

MEETING MINUTES  
BOARD OF SELECTMEN  
APRIL 29, 2010

At 7:20 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

PRESS: None

Mr. Heinlein reminded citizens that Dover's Annual Town Meeting will be held on May 3, 2010 at 7:00 p.m. in the Alan Mudge Auditorium at the Dover-Sherborn Regional School campus.

**Police Chief Griffin re: Request for Stop Sign at Intersection of Hartford Street & Draper Road**

The Board welcomed Police Chief Joseph Griffin to this evening's meeting to hear his recommendation on the placement of a new stop sign at the intersection of Hartford Street and Draper Road. Chief Griffin expressed his concern to the Board that over time there has been a significant increase in the volume of traffic at that location, and there have been three accidents within the last 24 months. He told Mr. Heinlein that the stop sign would be permanently placed within two weeks if approved by the Board, with an initial period of motorist education before enforcement.

Mr. Heinlein thanked the citizen who brought this traffic safety concern to the attention of the Selectmen and the Police Chief.

Mr. Melican moved to instruct the appropriate Town officials to install a stop sign at the end of Draper Road at the intersection with Hartford Street, seconded by Mrs. Lisbon; it was unanimously voted.

**Execute Agreement Between the Town of Dover & the Town Administrator**

The Board of Selectmen has reached a new 3-year agreement with the Town Administrator. Mr. Heinlein said Mr. Ramsay is one of Dover's most valuable employees, and Mrs. Lisbon observed that he has put in very long hours over the last 5 – 6 months to meet demands that have been extraordinary.

Mr. Melican moved to approve the employment agreement between the Town of Dover and David W. Ramsay dated April 29, 2010, seconded by Mrs. Lisbon; it was unanimously voted.

**Appointment of Constables for 2010 Town Election**

Mr. Heinlein observed that the Town Election will be held on May 17<sup>th</sup> from 7:00 a.m. to 8:00 p.m. He urged citizens to come out for the elections as well as Town Meeting, saying that citizens' opinions matter and every vote counts.

The Board reviewed a memorandum from the Town Clerk recommending three individuals to serve as constables during the Town Election.

Mr. Melican moved to appoint Louis Theodos, Pete Sherman and Brian Clough as constables for the May 17, 2010 Town Election, seconded by Mrs. Lisbon; it was unanimously voted.

**Performance Appraisals**

Mr. Ramsay said that this is the time of year when the Board authorizes him to instruct department heads to conduct performance appraisals of their employees. He told Mr. Heinlein that pay step increases are contingent upon satisfactory performance reviews.

Mrs. Lisbon asked that department heads be directed to address in this year's reviews whether goals have been met in areas of concern or where improvement was needed as indicated in the prior years' reviews.

**MTBE Settlement Agreement**

As a result of the Selectmen's participation on behalf of the Town as members of a class action lawsuit initiated 5 or 6 years ago relative to MTBE contamination of municipal water supplies, one of the smaller settlements has been reached and the associated agreement is before the Board for execution this evening. Mr. Ramsay reported that this particular settlement is for approximately \$14,000.

Mrs. Lisbon moved to accept the MTBE settlement as detailed in the document dated April 21, 2010 between the Town of Dover and Getty Properties, seconded by Mr. Melican; it was unanimously voted.

**Re-award Highway Line Painting Bid**

Mrs. Pugatch explained that the line painting bid awarded by the Selectmen at their last meeting to Markings, Inc., the apparent low bidder, contained calculation errors due to a misunderstanding of what was being asked for by that company's owner. The cost quotes for 2 of the items were for single, not double, lines. Therefore, Superintendent of Streets Craig Hughes is requesting to withdraw that bid and award the work instead to the actual low bidder, Hi-way Safety Systems. This bid total is the same as last year's low bid for pavement markings.

Mr. Ramsay advised the Board that when a mistake has been made, it is best practice, and has been the Board's past practice, to allow that bidder to withdraw if s/he will lose money on the project. He told Mr. Heinlein that under the

procurement rules the Board may accept the next low bid rather than rejecting all bids and starting the bidding process over.

Mr. Melican moved to award this bid for pavement markings to Hi-way Safety Systems in the amount of \$15,762 [painted lines] plus \$14,672 [thermoplastic lines] for a total of \$30,434, seconded by Mrs. Lisbon; it was voted unanimously.

**Other Business:**

**Metropolitan Planning Organization Nomination**

The Board reviewed candidates' statements of candidacy for the annual Boston Region Metropolitan Planning Organization (MPO) June 2, 2010 elections for municipal seats.

Mrs. Lisbon moved to appoint Ginger Esty, Chair of the Framingham Board of Selectmen, as the MPO town representative, and to appoint William Scanlon, Mayor of Beverly, as the MPO city representative, seconded by Mr. Melican; it was unanimously voted.

**Reserve Fund Transfer – Building Maintenance**

Mr. Ramsay told the Board that the Building Maintenance and Library staffs did an excellent job responding to the flooding crisis at the Town Library caused by recent heavy rainstorms. Mr. Ramsay explained that the Reserve Fund Transfer for the Building Maintenance department for storm-related expenses is \$2,000 more than the previously approved Prior Notice for same due the more costly than anticipated \$2,400 air quality testing (with one of the visits taking place on the Patriots' Day holiday). He said that the air quality problem at that location has been resolved, and a small amount of sheetrock repair work remains.

Mr. Ramsay told Mr. Melican that this problem has never occurred before at the Library. He has asked the Superintendent of Building Maintenance to look at the drainage in the as-built plans to ascertain that there was no malfunction of that system, although future flooding problems are unlikely to reoccur.

Mr. Melican moved to approve this request for a transfer from the Reserve Fund for the Building Maintenance Department in the amount of \$12,000, seconded by Mrs. Lisbon; it was unanimously voted.

**Reserve Fund Transfer – Accounting**

Mr. Ramsay is seeking a Reserve Fund Transfer of \$1,000 to cover professional services through mid-May for the part-time consultant that has been assisting him in the Accounting office. Previously transferred monies from the Reserve Fund for this purpose have been exhausted.

Mr. Melican moved to approve the request for a transfer from the Reserve Fund for the Accounting professional services line item in the amount of \$1,000, seconded by Mrs. Lisbon; it was unanimously voted.

**Reserve Fund Transfer – Highway**

Mr. Ramsay said that Mr. Hughes is requesting monies from the Reserve Fund to enable the Highway Department to paint the roadway center lines town-wide. Several years ago the Selectmen endorsed a proposal by the Finance Committee on Roads to fund the repainting of these lines a second time each year. This occurred only once due to subsequent budgetary constraints; however, the Superintendent of Streets would like to see this practice reinstated as a safety measure next month. The FY11 Highway Department budget has sufficient funding for the upcoming year (October 2010 and May 2011).

Mr. Heinlein thanked Alan Fryer for bringing this to Mr. Hughes' attention, and said that it is a very sensible idea.

Mr. Melican moved to approve a request for a transfer from the Reserve Fund for the Highway Maintenance Department in the amount of \$6,000, seconded by Mrs. Lisbon; it was unanimously voted.

**Special License**

Chief Griffin has spoken with Pepper's Catering and recommends approval of the special license application for an upcoming wedding at Elm Bank.

Mr. Melican moved to approve this special license for Pepper's Fine Foods Catering on May 15, 2010, seconded by Mrs. Lisbon; it was unanimously voted.

**Approve April 8, 2010 Open Session & March 25, 2010 Executive Session Meeting Minutes**

Mr. Melican moved to meeting minutes of April 8, 2010 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Melican moved to approve the executive session meeting minutes of March 25, 2010 as presented, seconded by Mrs. Lisbon; it was unanimously voted.

**Citizens' Comments**

Mrs. Lisbon told Mr. Heinlein, who is departing the Board of Selectmen after serving for two terms, that it has been a pleasure and an honor working with someone who comes from a family that has given of itself to Dover for generations. She thanked him for his leadership during the last six years. She expressed hope that Mr. Heinlein will continue to use his expertise to continue serving the Town in another capacity in the next fiscal year. Mr. Melican echoed Mrs. Lisbon's sentiments.

Mr. Ramsay asked the Board to consider hiring Carol Wideman, a consultant who has been assisting him in the Accounting office in recent months, on a three-day per week, temporary basis for a period not to exceed six months until a permanent

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Town Accountant is hired. Activity in that department will accelerate as the FY10 closeout approaches and the new fiscal year begins.

Mr. Heinlein said that increasing Ms. Wideman's hours would ease the burden on Mr. Ramsay, and Mrs. Lisbon and Mr. Melican agreed that this is a great short term solution while the Accountant search continues. Mr. Ramsay explained to the Board that this hire would be subject to the approval of the Personnel Board for pay above the mid-range for this Grade 15 equivalent position.

Mr. Melican moved to hire Carol Wideman as a temporary, part-time employee [Town Accountant] three days per week in the Accounting Department, seconded by Mrs. Lisbon; it was unanimously voted.

**Adjournment**

Mrs. Lisbon moved to adjourn the open session and convene in executive session for the purposes of discussing collective bargaining, not to return to open session, seconded by Mr. Melican; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Joseph M. Melican, Clerk