

MEETING MINUTES
BOARD OF SELECTMEN
NOVEMBER 20, 2012

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

ATTENDANCE: Shelley Poulsen and Rich Robinson, Dover-Sherborn Regional School Committee, Robyn Hunter & Mark Sarro, Capital Budget Committee; John Cone, Warrant Committee; Paul Campanis and Mark Saulnier, residents

PRESS: Sarah Freedman, D-S Press

Dover-Sherborn Regional School Committee (DSRSC) re: Middle School HVAC Project

Mrs. Poulsen and Mr. Robinson presented the overview of the Middle School HVAC Project. Over the years there have been complaints from students and teachers regarding the heat. This problem has been raised in the last 2 union contract negotiations and resulted in an MOU being included in the most recent contract. Air conditioning was taken out of the plans for the school as a cost saving measure when the school was built but no changes to the building design or mechanicals were made to mitigate the impact of the change. There are 42 classrooms, mostly on the second floor. There is some air conditioning, mostly in first floor offices and tech offices. Studies have shown that 68 – 70 degrees is an ideal temperature for learning. Data has been collected and analyzed for May, June and September 2010 and 2011. On 15 – 20% of the school days in those months, some classrooms reached temperatures above 78 degrees, leading to complaints of physical discomfort and difficulty in concentrating. Alternative solutions have been examined, but they do not rectify the problem in a satisfactory manner.

BLW is the engineering firm with the lowest bid for the project. The bid was for a base bid of \$548,000 (second floor and the atrium), and an alternate bid of \$249,999 for all of the first floor which is not air conditioned, with both projects totaling \$800,000. The bid can be awarded subject to appropriation.

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A Placeholder is being put on the 2013 Town Meeting Warrant for this project. Another possibility would be an intermunicipal agreement, which would allow the two towns to fund this project in the manner that best fits in its' financial scenario. This was contemplated for the Wastewater Treatment Facility project but not finalized between the two towns in time for the 2012 Town Meeting. DSRSC has its final budget meeting on March 5, 2013, so the DSRSC would like the Selectmen to review funding options and ask questions before then.

Mrs. Poulsen stated that the goal is to deliver a draft intermunicipal agreement to both towns in early January 2013. The Board of Selectmen felt that Dover may choose to pay for this differently than Sherborn so an intermunicipal agreement would serve this process very well. And the Board stressed that continuing communication is the key to making this work.

The Board of Selectmen supported this DSRSC project. After polling all of the members, Mr. Dawley said that the Board is strongly in favor of doing the project at one time, which will save money in the long-term and insure that the problem is completely resolved.

Appointments

Carol Lisbon moved to appoint Mary Hable and Ruth Townsend to the Caryl Management Advisory Committee, seconded by Mr. Melican; it was unanimously voted.

Review Selectmen FY14 Operating Budgets:

Significant changes in the various FY14 budgets were highlighted, as follows:

Selectmen - With the steady increase in on-line communications at a lower cost, the advertising line item is reduced \$500. The \$1,000 increase in professional services is for unanticipated expenses, such as the design/engineering services related to the community center oil storage tank removal/replacement project. That project resulted in that line item being overdrawn by \$3,000 last year. The meetings line item is down \$1,700 with all charges related to teambuilding now charged to the training line.

Copying & Postage - Although postal rates will increase in 2013, less postage is being used overall with growing reliance on electronic communication alternatives, so that line is cut \$1,400. The equipment maintenance line item is cut by \$500 due to minimal increases in the annual service contract costs in recent years.

Town Accountant - Professional services is up \$2,000 - \$1,000 to cover a contractual increase in auditing services in FY14 and \$1,000 to cover the FY13 increase which was overlooked in the last budget cycle. Out of state travel has \$1,000 in that line item for attendance at a KVS training school.

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Data Processing - This budget has several changes as the Town increasingly utilizes new and available technology in its operations. A salary differential of 32 additional hours for the IT Support Person has been added to allow for instances when it is necessary for him to work nights or weekends. Professional Services is increased \$6,577 for 3rd party administration of GIS and cloud backup of the Town's computer files. The website line item is increased \$1,700 for the auto-archiving of more board/committee e-mail addresses. The miscellaneous supplies line item (software) is down \$400 since we no longer need an ESRI license.

Board of Appeals - After tracking the amount of time the Selectmen's office has spent providing this board with administrative support, the FY14 salary is calculated at 100 hours per annum (reduced by 43 hours) and that salary line item is adjusted accordingly.

Town House - The telephone line item, reduced by \$1,000 in FY11 and by \$500 in FY12 & FY13, is reduced again by \$500. Heating oil and electricity line items are level funded based on experience. The water line item is increased slightly due to raised water rates after change of ownership of the provider.

Caryl Community Center - The fuel oil line item is up based on Warrant Committee guidelines for utilities.

Building Department - With the retirement of the former Building Inspector and Administrative Assistant, that department is budgeted at 24 hours per week for the new Building Inspector, 8 hours per week for the Deputy position and 10 hours per week for the Administrative Assistant position, collectively totaling fewer hours and a lower salary bottom line than FY13. Both the membership and travel line items have been reduced based on experience.

Workers' Compensation - Comparing the forecasted 15% increase over the FY12 actual gross premium with historical expenditures, it was determined that this budget should be level funded.

Group Health - This budget is being increased by 8% over FY13 after consultation with West Suburban Health Group. Funding for the GASB 45 liability is up slightly based on the actuarial funding schedule.

Other Insurance – A 15% increase is requested in the Town's Property & Casualty, and Police & Fire policy a small increase for the EMT Accident insurance based on the recommendations of the insurance carriers.

Set Opening & Closing Dates for 2013 Annual Town Meeting Warrant

Mrs. Lisbon moved to open the 2013 Annual Town Meeting Warrant on November 20, 2012 and close it on January 18, 2013 at 5:00pm, seconded by Mr. Melican; it was unanimously voted.

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Approve November 8, 2012 Meeting Minutes

Mr. Dawley moved to accept the meeting minutes of November 8, 2012 as amended, seconded by Mrs. Lisbon; it was unanimously voted.

Citizens' Comments

Mr. Dawley wished everyone a Happy Thanksgiving, and safe travels.

Adjournment

At 7:34 pm Mrs. Lisbon moved to adjourn the meeting, seconded by Mr. Melican.

DOVER BOARD OF SELECTMEN

Joseph M. Melican, Clerk