



TOWN OF DOVER
BOARD OF SELECTMEN
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MEETING MINUTES
BOARD OF SELECTMEN
NOVEMBER 23, 2010

At 6:31 p.m., Chairman Joseph M. Melican called the meeting to order with members Carol Lisbon and James P. Dawley, Jr. present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Assistant Town Administrator.

MEETING CALLED TO ORDER

ATTENDANCE: Dave Melville & Maureen Arkle, Warrant Committee

ATTENDANCE

PRESS: None

PRESS

Warrant Committee Budget Letter

The Board of Selectmen reviewed the memorandum which recently went out to all Town departments from the Warrant Committee regarding the guidelines and review procedures for Fiscal Year 2012 operating budgets. Observations were made that the Warrant Committee has endorsed the Personnel Board's 2.3% general increase for non-union employees; that departments are asked to submit level-services budgets which include no new programs; and that energy costs should be calculated using the latest U.S. Energy Administration forecasts for the Northeast in the form of percentage increases for anticipated quantities consumed instead of unit price guidelines such as were provided last year. All operating budgets should be finalized and entered into the KVS accounting system by December 23, 2010 for review by the Warrant Committee.

WARRANT COMMITTEE BUDGET LETTER

Discuss FY12 & FY13 MIA Renewal Proposal

Mrs. Pugatch told the Board that MIA, the Town's insurance carrier, is once again offering a 2-year insurance premium guarantee of a 0% rate increase in FY12 and an increase of no more than 2.5% in FY13 for both the property/liability and workers' compensation coverages contingent upon the Town maintaining favorable loss ratios. Overall contributions may reflect changes in exposures.

DISCUSS FY12 & FY13 MIA RENEWAL PROPOSAL

Mrs. Lisbon moved to accept this proposal for a 2-year period, seconded by Mr. Dawley; it was unanimously voted.

Review FY12 Operating Budgets: 122, 129, 135, 145, 151, 152, 155, 176, 178, 191, 192, 193, 195, 199, 201, 292, 294, 295, 299, 422, 423, 424, 425, 428, 439, 450, 543, 601, 602, 691, 692, 710, 751, 759, 911, 912, 914 & 916

REVIEW FY12 OPERATING BUDGETS

Mrs. Pugatch said that most of the operating budgets under the purview of the Board of Selectmen are ready for the Board's consideration this evening. She said that there were about 10 days after receipt of the Warrant Committee's guidelines memorandum to prepare

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the budgets. Department heads responded promptly but thoughtfully given the compressed schedule, and the Selectmen have all but 6 of the 40+ total budgets before them.

REVIEW FY12 OPERATING
BUDGETS (CON'T)

Town Accountant Carol Wideman was acknowledged for preparing departments' salary spreadsheets for the first time this year in an effort to streamline the process, and for reformatting budget templates into the traditional salaries/expenses/total breakdown. Mr. Ramsay thanked her along with IT/Website Coordinator Bill Clark for hosting a refresher training for employees responsible for data entry of budgets.

Mr. Ramsay gave a preliminary overview of the Selectmen's budgets, stating at the outset that all salaries are consistent with the non-union general increase, the terms of various existing contracts or, in the case of the police union, in anticipation of collective bargaining negotiations in February. Once again, the postage is increased by 3% in keeping with USPS rate increases in recent years. The Town Accountant's salary calculation provides for a 40-hour employee at Grade 15, Step 10 to allow flexibility in hiring a permanent full-time accountant. The Warrant Committee energy guidelines have been used for utilities in the Whiting Road and Town House budgets. The Caryl Community Center budget has been level-funded due to the Town's limited experience in covering utility costs for that building (those expenses were paid by the former Childhood Development Center up to March of last year). In the Building Maintenance budget, the maintenance line for the community center has been increased by \$5,000 to reflect the Caryl Management Advisory Committee and the Selectmen's shared interest in making cosmetic improvements to the inside of that facility over time.

Mr. Ramsay said the salary side of the Police budget preserves the Quinn benefit, and \$7,200 in overtime has been added to accommodate the officer nominee's absence during attendance at the F.B.I. training academy. Also, an \$8,500 capital outlay will support replacement of portable radios at 5 per year, although Mr. Ramsay confirmed with Mrs. Lisbon that this may become a capital budget item if he and Chief Farrell determine that a larger number need replacement in the short term. He told Mr. Melican that these radios are compatible with the Fire Department's radios. He told Mr. Dawley that the former police chief's FY11 salary has been plugged in for lack of a firm number at this time.

Mr. Ramsay commented that there is nothing of note to report with regard to changes to the Highway Maintenance budget. Snow & Ice has been increased by \$30,000 in the aggregate to budget a little more realistically as the Board has done over the last few years. The Street Lighting budget is down with the conversion to low sodium lights last year, with a small increase in the maintenance line item, which is now the Town's responsibility. In the Town Garage budget, a very small amount is now budgeted for high speed internet service as the Town moves away from the increasingly unreliable and obsolete I-Net copper wire system. Mr. Ramsay assured the Board that there is complete funding for the Highway pavement plan between the \$90,000 in committed state Chapter 90 monies and another \$220,000 allocated by the legislature for Dover. Solid Waste is up due to increases in tipping fees, although consortium negotiations with Wheelabrator last year resulted in tipping fees that are still lower than the amount Dover was paying 2 years ago. Mrs. Lisbon was told that water testing increases cover required environmental monitoring at the landfill, monies for which have been appropriated through special articles at Town Meeting in the past but, going forward, will be incorporated into the Solid Waste operating budget as a recurring expense.

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A 5% increase has been used for the Norfolk County Retirement budget pending formal assessment from the retirement board, although in response to stock returns in the retirement trust plummeting which in turn would cause community assessments to spike dramatically, municipal relief voted by the legislature would extend funding schedules for an additional 10 years to spread the liability out. Mr. Ramsay told the Board that if that occurs, the retirement budget will be revised to level fund it. The Workers' Compensation budget has been increased 10% on the premium alone based upon unknown experience modification, although this too may be revisited once it is calculated by the insurance carrier. Mr. Ramsay finished his overview with the Group Health Insurance budget, saying that the West Suburban Health Groups' administrator is projecting a 15% increase in the consortium's employee health insurance rates, which has been assumed in this budget based on current plans offered by the Town. Mrs. Lisbon inquired about the higher overall percentage increase for this budget, and Mr. Ramsay explained that \$10,000 has been added for the mandated actuarial evaluation of unfunded Town retirees' health insurance every other year, and that there is also \$180,000 budgeted for that unfunded liability. The last 2 years this funding was through a special warrant article, but will now be folded in the regular operating budget. Mrs. Lisbon asked Mr. Ramsay to provide the Board with a total amount received by Dover now that all settlements in the MTBE class action lawsuit have been received.

**REVIEW FY12
OPERATING BUDGETS
(CON'T)**

Mr. Ramsay agreed with Mr. Melican that more than half of the monies requested in the budgets under the Selectmen's jurisdiction are beyond their ability to control. A spreadsheet containing an FY11/FY12 budgets figures with percentage changes in each budget will be prepared for the Board per Mrs. Lisbon's request. Mr. Dawley will send the Warrant Committee's spreadsheet from the last budget cycle to the Selectmen's office to update. He was told which Selectmen's budgets are still outstanding.

Revise FY12 Police Capital Budget Requests

Mr. Ramsay said that he and Chief Farrell have revisited the cost for the repeater/comparator at the Grossman Day Camp, and after conversations with vendors who estimate a cost of \$20,000 (the original request is for \$36,000), he and the Chief are asking the Board to revise the FY12 Police capital budget accordingly. He told Mr. Dawley these were informal quotes.

**REVISE FY12 POLICE
CAPITAL BUDGET
REQUESTS**

Mr. Dawley moved to revise the cost for a repeater/comparator in the FY12 Police capital budget request from \$36,000 to \$20,000, seconded by Mrs. Lisbon; it was unanimously voted.

Police Detail Write-Offs

Mr. Ramsay explained that last year the Board voted to write off a total of \$4,414.50 in unpaid police detail invoices. However, the Town Accountant recently discovered that in fact this calculation was off by a small amount.

**POLICE DETAIL
WRITE-OFFS**

Mrs. Lisbon moved to write off \$4,528.50 in police details, seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay assured Mrs. Lisbon that outstanding police detail invoices are now being pursued for collection in a more timely manner, and billing is overseen by the Police Chief and the Town Accountant to ensure that large outstanding totals in unpaid details for any vendor do not accumulate.

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Set Opening & Closing Dates for 2011 Annual Town Meeting Warrant

Mr. Melican announced that the 2011 Annual Town Meeting warrant opens this evening, November 23, 2010 and closes on January 20, 2011. This information will be posted on the Town website and e-mailed to all Town departments, boards and committees.

**SET OPENING & CLOSING
DATES FOR 2011 ANNUAL
TOWN MTG WARRANT**

Annual Alcohol License Renewal (1)

Mrs. Pugatch told Mr. Melican that Chief Farrell recommends renewing the annual alcohol club license for the American Legion. She added that the Deputy Fire Chief and the Deputy Building Inspector have issued their certificate of inspection as required, and that Commander Savage has shown that the Legion carries the liquor liability insurance per the new state mandate. Mrs. Pugatch will look into whether the Legion names the Town of Dover as an additional insured on that certificate and survey area towns' annual liquor license fees as requested by Mr. Dawley.

**ANNUAL ALCOHOL
LICENSE RENEWAL (1)**

Mrs. Lisbon moved to approve the on premises liquor renewal application for the George B. Preston Post 209 American Legion, seconded by Mr. Dawley; it was unanimously voted.

Other Business:

Prior Notice – Selectmen

Mr. Ramsay informed the Board that after interviewing 2 consultants to learn about the range of services offered to assist in the recruitment of a new police chief, the Police Chief Search Committee has decided to retain the services of such a highly specialized, experienced professional. A Request for Proposals (RFP) has been prepared by Mr. Ramsay, and a legal notice soliciting proposals will appear in this Friday's newspapers with a December 20, 2010 submission deadline. In his capacity as Dover's Chief Procurement Officer, Mr. Ramsay and an evaluation subcommittee will rank the proposals in accordance with criteria established in the RFP, and the selected candidate will be presented to the Selectmen for final approval. He estimates the associated cost for professional services to assist in recruitment and to design/conduct an assessment center at approximately \$15,000, and is therefore requesting that the Board approve a Prior Notice in this amount.

**OTHER BUSINESS:
PRIOR NOTICE –
SELECTMEN**

Mr. Dawley moved to approve a Prior Notice by the Board of Selectmen in the amount of \$15,000 for consulting services to support the Police Chief Search Committee, seconded by Mrs. Lisbon; it was unanimously voted.

Award Surplus Vehicle Bid

The Town has received 2 sealed bids for the Animal Control vehicle, which the Board deemed surplus at its September 29, 2010 meeting. The bids were opened on November 17, 2010, with a high bid in the amount of \$503.87.

**AWARD SURPLUS VEHICLE
BID**

Mrs. Lisbon moved to accept the bid of \$503.87 from Corkery Tractor Trailer for the Animal Control surplus vehicle, seconded by Mr. Dawley; it was unanimously voted.

Award Washed Sand Bid

Mrs. Pugatch reported that the Superintendent of Streets opened 4 bids on November 18, 2010 for the pick up and delivery of sand, with a low bid of \$36,900 from Lorusso Corporation of Plainville. According to Mr. Hughes' letter of award, the delivered price per ton is \$0.65 less than last year at \$13.95, and the picked up price per ton is \$0.60 less than last year at \$9.60.

AWARD WASHED SAND BID

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Mrs. Lisbon moved to the bid from Lorusso Corporation of Plainville, Massachusetts for sand delivered and picked up based on the bids opened Thursday, November 18, 2010, seconded by Mr. Dawley; it was unanimously voted.

Special License

Mrs. Lisbon moved to approve a special license for the MEMO organization for December 2, 2010, seconded by Mr. Dawley; it was unanimously voted.

SPECIAL LICENSE

Citizens' Comments

On behalf of the Board of Selectmen, Mr. Dawley congratulated the Dover-Sherborn Boys High School soccer team for winning the Division 3 state title by beating Lenox 2 – 1. He said the coach and all of his players should be very proud of this championship, which is the first one in the last 18 years. He continued on to say that the D-S G Girls High School soccer team should be very proud also of their quest for the state title, which ended just 2 games short of winning that title. The Board wholeheartedly congratulated both teams.

CITIZENS' COMMENTS

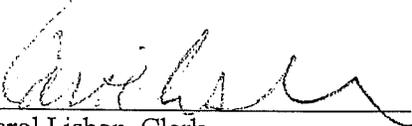
Adjournment

Mr. Melican offered the Board's wishes to all for a happy Thanksgiving.

ADJOURNMENT

At 7:23 p.m., Mr. Dawley moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN



Carol Lisbon, Clerk