

## **Dover Warrant Committee Minutes of the October 3, 2012 meeting**

**Members in attendance:** Andrew Waugh, James Stuart, John Cone, Maureen Arkle, Brooks Gerner, Doug Lawrence, Kathy Gill-Body, Robert Cocks

Non-members in attendance: Jim Dawley (Dover Selectman), Peter Smith (former Dover Warrant Committee chairman)

**Location:** Dover Town House

Mr. Waugh called the meeting to order at 7:02 PM.

Ms. Gill-Body made a motion, second by Ms. Gerner, to approve the Minutes of the September 12 meeting. Approved 7-0 with one abstention (Mr. Cocks).

Mr. Peter Smith gave the Warrant Committee a tutorial on the basics of municipal finance including the sources and uses of funds, the role of the Warrant Committee in studying town finances and making recommendations to the citizens of Dover, and the construction of the "Blue Book" and its presentation at Town Meeting. Mr. Smith discussed the concept and implementation of "Free Cash", the unique rules regarding snow removal expenses in Massachusetts, and the role of the Reserve Fund, Prior Notices, and Reserve Fund transfers in addressing unexpected town expenses. Mr. Smith's presentation was very useful to new members of the Warrant Committee and an excellent review for continuing members.

The Guidance Letter for Town Departments was discussed with focus on the specific energy/utility cost guidelines for the 2014 Budget.

The Dover School Committee will meet with the Warrant Committee on October 17 to review the FY13 budget process. In addition, the Regional School Committee will review a proposal that addresses the Middle School air conditioning issue on October 17.

There will be a joint meeting of the Dover Warrant Committee and the Sherborn Advisory Committee on November 14, 2012 to review and recap the FY13 budget for the Region.

Liaison updates were limited but included the Chickering School telephone system (2013 capital budget item) expected to come in significantly lower than approved at Town Meeting. Also briefly discussed was a van and driver for the Council on Aging (subsidized by the state regional transportation authority) and a potential proposal for a COA building on Dover town property.

Being no other business, Ms. Arkle made a motion to adjourn, second by Mr. Cocks. Meeting adjourned at 8:15 PM.

Respectfully submitted,  
John S. Cone