

Dover Warrant Committee

Minutes of the January 7, 2015 meeting

Members in attendance: James Stuart (Chair), Brooks Gerner, Geoffrey Merrill, John Cone, Kathy Gill-Body, Douglass Lawrence, Rich Forte, Kate Cannie, Rodney Petersen

Non-Members in attendance: Jim Dawley (selectmen), Felicia Hoffman (Dover Town Clerk), Janet Claypoole (Director Council on Aging), Karen Hayett and Dr. Barbara Roth-Schechter (Board of Health), Robert Springett (Capital Budget Committee)

Location: Dover Town House

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

Mr. Stuart welcomed Ms. Felicia Hoffman, Dover Town Clerk. Ms. Hoffman said the transition to Town Clerk after Barrie Clough retired has gone well. She reviewed the FY 16 budget. Salary expense is down by 14.60% to \$62,974. Election expenses are down by 9.28% to \$49,990 due to no state elections.

Mr. Stuart welcomed Ms. Claypoole, Director Council on Aging. Ms. Claypoole reviewed program participation in FY 14. She presented some statistics: 23% of the Town population is elder (age 60 and older), with 560 elders and 155 non-elders served. She presented a budget for FY 16 which is up 2.18% to \$137,073. See attached summary sheet. The COA is presenting a Warrant Article requesting a reduction in the number of COA board members from 11 to 7.

Mr. Stuart welcomed Ms. Hewitt and Dr. Roth-Schechter from Board of Health. Dr. Roth-Schechter is requesting an increase in hours from 24 to 30 hours per week for the administrative assistant due to the increased activity requiring services from the Board of Health (see attached memorandum). For example, there were 10 septic systems requiring permitting in FY 2012. In FY 2014 there were 69. The resulting increase in hours will lead to an increase in payroll of 28.07% to \$41,454, with the overall budget up 12.49% to \$80,792.

Mr. Stuart discussed Warrant Committee member liaisons to the 46 Springdale Ad Hoc Committee. The member(s) would need to be available for the entire process of approximately 18 months and be able to attend meetings. Ms. Cannie and Mr. Cone expressed interest. The Warrant Committee plans to attend the first Ad Hoc meeting next week.

Mr. Stuart presented the Warrant Committee FY 16 budget of \$7,680, unchanged from the prior year.

Mr. Dawley discussed the Caryl Community Center and the vision of bringing the building up to date to serve the residents of Dover. To date, approximately \$740K has been spent on the building since being decommissioned as a school. Proposed

renovations include replacing the power plant for \$500K, piping and controls for \$700K and \$550K for bathrooms.

Mr. Stuart presented a Reserve Fund transfer dated December 18, 2014 from the accounting office for KVS training in the amount of \$1,677.06. Mr. Forte made a motion to approve the Request, second by Mr. Merrill. Approved 9-0-0

Mr. Stuart advised the Committee that \$6,458,174 was the certified free cash amount as of July 1, 2014. Mr. Merrill will review and update the audited financial data.

Mr. Forte made a motion to approve the minutes of November 19, 2014, Second by Mr. Cone. Approved 9-0-0

Mr. Forte made a motion to approve the minutes of December 2, 2014, Second by Mr. Cone. Approved 9-0-0

Mr. Forte made a motion to approve the minutes of December 10, 2014, Second by Mr. Cone. Approved 9-0-0

Mr. Forte made a motion to approve the minutes of January 6, 2015, Second by Mr. Cone. Approved 9-0-0

There was discussion on the Reserve Fund and should it be increased in light of the increased Town budget.

The next meeting is scheduled for January 14, 2015 at 6:45 PM

Being no other business, Mr. Forte made a motion to adjourn, second by Ms. Gill-Body. Meeting adjourned at 9:10 PM.

Respectfully submitted,
W. Richard Forte Jr.



OFFICE OF
BOARD OF HEALTH
5 SPRINGDALE AVENUE
P.O. BOX 250
DOVER, MASSACHUSETTS 02030

MEMORANDUM

Date: December 18, 2014

To: James Stuart
Warrant Committee, Chair

From: Dr. Barbara Roth-Schechter *BR-S*
Board of Health, Chair

Re: 30 hours/week for BOH Administrative Assistant/Director

The position of Board of Health Administrative Assistant/Director underwent several significant fiscal and organizational changes over the last decade.

Until FY2007, the position was remunerated for 24 hours per week; thereafter, it was upgraded to 28 hours per week due to an increased workload.

Beginning FY2012, the position was temporarily reduced to 24 hours per week due to unexpected and serious health issues of the Administrative Assistant/Director. All unattended obligations and responsibilities were performed by several volunteers.

As of January 2014, with the resignation of the former Administrative Assistant/Director, all previous and some additional responsibilities reverted back to the newly hired Administrative Assistant/Director, yet the position remained at 24 hours per week.

Beginning FY2016, the Board of Health is requesting 30 hours per week for its Administrative Assistant/Director in order to attend to all currently required and targeted responsibilities. Please see attached detailed job summary.

The Administrative Assistant/Director works under the direction of the Board of Health. Duties are as follows with corresponding weekly hourly requirements.

Please note:

*Tasks previously completed by volunteers
**Tasks previously not completed or not completed in their entirety or in a timely manner

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| <p>3.5 hours</p> <p>1. Provide assistance to the public:</p> <p>A. Contractors, Installers, and Engineers:</p> <ul style="list-style-type: none">• provide plans, reports, and other information to installers and pumpers• make copies• monitor and administer septic system for installers who have not previously been licensed in Dover• design and process applications and notification forms• update fee schedules• amend applications and regulations <p>B. Realtors:</p> <ul style="list-style-type: none">• provide plans, make copies• supply pumping records information• certificates of compliance and Title V verification <p>C. Homeowners and others:</p> <ul style="list-style-type: none">• respond to e-mails and telephone inquiries• coordinate appointments | <p>3 hours</p> <p>B. Provide specific administrative support for septic and well agents:</p> <ul style="list-style-type: none">• update data base for wells and septic systems• maintain fee schedule and track fee payments• prepare annual permit applications and invoices for septic pumpers and installers• record and mail permits to qualified paid accounts• verify applications are complete• update DEP/State regulation compliance• review water trusts and wastewater treatment lab reports |
| <p>2.5 hours</p> <p>2. Provide assistance to the Board and its Committees*</p> <p>A. Schedule and attend Board of Health meetings*</p> <ul style="list-style-type: none">• prepare agendas and meeting minutes* <p>B. Schedule, attend, and support Lyme Disease Committee meetings*</p> <ul style="list-style-type: none">• coordinate tick borne disease awareness campaign*• support the Deer Management Program: publicize the deer hunt; maintain lists of property owners who allow hunters on their property; maintain hunters list; issue hunter ID tags*• support DPH intern <p>C. Attend bi-weekly inspectors meetings*</p> | <p>3.5 hours</p> <p>4. Coordinate and publicize DEP-required public health activities:</p> <ul style="list-style-type: none">• prepare annual invoices and permit applications for food establishments, tobacco vendors, schools, churches, etc• establish and coordinate commercial kitchens protocols• prepare permit invoice for summer and vacation camps• verify camp application compliance with state regulations**• coordinate with inspection services for timely inspections**• complete and file state reports as required• maintain records regarding compliance and violations• oversee stamps collection program**• coordinate hazardous waste recycling• schedule, coordinate, and publicize mosquito control spraying program• publicize and coordinate food scrap pick-up program• coordinate mercury control program** |
| <p>5 hours</p> <p>3. Administrative support</p> <p>A. Provide administrative support for the BOH and its agents:</p> <ul style="list-style-type: none">• submit turnovers to the Treasurer and Accountant• process biweekly payrolls and various invoices• update excel cashbox and reconcile revolving accounts• prepare and notarize deed restrictions• update annual town report• fill out electronic death registration as primary burial agent**• supervise tax work-off volunteer** | <p>1 hour</p> <p>5. Schedule, attend, coordinate, and publicize annual flu and rabies clinics:</p> <ul style="list-style-type: none">• secure vaccine• establish and maintain records concerning clinics• work with Walpole VNA and DPH to track communicable disease• follow up reports of animal bites/attacks with the Animal Control Officer <p>6. The Administrative Assistant/Director also works under the guidelines and direction of the DPH for the benefit of the Dover BOH by coordinating and participating in the Regional Emergency Preparedness Program:</p> <ul style="list-style-type: none">• update and maintain emergency supplies inventory**• recruit volunteers and coordinate trainings for Medical Reserve Corp**• update and maintain the Emergency Dispensing Site**• participate in regional training sessions and information sharing drills• order emergency supplies and services related to emergency preparedness• inventory and organize BOH emergency trailer**• complete series of deliverables in order to receive Town of Dover's Region 4A funding allocation of \$4500 for emergency preparedness goods and services**• confirm emergency communications as directed• prepare to activate emergency shelter protocols in conjunction with Police and Town emergency management• actively participate in DPH conference calls, webinars, meetings, and trainings**• participate in approximately 50 % of region/coalition meetings** |
| <p>5 hours</p> <p>5 hours</p> | <p>4 hours</p> |

COA Budget FY2016 (July 2015 - June 2016)

Code	Description	FY2015 Budget	FY2016 Request	Variance
5200	Purchase of Services			
0204	Printing	\$600.00	1,000.00	400.00
0208	Postage	3,000.00	3,000.00	
0437	Transportation	7,500.00	7,500.00	
0504	Professional Services	3,500.00	3,500.00	
	TOTAL	14,600.00	15,000.00	400.00
5400	Supplies			
0201	Office Supplies	1,200.00	1,500.00	300.00
0320	Misc Supplies	1,300.00	1,500.00	200.00
	TOTAL	2,500.00	3,000.00	500.00
5700	Other Charges/Expenditures			
0209	Dues & Membership	350.00	400.00	50.00
0213	Meetings	850.00	850.00	
0214	In State Travel	2,300.00	2,600.00	300.00
0313	Food	7,000.00	7,500.00	500.00
	TOTAL	10,500.00	11,350.00	0.00
5810				
0319	Capital Outlay	2,000.00	750.00	-1,250.00
	TOTAL EXPENSES	29,600.00	30,100.00	500.00
5100	TOTAL SALARY	104,542.00	106,973.00	2,431.00
0541	DEPARTMENT TOTAL	134,142.00	137,073.00	2,931.00
SALARY includes 98,993 for 3 existing staff + 7,980 for P/T Instructors				
Zumba Gold & Fitness/Core with Parks & Rec Dept				
	Yoga	Kerr, Renate	\$45.00	1,620.00
	Exercise		\$45.00	2,160.00
	Zumba Gold	w/ P & R	\$60.00	1,200.00
	Fitness/Balance	w/ P & R	\$50.00	1,000.00
	Art			2,000.00
				7,980.00
Approved by COA Board of Directors 11/6/14				

COA Budget FY2016 (July 2015 - June 2016)

<i>Approved by Board of Selectmen 12/18/14; Authorized Signature by D. Ramsay 12/26/14</i>	
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Council on Aging Budget Narrative FY 2016

PERSONNEL

This line item is increased to include wage increases for 3 existing staff (\$98,993) and also includes wages for Instructors of \$7,980. This amount includes continued funding of part-time Instructors for Yoga (\$1,620) & Exercise (\$2,160) and Art/Painting class (\$2,000) and also includes shared funding of Zumba Gold (\$1,200) and a Fitness Class (\$1,000) with Parks & Recreation Dept. These items are the same as FY2015 budget.

PURCHASE OF SERVICES

Printing: An increase of \$400 is proposed to fund increasing costs of toner for the HP printer. It will also fund printing flyers and information about the Senior Van service with the MWRTA van.

Postage: No increases are requested in this line item.

Transportation: This item remains at the same level as the previous year as the MWRTA Van Program with Highway Dept has not started yet and JFK Transportation Services are still being utilized by seniors.

Professional Services: No increases are requested in this line item.

SUPPLIES

Office Supplies: A requested increase of \$300 to \$1,500 is based on FY2014 expenditures.

Miscellaneous Supplies: A requested increase of \$200 is based on FY2014 expenditures.

OTHER CHARGES/EXPENDITURES

Dues & Membership: Increased by \$50 to \$400 due to increase in MCOA Annual Dues.

Meetings: No increase is requested in this line item.

In-State Travel: Increase by \$300 based on FY2014 expenditures.

Food: Requested to be increased by \$500 based on increasing food costs and additional lunch programs.

CAPITAL OUTLAY

A reduction in line item to \$750 is proposed for bookcases, file cabinet, and tables.

TECHNOLOGY REQUEST NOTE:

Per discussion at the COA Board Meeting on November 6, 2014, it is requested the purchase of a Touchscreen version of My Senior Center and two (2) hand-held scanners are added to IT Budget for use by COA, with one scanner being used at Highway Dept to track transportation services. The Board requested that the COA Director pursue grant opportunities to purchase the Touchscreen program if IT budget cannot accommodate this request.