

**MEETING MINUTES
BOARD OF SELECTMEN
April 27, 2015**

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

ATTENDANCE: James Stuart, John Cone, Douglass Lawrence, Geoffrey Merrill, Brooks Gerner, Kathleen Gill-Body, and Kate Cannie of the Warrant Committee; Candace McCann, Conservation Committee and Open Space Committee; Robert Springett and Gordon Kinder, Capital Budget Committee; James Repetti, Town Moderator

PRESS: None

Police Dispatch Area Renovation Project Update

At the May, 2014 Town Meeting, citizens approved Article 11 in the amount of \$455,000 for the renovation of the dispatch area in the Protective Agencies Building. The project went out to bid in April of 2015. The lowest bidder out of the seven received was Northern Contracting Corporation with a bid of \$440,100, well above the refreshed cost estimate, which was adjusted for inflation and to allow for the general contractor to carry HVAC since no bids were received in that subtrade.

The unanticipated increase in costs can be attributed to the original estimate being off the market and prepared during the recession with costs for subtrades and materials being escalated recently. Also construction and subtrade costs have been increasing over the past four years, and the scope of the project has increased somewhat due to the removal of asbestos and issues relating to the temporary relocation and move back of the dispatch area.

It was the sense of the Board to move forward with this project, and discussion with the Warrant Committee and Capital Budget Committee representatives centered on the different funding options available. Those present discussed the

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possibility of asking voters at Town Meeting to approve an FY15 supplemental appropriation of \$61,000 to cover design and construction costs, with the understanding that the Warrant Committee will fund any change orders through the Reserve Fund since municipal finance law does not allow for contingency costs to be appropriated via this mechanism. The Warrant Committee will review and deliberate the issue and render a decision at their April 30 meeting.

Update on the Minuteman Regional Project

Mrs. Hunter gave a brief update on the amendment to the Minuteman Agreement. Dover has to decide whether to approve an amendment to the regional agreement which may allow Dover and other interested small member towns to withdraw if all 16 member communities vote to allow those towns to withdraw. At recent Town Meetings, one town has voted “no,” another has deferred, and it has not been determined whether smaller towns will be allowed to withdraw. Mrs. Hunter recommends that because there are many unanswered questions about this complex issue and the Agreement will not be passed this year, Dover should also defer their decision on the other two related articles.

The Selectmen thanked Needham Selectman Dan Matthews and Dover’s Minuteman Representative, Ford Spalding, for their many hours of hard work and efforts in keeping the Board informed and up to date on the Minuteman issue.

Mrs. Hunter moved to defer a decision on Articles 15, 16 and 17, seconded by Mr. Dawley; it was unanimously voted.

Performance Appraisals

A number of years ago, the Personnel Board adopted a performance appraisal system to evaluate Town employees. At the end of each fiscal year, department heads are asked to complete appraisals of their employees for the purpose of discussing performance during the current fiscal year, providing feedback and to go over the next year’s expectations. Step increases are based upon satisfactory performance. The Selectmen gave their approval to move forward with the performance appraisals for Town employees.

Summer Hours

In recent years, the Board has instituted summer hours for the Town House. From May 22 through Labor Day, September 7, 2015, the Town House will be open from 9 AM to 5 PM, Mondays through Thursdays, and from 9 AM to 1 PM on Fridays. Any affected employees make up the hours in advance of Friday.

Mr. Dawley moved to approve the summer hours for the Town House from May 22 through Labor Day, September 7, 2015, seconded by Mrs. Hunter; it was unanimously voted.

Vote to Accept and Expend Gifts from the Dover Historical Society

The Dover Historical Society (DHS) has worked with the Caryl Management Advisory Committee to create a permanent exhibit wall at the Caryl Community Center. Twelve picture frames have been hung on the wall of the first floor to be used for various rotating exhibits. The current exhibit is a series of colorful and whimsical watercolor paintings of Dover's historical buildings. The Society has offered a gift in the amount of \$1,000 to be used for the purchase and installation of custom signage for the exhibit wall at the Caryl Center. The Selectmen thanked the DHS for their generosity and recommended that citizens visit the Center and view the delightful paintings.

Mr. Dawley moved to accept from the Dover Historical Society a gift in the amount of \$1,000 to be expended for the sole purpose of the purchase and installation of custom signage for the Dover Historical Society exhibit wall at the Caryl Community Center, seconded by Mrs. Hunter; it was unanimously voted.

Other Business:

Prior Notices – Building Maintenance (2)

Mr. Dawley moved to approve a Prior Notice in the amount of \$1,000 for Building Maintenance – Caryl Community Center to cover the costs of flue pipe and breaching repairs on Boiler #2 and a Prior Notice in the amount of \$2,000 for snow and ice removal from the Caryl Community Center roof, seconded by Mrs. Hunter; it was unanimously approved.

Prior Notice – Caryl House

Mr. Dawley moved to approve a Prior Notice in the amount of \$19,000 for the Caryl House to cover the costs associated with the heating oil tank removal and replacement, seconded by Mrs. Hunter; it was unanimously approved.

Special Licenses

Three Special Licenses were delineated: April 30 at the Connors Center; May 4 at the Caryl Community Center, and July 21 at Elm Bank.

Mr. Dawley moved to accept all licenses as delineated, seconded by Mrs. Hunter; it was unanimously approved.

Approve April 9, 2015 Minutes

Mr. Dawley moved to accept the minutes of the April 9, 2015 meeting, seconded by Mrs. Hunter, it was unanimously approved.

At the April 9 meeting, the Board accepted monetary gifts from the Friends of the Dover Greenway to be used for the sole purpose of funding a rail trail engineering study. Mrs. Lisbon wanted to clarify to the residents that private citizens who are committed to having a rail trail are donating their own private funds as gift monies for the sole purpose of completing a private engineering study. This is, in no way, an attempt to change the process in place that requires Town Meeting approval for

acceptance of the MBTA lease and the expenditure of any town funds for a trail conversion.

Braking Aids Charity Bike Ride

The Braking Aids Charity Bike Ride requested permission to again travel through Dover on Friday, September 25, 2015 as part of their three-day bicycle ride to benefit Housing Works. Police Chief McGowan was satisfied with the plans and details as presented by the group and had no reservations.

Mrs. Hunter moved to approve the Braking Aids Charity Bike Ride, seconded by Mr. Dawley; it was unanimously voted.

Ride for Food

The Ride for Food Bike Ride requested permission to again travel through Dover on September 20, 2015 as part of their bicycle ride to raise awareness and combat hunger in New England communities. Police Chief McGowan was satisfied with the plans and details as presented by the group and had no reservations.

Mrs. Hunter moved to approve the Ride for Food bicycle ride, seconded by Mr. Dawley; it was unanimously voted.

Citizens' Comments

Mrs. Lisbon reminded the citizens that Saturday, May 2 is Dover Clean-Up Day which is sponsored by the Recycling Committee. She noted that having clean roads and sidewalks is a wonderful way to start the spring and summer seasons and urged the residents to go out and help. Interested citizens should contact the Recycling Committee and/or look at Dover's website for more information.

Mr. Dawley urged residents to attend Town Meeting on Monday, May 4, 2015 at 7 PM at the Dover Sherborn Regional High School and reminded citizens that the Town Election will be held on Monday, May 18 from 7 AM to 8 PM in the Great Hall at the Town House.

Adjournment

At 7:40 PM, Mr. Dawley moved to adjourn, seconded by Mrs. Hunter; it was unanimously voted.

DOVER BOARD OF SELECTMEN

James P. Dawley, Jr., Clerk