



Dover Board of Selectmen Open Session Meeting Minutes  
November 10, 2010

1 The Dover Board of Selectmen took the ideas presented this evening under advisement,  
2 and thanked Mr. DeRensis, Mr. Twining and Mr. Keyes for this evening's discussion.  
3

4 **Caryl House Preservation Plan**

5 Mrs. Lisbon reminded the Board that at the May 2010 Town Meeting, \$10,000 was  
6 appropriated under Article 26 for a study of the long term maintenance needs at the Caryl  
7 House. There have been urgent repairs over the past several years requiring significant  
8 Reserve Fund and article monies. Mrs. Lisbon proposed establishing a preservation plan  
9 committee to include several members of the Historical Society, as stewards of that historic  
10 property, to oversee this project.  
11

12 Mrs. Pugatch elaborated on this, telling the Board that this committee would put out an  
13 RFP for registered architects to perform pre-design services commencing in January 2011  
14 with preservation plan completion targeted for the end of February 2011. A briefing  
15 session would be held on December 6, 2010 with a December 17, 2010 deadline for  
16 submission of proposals.  
17

18 Mrs. Lisbon said that there would be a placeholder on the Town Meeting warrant in case a  
19 valid repair/renovation expenditure for that building in FY12 is identified during the study.  
20

21 Mrs. Lisbon moved to appoint Elisha Lee, Priscilla Jones and Barbara Palmer of the  
22 Historical Society, herself and Mrs. Pugatch to the Caryl House Preservation Plan  
23 Committee, seconded by Mr. Dawley; it was unanimously voted.  
24

25 Mrs. Lisbon moved to approve the Designer Selection Procedure as outlined in the handout  
26 received, seconded by Mr. Dawley; it was unanimously voted.  
27

28 **Revise Selectmen's FY12 Capital Budget**

29 Mr. Ramsay said that when the Selectmen's capital budget requests were first presented,  
30 there was a footnote that the \$20,000 cost estimate for carpeting at the upper level of the  
31 library, part of its shelving reconfiguration, was preliminary. After consultation with the  
32 Superintendent of Building Maintenance regarding the use of more costly carpet tiles  
33 instead of roll-out carpeting, he is now asking the Board to amend this figure to \$30,000.  
34 Mr. Ramsay went on to say that it is unclear that this work needs to be done as quickly as  
35 was originally thought, if it needs to be done at all. Upon completion of the re-shelving in  
36 December, the condition of the existing carpeting will be examined, after which Mr.  
37 Ramsay will advise the Board if re-carpeting is necessary.  
38

39 Mr. Dawley moved to revise the Selectmen's capital budget for library replacement of  
40 upper level carpeting from \$20,000 to the \$30,000, seconded by Mrs. Lisbon; it was  
41 unanimously voted.  
42

43 **Follow Up to Tata & Howard Report re: Caryl Park Well**

44 Mr. Dawley stated that in light of the November 1, 2010 letter to the Board of Selectmen  
45 from Tata & Howard Engineering evaluating the Caryl Park wells (which is the sole water  
46 supply to the Chickering School), he asks the Board to authorize Town Administrator  
47 David Ramsay to work with Park & Recreation Director David MacTavish, Superintendent  
48 of Building Maintenance Karl Warnick and Tata & Howard to develop a proposed plan of  
49 action for review by the Board in case the existing water supply is compromised in the  
50 future. This is a shallow wellfield that is 60 years old.  
51

Dover Board of Selectmen Open Session Meeting Minutes  
November 10, 2010

1 The other Board members agreed that it is prudent to have a contingency plan in place in  
2 case of emergency that also addresses subjective risk.

3  
4 Mr. Dawley moved to authorize Mr. Ramsay to work with those identified above,  
5 seconded by Mrs. Lisbon; it was unanimously voted.

6  
7 **Annual Alcohol License Renewal**

8 Mr. Ramsay told the Board that the Chief has approved the renewal of the annual liquor  
9 license for Higgins Wine & Spirits.

10  
11 Mr. Dawley asked that other municipalities be queried to determine if Dover's annual club  
12 and package store license fees (at \$625 and \$1,250) are in line with area communities.

13  
14 Mr. Dawley moved to approve an [annual] license for alcoholic beverages for Avatar, d/b/a  
15 Higgins Wine & Spirits, seconded by Mrs. Lisbon; it was unanimously voted.

16  
17 **Other Business:**

18 **Vote Early Closing the Day Before Thanksgiving**

19  
20 Mr. Dawley moved to close early at 2:00 p.m. on the day before Thanksgiving, seconded  
21 by Mrs. Lisbon; it was unanimously voted.

22  
23 **Town Report**

24 The Board reviewed a draft memorandum from its chairman regarding  
25 department/board/committee submissions for the 2010 Town Report. The memo contains  
26 guidelines and a due date of Friday, January 14, 2011.

27  
28 Mr. Melican moved to make the Town report instructions official, seconded by Mr.  
29 Dawley; it was unanimously voted.

30  
31  
32 **Appointments**

33 Mrs. Lisbon moved to appoint Amy Wilcox to the Recycling Committee for a period of 3  
34 years effective July 1, 2010, seconded by Mr. Dawley; it was unanimously voted.

35  
36 **Approve October 28, 2010 Meeting Minutes**

37 Mr. Dawley moved to approve the meeting minutes of October 28, 2010 as written,  
38 seconded by Mrs. Lisbon; it was unanimously voted.

39  
40 **Citizens' Comments**

41 Mr. Melican asked Mr. Ramsay whether there is a firm date yet for the Norfolk County  
42 Engineers to prepare plans for the 2 sidewalks which petitioners are requesting at the 2011  
43 Annual Town Meeting. Mr. Ramsay reported that the engineers will try to move these  
44 requests ahead of some of the other work in their 4 - 5 month backlog. He said the primary  
45 purpose for having a formal plan is to verify that the proposed sidewalk on Springdale  
46 Avenue is in fact within the right of way.

47  
48 Mr. Ramsay told Mr. Dawley that if the Norfolk County Engineers cannot prepare a plan  
49 within the necessary timeframe, the Planning Board guidelines would require the petitioner  
50 to pay for costs associated with the sidewalk request. Historically, arranging for the county

Dover Board of Selectmen Open Session Meeting Minutes  
November 10, 2010

1 engineers to draw up plans and providing other services that help to facilitate these  
2 requests have been a courtesy on the Town's part.

3  
4 It was observed that the petitioners will appear before the Capital Budget Committee at its  
5 next meeting, that they will take the Planning Board and the Long Range Planning  
6 Committee on site visits next Saturday, and that they will meet with the Finance  
7 Committee on Roads next Tuesday.

8  
9 **Adjournment**  
10 At 7:25 p.m., Mr. Dawley moved to adjourn, seconded by Mrs. Lisbon; it was unanimously  
11 voted.

12  
13 DOVER BOARD OF SELECTMEN

14  
15  
16  
17 \_\_\_\_\_  
18 Carol Lisbon, Clerk

19  
20