

**MEETING MINUTES
BOARD OF SELECTMEN
November 19, 2015**

At 6:30 PM, Chairman James P. Dawley, Jr. called the meeting to order with members Robyn Hunter and Candace McCann present. Also present were David W. Ramsay, Town Administrator; Greer Pugatch, Assistant Town Administrator; and Mona DiSciullo, Administrative Assistant.

ATTENDANCE: Karen MacTavish, Town Assessor; Caroline White and Charles Long, Board of Assessors; Carol Lisbon, Recycling Committee; Matthew Schmid, Springdale Study Committee; Amey Moot, Conservation Commission; Kate Cannie, Warrant Committee

PRESS: Maureen Sullivan, Dover-Sherborn Press

Tax Classification Hearing – Assessors

The Board of Assessors recommended continuing with a single tax rate for Dover with no exemptions, except those already in existence, as the most fair and equitable choice.

Mr. Dawley moved to accept the recommendation of the Board of Assessors for a single tax classification rate, with no exemptions, except those already existing, pending final certification subject to the Commonwealth of Massachusetts Department of Revenue approving values, seconded by Mrs. Hunter; it was unanimously voted.

Mr. Dawley moved to authorize the Chairman of the Board of Selectmen to execute any documents necessary in connection with the tax rate, seconded by Ms. McCann; it was unanimously voted.

Recycling Committee Information Brochure

The Recycling Committee requested approval from the Selectmen to include in the Town's December tax mailing, a recycling information brochure which outlines what items can/cannot be recycled and where the recyclables should be brought. Mrs. Lisbon encouraged all residents to recycle and relayed that the Town-wide

Spring Road Clean-up would be held on Saturday, May 7, 2016 and the Paper Shredding/Bikes/Tires/Large Rigid Plastics Collection Day will be held on Saturday, June 4, 2016. She noted that the bikes are fixed and cleaned up and sent to Africa and South America and that Jay Hughes of Dover Country Properties is sponsoring the shredding component.

Mr. Dawley moved to approve the recycling information brochure as presented, seconded by Ms. McCann; it was unanimously approved.

Springdale Study Committee Update

At the November 5, 2015 Board of Selectmen meeting, the Springdale Study Committee (SSC) presented a PowerPoint presentation outlining their recommendations for the property at 46 Springdale Avenue. The proposed recommendation is to retain ownership of the entire property, rent the existing facilities to pay for maintenance of the property and to reduce outstanding debt, create access to the rear open acreage for passive recreational use, and to revive the Dover Housing Partnership Committee to develop a moderate housing plan and conduct a comprehensive town-wide education campaign regarding affordable housing. The Selectmen chose to take the recommendations under advisement and address them at their November 19 meeting.

Mr. Dawley began the discussion with a recap of the process that led to the Town's acquisition of the property and noted that, through a Special Town Meeting and Town Election, the residents overwhelmingly voted to purchase the property, with bond anticipation notes, for open space use. In addition, he outlined briefly the work undertaken by the Springdale Study Committee and stressed that the results of the Town-wide survey undertaken by the Committee relative to the use of the land clearly favored preservation of open space.

The Selectmen highlighted and discussed several points of the SSC recommendation. With regard to reviving the Dover Housing Partnership Committee, it was suggested by the Board that the Long Range Planning Committee undertake the responsibility of conducting a study on affordable housing and educating the residents on the definition, need, demand, etc. of affordable housing. With respect to renting the existing facilities, the Selectmen expressed their concerns about the costs and legalities of preparing the buildings for rent; and are unwilling to have the Town take on landlord responsibilities. Other conversation touched on the existing bond anticipation notes, haying the fields, and land maintenance issues.

The Board of Selectmen are recommending that the Town sell the front three acres of the property which include the main house, guest house, barn, and pool house and retain ownership of the 24 remaining acres. After discussions with ConCom, Open Space, and other appropriate groups regarding logistics such as lot lines, access to the back acres, and sizes of subdivision, among others, a Warrant Article

for the 2016 Town Meeting will be crafted reflecting the Selectmen's recommendations and logistical details.

Mr. Dawley moved to authorize a Warrant Article for the 2016 Annual Town Meeting reflecting the Selectmen's recommendation that, after discussions with ConCom, Open Space, and other appropriate groups regarding logistical details, the Town sell the front three acres of the property which include the main house, guest house, barn, and pool house and retain ownership of the 24 remaining acres, seconded by Mrs. Hunter; it was unanimously voted.

Review Selectmen's FY17 Operating Budget

Mrs. Pugatch highlighted the Selectmen's FY17 Operating Budgets as follows:

Selectmen – The advertising line item has been increased by \$1,000.

Town Accountant – Four weeks of transitional salary has been added in contemplation of the Accountant's retirement in June of 2017, and \$1,000 has been added for audit services.

Treasurer/Collector – Professional services has been cut by \$1,000.

Caryl Community Center – Utilities for the Caryl Community Center, Town House, and Whiting Road have been level funded, and the telephone line item has been cut by \$300.

Building Maintenance – A \$3,000 line item has been created for maintenance and utility costs associated with 46 Springdale Avenue.

Building Inspector – Thirteen hours per week have been added for administrative support due to increased inspectional activity and administrative requirements.

Engineering – A new line item for \$18,000 has been added for storm water engineering services per EPA/DEP mandates.

Veteran's – Due to an outstanding medical claim, this budget has been increased by \$4,000.

Norfolk County Retirement – This budget is up \$10,000 based on the actuarial funding schedule.

Workers' Compensation – A 20 percent increase has been recommended by the Town's insurer due to a catastrophic lost wages claim.

Group Health – This budget has been increased 12 percent due to WSHG's preliminary forecast, and \$10,000 has been eliminated from the OPEB consultant line.

Review of the budgets will be continued.

Renewal of Annual Package Store and Club Liquor Licenses

Mr. Dawley moved to renew the annual Retail Package Goods Store License for Avatar, Inc. (dba Higgins Wine and Spirits) and the annual Club License for the American Legion for the year 2016, seconded by Ms. McCann; it was unanimously voted.

Set Opening and Closing Dates for the 2016 Annual Town Meeting Warrant

The opening date for the 2016 Annual Town Meeting Warrant is November 19, 2015, and the closing date is January 15, 2016.

Mr. Dawley moved to set the opening and closing dates for the Annual Town Meeting Warrant for November 19, 2015 and January 15, 2016, respectively, seconded by Mrs. Hunter; it was unanimously voted.

Vote Early Closing on Christmas and New Year's Eves

Mr. Dawley moved to close the Town House at 12 PM on Christmas and New Year's Eves, seconded by Ms. McCann; it was unanimously voted.

Changes to the Caryl Community Center Conceptual Design

At the 2015 Town Meeting, a conceptual design for renovations to the facilities at the Caryl Community Center was approved. In preparing the design drawings, Don Mills of Mills Whitaker Architects concluded that the combination of replacement boilers and controls that had been contemplated for FY18 will trigger full compliance with the guidelines of the Americans with Disabilities Acts (ADA). To meet that requirement and to keep the project on schedule and within budget, slight changes to the conceptual design for the bathrooms were deemed necessary. Under the preliminary design, renovations would be made to the first floor men's room in their current location at the back of the building. Under the revised design, the men's room will be moved adjacent to the women's room, and the empty space caused by the relocation will be reserved for a possible elevator thus allowing for handicapped accessibility and satisfying the requirements of the ADA. There will not be an increase in costs for this change. The revised conceptual design was presented to the Council on Aging Director and the Caryl Management Advisory Committee who enthusiastically approved the changed drawings.

Mr. Dawley moved to approve the changes to the conceptual design for renovations to the facilities at the Caryl Community Center which was approved at the 2015 Town Meeting, seconded by Ms. McCann; it was unanimously voted.

Other Business:

Special Licenses

Three Special Licenses were requested: December 1 at Mass Hort, December 12 at Elm Bank, and December 17 at Elm Bank.

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Mr. Dawley moved to accept all licenses as delineated, seconded by Ms. McCann; it was unanimously voted.

Citizens' Comments

The Board thanked Craig Hughes and the Highway Department and Chief McGowan and the Police Department for their efficiency in handling the structural repairs and aesthetic improvements to the Centre Street Bridge.

Adjournment

At 7:35 PM, Mr. Dawley moved to adjourn, seconded by Mrs. McCann; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Robyn Hunter, Clerk