

MEETING MINUTES
BOARD OF SELECTMEN
September 30, 2013

At 6:30 p.m., Chairman James P. Dawley, Jr. called the meeting to order with members Carol Lisbon and Robyn Hunter present. Also present were David W. Ramsay, Town Administrator, and Greer Pugatch, Assistant Town Administrator

ATTENDANCE: Chief Peter McGowan, Brian Collins, Officer Ed Meau, Dover Police Department; Betty Hagan and Janet Claypoole, Council on Aging; Dana White, Dover Sherborn Regional School Committee; John Cone and Doug Lawrence, Warrant Committee; Mary Carrigan, Personnel Board; Nancy Simms

PRESS: Maureen Sullivan, Dover-Sherborn Press

Chief McGowan re: Appointment of Police Officer

The Police Chief recommended Brian Collins as a new full time Police Officer on the Dover Police Department to replace the open position created by Officer Hagan's retirement. Chief McGowan stated that Brian has worked for DPD as a Northeastern University co-op student, and fits in very well in the department.

Mr. Dawley moved to appoint Brian Collins as a Full-time Officer in the Police Department, seconded by Robyn Hunter; it was unanimously voted.

Personnel Board Chair Mary Carrigan re: FY15 General Increase

Mary Carrigan stated that the goal for the general wage increase for non-union and Fire Department personnel is to keep employees in the median of the market rate as it pertains to municipal employees in comparable areas. The general increase is determined using a consistent set of data points and historical analysis to gain a sense of the overall market. The Personnel Board met with the Warrant Committee and recommended a 2.0% increase, which the Warrant Committee approved.

Mrs. Hunter moved to recommend a 2% general increase for non- union employees for the Town of Dover in FY15, seconded by Mrs. Lisbon; it was unanimously voted.

Mrs. Hunter thanked the Personnel Board for their work.

Council on Aging Request to Accept/Expend FY14 Formula Grant Monies

Janet Claypoole updated the Board that a Grant from the Department of Elder Affairs at a rate of \$8/elder based on elder population has been received in the amount of \$9,168 for FY14. Permission was being requested to utilize this grant for a volunteer coordinator, as well as other salary and operating expenses for the COA.

Discussion ensued on the responsibilities of the Volunteer Coordinator using examples of the services provided in FY13 and how the Coordinator might be used in FY14. Nancy Simms, who was the FY13 and would be the FY14 Volunteer Coordinator, tracked numbers of seniors served, and numbers of volunteers in excel. My Senior Center software has been purchased and it is intended that Ms. Simms would coordinate the information provided by the new software with the previous manual input record keeping to enable keeping records more accurately and with less effort for grants and reports.

Questions were asked regarding other staff filling any of this role, or if they could, should there be no grant money for this position. Ms. Claypoole stated that this position could not be fulfilled by the current staffing level. Further discussion involved the COA's lack of a revolving fund, but uses the monies in their gift fund to support the elders in the community. Monies come into the gift fund from events and programs, and are spent from the gift fund, much like the actions of a revolving fund and it was agreed that further discussions were necessary to determine if a revolving fund should be authorized.

It was determined by the BOS that the Volunteer Coordinator's temporary part-time position would be approved for one year, after which a decision to continue funding this position from the formula grant will be revisited; the decision is subject to monthly meetings between the COA Director and the Assistant Town Administrator under the administrative direction of the Town Administrator, to discuss the Volunteer Coordinator's activities with this position being subject to Town of Dover Personnel Rules & Regulations. Mr. Dawley stated that the Board of Selectmen must justify expenditures and with the tracking software in place, would like to see data over the next year regarding the Volunteer Coordinator position's efforts and what programs come to fruition.

Mr. Dawley moved to authorize the acceptance and expenditure of the formula grant in the amount of \$9,168 subject to the terms listed, seconded by Mrs. Hunter; it was unanimously voted.

Cultural Council Request to Accept/Expend Grant Monies

The Dover Cultural Council (DCC) last year awarded approximately \$4,200 in gifts and/or grants; they have asked for blanket approval for similar gift/grants.

Mr. Dawley moved to approve the DCC to distribute not to exceed \$4,500 to approximately 12 various applicants, seconded by Mrs. Lisbon, it was unanimously voted.

Appointments

Mrs. Lisbon moved to appoint Joe Melican as Fence Viewer for a three-year term, seconded by Mr. Dawley; it was unanimously voted.

Mrs. Hunter moved to appoint Sue Geremia to the Personnel Board for a three-year term, seconded by Mr. Dawley; it was unanimously voted.

Mr. Dawley moved to appoint Bob Purdy to the Norfolk County Advisory Board for a three-year term, seconded by Mrs. Hunter; it was unanimously voted.

Mr. Dawley moved to appoint Craig Hughes as Right to Know Coordinator and Superintendent of Streets, each for a one-year term, seconded by Mrs. Hunter; it was unanimously voted.

Mr. Dawley moved to appoint Carol Wideman as Town Accountant for a one-year term, seconded by Mrs. Hunter; it was unanimously voted.

Mr. Dawley moved to appoint Laurence Eaton, Jr. as Town Sexton for a three-year term, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Dawley moved to appoint Bill Herd as Veterans Grave Officer for a three-year term, seconded by Mrs. Lisbon; it was unanimously voted.

Mr. Dawley moved to appoint Laura Walter to the Tree Committee for a three-year term, seconded by Mrs. Hunter; it was unanimously voted.

Review FY15 Capital Budget Requests

There are two new items for the Selectmen's budgets: the modification of two overhead doors at the Fire Station, and air conditioning of the new Council on Aging space. Options and costs for the fire doors are to be explored.

In addition, the Caryl Management Advisory Committee (CMAC) has requested moving the rehabilitation of four public restrooms up from FY19 to FY15. It was suggested that CMAC review once more the tenant priorities for capital budget improvements.

Protective Agencies Building Dispatch Area. After some discussion it was determined that further discussions were necessary, including revisiting estimates established for the plans which were drawn up several years ago.

Re-roofing of the flat roof on the library; Discussion on replacing the roof as a preventative measure or utilizing the existing roof until its useful life is over.

Exterior painting of the Whiting Road Building is currently in an out year on the 5- year Capital Budget and Mr. Dawley would like to see it moved forward, the façade of the building is in poor condition. It was asked if we could use existing Maintenance Building budget for some adhoc cleaning up and painting of the building.

Wheelchair lift in the Town House, this is also in an out year. The Board asked if it is feasible to expend monies to fix the current problem and get additional useful years from it. Mr. Ramsay will review and get back to the Board.

Highway Department – Street Sander quote has been obtained but the Board asked if the quote would remain in place for 13 months. Mr. Ramsay said that it might vary by \$500 – \$1,000 but would likely be covered within the budget.

Police Department: in addition to the reconfiguration of the dispatch area; FY15 is a one car year (under the existing 1-2-1 car replacement policy); Police requests also include a Livescan fingerprint machine.

Revise Caryl Management Advisory Committee Charge

The BOS created CMAC and its' charge about 10 years ago. The charge has evolved from keeping it habitable to utilizing it as an important town asset that houses town departments and additionally allows a license revenue stream from commercial users. Appointments to this committee had been for a one-year period. Recognizing the longer term significance of the Caryl Community Center it would make more sense to change the appointments to a three-year period.

Mrs. Lisbon moved to amend the CMAC charge to appoint members to this committee for a three-year term, seconded by Mrs. Hunter; it was unanimously voted.

Approve Fiscal Year Calendar

Mr. Dawley moved to approve the Fiscal Year 2014 Calendar, seconded by Mrs. Lisbon; it was unanimously voted.

Other Business

Special Licenses

The Special Licenses to be approved were: A retroactive approval for 9/29 Elm Bank, 9/30 Elm Bank, 10/6 Elm Bank, 10/19 Residence, 10/25 Elm Bank, 11/14 Elm Bank

Mrs. Lisbon moved to accept the special licenses as detailed, seconded by Mrs. Hunter; it was unanimously voted.

Board of Selectmen Open Session Meeting Minutes
October 30, 2013

Approve September 11, 2013 Meeting Minutes

Mrs. Lisbon moved to approve the minutes as submitted, seconded by Mrs. Hunter; it was unanimously voted.

Citizens' Comments

Old Home Day would be taking place on Sunday.

Adjournment

At p.m., Mrs. Lisbon moved to adjourn, seconded by Mrs. Hunter; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Carol Lisbon, Clerk