

MEETING MINUTES
BOARD OF SELECTMEN
FEBRUARY 25, 2010

At 6:01 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: Ford Spalding, Minuteman Regional Vocational Technical High School Representative; Jim Kinder, Warrant Committee

PRESS: Kathleen Moore, Boston Globe West

Minuteman Regional Vocational Technical High School Representative Ford Spalding re: Building Renovation Feasibility Study Warrant Article

The Board welcomed Ford Spalding to this evening's meeting to discuss activities at the Minuteman Regional Vocational Technical High School (MRVTHS), including a related article Mr. Spalding has put on the May 2010 Dover Town Meeting warrant. MRVTHS covers 16 member towns in the region, and Mr. Spalding acts as Dover's representative on school matters.

Mr. Spalding praised MRVTHS as a wonderful academic institution for the right student. He shared some positive examples of its students' successes: One hundred percent of the 10th graders passed the MCAS this year. Almost all students have concrete career-related plans following graduation, with 67% attending college. Superintendent of Schools Edward Bouquillon is in the process of "right-sizing" the school in terms of academics, trade programs and operating budget. Budget reduction will be achieved through attrition and program elimination.

Mr. Spalding informed the Board that Minuteman has been moved to the top of the list by the Massachusetts School Building Authority (MSBA) for funding of renovations/repairs to the aging building, and would provide 40% reimbursement for construction and related expenses. Therefore, each of MRVTHS's member towns is asking its citizens to authorize borrowing to conduct a building improvement feasibility study. Mr. Spalding has put an article on the annual Town Meeting warrant to authorize borrowing, with Dover's share amounting to approximately \$5,000 over 5 years starting with the Town's FY12 assessment.

Mr. Ramsay told the Board that the article language appearing on the warrant has been approved by both bond counsel and the MSBA.

Mr. Heinlein thanked Mr. Spalding for all of his work. Mr. Spalding said he looks forward to the Selectmen's support for this article when he presents it at Town Meeting in May.

Review & Sign Annual Town Meeting Warrant

Mr. Melican moved to approve the signing of the warrant for the Annual Town Meeting on May 3, 2010 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

The warrant will be mailed to residents on March 5, 2010.

Audit Engagement Letter

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Mr. Ramsay said he has received a proposal from Melanson Heath & Company for the routine annual audit of the Town's finances. If the Board agrees to a three-year contract, the fee would remain the same at \$22,000 per year. Mr. Ramsay observed that the Town has been very satisfied with this CPA firm's services over a number of years. He told Mrs. Lisbon that this fee has increased slightly from last year's due to increased regulatory requirements that must be addressed.

Mr. Melican moved to retain Melanson Heath & Company PC per the proposal from June 30, 2010 through June 30, 2012, seconded by Mrs. Lisbon; it was unanimously voted.

Vote FY11 Operating Budgets 602 & 191

Mr. Heinlein said that the Town is in receipt of the FY11 preliminary assessment for Dover's share of the Minutemen Regional Vocational Technical High School operating and maintenance costs.

Mrs. Lisbon moved to approve Budget No. **602 Minuteman Vocational School** in the amount of \$15,295, seconded by Mr. Melican; it was unanimously voted.

Mr. Heinlein said that the Warrant Committee met with the Park & Recreation Commission last evening, at which time transfer of the care and custody of the Town-owned Whiting Road property from the commissioners to the Board of Selectmen at the May Town Meeting was discussed. In anticipation of this event, a new operating budget to cover utilities – heating oil, electricity and water – has been created.

Mr. Ramsay told Mrs. Lisbon that fire alarm expenses are already carried in the Building Maintenance budget.

Mr. Melican moved to approve Budget No. **191 Whiting Road** in the amount of \$2,300, seconded by Mrs. Lisbon; it was unanimously voted.

Other Business:

Reserve Fund Transfer – Accounting Department

Mr. Heinlein said that a Reserve Fund Transfer has been prepared to cover expenses incurred by a consultant providing assistance in the Accounting Department while the Town searches for a permanent Town Accountant.

Mr. Ramsay told Mr. Melican that these monies would cover those expenses through the month of April.

Mr. Melican moved to approve a Reserve Fund Transfer in the amount of \$5,000 for accounting professional services, seconded by Mrs. Lisbon; it was unanimously voted.

Reserve Fund Transfer – Highway Department

The Board reviewed a request for a Reserve Fund Transfer for repairs to the Highway Department street sweeper, for which a Prior Notice was filed last October. Mr. Melican said that maintenance on Town vehicles and equipment due to typical wear and tear is to be expected, and he suggested that some departments should budget more monies in their operating budgets for repairs. Mr. Ramsay responded that Superintendent of Streets Craig Hughes has increased his budgets for this purpose in recent years.

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Mr. Melican moved to approve a Reserve Fund Transfer for Highway Maintenance in the amount of \$6,606.58, seconded by Mrs. Lisbon; it was unanimously voted.

Snow & Ice Authorization

Mr. Ramsay explained that Mr. Hughes has spent a total of \$253,967.86 so far this winter from the Snow & Ice budget, leaving a balance of \$18,304.14; however, he is holding invoices and payroll totaling \$47,881.46, and is therefore requesting an additional \$100,000 for this budget.

Mrs. Lisbon said if \$30,000 of this requested amount is spent on existing invoices and payroll, that would leave \$70,000 for the rest of the season.

Mr. Melican commented that Mr. Hughes' breakdown of expenditures into various categories (e.g., hired equipment, materials, etc.) is helpful.

Mrs. Lisbon moved to approve an additional \$100,000 for Snow & Ice, seconded by Mr. Melican; it was unanimously voted.

Norfolk County Engineering Request

Mrs. Pugatch reported to the Board that she, the Town Administrator and the Superintendent of Streets met with the owner of the property abutting the Willow Street bridge reconstruction project this week. In order for the Town to acquire a very small section of the property owner's land and to arrange for a temporary construction easement, a formal survey to lay out these parcels needs to be conducted. There would be no separate charge for the Norfolk County Engineers to do this work.

Mrs. Lisbon moved to authorize submission of a request to the Norfolk County Engineers for engineering services to locate and describe two rights of way related to the Willow Street bridge project, seconded by Mr. Melican; it was unanimously voted.

Braking the Cycle Benefit Ride

The Board has received a letter from the coordinator of the Braking the Cycle bicycling fundraiser asking permission to travel through Dover on September 24, 2010 from 7:15 to 8:00 a.m. Police Chief Griffin has spoken with the event coordinators and recommends no restrictions on the riders or the proposed route from Dover Road to Farm Street.

Mr. Melican moved to approve the Braking the Cycle bike event on September 24, 2010, seconded by Mrs. Lisbon; it was unanimously voted.

Special License

Mrs. Lisbon moved to approve a special license for the Massachusetts Horticultural Society for its Festival of Trees preview party on November 19, 2010 from 5:00 p.m. to 9:00 p.m., seconded by Mr. Melican; it was unanimously voted.

Approve January 28, 2010 Meeting Minutes

Mr. Melican moved to approve the meeting minutes of January 28, 2010 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Citizens' Comments

Mrs. Lisbon informed the other Board members that the Town's newly re-designed website has received the 2010 E-government Award with Distinction from Common Cause, a

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national organization concerned with transparency in local government. She thanked Donna Simek, Linda Holiner, Jeff Seaman, Website Coordinator Bill Clark and Town Clerk Barrie Clough for all of their efforts on the re-design over the past two years.

Mr. Heinlein thanked Mrs. Lisbon for all of her contributions in rebuilding the website.

Mr. Kinder told the Board he is of the opinion that it is more prudent to present the Selectmen and Warrant Committee with expenditures for repairs to equipment rather than building contingencies into department operating budgets which might lead to over-budgeting. Mr. Heinlein responded that the Reserve Fund is for unforeseen/unexpected expenditures, and the breakdown and repair of equipment is not unexpected.

Adjournment

At 6:53 p.m., Mr. Melican moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk