

MEETING MINUTES
BOARD OF SELECTMEN
SEPTEMBER 26, 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: Mary Carrigan & Juris Alksnitis, Personnel Board; John Cone, Warrant Committee

PRESS: Matthew Couto, D-S Press

Mary Carrigan re: FY13 General Increase

Mrs. Lisbon reminded the Board that at this time every year the Selectmen meet with Mary Carrigan, Chair of the Personnel Board, to determine the annual salary increase for the Town's non-union employees. This process is guided by an established protocol, which entails a series of discussions between the Personnel Board, the Board of Selectmen and the Warrant Committee, using various regional and national economic indices to reach an agreement on a fair and consistent general increase. Mrs. Lisbon welcomed Mary Carrigan to the meeting to give the Personnel Board's recommendation and elaborate on the rationale behind it.

Mrs. Carrigan agreed that this has become a fair, fact-based process in recent years which relies on the local Consumer Price Index (CPI) and the local Employment Cost Index (ECI). She said that the Personnel Board used the Boston CPI (2.7%) and the Boston ECI (2.3%) to arrive at its FY13 midpoint recommendation of 2.5%. She explained to the Selectmen that she has been tracking the general increase against these other indices since 2003, and over that period the Personnel Board has made recommendations in line with the averages of the 2 metrics used: general increase - 3.1%, CPI - 3.16% and ECI - 2.98%. A 2.5% increase translates to an approximate \$30,000 increase in the Town's operating budget with an

additional \$18,000 increase for roughly half of the non-union employees who are not yet at the top step in their grade in the 10-step increment salary plan.

Mrs. Carrigan informed the Board that the Warrant Committee accepted the Personnel Board's recommendation in a meeting last week.

Mr. Dawley asked when the next study will be scheduled to ensure that, in keeping with the Board's philosophy, personnel salaries continue to hold at the median of comparable area communities. Mrs. Carrigan told him that a pricing study will be conducted next year. Mr. Dawley commended the Personnel Board for employing the objective system of consulting various indices to reach a general increase recommendation in recent years, seconded by Mr. Melican.

Mr. Dawley moved to have a general increase of 2.5% in FY13 for the non-union employees, seconded by Mr. Melican; it was unanimously voted.

Review Capital Budget Requests

Mrs. Lisbon noted that there are changes since the last meeting to only the Selectmen's FY13 capital budget requests, and asked Mr. Ramsay to go over them with the Board.

Mr. Ramsay outlined the Caryl Management Advisory Committee's request for 3 additional items for the Caryl Community Center: Expansion of the paved surface of the parking lot - \$25,000; replacement workstations and office furniture for the Parks & Recreation spaces - \$12,000; and interior building signage similar to the signage at the Town House - \$5,000.

With regard to the parking lot expansion, Mr. Ramsay told Mr. Dawley that the underground storage tank replacement at the community center would be completed before the paving would take place next summer. He told Mrs. Lisbon that the advantage of such a measure would be having a hard versus a gravel surface. Drainage issues are minor in nature and could be resolved on site with minimal structures.

Mr. Dawley observed that while the community center is under the care and custody of the Board of Selectmen, individual departments townwide have always been responsible for their furnishings. He did not want to set a new precedent by the Selectmen purchasing office furniture for another Town department. Mrs. Lisbon and Mr. Melican concurred.

Mr. Melican moved that this request for \$12,000 in office furniture not be included in the Selectmen's FY13 capital budget, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon said that this decision should be communicated to CMAC and the Parks & Recreation Commission, with an explanation that the request is not under the Board's purview.

Mr. Ramsay told the Board that, if approved, signage at the community center would be consistent with the Town House signage and the plates could be interchanged in affixed holders. The Board was in agreement that this would benefit the current users, many of whom are unfamiliar with the building. In terms of improving the aesthetics of the community center, Mr. Ramsay reported that the first floor hallways of the community center were painted this year and the second floor will be painted next year per CMAC's multi-year cosmetic enhancement schedule.

The Selectmen will take all of its capital budgets under advisement and view the subject parking lot prior before taking action on the requests at the October 13, 2011 meeting.

Approve Installation of Fuel Tanks at Caryl Community Center

Mr. Ramsay updated the Board on replacement of the underground fuel storage tank at the Caryl Community Center. He said that the general bids, opened on September 16th, came in well above the estimates and that competition was limited (2 responsive bidders). In response to the Board's expression of disappointment in this result, Mr. Ramsay said that the limited response could be attributed in part to a compressed schedule with substantial completion by October 28, 2011, and also by the DCAM certification requirement triggered by total project cost. Due to the delay, he proposed placing 2 small oil tanks in the generator room at a cost of \$6,500 to provide heat to the building on a temporary basis until a decision is made on how to proceed. These tanks would become part of the inventory used during heating season on an ongoing basis after the permanent larger tank is installed.

Mr. Dawley moved to authorize Holliston Oil Service, Inc. to install 2 275-gallon temporary oil tanks at the Caryl Community Center and do all of the other work per the quote dated September 16, 2011, seconded by Mr. Melican; it was unanimously voted.

Approve Architect's Notice to Proceed on the Caryl House Preservation Project

Mrs. Pugatch said that the notice to proceed, authorizing Richard Smith of Adams & Smith to perform architectural services related to final design/construction document preparation, bidding and contract administration for the Caryl House preservation project, is ready for execution this evening. The project will go out to bid early next January, with construction commencing in April and completed in 2 to 4 months. The Caryl House Preservation Project Committee looks forward to getting the repair and renovation phase of this project underway.

Mr. Dawley moved to accept the notice to hire Richard Smith for a fee of \$21,000, seconded by Mr. Melican; it was unanimously voted.

Approve Rail Trail Committee Charge

Mrs. Lisbon recalled that the Rail Trail Committee was established by the Selectmen last spring to begin the process of working in collaboration with Needham and Medfield to look at the possible conversion of the Bay Colony Railroad tracks running through these adjoining communities into a rail trail. The committee consists of 3 members presently, with liaisons from the Open Space Committee and the Board of Selectmen. Mrs. Lisbon invited residents interested in joining this project, whether in favor of it or opposed to it, abutters, etc. to call her or the Selectmen's office (785-0032 ext. 221).

Mrs. Lisbon read aloud a draft charge of roles and responsibilities unanimously approved by the Rail Trail Committee.

Mrs. Lisbon reported that Iron Horse Preservation, a company which takes up old ties/tracks, disposes/recycles them at no cost to the towns leaving a soft, level surface, has been in communication with Medfield representatives and met with the Bay Colony Rail Trail Committee several times. Mrs. Lisbon hopes to schedule a meeting with their local representative in October. Before the project can move forward, however, the Bay Colony Railroad would have to formally abandon the tracks and the towns would have to enter into a license agreement with the MBTA. These are only 2 steps in a lengthy, complex process, and Mrs. Lisbon has initiated conversations with town officials from Needham and Medfield. She would like the involved communities to start holding joint meetings for various aspects of the project, sharing information and minimizing duplication of effort.

Mr. Dawley moved to accept the Rail Trail Committee charge, seconded by Mr. Melican; it was unanimously voted.

Other Business:

Special License

Mr. Dawley moved to accept the special license [for Pepper's Catering at Elm Bank] for Tuesday, September 20, 2011, seconded by Mr. Melican; it was unanimously voted.

Citizens' Comments

Mr. Dawley invited citizens to join in Dover's 175th birthday celebration on Old Home Day this coming Sunday at 2:00 p.m. on the north lawn of the Town House.

Mrs. Lisbon asked interested citizens to attend the public meeting being held tomorrow night at 7:00 p.m. in the Great Hall in the Town House with a traffic consultant to convey their concerns and suggestions regarding traffic and also vehicular and pedestrian safety issues along the Dedham Street corridor.

Adjournment

At 7:10 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