

MEETING MINUTES
BOARD OF SELECTMEN
AUGUST 25, 2011

At 6:32 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: Samantha Bertschmann, D-S Press; Jon Cronin, Dover Patch

Renewal of Caryl Community Center License Agreements

Mrs. Lisbon said that the execution of the Town's license agreements with the Center for the Development of Children (CDC) and Erin's School of Dance for rental of space at the Caryl Community Center are ready for execution this evening.

Mr. Ramsay reported to the Board that the monthly rent for the CDC has been increased by 2.5% for FY12 based on the preschool's enrollment projections, while Erin's has been increased by 10% based on that tenant presently paying the lowest cost per square foot of the occupants. He told Mr. Dawley that the CDC was a tenant before the Board of Selectmen took custody of that building, and Erin's moved in shortly thereafter after displacement from the Town House followed by a local church.

Mr. Dawley moved to approve the license agreement between the Town of Dover and the Center for the Development of Children for use of a portion of the Caryl Community Center, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to approve the license agreement between the Town of Dover and Erin's School of Dance for use of a portion of the Caryl Community Center, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon informed the Board that painting of the first floor and improvements to the kitchen, part of the cosmetic upgrades planned for the community center, will begin next week.

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Warrant Article Closeouts

The Board reviewed the list of open warrant articles with monies outstanding which the Town Accountant sends out annually to sponsoring boards and committees to determine if they have completed use of the funds. Those articles are closed out with balances returned to Free Cash.

Mrs. Lisbon said that the monies appropriated under Article A5.7C in 2008 (repair & replacement of copper flashing) are no longer needed since that issue with the Town House roof was instead solved using a less costly sealing process. Further, she said the painting at the Caryl Community Center (bid) and purchase of the Town House copier (state contract) both cost less than the amounts appropriated, and that with recent completion of the preservation study phase for the Caryl House, those remaining monies can be turned in.

Mr. Ramsay told Mr. Dawley that monies were appropriated in 2002 and 1997 to study the feasibility of affordable housing in Dover, exploratory work which never came to fruition. Mr. Dawley asked that the Selectmen be provided with an updated list of outstanding articles after all departments/boards have responded to the Town Accountant.

Mr. Dawley moved to close out the following outstanding warrant articles: ATM09, A5.7C [Repair & Replacement of Copper Flashing] - \$25,000; ATM03, A14 [Housing Partnership Feasibility Study] - \$25,000; ATM97, A15 [Housing Partnership] - \$18,909.20; ATM09, A5.7A [Town House Copier] - \$756; ATM11, A5.7B [Caryl Community Center Building Maintenance] - \$11,195.65; and ATM11, A26 [Caryl; House Preservation Plan] - \$200; seconded by Mrs. Lisbon; it was unanimously voted.

Appointments

Mrs. Lisbon moved to appoint Michael Donovan as an associate member to the Board of Appeals for a period one year effective July 1, 2011, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley moved to appoint George Giunta as Groundwater Bylaw Enforcement Agent for a period of one year effective July 1, 2011, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Dawley moved to appoint Anthony Calo as the Inspector of Buildings, Zoning Enforcement Officer and Inspector of Elevators for a period of one year effective July 1, 2011, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to appoint Walter Avallone as Deputy Inspector of Buildings and Zoning Enforcement Officer for a period of one year effective July 1, 2011, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to appoint Jane Brace to the Open Space Committee for a period of 3 years effective July 1, 2011, seconded by Mr. Melican; it was unanimously voted.

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Mrs. Lisbon moved to appoint Craig Hughes as the Right-to-Know Coordinator and Superintendent of Streets for a period of one year effective July 1, 2011, seconded by Mr. Melican; it was unanimously voted.

Mr. Melican moved to appoint Laurence Eaton as Town Sexton for a period of three years effective July 1, 2010, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Lisbon asked citizens interested in joining the Open Space Committee to contact herself or Chair Justine Kent-Uritam [go to www.doverma.org for further information].

Mr. Melican added that interested citizens may contact him for appointment to the Council on Aging, which currently has 2 openings.

Disclosure of Interest by Special Municipal Employee

Mr. Ramsay said that with a vacancy created by the resignation of the part-time administrative assistant to the Board of Selectmen/Town Administrator, the job posting has led to a single expression of interest internally by the Assistant Town Clerk. Initially it appeared that the conflict of interest law prohibited this employee from working in both offices. However, after further research Town Counsel advised that by this employee making a disclosure and the Board of Selectmen designating special municipal employee status to both positions, the Assistant Town Clerk may serve in both capacities.

Mrs. Lisbon stated that this is a very valuable employee to the Town Clerk whom she expects will also become a valuable member of the Selectmen's operation.

Mrs. Lisbon moved to designate Felicia Hoffman as a special municipal employee in both the offices of the Town Clerk and the Board of Selectmen, seconded by Mr. Melican; it was unanimously voted.

Town Accountant Annual Stipend

Mrs. Lisbon recalled that when the previous Town Accountant was designated a Certified Governmental Accountant by the Massachusetts Municipal Auditors' and Accountants' Association, the Board implemented a \$1,000 annual stipend in recognition of that status. The Treasurer/Collector and Assistant Assessor also receive an annual stipend in the same amount for certification in their areas of specialization. Mrs. Lisbon observed that Carol Wideman, who initially provided consulting services to the Town and has since transitioned to employee, came to the Town with this certification.

Mr. Ramsay has calculated the pro-rated amount that Ms. Wideman would be eligible to receive as a permanent, part-time employee midway through the fiscal year in the amount of \$470. Next year she would be entitled to \$800 if she continues to work 4 days per week.

Mrs. Dawley moved to approve the Town Accountant's annual stipend of \$470, seconded by Mr. Melican; it was unanimously voted.

Appoint Architect for Caryl House Preservation Project & Authorize Fee Negotiation

Mrs. Lisbon stated that the architect retained to evaluate the Caryl House and make recommendations for preservation measures with monies that were appropriated at the May 2010 Town Meeting recently completed this plan. The Board approved a recommendation by the Caryl House Preservation Plan Committee (CHPPC) to request additional monies at Town Meeting this past May, which were approved, for the highest priority repairs/renovations as specified in the plan.

Mrs. Pugatch continued that recently she and Barbara Palmer, another CHPPC member, along with Building Maintenance Superintendent Karl Warnick met with the architect, Richard Smith, to discuss the committee's expectations and the scope of services with timeline if his contract was extended to include construction document/bidding/contract administration for this project. Mr. Smith expressed his interest in serving during the second phase, and on behalf of the CHPPC Mrs. Pugatch asked the Board to appoint Mr. Smith as project architect and also to authorize her to negotiate a fee for his services for the Selectmen's approval.

Mrs. Lisbon moved to appoint Richard Smith as architect for the Caryl House preservation project and to authorize Mrs. Pugatch to negotiate the fee, seconded by Mr. Dawley; it was unanimously voted.

Discuss 9/11 Memorial Services

Mr. Melican told the Board that in July he received a letter from Reverends Mark McCone-Sweet (St. Dunstan's Episcopal Church) and Maxwell Olmstead (Dover Church) regarding a 9/11 memorial service to recognize the 10th anniversary they have planned for Sunday, September 11, 2011 from 11:30 a.m. to noon at the flagpole on Springdale Avenue, involving Dover police and fire departments and townspeople. He encouraged everyone to attend (see the Town website for additional details).

Other Business:

Nominate Metropolitan Planning Organization Candidates

Mrs. Pugatch explained that with the recently revised election structure of the Boston Metropolitan Planning Organization (MPO), Dover is eligible to nominate candidates for both one at-large town seat and one sub-regional seat as a member of the Three Rivers Interlocal Council (TRIC) as voting representatives on the MPO. The Dover Board of Selectmen has received two requests to support candidacies: one from Norwood General Manager John Carroll to nominate Norwood Board of Selectmen Chairman Michael J. Lyons for the sub-regional seat and one from Needham Town Manager Kate Fitzpatrick to nominate Needham Board of Selectmen Chairman Moe Handel for the at-large town seat.

Mrs. Lisbon moved to nominate Board of Selectmen Chair Moe Handel from Needham for the at-large seat of the Boston region MPO, seconded by Mr. Dawley; it was unanimously voted.

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Mrs. Lisbon moved to appoint Michael J. Lyons, Chair of the Board of Selectmen in the Town of Norwood, to the position on the Three Rivers Interlocal Council, a subregion of the MPO, seconded by Mr. Dawley; it was unanimously voted.

Prior Notice – Building Maintenance

Mr. Ramsay asked the Board to recall that with the system failure (line leak) during the annual tight tank test of the underground storage tank at the Caryl Community Center in late May, replacement of those lines became necessary. He said while a simple repair would cost \$20,000, it was not a good option since this is the only underground fuel storage tank not meeting the requirement that residential tanks be removed, in addition to which it is aged (30+ years old) which will necessitate replacement in several years. He has reviewed the options of replacing it with an above-ground tank either inside or outside the building, and recommends the outdoor option due to the larger holding capacity (3,000 gallons). The feasibility study/construction cost estimate is \$166,792, offset by a \$65,000 potential funding source, therefore requiring Reserve Fund funding of \$102,000. Mr. Ramsay added that it is unclear at this point whether the electrical service will need to be moved out from under the tank, so that cost has been put into the construction bid specifications as an alternate which may be removed, reducing the project costs by approximately \$40,000. He told Mr. Dawley that the specifications call for an October 28, 2011 substantial completion date, and that the CDC is aware that the driveway to the building will remain closed until such time.

The Selectmen recognized the Prior Notice for \$101,792. Mr. Ramsay assured them that the Warrant Committee has been apprised of the situation and the need for funding.

Update on Dover's 175th Birthday Celebration

The Board welcomed Dover's 175th Birthday Celebration Committee Co-chairs Mary Crane and Jonathan Fryer to this evening's meeting. Mr. Dawley, liaison to that committee, said that in the initial meetings ideas for activities were put forth and a date of October 1, 2011 was selected.

Mr. Fryer shared these ideas with the Board, which included a 5:00 – 6:00 p.m. picnic with band concert, followed by a fireworks display. He said the fireworks were more expensive than anticipated at around \$7,500. When the police and fire departments determined that the Chickering School would not be an appropriate venue, the regional school campus was considered as an alternative location. However, 800 – 1,000 feet of rented spectator fencing at a cost of \$5,000 would have to be temporarily installed to meet the state fire marshal's requirements. Additionally, the Deputy Fire Chief would require a number of police on detail during the deployment, bringing total fireworks costs to about \$15,000.

Mr. Dawley observed that this event was not included in the FY12 budget, and given the unanticipated but necessary replacement of the community center underground oil tank at \$100,000+, it is difficult to justify this expense. Mrs. Lisbon concurred, saying that this

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demand on the Reserve Fund so early in the fiscal year, this might ultimately result in a supplemental budget request which has occurred in a long time.

Ms. Crane told the Board that the celebration is in coordination with Old Home Day the following day, and may also include sweets/desserts and sports games in addition to the music by the Centre Street band.

Mr. Dawley moved to approve a \$5,000 contribution for the Board of Selectmen budget for the 175th birthday celebration, seconded by Mr. Melican; it was unanimously voted.

The Selectmen expressed their appreciation to the committee for their work on this event.

Special Licenses (4)

Mrs. Lisbon moved to approve a special license for Sunday, August 28, 2011 from 5:30 to 9:00 p.m. for a wedding reception at Elm Bank, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve a special license at Elm Bank for a wedding reception on September 17, 2011 from 2:30 p.m. to 11:00 p.m., seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to retroactively approve a special license at the Connors Center on August 18, 2011, seconded by Mr. Melican; it was unanimously voted.

Mrs. Lisbon moved to approve a special license request by the Massachusetts Horticultural Society on September 15, 2011 from 11:00 a.m. to 6:00 p.m. for a winetasting, seconded by Mr. Dawley; it was unanimously voted.

Surplus Equipment

Mr. Dawley moved to declare the items set forth in Police Chief McGowan's August 10, 2011 memorandum as surplus assets [contained in the storage shed at the rear of the Whiting Road facility], seconded by Mr. Melican; it was unanimously voted.

Reschedule September 29, 2011 Selectmen's Meeting

The Board of Selectmen rescheduled its September 29, 2011 meeting, which falls on Rosh Hashanah, to September 26, 2011 at 6:30 p.m.

Approve April 14, June 23 & 29, & July 14, 2011 Executive Session and July 14, 2011 Open Session Meeting Minutes

Mr. Dawley moved to approve the executive session meeting minutes of April 14, 2011, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to approve the executive session meeting minutes of June 23, 2011, seconded by Mr. Melican; it was unanimously voted.

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Mr. Dawley moved to approve the executive session meeting minutes of June 29, 2011, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to approve the executive session meeting minutes of July 14, 2011, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to approve the [open session] meeting minutes of July 14, 2011, seconded by Mr. Melican; it was unanimously voted.

Citizens' Comments

Mrs. Lisbon informed Dover's residents that the Town's emergency management team met today in preparation for the tropical storm due to move into Massachusetts on Sunday.

Mr. Ramsay said the committee, including representatives from the police and fire departments, the tree warden and the emergency management committee, convened under its chairman, Police McGowan, to develop a contingency plan for additional staffing and to coordinate equipment for this weekend.

Mrs. Lisbon asked citizens to contact the Dover Police Department (785-1130) which serves as the Town's communications center if they are in need of assistance.

Mrs. Lisbon invited residents to come on out on September 10, 2011 to enjoy the Dover Days fair sponsored by the Parks & Recreation department.

Mrs. Lisbon informed residents that there is an upcoming public meeting being held to elicit input from the public concerning traffic issues in the area of the Dedham Street corridor between Centre and Willow Streets and any potential impacts of the proposed Caryl Park playing fields along this corridor. Anyone interested in attending should come to the Great Hall on Tuesday, September 27, 2011 at 7:00 p.m. Abutters will be notified and additional information is available on the Town website.

Adjournment

At 7:47 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

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