks' appearance.

Mrs. Weld moved to approve a request to Mass. Highway for \$60,000 for completion of the crosswalks, seconded by Mrs. Lisbon; it was unanimously voted.

#### Chapter 90 Project Reimbursement

Mr. Hughes is seeking reimbursement from Mass. Highway at this time for two projects completed last year, the resurfacing of Farm Street as well as the resurfacing of the crosswalks in the center of town.

Mrs. Lisbon moved to approve the Chapter 90 reimbursement requests for \$78,050.61 and \$61,900.48, seconded by Mrs. Weld; it was unanimously voted.

#### Snow & Ice Authorization

Of the original \$130,000 Snow & Ice budget, Mr. Hughes reported that there is \$5,000 remaining and he is holding invoices and payroll totaling around \$24,000. He reviewed the breakdown of expenses incurred to date with the Board.

Mrs. Lisbon moved to approve an additional \$50,000 for the Snow & Ice budget, seconded by Mrs. Weld; it was unanimously voted.

#### Review FY08 Operating Budgets: 122 & 602

Mr. Heinlein was very pleased to report that the Board of Selectmen has reached an agreement with Town Administrator David Ramsay for a new 3-year contract. This salary has been incorporated into the FY08 Selectmen's budget along with an increase in the professional services line item.

Mrs. Weld moved to approve the budget for Department 122 for a department total of \$245,446, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Heinlein commented that Budget 602, Minuteman Vocational School, which is driven by enrollment levels, is down 24% for FY08.

Mrs. Lisbon moved to approve Department 602 for a department total of \$63,031, seconded by Mrs. Weld; it was unanimously voted.

#### Personnel Rules & Regulations Amendments

Mr. Ramsay told the Selectmen that the Town of Dover Personnel Rules & Regulations does not contain an express prohibition against town employees working at home. The Personnel Board recently conducted a survey of surrounding communities and found that other towns do not allow

this practice. The Personnel Board held a public meeting at which it voted affirmatively to recommend banning this practice.

Mrs. Lisbon moved to adopt this amendment to the Personnel Rules & Regulations, seconded by Mrs. Weld; it was unanimously voted.

#### Review & Sign Annual Town Meeting Warrant

On behalf of the Board of Selectmen, Mr. Heinlein thanked the Warrant Committee and Capital Budget Chairman Peter Mitchell for meeting with them on Tuesday evening to discuss the Caryl site articles. The Board agreed to change the ordering of several more articles. Mrs. Lisbon changed the wording of two capital budget items in Article 5.

Mrs. Lisbon moved, subject to those changes, to approve the warrant for the Annual Town Meeting of May 7, 2007, seconded by Mrs. Weld; it was unanimously voted.

#### Update on Cingular's Annual Cell Tower Lease

Mrs. Weld moved to extend the suspension of the [Cingular] lease payment to June 1, 2007, seconded by Mrs. Lisbon; it was unanimously voted.

#### Appoint Assistant Accountant

Mr. Ramsay recommended appointing Susan Keizer to fill the vacancy in the accounting office. She has the necessary accounting experience in the private sector and an excellent job history.

Mrs. Weld moved to appoint Susan Keizer as the Assistant Accountant for the Town of Dover beginning March 26, 2007, seconded by Mrs. Lisbon; it was unanimously voted.

#### Designate Local U.S. Census Liaison

With the 2010 U.S. Census approaching, the Secretary of State is requesting the appointments of local liaisons to ensure a complete and accurate count.

Mrs. Lisbon moved to appoint [Town Clerk] Barrie Clough as the liaison for the 2010 federal census, seconded by Mrs. Weld; it was unanimously voted.

#### Approve February 1 & 7, 2007 Meeting Minutes

Mrs. Weld moved to approve the minutes of February 1, 2007 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Weld moved to approve the minutes of February 7, 2007 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

#### Citizens' Comments

Mrs. Lisbon reported that the Capital Budget Committee has completed its voting on the various capital expenditure requests.

Adjournment

At 8:06 p.m., Mrs. Lisbon moved to adjourn the meeting, seconded by Mrs. Weld; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Kathleen W. Weld, Clerk