

MEETING MINUTES
BOARD OF SELECTMEN
NOVEMBER 22, 2011

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

ATTENDANCE: None

PRESS: Matthew Cuoto, D-S Press

Review Selectmen's FY13 Operating Budgets: #122, 129, 135, 145, 151, 152, 171, 176, 178, 191, 192, 193, 194, 195, 199, 241, 291, 294, 295, 411, 422, 423, 424, 425, 428, 439, 450, 543, 691, 692, 710, 751, 759, 911, 912, 914, 916 & 950

The Board of Selectmen began the review/approval process for the FY13 operating budgets under its purview for subsequent submission to the Warrant Committee, who in turn will start its review in January. Mr. Ramsay and Mrs. Pugatch were asked to highlight any changes to budgets that are not level service or level funded. All budgets have been prepared in accordance with salary plans, collective bargaining agreements and contracts.

Mrs. Pugatch informed that Board that the Selectmen's budget (#122) has an \$8,000 increase in the training line to cover the cost of EAP presenters for quarterly teambuilding meetings for department heads in FY13. Trainings in FY11 and FY12 have been funded with grant monies from the Town's insurance carrier. Feedback by attendees has been very positive on the 5 trainings to date, and professional relationships have strengthened with the Selectmen's support of this organizational development initiative. The meetings line item is also increased to cover additional seminars for department heads to supplement their knowledge/skills in applicable areas. A \$3,000 increase in professional services is being requested to cover unanticipated issues/needs. In FY11/12 this line item covered unanticipated expenses such as the police chief search consulting fees and design/engineering services associated with removal/replacement of the Caryl Community Center underground storage tank.

Town Clerk/former Postmaster Barrie Clough has advised that with an expected increase in postal rates in January 2012, another 3% increase in the postage line of the Copying & Postage budget is reasonable. Mrs. Lisbon continues to urge the increased use of e-mail by Town offices as an alternate form of communication. As another cost-saving measure, Mr. Dawley suggested Mr. Ramsay explore the possibility of paying invoices electronically.

Mr. Ramsay said the Town Accountant's salary is calculated at 5 days per week in that budget in the event that Carol Wideman accepts the Town's standing offer to work full time at some point.

The Board understands that the expenditures for legal services are unpredictable, and will consider whether to increase the law budget an additional \$10,000 based on recent history.

After being informed that the Conservation Commission has increased its professional services line item to fund bi-annual training of its members by the conservation agent and wetlands specialist, Mrs. Lisbon asked for Mrs. Pugatch to obtain additional information on the commissioners' plans for trail maintenance in FY12 and FY13. She also asked the Board to consider whether it is necessary to level fund some of the small committee budgets where those discretionary funds have not been expended in recent years. The Selectmen's office continues to track the hours spent by the staff for administrative support of the Board of Appeals to determine whether to increase an employee's hours to accomplish the additional workload.

Mr. Ramsay said that different annual contract prices for heating oil and different unit pricing index guidelines recommended by the Warrant Committee make it difficult to compare heating oil costs in Town buildings between the current fiscal year and FY13. Fluctuations in expenditures are also weather-dependent. He was directed by Mr. Dawley to research historical expenditures for heating oil in the Town buildings as well as unit price formulas used in calculations. The electricity line, which was been reduced in the Town House budget in FY11 and FY12, will be reduced by another \$1,500 in FY13. That line has been reduced by \$2,000 in the Caryl Community Center budget.

Mrs. Pugatch explained to Mrs. Lisbon that the Town Report Committee has asked for that budget to be level funded. Total FY11 expenditures were down due to a cost reduction by the printing company after negotiating with the committee due to irregularities found in some of the final printed reports.

The Caryl Community Center line in the Building Maintenance budget has been increased by \$5,000 as the Selectmen, in coordination with CMAC, have become more proactive in making cosmetic enhancements to that building. Also, monies have been put in other capital outlay for the purchase and installation of 3 new bubblers with filter feature similar to a system viewed by the Board at last year's MMA annual meeting. Mr. Ramsay requested \$1,500 for the Whiting Road line item now that the Board is responsible for that facility (\$1,668 was spent in FY11). The professional services line is up \$2,000 for unforeseen technical support needed as demonstrated by that line being already used up this year for the underground storage tank project.

With the absorption of the retiring administrative assistant's duties (24 hrs./wk.) by the Deputy Building Inspector last June, it is too early to determine whether he is able to handle both that and his inspector duties (9 hrs./wk.) in the 20 hours per week he is now working. Therefore, the salary side of that budget has been level funded by backfilling the difference between the building inspectors' salaries and the FY12 salary bottom line (including cost of living adjustment), into the administrative assistant line in the event that it becomes necessary to fill that position again.

Mr. Melican has spoken with members of Emergency Management, and asked the Board to look carefully at the food and supply line items of that budget taking into consideration the last snowstorm. Mr. Ramsay said that with half of the monies in the Care of Trees budget intended for pruning and take downs per the 5-year tree plan was instead used for clean-up of downed trees and debris after that storm, per the Board's suggestion, half of the FY12 amount designated for that purpose has been added to FY13.

The Engineering budget remains the same at 20 hours per week on the salary side (with COLA added) and \$20,000 in professional services for consultants. The Board would like a firm plan in the near future for the several positions that are currently vacant while those departments are in transition.

Mr. Dawley thanked the Superintendent of Streets for his narrative summarizing any changes in departments operating under his direction. A financial analysis of the cost benefit of cost conversion to energy-saving low sodium street lights will be prepared by Mr. Ramsay for the next meeting. He also has a history of tipping fees in the Solid Waste budget which he will share with the Board.

The Norfolk County Retirement budget has been increased by a forecasted 5% over FY12 actual.

Mrs. Pugatch said that the FY13 Workers' Compensation budget has been increased according to MIIA's forecast of 15% over the FY12 actual premium. She explained this budget was reduced too aggressively in recent years, resulting in this year's budget being insufficient to cover the \$57,437 premium. Almost \$18,000 in participation credits and MIIA rewards, normally applied against the property/casualty premium, had to be used to supplement monies budgeted.

The Group Insurance budget was level funded in FY12 as a result of savings to be realized by the implementation of the rate saver plans. Mr. Ramsay will research whether the number of subscribers has remained at increased levels with the economic downturn which has led to some layoffs of spouses who formerly carried the family insurance plans.

Changes in the Other Insurance budget are as follows: The property/casualty portion is increased 2.5% in accordance with the insurance carrier's second year

rate lock guarantee (which may fluctuate based on loss experience); police/fire accident insurance is increased 15% as forecasted; and the EMT accident policy is increased 5% as projected by VFIS.

The Board will take all budgets submitted this evening under review.

Appointments

Mr. Melican was pleased to inform the Board that he has spoken with a resident interested in becoming a member of the Council on Aging.

Mrs. Lisbon moved to appoint Cara Groman to a 3-year position on the Council on Aging [effective January 1, 2011] expiring in June 2014, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon has had several responses to Boston Globe West posting regarding vacancies on the Rail Trail Committee, 3 of which she will appoint this evening to create a well-rounded group representing a number of interests: abutters, Conservation Commission, and old and new residents.

Mrs. Lisbon moved to appoint Beth Sagan, Mary McLaughlin and Steve Hershberg to the Rail Trail Committee for a period of 1 year, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon thanked Dr. Roth Schechter for graciously accepting the Open Space Committee (OSC) Chair's request for a Board of Health member to be appointed as a full member of the OSC to bring that board's perspective to OSC discussions.

Mr. Dawley moved to appoint Barbara Roth Schechter to the Open Space Committee for a period of 3 years, seconded by Mr. Melican; it was unanimously voted.

Set Opening & Closing Dates for 2012 Annual Town Meeting Warrant

Mrs. Lisbon announced that the 2012 Annual Town Meeting warrant opens this evening, November 22, 2011 and closes on January 20, 2012. This information will be posted on the Town website and e-mailed to all Town departments, boards and committees.

Mr. Dawley moved to set the opening and closing dates for the 2012 Annual Town Meeting warrant on November 22, 2011 and January 20, 2012 [respectively], seconded by Mr. Melican; it was unanimously voted.

Vote Early Closings on Christmas & New Year's Eves

Mr. Dawley moved to close the Town House early on Friday, December 23, 2011 at noontime to celebrate Christmas Eve and on Friday, December 30, 2011 at 3:00 p.m. to celebrate New Year's Eve, seconded by Mr. Melican; it was unanimously voted.

Other Business:

Award Washed Sand Bid

The Board reviewed the results for the washed sand bid held on November 17, 2011. The low bidder's \$13.95 per ton delivered bid is the same as last year, and the \$8.89 per ton picked up is a decrease of \$0.11 from last year's price.

Mr. Dawley moved to award the washed sand bid to Lorusso Corporation of Plainville, seconded by Mr. Melican; it was unanimously voted.

Citizens' Comments

On behalf of the Board of Selectmen, Mrs. Lisbon congratulated the Dover-Sherborn girls' soccer team on their recent victory as Division 3 south state champions.

Mr. Dawley recalled that they finished in second place last year.

Adjournment

At 7: 50 p.m., Mr. Dawley moved to adjourn the meeting, seconded by Mr. Melican; it was unanimously voted.

DOVER BOARD OF SELECTMEN

James P. Dawley, Jr., Clerk