

MEETING MINUTES  
BOARD OF SELECTMEN  
JULY 11, 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: Carlton Sherman, Fire Department; Gerald Clarke

PRESS: Maureen Sullivan, Dover-Sherborn Press

**Reorganization of the Board**

Mr. Dawley and Mrs. Lisbon welcomed Mrs. Hunter to her newly elected position on the Board of Selectmen. Mr. Dawley stated that they have worked with Mrs. Hunter in her capacity as a member of the Warrant Committee and as a member of the Dover Sherborn Regional School Committee, and look forward to working with her on the Board of Selectmen.

Mr. Dawley said that it is traditional each year to call for a reorganization of the Board, following the Town Election. He proposed a different schedule of the reorganization, as Mrs. Hunter's position is for a one-year period.

Mrs. Lisbon moved to appoint Mr. Dawley as Chairman of the Board of Selectmen from July 1 through December 31, 2013, then as Clerk from January 1 through June 30, 2014; Mrs. Lisbon to be appointed as Chair of the Board of Selectmen from January 1 through June 30, 2014, and as Clerk from July 1 through December 31, 2013, seconded by Mrs. Hunter; it was unanimously voted.

**Resolution in Recognition of Retiring Fire Engineer Carlton "Pete" Sherman**

Mr. Dawley welcomed Mr. Sherman to the meeting, read a Resolution aloud, and on behalf of the Selectmen, thanked Mr. Sherman for his 70+ years of service to the Town first as a member of the Fire Department and then as a member of the Board of Fire Engineers. Mrs. Lisbon commented that she had attended the Board of Fire Engineers meeting in June at which many stories were told about, and much praise was given to Mr. Sherman. Mrs. Lisbon stated that Mr. Sherman has been a mentor to all the firefighters for many years, especially to Jay Hughes,

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and David Tiberi, and thanked him very much for all he has done for the Fire Department, and the Town of Dover.

Mr. Sherman said that he had enjoyed every minute of his service.

**Appointments**

Mrs. Lisbon moved to appoint John Sugden as Chair of the Board of Fire Engineers for a three- year term effective July 1, 2013, seconded by Mrs. Hunter; it was unanimously voted.

Mrs. Lisbon moved to appoint Lawrence Clawson to another one-year term as an Associate Member of the Conservation Commission effective July 1, 2013, seconded by Mrs. Hunter; it was unanimously voted.

Mrs. Lisbon moved to appoint Justine Kent-Uritam to a three-year term on the Open Space Committee, and Amey Moot to another three-year term ( and she will be chair during FY14), both effective July 1, 2013, seconded by Mrs. Hunter; it was unanimously voted.

Mr. Dawley appointed John Sheehan, Patricia Marks Martinovich, Kristin Brophy, Linda Holiner, Kerry Muse, Amy Lam, and Irina Gorman to three-year terms on the Dover Cultural Council effective July 1, 2013, seconded by Mrs. Hunter; it was unanimously voted.

Mr. Dawley appointed to appoint Mrs. Lisbon as a voting Liaison to the Dover Sherborn Regional School Committee Collective Bargaining Negotiating Team, seconded by Mrs. Hunter; it was unanimously voted.

**Discuss Chapter 61A Rights of First Refusal (2)**

Three parcels of land are under consideration for purchase by the Town: two east of 287 Dedham Street and one on Pegan Lane. Under Chapter 61A, the Town has first right of refusal on these, and has 120 days from date of Notice of Intent to respond to the Seller. The Conservation Commission, the Open Space Committee, and the Dover Land Conservation Trust (DLCT), which are dedicated to the preservation of open space in Dover, are involved with these efforts. The DLCT and the Conservation Commission have offered funds towards the total purchase price of \$350,000 for the Dedham Street parcels and are asking for more time to work on this effort.

**Discuss Gifts & Grants Acceptance Policy**

A draft of this policy was discussed and various edits were proposed. A new draft, which will incorporate the suggestions, will be discussed at the next Board meeting. In addition, an approval form supporting the Policy will be created and will be sent out Town-wide for review and comment, so as to avoid confusion regarding this Policy in years to come.

**Conservation Commission Gift Fund Expenditure**

An unexpected invoice was received by the Conservation Commission this week, which was not included in their approved Reserve Fund Transfer request to the Board of Selectmen and Warrant Committee last month to close out FY13. The Conservation Commission has authorized the expenditure from their unrestricted gift fund.

Mrs. Lisbon moved to authorize the expenditure from the Conservation's Unrestricted Gift Fund of \$152.00, seconded by Mrs. Hunter; it was unanimously voted.

**Proposed Farmer's Market at Grace Church**

A Farmer's Market is planned for Saturdays starting in September, to be held from 9:00am until 1:00pm, at Grace Church on Centre Street, on a trial basis. The Reverends DiSanto, as a courtesy, asked the Board of Selectmen for their approval. The Police Chief, Town Planner, Building Inspector, Town Administrator, and Assistant Town Administrator walked the site with Rev. Amy DiSanto recently to get an idea of the plan. Much discussion ensued regarding the logistics. The Police Chief plans to revisit this after a couple of the market days have occurred to ensure that all is going smoothly.

Mrs. Lisbon moved to give a conditional courtesy approval with the questions regarding such items as: overflow parking, police presence, signage, BOH approval, set-up times, and outreach to neighbors addressed, seconded by Mrs. Hunter; it was unanimously voted.

**Execute Caryl Community Center License Agreements (3)**

The Center for the Development of Children (CDC) agreed to a 3.5% increase over the FY13 monthly rent; Parent Talk agreed to a 5% increase over the FY13 monthly rent and Dover Automotive (5 Whiting Road) will have no rent increase for FY14. It was noted by Mrs. Lisbon that the CDC would like to make some capital improvements to their space, at their expense, which would be coordinated with the Superintendent of Building Maintenance.

Mrs. Hunter moved to accept the three licenses with the increases as delineated, seconded by Mrs. Lisbon; it was unanimously voted.

**Regional School Athletic Fields Site Plan Review**

The Dover Sherborn Regional School Committee appeared before the Planning Board regarding Phase Two of this project and the Town Planner has advised the Board of their recommendations. Further discussion of this project will occur at the August meeting of the Board.

**Appoint Back-Up Building Inspector**

Mr. Dawley moved to appoint Robert J. Como as Back up Building Inspector, contingent upon satisfactory reference checks, seconded by Mrs. Lisbon; it was unanimously voted.

**Board's Fall/Winter/Spring Meeting Schedule**

The Board set its meeting calendar through December. Meetings dates are: September 11, September 26, October 8, October 24, November 6, November 21, December 4, and December 19.

**Other Business:**

**Special Licenses (14)**

The Special License requests were: July 13 at Elm Bank, and August 1, 3, 8, 9, 13, 14, 20, 21, 23, 24, 29, September 8 and 21 at the Connors Center.

Mrs. Lisbon moved to approve the 14 Special Licenses described above, seconded by Mrs. Hunter; it was unanimously voted.

**Reserve Fund Transfer – Maturing Debt Principal**

This Reserve Fund Transfer covers monies needed in order to pay advance refunding of some Town debt, discussed in an earlier meeting, which would save the Town approximately \$1,000,000.

Mr. Dawley moved to approve the request for a Reserve Fund Transfer in the amount of \$24,999.00, seconded by Mrs. Hunter; it was unanimously voted.

**Reserve Fund Transfer – Conservation Commission**

This transfer request is due to an overage in budget caused by use of wetlands consultants for significant cases, and wetland regulations revisions.

Mr. Dawley moved to approve the Reserve Fund Transfer for Conservation Commission in the amount of 5,400.00, seconded by Mrs. Hunter; it was unanimously voted.

**Approve June 12, 2013 Meeting Minutes**

Mrs. Lisbon moved to approve the meeting minutes of June 12, 2013, seconded by Mr. Dawley; they were approved by Mrs. Lisbon and Mr. Dawley [as Mrs. Hunter was not yet on the board when these minutes were generated].

**Citizens' Comments**

Mr. Clark asked what happens to gift monies if not used. If Grace Church is charging for space rental to the farmers, does that bring this endeavor into a commercial use scenario? The Board will look into this question.

**Executive Session**

Mr. Dawley stated that the Board would be going into Executive Session for the purpose of discussing Collective Bargaining, as doing so in open session might be detrimental to the Town's bargaining position; and that they would not return to open session.

**Adjournment**

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At 7:40 p.m., Mr. Dawley moved to adjourn the open session and reconvene in executive session, seconded by Mrs. Lisbon; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Carol Lisbon, Clerk