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6 MEETING MINUTES  
7 BOARD OF SELECTMEN  
8 JUNE 7, 2011  
9

10 At 6:33 p.m., Chair Carol Lisbon called the meeting to order with members James  
11 P. Dawley, Jr. and Joseph M. Melican present. Also present were David W.  
12 Ramsay, Town Administrator, and Greer Pugatch, Assistant Town Administrator.  
13

14 ATTENDANCE: Tobe Deutschmann, Peg Crowley, Bev Madden & Paul White,  
15 Police Chief Search Committee; Police Chief Pete McGowan & family; Sergeant  
16 Jeff Farrell & officers, Dover Police Department  
17

18 PRESS: Sean Cronin, D-S Press  
19

20 **Welcoming Ceremony for Police Chief Peter McGowan**

21 Mrs. Lisbon thanked all those in attendance for being present this evening for this  
22 special occasion. She said that the Board of Selectmen has the privilege of  
23 welcoming Peter McGowan as the official Chief of Police of the Town of Dover,  
24 having been sworn in by the Town Clerk yesterday. She said that Board looks  
25 forward to his leadership in a police department that is exceptional, and that is an  
26 integral part of the fabric of the community. She recognized the officers who were  
27 present to support the Chief as he begins his leadership role during what the Board  
28 hopes will be a long tenure serving Dover, and thanked the officers for their service  
29 to the Town. Finally, the Board's sincere thanks were extended to search  
30 committee members for all of the time they devoted to this important process.  
31

32 Chief McGowan introduced his family at this time, after which Mrs. Lisbon  
33 announced that it is customary for the spouse to pin the police badge on the  
34 incoming officer. The pinning was followed by an enthusiastic round of applause.  
35

36 Chief McGowan thanked everyone for this opportunity and said that he looks  
37 forward to the challenges that lie ahead, and to working with his officers. He is  
38 confident that this is going to be a great fit. He thanked Sergeant Farrell for all that  
39 he has done following Chief Griffin's retirement, from keeping the department  
40 running smoothly as Acting Chief this past year to the help and encouragement he  
41 has already offered during the transition. He said that the Town has been truly  
42 fortunate to have Sergeant Farrell on the force for the last 42 years. This was  
43 followed by another round of applause.  
44

45 Mrs. Lisbon echoed these sentiments, to which Sergeant Farrell responded that it  
46 has been a labor of love.

1  
2 Mr. Dawley and Mr. Melican made their welcoming remarks to Chief McGowan,  
3 reiterated the Board's gratitude to Sergeant Farrell and the search committee, and  
4 offered their assistance at any time to both officers going forward.

5  
6 **Deer Management Plan Designated Lands**  
7 Mrs. Lisbon informed Chief McGowan that at its last meeting, the Board  
8 entertained a request from the Board of Health and the Lyme Disease  
9 Subcommittee for permission to use of areas of land under the control of the  
10 Selectmen for the deer hunting program. This past year the initiative to lower the  
11 incidence of Lyme Disease through highly regulated bow hunting was deemed a  
12 success, and the Board of Health is asking various entities and residents with tracts  
13 of open space to make them available for expansion of the program.

14  
15 Four land parcels under the Selectmen's control were reviewed by Superintendent  
16 of Streets Craig Hughes and Acting Chief Jeff Farrell at the Board's direction after  
17 its May 19<sup>th</sup> meeting, and they are recommending the allocation of four of these  
18 parcels for this purpose. The Board identified 2 other large parcels, the MacIntosh  
19 land and the Larrabee estate, which might also be conducive to hunting, and asked  
20 that Chief McGowan and Mr. Hughes more closely consider these areas with input  
21 from the trustees of the Larrabee estate, and also Town's conservation agent  
22 George Giunta and Board of Health member Barbara Roth-Schechter, both of  
23 whom spearheaded the pilot program.

24  
25 The Board answered Chief McGowan's questions about some of the particulars of  
26 this program, and referred him to the Board of Health's year-end report and recent  
27 Selectmen's minutes on the Town website ([www.doverma.org](http://www.doverma.org)) as good sources of  
28 additional information/education.

29  
30 The Board will review the recommendations of the Police Chief and  
31 Superintendent of Streets at their June 23, 2011 meeting.

32  
33 Mr. Dawley moved to approve the following parcels for the next deer hunting  
34 season sponsored by the Board of Health: Bridge Street, 3.92 acres; the Ponzi land,  
35 31.58 acres; Valley Farm, 52.6 acres; and the Church Street site, 9.2 acres,  
36 seconded by Mr. Melican; it was unanimously voted.

37  
38 The properties approved by the Board this evening will allow access to other  
39 contiguous or nearby acreage either already designated for this program or under  
40 consideration by other entities at this time.

41  
42 **Appointments**  
43 The Selectmen assigned the various appointed boards and committees under their  
44 jurisdiction amongst themselves for follow up for positions that will expire at the  
45 end of June.

46

Board of Selectmen Open Session Meeting Minutes  
June 7, 2011

1 Mr. Dawley moved to appoint Mrs. Lisbon as the Selectmen's appointee to the  
2 Capital Budget Committee for a period of 1 year effective July 1, 2011, seconded  
3 by Mr. Melican; it was unanimously voted.

4  
5 Mrs. Lisbon will serve as the Selectmen's liaison to the Caryl Management  
6 Advisory Committee and the Open Space Committee.

7  
8 Mr. Dawley moved to appoint Pete McGowan as Chief of Communications for a  
9 period of 1 year effective July 1, 2011, seconded by Mr. Melican; it was  
10 unanimously voted.

11  
12 Mr. Dawley will serve as the Selectmen's liaison and Catherine White will serve as  
13 the Old Home Day Committee's liaison to Dover's 175<sup>th</sup> Celebration Committee.

14  
15 Mrs. Lisbon moved to appoint Mr. Melican as the Selectmen's appointee to the  
16 Finance Committee on Roads for a period of 1 year effective July 1, 2011,  
17 seconded by Mr. Dawley; it was unanimously voted.

18  
19 Mrs. Lisbon moved to appoint Mr. Dawley as the Selectmen's appointee to the  
20 Long Range Planning Committee for a period of 1 year effective July 1, 2011,  
21 seconded by Mr. Melican; it was unanimously voted.

22  
23 Mrs. Lisbon moved to appoint David Ramsay and Greer Pugatch as the Personnel  
24 Ombudsmen for a period of 1 year effective July 1, 2011, seconded by Mr. Dawley;  
25 it was unanimously voted.

26  
27 Mrs. Lisbon thanked Fran Aikman, who is stepping down from the Recycling  
28 Committee, for her 6 years of service on that committee. She shared several recent  
29 recycling initiatives with the other Board members.

30  
31 Mrs. Lisbon moved to appoint David Ramsay as Town Administrator [for the  
32 remaining 2 years of his contract] for a term expiring on June 30, 2013, seconded  
33 by Mr. Melican; it was unanimously voted.

34  
35 Mr. Dawley will serve as the Selectmen's liaison to the Warrant Committee.

36  
37 **Audit Engagement Letter**

38 Mr. Ramsay informed the Board that with the annual Town audit approaching, the  
39 agreement for services to be provided by Melanson Heath & Company at the same  
40 cost as last year needs to be executed. He told Mr. Dawley that there is a new  
41 finance law requiring a GASB statement this year.

42  
43 Mrs. Lisbon moved to approve the contract with Melanson Heath for \$22,000 for  
44 Fiscal Year '11, seconded by Mr. Dawley; it was unanimously voted.

45  
46 **Vote to Revise Caryl Community Center Fee Schedule**

Board of Selectmen Open Session Meeting Minutes  
June 7, 2011

1 Mrs. Lisbon told the Board that the Caryl Management Advisory Committee  
2 (CMAC) is wrestling with its usage fee rates. She reminded them that the  
3 Selectmen and the Park & Recreation Commission recently approved CMAC's  
4 recommendation to institute a uniform one-time use charge of \$25/\$50  
5 (residents/non-residents) for any available space within the building. CMAC  
6 subsequently voted on May 11<sup>th</sup>, in keeping with its guiding philosophy to increase  
7 the overall space usage, to recommend a change in the fee schedule to include a  
8 discounted fee for recurring users of \$10/\$20 (residents/non-residents) per use.

9  
10 Mr. Dawley moved to revise the Caryl Community Center fee schedule to \$10 for  
11 resident continuing use and \$20 for non-resident continuing use contingent upon  
12 the Park & Recreation Commission voting the same, seconded by Mrs. Lisbon; it  
13 was unanimously voted.

14  
15 Mrs. Lisbon informed the Board that CMAC also voted to rename the old library  
16 space the Caryl Room.

17  
18 **Award Highway Department Bids:**

19 **Catch Basin Cleaning, Street Line Painting & In-Place Type-1 Bituminous Concrete**

20 Mr. Dawley moved to award the contract to BMC Corporation for the purpose of  
21 catch basin cleaning, seconded by Mr. Melican; it was unanimously voted.

22  
23 Mr. Dawley moved to award the pavement markings bid to Highway Safety  
24 Systems, Inc. of Rockland, MA, seconded by Mr. Melican; it was unanimously  
25 voted.

26  
27 Mr. Dawley inquired as to whether the streets to be paved this year coincide with  
28 the 5-year paving plan, to which Mr. Ramsay responded that there are significant  
29 changes due to this winter's weather conditions. He added that most of the work  
30 will be covered by Chapter 90 funds.

31  
32 Mr. Dawley moved to award the bituminous concrete bid to T.L. Edwards, Inc.,  
33 seconded by Mr. Melican; it was unanimously voted.

34  
35 **Other Business:**

36 **Special Licenses**

37 The Board reviewed a special license request for a function on June 15, 2011 at  
38 Elm Bank.

39  
40 Mr. Melican moved to approve this special license, seconded by Mr. Dawley; it  
41 was unanimously voted.

42  
43 Mr. Dawley moved to approve a special license for the annual car show at the  
44 Massachusetts Horticultural Society [on June 26, 2011], seconded by Mr. Melican;  
45 it was unanimously voted.

46  
47 **Reserve Fund Transfer – Building Maintenance**

Board of Selectmen Open Session Meeting Minutes  
June 7, 2011

1 The Board reviewed a reserve fund transfer request for the shades installed in the  
2 west wing of the Town House to improve energy efficiency of the windows.

3  
4 Mr. Dawley moved to transfer from the Reserve Fund \$2,416 for the Building  
5 Maintenance department, seconded by Mr. Melican; it was unanimously voted.

6  
7 **Reserve Fund Transfer – Building Inspector**

8 The Building Inspector is requesting monies to cover the additional hours that the  
9 Assistant Building Inspector is spending in training with the departing  
10 Administrative Assistant, who is retiring mid-month. On behalf of the Board, Mrs.  
11 Lisbon thanked Judy Sweeney for her many years of excellent service to the Town.

12  
13 Mr. Dawley moved to transfer from the Reserve Fund \$436.16 to be transferred to  
14 the Building Inspector, seconded by Mr. Melican; it was unanimously voted.

15  
16 **Approve May 19, 2011 Meeting Minutes**

17 Mr. Dawley moved to accept the minutes of May 19, 2011, seconded by Mr.  
18 Melican; it was unanimously voted.

19  
20 **Rail Trail Update**

21 Mrs. Lisbon reported that this past Monday a group consisting of herself, Tim  
22 Holiner (member of the Dover Rail Trail Committee and Conservation  
23 Commission), Tad Staley (Bay Colony Rail Trail group), Cathy Buckley (MPO  
24 feasibility study representative) and Alison Murray (Medfield Rail Trail  
25 Committee) walked along the railroad tracks which are the subject of a proposed  
26 conversion to a rail trail through Medfield, Dover and Needham. The feasibility  
27 study should be completed by the end of the year. Mr. Staley will meet with Iron  
28 Horse, a company which removes railroad ties and replaces them with stone dust at  
29 no cost to the involved town(s).

30  
31 Mrs. Lisbon told Mr. Dawley that rail trail projects can take anywhere between 5  
32 and 25 years to complete, depending on the state and financing.

33  
34 **Adjournment**

35 At 8:04 p.m., Mr. Dawley moved to adjourn, seconded by Mr. Melican; it was  
36 unanimously voted.

37  
38 DOVER BOARD OF SELECTMEN  
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44 James P. Dawley, Jr., Clerk