TOWN OF DOVER
BOARD OF SELECTMEN
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DOVER, MASSACHUSETTS 02030

James P. Dawley, Jr., Chairman
Joseph M. Melican, Clerk
Carol Lisbon

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MEETING MINUTES
BOARD OF SELECTMEN
JULY 18, 2012

MEETING CALLED TO ORDER

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.

PRESS

PRESS: Sarah Freedman, D-S Press

SPECIAL WINERY LICENSE

Special License for Wineries
Board of Selectmen had decided at the last meeting to defer a decision on Zoll Brothers Wineries' application to sell closed bottles of wine and give out samples at the Mass Marketplace at Massachusetts Horticultural Society (MHS) on August 4, 2012 until the Department of Agriculture gave approval and a background check was done. Both items came back in a positive light.

Mrs. Lisbon moved to accept a special license for Zoll Brothers Wineries to sell wine and distribute samples at the Mass Marketplace on August 4, 2012, seconded by Mr. Melican; it was unanimously voted.

STATE PRIMARY WARRANT EXECUTION

Execute State Primary Warrant
The State Primary is being held on Thursday, September 6, 2012. Voting will take place in the Great Hall of the Town House between the hours of 7:00am and 8:00pm.

Mrs. Lisbon moved to execute the State Primary Warrant for September 6, 2012, seconded by Mr. Melican; it was unanimously voted.

APPOINTMENTS

Appointments
Mrs. Lisbon moved to appoint Kathy Weld, Ford Spalding and Carol Lisbon to another one year term on the Caryl Management Advisory Committee, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Lisbon moved to appoint Chris Poulsen to a three year term on the Recycling Committee, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley moved to appoint George Giunta to a one year term as the Groundwater Bylaw Enforcement Agent, seconded by Mr. Melican; it was unanimously voted.

Mr. Dawley moved to appoint Paul Carew to another one year term as the Veterans Service Agent, seconded by Mr. Melican; it was unanimously voted.

Review Draft Town Engineer Position Description

TOWN ENGINEER
DRAFT POSITION DESCRIP

The previous Town Engineer worked as a consultant for the Town for many years, before retiring approximately two years ago. After studying the needs of the Town, it was determined that this position should be filled by an employee, rather than a consultant. A draft job description was put together by the Assistant Town Administrator, the Superintendent of Streets, and the Town Administrator. This was forwarded to a personnel consultant who has done prior work for the Town regarding job classifications. The consultant determined that this position would fall into a Grade 14. Once approved by the Board of Selectmen, the job description would be forwarded to the Personnel Board for their review. A 20 hour per week position was budgeted for and approved at Town Meeting 2012.

Mr. Melican moved to accept the job description, seconded by Mrs. Lisbon, it was unanimously approved.

Waive Building Permit Fee for Installation of Above Ground Storage Tank at Caryl Community Center

WAIVE BLDG PERMIT FEE
CARYL COMMUNITY CENTE

The fee for the Building Permit for the Above Ground Storage Tank would be approximately $730.00. Customarily, building permit fees for work occurring at Town-owned buildings are waived.

Mr. Dawley moved to waive the building permit fee for the installation of the Above Ground Storage Tank at the Caryl Community Center, seconded by Mr. Melican; it was unanimously approved.

Other Business

OTHER BUSINESS
SPECIAL LICENSES (16)

Special Licenses (16)

The following special licenses were discussed: Connors Center on July 21, Elm Bank on, July 28, Connors Center on August 4, Connors Center on August 9, Elm Bank on August 10, Connors Center on August 13, Connors Center on August 14, Connors Center on August 15, Elm Bank on August 15, Connors Center on August 16, Elm Bank on August 24, Elm Bank on August 15, Elm Bank on September 1, Elm Bank on September 2, Elm Bank on September 8, Elm Bank on September 29, 2012.

Mrs. Lisbon moved to approve the 16 Special Licenses as detailed by Mr. Dawley, seconded by Mr. Melican, all were unanimously approved.

Braking the Cycle and Cycle for Life Bicycle Tours are charity fundraisers which have gone through the Town for the past several years. Chief McGowan has no reservations with either event.

Mr. Dawley moved to approve the Braking the Cycle Tour on September 28 and Cycle for Life Tour on October 2, seconded by Mr. Melican; it was unanimously approved.

RESERVE FUND TRANSFERS

Reserve Fund Transfers
A Reserve Fund Transfer for Data Processing was requested in the amount of $74.70 to replenish the IT Salary line.

Mrs. Lisbon moved to approve the Reserve Fund transfer, seconded by Mr. Melican, it was unanimously approved.

A Reserve Fund Transfer for Animal Control was requested in the amount of $9.96 to replenish the Animal Control Salary line.

Mrs. Lisbon moved to approve the Reserve Fund transfer, seconded by Mr. Melican, it was unanimously approved.

APPROVE MEETING MINUTES OF 6/27/12

Approve June 27, 2012 Meeting Minutes
Mr. Melican moved to accept the June 27, 2012 meeting minutes as written, seconded by Mrs. Lisbon; it was unanimously approved.

CITIZENS COMMENTS

Citizens Comments
Mr. Melican reported that the MBTA had a public meeting at which they declared that the Dover rail line, as well as a number of other towns rail lines to be surplus.

ADJOURNMENT

Adjournment
At 7:05p.m., Mr. Melican moved to adjourn the meeting, seconded by Mrs. Lisbon; it was unanimously approved.

DOVER BOARD OF SELECTMEN

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Joseph M. Melican, Clerk