

MEETING MINUTES
BOARD OF SELECTMEN
OCTOBER 13, 2011

At 6:30 p.m., Chair Carol Lisbon called the meeting to order with members James P. Dawley and Joseph M. Melican present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Assistant Town Administrator.

ATTENDANCE: Mark Sarro, Planning Board; Barbara Roth-Schechter, Board of Health; Maureen Arkle, Rich Forte & John Cone, Warrant Committee; Christophe Oliver & Amey Moot, Open Space Committee; Tim Holiner & John Sheehan, Conservation Commission; Sara Molyneaux, Dover Land Conservation Trust; Rich Oasis & Nancy Simms, Park & Recreation Commission; Luke Legere, McGregor & Associates; Paul Angelico, Long Range Planning Committee; Jim Powers, Kathleen Lisbette, Helena Swiny, Barbara Palmer, Carolyn & Gordon Main, Priscilla & Kenneth Jones, Elizabeth Armstrong, Kathleen Mitchell & Matthew McIver

PRESS: Matthew Cuoto, D-S Press

Planning Board Chair Mark Sarro re: Master Plan Survey Results

Mrs. Lisbon thanked Mark Sarro, Chairman of the Planning Board, for coming in this evening to present the results of a mail survey conducted over the last several months by the Planning Board as part of the Master Plan update undertaken approximately every 10 years. Members of various Town boards and committees as well as abutters and other interested citizens have been invited to the meeting to hear respondents' opinions on a number of topics to help Town officials to develop a shared philosophy, using the citizenry's identified values and priorities in decision-making processes.

Mr. Sarro extended the Planning Board's thanks to all of those who responded to the survey. He explained that the questions were crafted in a collective effort with the assistance of the Long Range Planning Committee and input from boards and committees in order to obtain the most useful information from residents to factor into long term planning for the Town. At the end of September the results were tallied using information from 681 total responses, an excellent return rate representing about 1/3 of all households in Dover, 44% of whom have lived in Dover more than 20 years and most being registered voters who attend Town Meeting. He felt the respondent profile is representative of the

population with a statistically significant sample received. Information such as demographics and topic categories targeting specific segments of the population are available on an Excel spreadsheet in summary form which may be filtered into subsets of information (see the homepage of the Town website www.doverma.org for the results). There is also a PDF text summary of data available on the website.

Mr. Sarro briefly demonstrated how the data is formatted on the spreadsheets and how it may be cross-tabulated using subsets of data as desired. He highlighted some consistent themes which emerged, such as the importance of the Town's rural character, the public schools and open space. The priorities identified were remarkably similar to a survey conducted in 1993. Long term issues perceived included preserving the rural character, maintaining the quality of the schools and keeping the taxes down. Residents indicated that the tax rate is appropriate for the value received from the Town. The Planning Board will factor the survey results into the Master Plan recommendations, then distribute the updated draft to boards and committees in January followed by a March public hearing with final completion by the 2012 Town Meeting.

Discussion related to the survey from those present included concern about the survey instrument itself. Mr. Sarro said no negative feedback was received, adding it was structured carefully to be comprehensive in the range of relevant issues covered. Also, it was pointed out that the topic of the proposed playing fields did not have a "no" option like some other topics. Mr. Sarro said attempts were made to make the questions, compiled from various boards, stylistically similar with an ability to interpret through cross-referencing.

As the Board of Selectmen's liaison to the Long Range Planning Committee, Mr. Dawley said that a tremendous amount of work by Mr. Sarro and the Planning Board went into creating the survey and compiling the results. Mr. Sarro credited the boards and committees, particularly the Long Range Planning Committee, for responding to the request for input.

Caryl Park

Mrs. Lisbon explained that in response to a letter from McGregor & Associates, a law firm representing opponents to the proposed Caryl Park playing fields, the Selectmen sought a legal opinion on whether that project conforms with the intent of the Caryl Park deed. She said the law budget is under the Selectmen's control, with Mr. Ramsay acting as legal gatekeeper to prevent indiscriminate use of legal funds and ensure consistent quality of advice, so Mr. Ramsay asked Town Counsel to respond.

Mr. Dawley said that at a Selectmen's meeting last June, he was appointed the Board's liaison to the Park & Recreation Commission, who agreed at that time to create and maintain a transparent process during the development phase of the proposed playing fields. Two potentially problematic areas were identified – the intent of the 1917 George Chickering will and Caryl Park well water flow testing/pump review by the DEP. In

response to McGregor & Associates, Dover's Town Counsel Kevin Batt was asked to revisit and update his 2005 memorandum regarding same. Attorney Batt found that the project as currently contemplated does not violate the terms of the Chickering will, as it would not alter the recreational use of Caryl Park. Mr. Dawley could not report on the status of the wells pending a response from DEP.

Mr. Dawley made it clear that no more Town funds will be spent on this project until the project appears to be moving forward/funds raised. Those interested may obtain a copy of Attorney Batt's opinion in the Selectmen's office.

Approve Capital Budgets

Mr. Ramsay told the Board that he researched whether purchasing a recycling container with a glass crushing ram to save on transportation costs with compacted loads transported less frequently instead of a 30-yard container as requested by the Highway Department is more fiscally prudent. He said that 2 rams for the different types of glass would be necessary. He was asked to prepare a cost analysis of the payback period for this more expensive option for the Board's consideration.

Mr. Dawley moved to accept the capital budget request for FY13 for a 30-yard recycling container at a cost of \$7,300 for the Highway Department, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to accept the fuel dispensers for 1 diesel and 1 gasoline fuel tanks for \$8,000 for FY13 for the Highway Department, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon observed that Chief McGowan has provided an updated police vehicle inventory (service date, mileage and maintenance) as per the Board's request. She recalled that the Chief is asking to depart from the 1-2-1-2 replacement schedule of recent years to replace 2 vehicles that will exceed 100,000 miles by the end of the fiscal year. The Board asked for clarification on which vehicles would be replaced and their projected mileage before making a decision on this item.

The Board considered Chief McGowan's request for an electronic message board, which has been moved from FY16 into FY13. Mr. Dawley expressed reservations about the use of such a device unless it was restricted to emergencies and speed measurement only. Mr. Ramsay clarified that this is a message-only board – the Town already owns a speed-only board.

Mrs. Lisbon requested a cost estimate on a board that would serve both functions. The Police capital budget will be revisited at the Board's next meeting.

Mr. Dawley moved that the painting of the library interior at a cost of \$30,000 for FY13 be accepted, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to accept a new copier for the Town House for \$9,000 for FY13, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley was pleased with the results of the recent Whiting Road cleanup effort. The building has been sealed up in anticipation of cold weather. The Board agreed that until there is a better sense of the future uses of the building that no monies should be spent on it.

Mr. Melican moved not to approve \$18,000 for FY13 for Whiting Road, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon reminded those present that the Caryl Management Advisory Committee (CMAC) recommended paving the community center parking lot for \$25,000. As the Board's liaison to CMAC, Mrs. Lisbon further explored the parking lot request at a subsequent meeting, at which time it was decided to instead include the regrading and graveling of unpaved areas in the FY13 operating budget. She added that the painting of the first floor hallways of the community center was recently completed, and monies will be requested in the FY13 operating budget to paint the second floor.

Mr. Dawley moved to postpone the expansion of the parking lot to out-year 2014, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to accept interior signage for the Caryl Community Center for \$5,000, seconded by Mr. Melican; it was unanimously voted.

Approve Fiscal Year Calendar

The Board reviewed the FY13 calendar which reflects the various events/processes throughout the budget cycle. The timeline is consistent with previous years.

Mr. Dawley moved to approve the calendar as presented, seconded by Mr. Melican; it was unanimously voted.

Mass. Municipal Association Annual Meeting

Mrs. Lisbon announced that the Mass. Municipal Association annual meeting and trade show will be held on January 20 & 21, 2011 at the Hynes Convention Center. This is an opportunity for the Selectmen to see their colleagues and attend breakout sessions on a variety of municipal topics. All three Board members plan on attending one or both days of the conference.

Other Business:

Boston MPO Election

The Board voted for the candidates it supports for open seats on the Boston region Metropolitan Planning Organization, to submit via absentee ballot. The election will be held on October 26, 2011.

Mrs. Lisbon moved to vote for Clarissa Rowe of Arlington and Maurice Handel of Needham for the 2 at-large town seats, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Carlo Dimaria of Everett and Setti Warren of Newton for the 2 at-large city seats, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Richard Dunne of Medway for the SWAP seat, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve Michael Lyons of Norwood for the TRIC seat, seconded by Mr. Melican; it was unanimously voted.

Prior Notice – Building Maintenance

Mr. Ramsay recalled that the underground storage tank at the Caryl Community Center experienced a tight test system failure last May, resulting in a procurement to remove it and install a new above-ground tank. The Town has decided that it is in the public interest to reject all bids and cancel the solicitation for this work. While the project requirements are being reevaluated and it is determined how to proceed with revised specifications, temporary oil tanks to provide an interim heating solution were installed in the generator room at that location. Mr. Ramsay is therefore requesting that the Selectmen approve a Prior Notice in the amount of the installation since this contingency was not budgeted for.

Mr. Melican moved to approve a Prior Notice for \$7,866.20 for the Building Maintenance Department, seconded Mr. Dawley; it was unanimously voted.

Approve Holiday Calendar

Mr. Melican moved to approve the 2012 holiday calendar in a memorandum dated October 2011, seconded by Mr. Dawley; it was unanimously voted.

Surplus Equipment

During their tour of the Whiting Road property, the Selectmen observed restaurant equipment in one of the storage sheds behind the main building which had been abandoned by a former tenant when the facility was under the Park & Recreation Department's control. The Superintendent of Building Maintenance has verified that the owner does not want the equipment returned to him.

Mr. Ramsay told Mr. Melican that no legal notice is necessary in order for the Board to deem these items surplus before disposal. He will check to see if the equipment might fetch a higher price from a stainless collector than from its disposal in the metal container at the transfer station.

Special License Late Fee

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Mr. Dawley said it would be reasonable as well as consistent with general business practices if the Board charged a late fee for special license applications not received timely.

Mr. Melican moved to establish a late fee of \$25.00 for all special licenses requiring retroactive vote by the Selectmen, seconded by Mr. Dawley; it was unanimously voted.

Special Licenses (5)

Mr. Melican moved to approve 6 special licenses as Mrs. Lisbon listed [Baker's Best Catering on October 9th at Elm Bank, Centre Streeters Band on November 19th at Kraft Hall, Pepper's Fine Catering on October 28th at Elm Bank, The Catered Affair on October 16th at Elm Bank, a volunteer appreciation dinner by MassHort on October 26th, and Caper's Catering on October 27th at Elm Bank], seconded by Mr. Dawley; it was unanimously voted.

Approve September 15 & 26, 2011 Meeting Minutes

Mr. Dawley moved to accept the meeting minutes of September 15, 2011, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to accept the meeting minutes of September 26, 2011, seconded by Mr. Melican; it was unanimously voted.

Adjournment

At 8:05 p.m., Mr. Melican moved to adjourn the meeting, seconded by Mr. Dawley; it was unanimously voted.

DOVER BOARD OF SELECTMEN

James P. Dawley, Jr., Clerk