

Dover Warrant Committee Minutes of the October 9, 2013 meeting

Members in attendance: James Stuart, Rich Forte, John Cone, chairman, Brooks Gerner, Maureen Arkle, Doug Lawrence, Bob Cocks, Geoffrey Merrill, Kathy Gill-Body

Non-Members in attendance: Jim Dawley, Peter Smith

Location: Dover Town House

Mr. Cone called the meeting to order at 7:04 PM.

Mr. Cone opened the meeting with an overview of the Liaison Guidelines for the Committee. There was discussion among the Committee on each of the eleven guidelines, including input from Mr. Smith, past Chairman of the Warrant Committee. Mr. Smith also provided each Committee Member with an overview of municipal finance.

Discussion continued regarding the Committee's preparedness for Town Meeting, discussing areas of weakness and what the Committee can do to be prepared to answer questions that may arise at Town Meeting. It was agreed that liaisons should work very closely with department chairpersons to be fully informed on budget issues in preparation for Town Meeting.

The topic of Reserve Fund Transfers was discussed. There was discussion over timing of requests and what should trigger a Reserve Fund Transfer rather than draw down an account balance.

Mr. Merrill updated the Committee on the Fire Department ladder truck door. A proposed fix to the door is estimated to cost approximately \$25,000. The Fire Department is considering adding a defibrillator to a fire truck. There was discussion if other defibrillators should be positioned in other public buildings. The Engine 1 repair is completed at a cost of \$11,500. The Committee discussed whether the repair bill should be paid out of the maintenance budget or through a Reserve Fund transfer.

Mr. Forte reported on the Long Range Planning Committee discussion of the Master Plan. It was suggested that members of the Warrant Committee could review the recommendations of the Master Plan and where there may be a financial obligation, see that it is considered as part of the budget planning process. Mr. Forte stated that he would circulate the recommendations to Committee members for discussion at a later date.

Ms. Gill-Body suggested that the Committee put together a year-end wrap up of issues to be addressed at the start of the next year as part of the Liaison guidelines.

There was discussion regarding the school budgets and their growing portion of the Town budget. It was felt the Committee should be more proactive and less reactive in the school budget process.

Being no other business, Mr. Forte made a motion to adjourn, second by Mrs. Arkle. Meeting adjourned at 9:10 PM.

Next meeting is scheduled for October 16 at 7 PM at the Dover Town House.

Respectfully submitted,
W. Richard Forte, Jr.