

MEETING MINUTES  
BOARD OF SELECTMEN  
MARCH 17, 2011

At 6:32 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: None

PRESS: Sarah Freedman, D-S Press; John Cronin, Dover Patch

**Appoint Dover's 175<sup>th</sup> Birthday Celebration Committee**

Mr. Melican said that several volunteers have stepped forward requesting appointment to Dover's 175<sup>th</sup> Birthday Celebration Committee. The Board of Selectmen urges other interested citizens to contact their office at (508)785-0032 ext. 221 or at [selectmen@doverma.org](mailto:selectmen@doverma.org). Heather Hodgson, Chair of the Old Home Day Committee, has informed Mrs. Lisbon that Katherine White will serve as a liaison to the birthday committee so that these two events may be coordinated.

Mrs. Lisbon moved to appoint Wendy Bornstein, Mary Crane and Jonathan Fryer [to the 175<sup>th</sup> Birthday Celebration Committee], seconded by Mr. Dawley; it was unanimously voted.

**Rail Trail Project Update**

Mrs. Lisbon was recently contacted by Tad Staley on the proposed rail trail project that would run through Needham, Dover and Medfield along the inactive Bay Colony Railroad tracks. Last summer the Boards of Selectmen from all 3 communities authorized the Metropolitan Planning Organization (MPO) to conduct a feasibility study for this project at no cost. In the spring, the MPO will interview citizens as they conduct their research. In addition to this activity, Mr. Staley has been in touch with a private organization that removes the rails for salvage in projects such as this one at no cost to the community. The rails and ties would be pulled up and replaced with a crushed stone surface more suitable for walking.

Mrs. Lisbon suggested that this might be an appropriate time to formalize a small group of residents to collaborate with Mr. Staley, assess whatever may come before the Board and the Town, and discuss concerns specific to Dover. The Board agreed that it made sense to appoint a group to represent Dover's interests. Mrs. Lisbon will proceed by reaching out to interested citizens.

**Revise FY12 Operating Budget #914 – Group Health Insurance**

Mr. Ramsay said that in anticipation of the move to rate saver health plans for Town employees on July 1, 2011, he and the Treasurer/Collector are recommending reduction of the professional services line item in the Group Health Insurance budget from \$1,840,000 to \$1,600,000 (level funded). They are also recommending an increase in the GASB45 line item from \$180,000 to \$236,288 for the unfunded retiree health insurance (OPEB).

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Mr. Dawley observed that the switch to rate saver health plans will save the Town about \$240,000 in the next fiscal year.

Mrs. Lisbon touched on the events prior to the Board's inclusion of monies for OPEB funding in the FY12 Group Health Insurance budget: The approximately \$2 million in settlement monies received by the Town as a party to the MTBE contamination lawsuit were used by the Board to establish the OPEB fund. Last year \$178,000 was appropriated at Town Meeting for this purpose. Since this will be a recurring item, this year the Board decided to move it into the regular operating budget using an actuarial number for the coming fiscal year as a basis for the appropriation amount.

Mrs. Lisbon moved to approve Budget **#914 Group Health Insurance** with total expenses of \$1,846,288, seconded by Mr. Dawley; it was unanimously voted.

### **Establishment of Flexible Spending Account**

On a related note, the Board of Selectmen has agreed to provide a Flexible Spending Account (FSA) option for Town employees also effective July 1, 2011. This will allow employees, through payroll deductions, to enjoy pre-tax savings for health-related expenses. Treasurer/Collector Gerry Lane, in collaboration with the school business manager, has been interviewing third-party administrators. Mr. Lane is requesting the Board select Crosby Benefit Systems, Inc. to administer this account for the Town at a cost of approximately \$3,500 in FY12.

Mr. Ramsay told Mr. Melican that information regarding the FSA will be available for employees at the April 13<sup>th</sup> health fair, and an invitation to attend an informational session will be extended to all employees.

Mr. Dawley moved to approve Crosby Benefits Systems, Inc. to be the FSA plan administrator, seconded by Mrs. Lisbon; it was unanimously voted.

### **Approve Town-Wide Clean Up Signage**

Mr. Melican announced that the annual town-wide clean up is scheduled for March 26, 2011.

Mrs. Pugatch told him that Scott Seidman of the Recycling Committee, the neighborhood clean up sponsors, is asking the Board to approve signage to be posted around Dover that day which advises motorists to slow and identifies the event. Mr. Seidman has received approval for the signs from the Planning Board, the Building Inspector and the Police Chief. She told Mrs. Lisbon that the signs would be laminated and therefore reusable in future years, and would be staked in the ground for that one day.

Mrs. Lisbon moved for the clean up group's signage as shown, seconded by Mr. Dawley; it was unanimously voted.

Dover residents interested in participating should visit the Town website ([www.doverma.org](http://www.doverma.org)) and click on the link, or call Amy Wilcox or Erin Gorden, who are co-chairing this event.

### **Other Business: Special Licenses (7)**

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The Board reviewed several special license requests for events being held at Elm Bank. All but one of these events are wedding receptions. The Police Chief has indicated any conditions he wants to place on any of these events on each individual application.

Mrs. Lisbon moved to approve Capers Catering for Friday, May 20, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Custom Catering by Domenic & Anthony for April 30, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Custom Catering by Domenic & Anthony for June 18, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Custom Catering by Domenic & Anthony for July 30, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Custom Catering by Domenic & Anthony for August 20, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Custom Catering by Domenic & Anthony for October 14, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to approve Custom Catering by Domenic & Anthony for September 10, 2011, seconded by Mr. Dawley; it was unanimously voted.

### **Prior Notice – Building Maintenance**

The Board reviewed a Prior Notice to cover the invoice received from Chapman Waterproofing for the repointing of brickwork at the Town House. Mr. Ramsay said that water had been leaking in from the west side of the building. He told Mrs. Lisbon that no other areas of concern were found by the masons when they examined the entire building exterior at his request.

Mrs. Lisbon moved to approve a Prior Notice for Building Maintenance in the amount of \$5,202, seconded by Mr. Dawley; it was unanimously voted.

### **Reserve Fund Transfers – Police Department (2)**

Mr. Melican recalled that the Board had previously discussed and approved Police Chief Farrell's request to replace the existing portable radios as an upgrade to comply with the FCC mandate to migrate to a narrowband frequency by January 2013. That is the subject of the Reserve Fund Transfer request before the Board this evening.

Mrs. Lisbon asked Mr. Ramsay how the Reserve Fund is doing, to which he replied that there are only around \$50,000 in commitments from the \$250,000 fund.

Mrs. Lisbon moved to approve \$30,914.44 for the purchase of 20 portable radios for the Police Department, seconded by Mr. Dawley; it was unanimously voted.

The Board has also previously discussed and approved Chief Farrell's request for new body armor.

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Mrs. Lisbon moved to approve \$3,712.50 for the purchase of 6 units of body armor, seconded by Mr. Dawley; it was unanimously voted.

**Reserve Fund Transfers – Building Maintenance (2)**

Mrs. Lisbon moved to approve \$4,069.00 for Building Maintenance for repair of the Town House elevator, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon informed the Board that during interviews by the Caryl House Preservation Plan Committee with architectural candidates, the prospect was raised that there might be a need to do some invasive investigation of the building. During his initial inspection of the premises, the selected architect has ascertained that such invasive work is in fact necessary in order to fully assess its condition.

Mrs. Lisbon moved to approve \$1,350 for the Building Maintenance Department to allow for the further preservation study at the Caryl House, seconded by Mr. Dawley; it was unanimously voted.

**Chapter 90 Reimbursements (2)**

The Board looked over 2 Chapter 90 requests for reimbursement by the state of monies expended on road projects.

Mrs. Lisbon moved to accept reimbursement of \$386,815.33 [for resurfacing Dedham Street], seconded by Mr. Dawley; it was unanimously voted.

Mr. Ramsay affirmed Mrs. Lisbon's recollection that this project came in under budget. He told Mr. Dawley that these monies should be received by late May or early June. If received as expected, it will not affect the fiscal year budget; however, if it is received later, it can affect free cash certification for that fiscal year. He told Mr. Dawley that the Superintendent of Streets and Town Accountant make sure that the monies are received timely.

Mrs. Lisbon moved to accept reimbursement for \$9,365.40 [for the Dover center traffic signal work], seconded by Mr. Dawley; it was unanimously voted.

**Citizens' Comments**

Mr. Melican reported that last Monday night the Town Caucus for 13 open elected positions was held. There were nominations for 11 positions; however, there were no nominations for an open position on the Dover-Sherborn School Committee, and another on the Cemetery Commission. He said anyone interested in running for those positions should see the Town Clerk to take out papers. The submission deadline is March 28, 2011 at 1:00 p.m. He added that the Warrant Committee's Open Hearing is on March 21, 2011 at 7:30 p.m.

Mr. Dawley was pleased to see that there are 3 citizens who have not served previously as elected Town officials who are running for open positions.

The Board will discuss the offer of donation of real property on its March 31, 2011 if the Cemetery Commissioners vote on whether to accept it at their upcoming meeting. The Historical Commission has offered an opinion which will also be taken into consideration by the Selectmen.

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Mr. Ramsay said the Town has received about \$34,000 (75% reimbursement) from FEMA for the flooding problems arising out of last April's heavy rainstorms. He congratulated Craig Hughes for assembling the necessary back up documentation from all involved departments. Mr. Melican added that there should be a FEMA reimbursement for one of the January snowstorms in the near future.

**Adjournment**

At 7:10 p.m., Mrs. Lisbon moved to adjourn, seconded by Mr. Dawley; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Carol Lisbon, Clerk