

Dover Warrant Committee Minutes of the September 4, 2013 meeting

Members in attendance: James Stuart, Rich Forte, John Cone, Brooks Gerner, Kathy Gill-Body

Non-Members in attendance: James Dawley

Location: Dover Town House

Mr. Cone called the meeting to order at 7:10 PM.

Mr. Forté moved to approve the minutes of the July 8, 2013 meeting. Second by Ms. Gerner. Approved 4-0-1

Ms. Gill-Body made a motion to appoint Mr. John Cone as Chairman of the Committee. Second by Mr. Stuart. Approved 5-0-0

Mr. Cone made a motion to appoint Mr. James Stuart as Vice-Chairman of the Committee. Second by Ms. Gerner. Approved 5-0-0

Mr. Cone made a motion to appoint Rich Forté as Secretary of the Committee. Second by Ms. Gill-Body. Approved 5-0-0

Mr. Cone made a motion to appoint Mr. Stuart and Mr. Cocks as representatives of the Warrant Committee to the Capital Budget Committee. Second by Ms. Gerner. Approved 5-0-0

Mr. Cone made a motion to appoint Ms. Mary Carrigan to Chairman of the Personnel Committee. Second by Ms. Gill-Body. Approved 5-0-0

Mr. Cone made a motion to approve an invoice for \$176 for annual dues for the Association of Town Finance Committees (ATFC). Second by Ms. Gill-Body. Approved 5-0-0

Mr. Cone informed the Committee of a letter from Norfolk Agricultural School confirming enrollment of an additional Dover student.

Mr. Cone asked Mr. Dawley, Chairman of the Board of Selectmen, to update the committee on the IRS audit. Mr. Dawley informed the Committee that the audit was for tax years 2010, 2011, 2012. A settlement was reached, with the Town paying penalties totaling \$50,358.45. The penalties were for the Town not being compliant with applicable IRS regulations. Mr. Dawley highlighted the major infractions:

- Worker classification – misclassification of part-time independent contractors as 1099 when they should be W-2 employees
- Failure to issue 1099 forms to some contractors

- Missing W-9 forms
- Not properly accounting for the uniform allowance/reimbursement for Highway Department employees

The settlement figure was a result of agreeing to pay the fine immediately and taking action to correct the issues by October 1, 2013. Mr. Dawley stated that the Selectmen and Town management team have put new protocols and procedures in place to fix current issues and act as safe guards to prevent similar violations in the future. The protocols include heightened supervision and multiple-person sign off on payments and accounting. Town supervisors understand their responsibilities to act in accordance with applicable IRS regulations.

Ms. Gernerd provided a Regional School update. The Regional School Committee is looking to re-visit the inter-municipal agreement. The Regional School Committee feels it is very important to get this issue resolved between the two Towns to allow for long-term capital planning at the Region. The Warrant Committee re-affirmed its commitment to the inter-municipal agreement and confirmed its willingness to work with the Region and Sherborn to get an inter-municipal agreement in place.

Ms. Gill-Body informed the Committee that Dover has been notified by D/S Superintendent Steven Bliss that the MA Dept. of Elementary and Secondary Education changed the Minimum Local Contributions for some towns and Dover's assessment to the region as a result of that change will increase by \$44,216. Town Administrator, Mr. Ramsey, believes this should be handled by a supplemental appropriation at next May's town meeting.

Being no other business, Mr. Forte made a motion to adjourn, second by Ms. Gernerd. Meeting adjourned at 8:30 PM.

Next meeting is scheduled for September 25 at 7 PM at the Dover Town House.

Respectfully submitted,
W. Richard Forte, Jr.