

MEETING MINUTES  
BOARD OF SELECTMEN  
JANUARY 14, 2010

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

ATTENDANCE: Joseph G. Griffin, Police Chief; Officer Edward Meau & family; Craig Hughes, Superintendent of Streets; Catherine White, Open Space Committee

PRESS: Neil Johnson, D-S Press

**Police Chief Joseph G. Griffin**

The Board of Selectmen welcomed Police Chief Joseph Griffin to this evening's meeting to make a recommendation to fill the vacancy in the rank of sergeant created by Sgt. Gary Rowley's retirement last May. Chief Griffin outlined the weighted selection process used, which included passing a written examination, an oral examination on police procedure and policy by a panel of police supervisors unfamiliar with the candidates, and consideration of each candidate's levels of experience, education and knowledge. Of the 3 finalists, Chief Griffin is recommending the appointment of Officer Edward Meau, a 21-year full-time veteran of the force who served for several years as the school system's D.A.R.E. officer, and who is currently the police department's liaison to the Council on Aging. Officer Meau was described as a sincere gentleman who is very knowledgeable of and committed to the community.

Mr. Heinlein agreed that Officer Meau is a fantastic asset to Dover in its day-to-day dealings, and said that he has been a consummate professional in police union negotiations. The other Board members have also observed that Officer Meau is a familiar figure who interfaces well with Dover's citizens.

Mr. Melican moved to appoint Officer Edward Meau as a Sergeant in the Dover Police Department, seconded by Mrs. Lisbon; it was unanimously voted.

Chief Griffin asked Mrs. Meau, who was in attendance this evening along with other family members and friends, to pin Sergeant Meau's new badge on his uniform.

Sergeant Meau thanked the Board of Selectmen, the Police Chief and the community for the opportunity to serve the Town of Dover. He also thanked his fellow police officers, as well as his family and friends, for their confidence and support.

Board of Selectmen Open Session Meeting Minutes  
January 14, 2010

Mr. Heinlein asked Chief Griffin if he has received feedback on the proposed changes to the traffic signal at the intersection of Walpole and Centre Streets which was initially discussed at the Board's November 24, 2009 meeting. A detailed description of the proposal has been posted on the Town website for several weeks to solicit feedback.\* The Chief said that he has received three comments from the public to date, all favorable, and he has gotten approval from the Finance Committee on Roads for the project as proposed with a proviso that the temporary parking ban also include the afternoon commuter hours from 4:00 p.m. to 7:00 p.m.

Mrs. Lisbon said that she has gotten one call from a resident, which was negative, and asked what kind of additional back up would be expected with such a change. Chief Griffin said he believes the left turn signal would actually alleviate some of the traffic congestion and delays.

Superintendent of Streets Craig Hughes added that the traffic sensors were repaired recently with no apparent improvement, so the congestion was not attributable to the sensors' timers being off. He told Mr. Melican that one head would be added to the traffic signal along with signage. Traffic barrels with signage would be placed in the parking spaces mentioned until motorists become familiar with parking ban schedule.

Chief Griffin explained that the existing signal permit with MassHighway can only be altered after a valid reason for such a change is substantiated objectively by an outside engineering firm. The study would be funded with Chapter 90 monies. The Chief is unsure whether the permit would need to be amended again if the change was determined to have a negative impact before changing back to the original configuration; however, he felt the engineer would be able to predict flow and volume expectations with a good degree of accuracy after studying the intersection.

Mr. Melican moved to approve the submission of a Chapter 90 project request in the amount of \$10,000 for traffic engineering purposes, seconded by Mrs. Lisbon; it was unanimously voted.

\*This proposal entails installation of a left-hand turn arrow for motorists turning onto Walpole Street from Centre Street, with a 7-8 second delay for oncoming motorists, along with a parking restriction from 7:00 a.m. – 9:00 a.m. along Centre Street in front of the Town House to create a temporary through traffic lane for Centre Street motorists heading southerly alongside the dedicated turning lane.

**Special Licenses (2)**

Chief Griffin recommended approval of the special license application from the Dover PTO for an upcoming fundraiser at Elm Bank. He said a special license is not required for the other applicant since the event is being held at a private residence.

Mr. Melican moved to approve the special license for the Dover PTO at Elm Bank on April 10, 2010 [from 6:00 – 11:00 p.m.], seconded by Mrs. Lisbon; it was unanimously voted.

### **Flu Clinic**

Chief Griffin reported that 5 flu clinics have been held this season, the most recent being from 4:00 – 7:00 p.m. this evening at Lindquist Commons. Although there were early delays in receiving sufficient quantities of vaccine from the state, all interested residents have now been accommodated with about 600 – 700 doses administered in total.

### **Open Space Committee re: Open Space & Recreation Plan Goals**

Mr. Heinlein thanked Catherine White for coming in this evening on behalf of the Open Space Committee (OSC). She informed the Board that her committee has spoken with various local groups in recent months that are landholders to share details and get feedback regarding the contemplated community goals and 5-year action plans as set forth in the current draft of the Open Space & Recreation Plan being prepared by the OSC. The open space goals are specified in this plan, broken down in order of steps to be taken, and the various Town boards and offices responsible for those activities are identified. The OSC is seeking the Board's input and any suggested changes/additions to be incorporated into the plan before it is presented to the Selectmen in its final form for their approval. Also, a public forum on this topic is scheduled for March 2, 2010 at 7:30 p.m. in the Selectmen's meeting room to get feedback.

The OSC intends to publish the finalized goals with accompanying action plans on the Town's website for reference. The complete Open Space & Recreation Plan will be available either on the website in a zip file, if feasible, or in DVD format.

Ms. White told the Board that the state has now established a 7-year limit on municipalities updating their open space & recreation plans, and the OSC is of the opinion that a 7-year renewal is appropriate for Dover.

Ms. White explained that while there are timeframes for one-time actions listed in the plan, there will also be an ongoing process of educating individuals and groups about the benefits of land conservation and coordination of those efforts.

At Mr. Melican's suggestion, she will ask if her committee would report activities related to this plan periodically to the Board.

Ms. White asked the Board if it is appropriate to assign final oversight of the various goals and related activities in this plan to the Selectmen, and any changes that should be made before it is finalized. The Board will take this draft document under review, to be further discussed at its January 28, 2010 meeting. Mrs. Lisbon, who serves as the Selectmen's liaison to the OSC, said this document is one piece

of a very large report prepared by this dedicated group. The Board applauded its members for all of their great work on this project.

**Review Ambulance Rates & Accounts Receivable Write-Offs**

The Board conducted its annual review of the ambulance rates and accounts receivable write-offs. In a memorandum to the Board, Treasurer-Collector Jerry Lane states that it has been past practice to set the ambulance rates at 110% of Medicare rates. Since Medicare's 2010 inflation adjustment is 0%, Mr. Lane recommends leaving Dover's ambulance rates at the current levels in the new year.

Mr. Melican moved to vote no change in the ambulance rates in calendar year 2010, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Lane has also requested that the Board write off 10 ambulance accounts that have been delinquent for 2 ½ years since ComStar has been unsuccessful in its attempts to collect either through insurance, Medicare or the individual.

Mr. Melican moved to abate ambulance bills as reflected on the Treasurer-Collector's memorandum dated January 8, 2010, seconded by Mrs. Lisbon; it was unanimously voted.

**Review Revised FY11 Operating Budget 171**

Mr. Ramsay told the Board that he is still looking into the cause of the \$206 computation error in the Conservation Commission's previously approved FY11 operating budget, which now needs to be re-voted with the corrected budget total.

Mrs. Lisbon moved to approve [revised] Department No. **171 Conservation** in the amount of \$63,366, seconded by Mr. Melican; it was unanimously voted.

**Street Lighting Agreement**

Mr. Ramsay reminded the Board that several months ago he and Mr. Hughes had presented a proposal to purchase the street lights from NStar for conversion to high pressure sodium lights as a cost saving measure. NStar has drawn up a purchase & sale agreement for the Town of Dover's purchase of street lighting equipment owned by NStar Electric for a payment of one dollar, as well as a license agreement governing subsequent maintenance issues, to be executed by the Board. Mr. Ramsay said that upon purchase of the lighting, the Town will move forward with the installation of sodium lighting with the assistance of Republic ITS. He projects a savings of approximately \$8,000 per year.

Mr. Melican moved to approve the purchase & sale agreement effective February 1, 2010 between NStar Electric and the Town of Dover, seconded by Mrs. Lisbon; it was unanimously voted.

Board of Selectmen Open Session Meeting Minutes  
January 14, 2010

Mr. Melican moved to approve the license agreement dated February 1, 2010 between NStar Electric and the Town of Dover, seconded by Mrs. Lisbon; it was unanimously voted.

**Appointments**

Mrs. Lisbon thanked Nancy Dowd, who has submitted her resignation, for her years of service on the Town Report Committee.

Mrs. Lisbon moved to appoint Hadley Reynolds to fill the remainder of Nancy Dowd's term on the Town Report Committee, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein moved to appoint Bob Homer as the Town Engineer, seconded by Mrs. Lisbon; it was unanimously voted.

**Other Business:**

**Reserve Fund transfer – Highway**

Mr. Hughes is requesting a Reserve Fund transfer to cover repairs to the frame of the Highway Department's 10-wheel dump truck. A Prior Notice was approved by the Board in October of 2009. Mr. Melican said that this is a small amount of money to extend the life of this vehicle for several years.

Mr. Melican moved to approve a Reserve Fund transfer request for the Highway Department in the amount of \$6,500, seconded by Mrs. Lisbon; it was unanimously voted.

**Review Draft Town Report**

The Board reviewed the draft Selectmen's report for inclusion in the 2009 Town Report, which included Mrs. Lisbon's edits.

Mr. Melican moved to approve the revised draft report of the Board of Selectmen for the Dover Town Report, seconded by Mrs. Lisbon; it was unanimously voted.

**MIIA Nominations/Voting Delegate**

Mr. Heinlein volunteered to be Dover's voting delegate at the MMA Annual Business Meeting on January 23, 2010 for election of officials to the Board of Directors for both the Massachusetts Municipal Association and the MIIA Property & Casualty Group. Inc.

**Mileage Reimbursement**

The IRS has issued a 2010 standard mileage reimbursement rate of 50 cents per mile for business travel. The IRS reimbursement rate is currently 50.5¢ per mile.

Mr. Melican moved to approve the mileage reimbursement rates as reflected in the IRS memorandum dated December 3, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

Board of Selectmen Open Session Meeting Minutes  
January 14, 2010

**Approve December 10 & 17, 2009 Meeting Minutes**

Mr. Melican moved to approve the minutes of December 10, 2009 as submitted, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Ramsay told the Board that as is customary, he and Town Counsel have been assisting residents in preparing the language for 2 citizens' petitions for sidewalks on Springdale Avenue and Dedham Street, for the Annual Town Meeting warrant which closes on January 22, 2010. He told Mr. Melican that both groups have been working with the Planning Board on these proposed sidewalk projects.

Mr. Melican moved to approve the meeting minutes of December 17, 2009, seconded by Mrs. Lisbon; it was unanimously voted.

**Adjournment**

At 7:35 p.m., Mr. Melican moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Joseph M. Melican, Clerk