



TOWN OF DOVER  
BOARD OF SELECTMEN  
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DOVER, MASSACHUSETTS 02030

Joseph M. Melican, Chairman  
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MEETING MINUTES  
BOARD OF SELECTMEN  
DECEMBER 9, 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:** Bonnie Akins, Charles Long & Caroline White, Board of Assessors; Karen MacTavish, Town Assessor; Craig Hughes, Superintendent of Streets; Jeff Farrell, Acting Chief of Police; Dave Melville, Warrant Committee; Roger & Joan Panek

**ATTENDANCE**

**PRESS:** Andrew Jeromski, D-S Press

**PRESS**

**Tax Classification Hearing – Assessors**

Mr. Melican opened the annual public hearing to determine the percentages of the local tax levy for Fiscal Year 2011 for the Town of Dover. A notice of this hearing was published in the November 24, 2010 edition of the Dover-Sherborn Press. Bonnie Akins, Charles Long and Caroline White of the Board of Assessors were present along with Town Assessor Karen MacTavish, who spoke on their behalf. Mrs. MacTavish highlighted tax rate options and exemptions, including 1) single-rate versus different residential/commercial rates, 2) open space discount, 3) principal residence exemption, and 4) small commercial exemption. The Board of Assessors recommended continuing with a single tax rate for Dover as the most fair and equitable choice.

**TAX CLASSIFICATION HEARING – ASSESSORS**

Mrs. Lisbon moved to set a single tax rate for fiscal year 2011 with a residential factor of one, no residential exemption, no open space exemption and no small commercial exemption, seconded by Mr. Dawley; it was unanimously voted.

**Dedham Street Crosswalks Discussion**

Superintendent of Streets Craig Hughes and Police Chief Jeff Farrell appeared before the Board this evening to discuss possible alternatives to the raised crosswalks installed on Dedham Street last year as a speed deterrent/pedestrian safety measure. At their August 26, 2010 meeting, the Selectmen directed Mr. Hughes to research other options after complaints were heard regarding unintended noise resulting from trucks/trailers traveling over the crosswalks.

**DEDHAM ST. CROSSWALKS DISCUSSION**

Mr. Hughes opened the discussion by telling the Board that it has been a pleasure working with Acting Police Chief Farrell on this issue amongst others in recent months. Mr. Hughes said that he invited the Wellesley DPW director and engineer to view vehicles passing over the crosswalks, and to explore different traffic control/pedestrian safety

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options used in Wellesley that might be considered. They agreed that the present solution works, with some resulting noise.

**DEDHAM ST. CROSSWALKS  
DISCUSSION (CON'T)**

Mr. Hughes suggested planting shrubbery in the area to attenuate some of the noise, and said that although a neighbor had complained that the noise has increased since leaves have fallen from the trees, the snow during the winter months should also muffle it to some degree. While Mr. Hughes has considered several other alternatives, including overhead or emergency activated lights at \$40,000 to \$50,000, or speed boards for \$8,000 apiece. He recommends shrubbery along the abutter's property to reduce noise. Additionally, after meeting with the Park & Recreation Commissioners/Director the other day regarding the proposed Caryl Park playing fields, Mr. Hughes felt it would be prudent to postpone making a decision since the fields, if approved at Town Meeting next May, would probably result in increased traffic and pedestrians in the area.

Roger and Joan Panek, Dedham Street abutters to the crosswalks, told the Board that they are speaking on behalf of themselves and neighbors who were unable to attend tonight's meeting who want the crosswalks removed due to unacceptable noise levels. Mrs. Panek said that she and her husband have spoken to police or highway departments in Needham, Wellesley, Natick, Sherborn and Medfield in recent months about crosswalks and alternative traffic control options. She gave a report with their findings to the Board.

Mr. Panek did not feel that additional shrubbery would make any difference in noise levels since his yard is already heavily planted. In response to Mr. Hughes' comment that Wellesley was of the opinion that the crosswalks work very well, Mr. Panek said that Wellesley does not use raised crosswalks after an experimentation with temporary ones some time ago which were subsequently removed.

Mrs. Panek added that while safety remains a concern in that area of Dedham Street, MassDOT and federal guidelines indicate that raised crosswalks should not be used on minor arterial streets. She also said that at the recent meeting regarding the Caryl playing fields project, it was proposed that the entrance to the park could be moved down the street, which would eliminate concerns about pedestrian safety at the current location of the crosswalks.

Mr. Melican thanked the Paneks for sharing their research with the Board.

Chief Farrell advised the Board that the raised crosswalks serve their intended purpose as they create a physical barrier for which vehicles must slow down. An alternative like solar-powered speed signs might initially have some effect on speeds, but would be ignored once travelers became familiar with their presence. While the thickly settled 30 m.p.h. speed limit is probably exceeded now on average, the Chief felt it would be further exceeded if the crosswalks were removed.

It was the sense of the Board that no decision be made pending the outcome of the Caryl Park playing fields warrant article at the May 2011 Town Meeting.

**Caryl Management Advisory Committee Recommendation on Changing Fee Schedule**

**CARYL MGMT ADVISORY  
COMM. RECOMMENDATION  
ON CHANGING FEE  
SCHEDULE**

Mrs. Lisbon reported that members of the Caryl Management Advisory Committee (CMAC), which includes herself, Kathy Weld, Ford Spalding, Park & Recreation representative Scott Seidman and Council on Aging representative Jane Hemstreet met

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with Mr. Ramsay, Karl Warnick and Jess Cooney to look at the fee structure and use of space at the community center per the revised CMAC charge. The committee agreed that there should be a common fee structure for space without distinguishing between Selectmen's and Park & Recreation Departments controlled spaces, or people or groups as opposed to current varying rates. Mrs. Lisbon said that since the community center is not a self-sustaining facility, it is important to ensure maximum usage. She went over the uniform fees for residents versus non-residents, and rates for the different spaces [see attachment to these minutes]. Mrs. Lisbon informed the Board that CMAC's January 2011 meeting will focus on marketing the various unoccupied spaces available for rental, which number 6 to 8 at present. The building is currently about 80% occupied.

**CARYL MGMT ADVISORY  
COMM. RECOMMEDATION  
ON CHANGING FEE  
SCHEDULE (CON'T)**

When asked by Mr. Dawley whether the proposed change in fee structure is acceptable to the Park & Recreation Commission, Mrs. Lisbon told him that Mr. Seidman and Assistant Park & Recreation Director Jesse Cooney are in support of it. Ratification of this fee schedule by the P&R Commissioners is expected at their next meeting.

Mr. Dawley and Mr. Melican thanked Mrs. Lisbon and the other committee members for the great work that CMAC does.

Mr. Melican moved to approve the recommendations for the use of space/rental at the Caryl Community Center, seconded by Mr. Dawley; it was unanimously voted.

**Approve 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\*** (\* revised)  
The Board of Selectmen read the highlights memorandum for FY12 operating budgets under its jurisdiction, and commenced its in-depth discussion of these budgets which were first presented at the Board's November 23, 2010 meeting.

**APPROVE FY12 OPERATING  
BUDGETS**

Mrs. Lisbon asked Mr. Ramsay if some of the tuition in Budget 122 Selectmen is for classes required by the state, which he confirmed. She said that the ongoing efforts to professionalize and improve the Town's operation are reflected in this line item and in the training line item which would cover quarterly staff teambuilding exercises.

Mrs. Lisbon moved to approve Budget No. **122 Selectmen** in the amount of \$291,397, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **129 Copying & Postage** in the amount of \$30,886, seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay told Mr. Dawley that the Town Accountant's salary is factored at a Grade 15, Step 10 for FY12, which effectively level funds that salary to the amount paid for that position 2 years ago. The professional services monies are for the Town's annual audit as per the FY12/FY13 agreement signed by the Board in January 2010.

Mrs. Lisbon moved to approve Budget No. **135 Town Accountant** in the amount of \$167,462, seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay told Mr. Dawley that the professional services monies in the Treasurer/Collector budget are primarily for ambulance billing and some tax title work.

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Mrs. Lisbon moved to approve Budget No. **145 Treasurer/Collector** in the amount of \$187,570, seconded by Mr. Dawley; it was unanimously voted.

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

Mrs. Lisbon moved to approve Budget No. **151 Law** in the amount of \$180,000, seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay continues to serve as the Board's gatekeeper for requests for legal services.

Mr. Ramsay explained to Mr. Dawley that the \$4,000 for the salary survey that the Personnel Board is recommending be conducted in FY12 to ascertain whether employees' wages are at the median of comparable communities is built into the Selectmen's professional services line item, not the Personnel budget, because the Selectmen are the hiring authority for that consulting work.

Mrs. Lisbon moved to approve Budget No. **152 Personnel Committee** in the amount of \$510, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **155 Data Processing** in the amount of \$107,072, seconded Mr. Dawley; it was unanimously voted.

Mrs. Lisbon would like the number of hours allotted for support staff to the Zoning Board of Appeals revisited next year after the Selectmen's office has provided support to that Board for a full year and has a better sense of that Board's administrative needs.

Mrs. Lisbon moved to approve Budget No. **176 Board of Appeals** in the amount of \$4,592, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **178 Housing Partnership** in the amount of \$1,515, seconded by Mr. Dawley; it was unanimously voted.

The utility costs for the Whiting Road property have been increased according to the Warrant Committee's energy guidelines.

Mrs. Lisbon moved to approve Budget No. **191 Whiting Road** in the amount of \$2,829, seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay reported that the fuel oil line item is level funded for FY12 in the Town House budget. The tank was not filled up at the end of the heating season as is customary.

Mrs. Lisbon moved to approve Budget No. **192 Town House** in the amount of \$56,489, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **193 Caryl Community Center** in the amount of \$84,738, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **194 Energy Coordinator** in the amount of \$100, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **195 Town Report** in the amount of \$11,509, seconded by Mr. Dawley; it was unanimously voted.

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

Mr. Ramsay informed the Board that the Caryl Community Center line item in the Building Maintenance budget has been revised after discussions at the recent CMAC meeting. Mrs. Lisbon elaborated on this, saying that in order to maximize usage of that building to increase demand and revenues, the building needs to be brought up to the standards of other Town buildings with interior improvements such as painting and flooring.

Mrs. Lisbon moved to approve Budget No. **199 Building Maintenance** in the amount of \$276,152, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley asked whether the replacement of all police radios which is being considered is part of the Police Department capital budget. Mr. Melville, a Warrant Committee appointee to that committee, told him it is not included. Mr. Ramsay explained that he and Chief Farrell have spoken with the radio vendor, and are trying to get a better diagnostic on the apparent problem causing some radios to have poor reception in certain places of Dover. The number of radios replaced may need to be increased in the near future to comply with state requirements by 2013.

Mrs. Lisbon moved to approve Budget No. **201 Police** in the amount of \$1,776,658, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley was told that the Animal Control Officer is using the older Ford Explorer now that the 1997 ACO vehicle has been auctioned off.

Mrs. Lisbon moved to approve Budget No. **292 Animal Control** in the amount of \$26,441, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **294 Care of Trees** in the amount of \$85,770, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **295 Tree Committee** in the amount of \$2,500, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **299 Protective Agencies Building** in the amount of \$75,632, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley observed that there has been a very significant decrease in the diesel fuel cost in the Highway Maintenance budget. Mr. Ramsay explained that the Warrant Committee's energy guidelines for FY12 call for percentage increases over actual FY10 usage, while last year the guidelines used unit prices.

Mrs. Lisbon moved to approve Budget No. **422 Highway Maintenance** in the amount of \$598,369, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **423 Snow & Ice** in the amount of \$260,000, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **424 Street Lighting** in the amount of \$12,598, seconded by Mr. Dawley; it was unanimously voted.

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Mrs. Lisbon remarked on the overall 35.41% decrease in the FY12 Town Garage budget. Mr. Ramsay said that again this was due to using this year's method of calculating oil and electricity costs per the guidelines.

Mrs. Lisbon moved to approve Budget No. **425 Town Garage** in the amount of \$66,979, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **428 Tarvia** in the amount of \$230,000, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **439 Solid Waste** in the amount of \$357,136, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **543 Veterans' Services** in the amount of \$2,000, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **691 Historical Commission** in the amount of \$1,250, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **692 Memorial Day** in the amount of \$2,600, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **710 Maturing Debt Principal** in the amount of \$1,160,401, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **751 Maturing Debt Interest** in the amount of \$500,957, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley commented that the Bank Charges budget is lower than last year, and Mr. Ramsay added that with the changeover a few years ago to a bank with lower fees, he has been conservative in reducing that budget gradually.

Mrs. Lisbon moved to approve Budget No. **759 Bank Charges** in the amount of \$6,000, seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay told Mrs. Lisbon that he hopes to have an assessment from the Norfolk County Retirement Board in January 2011, at which time that budget can be adjusted from the current projection.

Mrs. Lisbon moved to approve Budget No. **911 Norfolk County Retirement** in the amount of \$799,591, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **914 Group Health Insurance** in the amount of \$2,030,000, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Budget No. **916 Medicare/FICA** in the amount of \$134,088, seconded by Mr. Dawley; it was unanimously voted.

**Other Business:**

**Vote Early Closings on Christmas and New Year's Eves**

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Mrs. Lisbon moved to close the Town House at 12:00 noon on Thursday, December 23, 2010 for Christmas Eve and Thursday, December 30, 2010 at 3:00 p.m., seconded by Mr. Dawley; it was unanimously voted.

**Special License**

Mrs. Lisbon moved to approve 9 special licenses for the B.C. Connors Center contingent upon approval by the Police Chief, seconded by Mr. Dawley; it was unanimously voted [see minutes for particulars].

**SPECIAL LICENSE**

**Approve November 10, 2010 Meeting Minutes**

Mrs. Lisbon moved to approve the November 10, 2010 meeting minutes as amended, seconded by Mr. Dawley; it was unanimously voted.

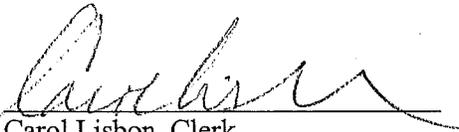
**APPROVE 11/10/10 MTG  
MINUTES**

**Adjournment**

At 8:37 p.m., Mr. Dawley moved to adjourn, seconded by Mrs. Lisbon; it was unanimously voted.

**ADJOURNMENT**

DOVER BOARD OF SELECTMEN



Carol Lisbon, Clerk