

MEETING MINUTES
BOARD OF SELECTMEN
MARCH 2, 2011

At 6:33 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.

ATTENDANCE: David W. Heinlein, Police Chief Search Committee

PRESS: John Cronin, D-S Patch

Police Chief Search Committee Update

Mr. Melican thanked Police Chief Search Committee (PCSC) Co-Chair David W. Heinlein for coming to this evening's meeting to update the Board of Selectmen on the committee's activities.

Mr. Heinlein summarized the police chief search process to date. He said that the Selectmen appointed a terrific committee last fall consisting of members with different backgrounds representing various interests and values, such as Dover's schools, senior citizens, etc., which are important in this selection. It became quickly apparent to the PCSC that finding a consultant to provide technical expertise during the process was necessary. Four such firms responding to a Request for Proposals (RFP) prepared by Chief Procurement Officer David Ramsay were interviewed in December, and using the criteria/rating system delineated in the RFP in accordance with MGL C. 30B, BadgeQuest was recommended. The principal of BadgeQuest, Steve Unsworth, is the former Waltham police chief, and has assisted numerous communities with police chief searches for over 10 years throughout Massachusetts.

At the outset, Mr. Unsworth held confidential meetings with Acting Police Chief Farrell and individual officers. The PCSC met with stakeholders such as the Superintendent of Streets, the Fire Chief and Deputy Fire Chief and former Police Chief Sheridan to get their input as to Dover's perceived needs/challenges and the qualities its next police chief should possess.

Mr. Heinlein explained that most of the meetings of the PCSC and Mr. Unsworth to review/narrow down the original 36 total applications received in mid-November have been conducted in executive session since the confidentiality of the candidates is critically important at this early stage. The applicant pool was cut in half after a review of resumes in January, and two applicants withdrew from consideration. The candidate pool was further narrowed after remaining candidates submitted

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written answers to 4 questions along with an employment application detailing background and academic records. The remaining 7 candidates are in the process of being interviewed by the PCSC to determine who will be selected to participate in an assessment center by the end of March. Mr. Heinlein explained that the center consists of a written component and several role-playing exercises conducted and evaluated by panels comprising former/current police chiefs. It is Mr. Heinlein's sense that after this assessment, 2 – 3 finalists will be presented to the Board of Selectmen for their consideration in a public meeting.

Mr. Heinlein told the Board that a public meeting was held on February 10th to give interested residents and boards/committees the opportunity to give the PCSC their input. In addition to receiving input, the committee listened to concerns that the job posting requirements excluded certain candidates. Mr. Heinlein said that he is confident that with this pool of very talented individuals, Dover will get a great police chief. Mr. Heinlein also shared with the Board that in all of the recent searches where Mr. Unsworth provided consulting services, every police chief selected had a master's degrees. In the present public safety climate, viable candidates recognize this is as the industry standard for chiefs.

Mrs. Lisbon thanked Mr. Heinlein for this report which gives the Board tremendous assurance that the search is going well, and that the job posting requirements have not precluded the committee from identifying several impressive candidates.

Mr. Dawley added that all 3 Board members have also met with Mr. Unsworth, and he was very impressed by what he brings to the table. As an attendee at the open hearing, he heard a number of very good suggestions on characteristics the next chief should possess. He said that the Selectmen prepared the job posting/qualifications seeking nothing but the best for the Town of Dover.

Mr. Melican thanked Mr. Heinlein and Mrs. Crowley for all of their hard work and leadership throughout this process. The Board looks forward to hearing again from the committee in the near future.

Discuss Ballot Questions

Mr. Melican observed that based on discussions last evening when he and the Town Administrator met with members of the Warrant Committee, the Treasurer/Collector, Town Assessor and Town Accountant to finalize the numbers for FY12 revenues and expenditures, there is no foreseeable need for ballot questions this year.

Discuss Employee Flexible Spending Account Benefit

As part of the team assembled last fall to negotiate a new 3-year contract with the Dover-Sherborn Regional Educational Association (which was ratified this winter), Mrs. Lisbon reported that one of the terms of this agreement is to establish Flexible

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Spending Accounts (FSAs) for eligible, interested employees which will also be offered to all Dover employees.

Mr. Ramsay asked the Board to review a brief description of the plan design which he and Treasurer/Collector Jerry Lane recommend that the Board endorse for implementation on July 1, 2011. He said what is being proposed is a fairly standard plan design, and caps this pre-tax treatment of certain eligible health care expenses at \$2,500. He told Mr. Melican that the third party plan administrator selected will attend the annual Town health fair in April as well as an informational meeting regarding changes to health insurance offerings to answer employees' questions.

Mrs. Lisbon told Mr. Dawley that Dover will pay its share of the fees to administer this program, and the Region and Sherborn will each pay for their employees. The cost is in the range of \$5,000 - \$10,000 for Dover's employees. Prospective administrators are currently being interviewed in coordination by all three groups.

Mrs. Lisbon moved to endorse the FSA plan as described in the memorandum to the Board dated February 24, 2011, seconded by Mr. Dawley; it was unanimously voted.

Execute Contract for Pre-Design Services for the Caryl House

Mrs. Lisbon reminded the Board that after the Caryl House Preservation Plan Committee recommended an architect approved by the Selectmen to assess that building to identify future repairs/maintenance, a contract was to be negotiated. It is ready for the Board's signature this evening. She told Mr. Dawley that the fee for these services will be \$9,800 with the monies to be paid from the \$10,000 special article appropriated for this purpose at last spring's Town Meeting.

Mrs. Lisbon moved to approve, on a contingent basis pending review by Mrs. Pugatch, the contract between the Town of Dover and Richard Smith of Adams & Smith LLP, seconded by Mr. Dawley; it was unanimously voted.

Other Business:

Special Licenses (2)

Mrs. Lisbon moved to approve the special license for April 9, 2011 [from 7:00 – 11:00 p.m. at Elm Bank] for the Hardy School auction, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley moved to approve the special license for the Dover Professionals group on March 16, 2011 [from 6:00 – 10:00 p.m.] at the community room in the Dover library, seconded by Mrs. Lisbon; it was unanimously voted.

Snow & Ice Authorization

According to the Superintendent of Street's memorandum to the Board, there is a balance of \$44,341.51 remaining in the Snow & Ice budget with payroll totaling

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\$7,432.04 being held and anticipated bills of \$15,000. He is requesting an additional \$50,000 for this budget.

Mrs. Lisbon moved to approve an additional \$50,000 for Snow & Ice, seconded by Mr. Dawley; it was unanimously voted.

Pan-Mass Challenge

Mr. Melican asked for a motion to approve the Pan-Mass Challenge Kids' Ride on May 22, 2011. They are working with Sergeant Wilcox on the logistics.

It was so moved by Mrs. Lisbon, seconded by Mr. Dawley; it was unanimously voted.

Bicycles Battling Cancer

Mr. Melican said that the Bicycles Battling Cancer fundraising ride will be held on June 12, 2011. Chief Farrell is working with the coordinators of this event.

Mrs. Lisbon moved to approve the Bicycles Battling Cancer event on June 12, 2011, seconded by Mr. Dawley; it was unanimously voted.

Surplus Equipment

Mr. Melican noted that there are a number of computers, monitors and printers which the Board is being asked to declare surplus.

Mr. Ramsay told Mr. Dawley that this equipment is not in working condition and will be disposed of at the transfer station.

Mr. Dawley moved to approve the list of surplus equipment [which he dated March 2, 2011], seconded by Mrs. Lisbon; it was unanimously voted.

Fire Department Letter of Appreciation

Mr. Ramsay informed the Board that on February 5th, he and Building Maintenance Superintendent Karl Warnick endeavored to remove the unduly large accumulation of snow from areas on the Caryl Community Center roof. The Highway personnel was already exhausted from long hours of snowplowing, and another storm was approaching. Therefore, although this was outside of their regular scope of duties, members of the Fire Department were asked to help. Five or six members along with the Deputy Fire Chief and the Administrative Assistant agreed to shovel, and this task was accomplished much more quickly than it otherwise would have been Saturday morning. Mr. Ramsay said that he and Mr. Warnick are very grateful for their assistance.

The Selectmen was pleased to hear about this wonderful demonstration of team spirit, and extended their thanks to everyone involved. A letter expressing the Selectmen's gratitude will be sent to the Board of Fire Engineers.

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Approve February 17, 2011 Open & Executive Session Meeting Minutes

Mrs. Lisbon moved to approve the minutes of February 17, 2011 as submitted, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley moved to approve the minutes of the executive session of February 17, 2011, seconded by Mrs. Lisbon; it was unanimously voted.

Adjournment

At 7:15 p.m., Mrs. Lisbon moved to adjourn, seconded by Mr. Dawley; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Carol Lisbon, Clerk