

Dover Warrant Committee
Minutes of the January 18, 2012 meeting

Members in attendance: David Melville- Chairman, James Stuart, Rich Forte, John Cone, Kathy Gill-Body, Kate Bush, Andrew Waugh, Bob Cocks, Maureen Arkle

Non-members in attendance: Dover Selectmen: Jim Dawley, Carol Lisbon, Joe Melican
Grier Pugatch, Assistant Town Administrator and David Ramsay, Town Administrator
Craig Hughes, Superintendent of Street, Highway Department
Chief Peter McGowan, Police Department

Location: Dover Town House

Mr. David Melville called the meeting to order at 7:00 PM.

Chief McGowan reviewed the Police Department budget.

Highlights to the budget:

- Increase in compensation due to contractual obligations
- New computer server, using the old computer server as back up
- Costs associated with the narrow band switch over (State mandate and all local area towns are looking to switch at the same time to avoid communication issues between towns)
- Additional part-time officers. To become a Dover Police officer you must go through an “apprenticeship” in which you are brought on as a part-time, civilian officer. This allows for training, evaluation and education to prepare for openings as a patrol person. The rate is far below the patrol person rate.
- Building maintenance
 - Fuel rates are up
 - Water rates and usage are up (heavy usage during the past two major storms as residents without power to operate wells, went to the Protective Services Building to procure water)

Ms. Pugatch reviewed the Selectmen’s budget.

See the attached Selectmen’s Budget Highlights FY 2013

Comments relating to the budget lines:

- 122- Team building exercises has resulted in much improved communication, collaboration and coordination among the Town Departments. The cost for these exercises was funded through MIIA grants that will run out and due to the success have been added as a budget item. Mr. Ramsey and Mr. Hughes both spoke of how they clearly see improved behavior among and between Town departments.
- 151- Consistent enforcement of the Personnel Standards of Conduct requires the ability to access quality legal advice. This is intended to help Department leaders handle personnel issues in a more cost effective manner, reducing the potential costs associated with lawsuits.
- 155- To comply with public records law, this will enable the archiving of all Town e-mailboxes.
- 912- Worker’s compensation insurance is expected to increase by 15%

- 914- The GASB 45 liability is based on an actuarial assessment calculation of the Town's retiree's health benefits (includes Chickering School personnel). This part of a schedule to pay off the unfunded liability

Final numbers will be available shortly.

Mr. Hughes reviewed the Highway Department budget

See the attached Highway Department Budgets FY 2013

Comments relating to the budget lines:

- 422- Professional services for costs associated with painting lines, cross walks, cleaning catch basins. Part of the regular maintenance schedule is the painting of Highway Department vehicles which is performed by an outside service
- 423- This item has been considerably underfunded for years and the request for an additional \$30K is to try to get to a more realistic level the actual expense of snow removal to avoid having to go to Town meeting to get additional funds. The average actual cost of snow removal of the last several years has been \$400-425K
- Care of Trees- with the two storms this year, the funds allocated for tree care were expended for clean-up. To continue the program of tree care, a request to increase the FY 2013 and FY 2014 Care of Tree budget by approximately 50% each to approximately \$100K to make up for the lost FY 2012

A motion was made by Mr. Waugh to approve a Reserve Fund Transfer in the amount of \$50,000 for the installation of a new above ground fuel storage tank in the Caryl Community Center. Second by Mrs. Arkle. After much discussion among the Committee and the Board of Selectmen, the motion was withdrawn by Mr. Waugh.

After discussion regarding concern by the Warrant Committee of the low level of remaining funds in the Reserve Fund and how the Committee would address future requests for Reserve Fund Transfers, and the need to remedy the fuel tank storage issue at the Caryl Community Center, a motion was made by Mr. Waugh to approve a Building Maintenance Request for \$50,000 for additional costs associated with the removal of the fuel storage tanks at the Caryl Community Center. Second by Mr. Melville. Approved 9-0-0.

Being no other reports or business before the Committee, Mr. Melville made a motion to adjourn, second by Mr. Waugh. Meeting adjourned at 9:17 PM.

Next meeting is scheduled for February 15, 2012 at 7 PM in the Dover Town House.

Respectfully submitted,
W. Richard Forte, Jr.