

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
June 9, 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: Douglass Lawrence, Warrant Committee; Mark Ghiloni, Park & Recreation Department; Chris Boland, Park & Recreation Commission

PRESS: Maureen Sullivan, Dover-Sherborn Press

**Approve Park & Recreation FY16 Revolving Fund**

The Board reviewed the projected expenditures the Park & Recreation Commission is proposing in FY16. Mr. Dawley commended the Commission and its employees for their outstanding work bringing innovative and entertaining programming to Dover's residents.

Mr. Dawley moved to approve the Park & Recreation FY16 forecast for expenditures from the revolving fund, seconded by Mrs. Hunter; it was unanimously voted.

**Adopt Designer Selection Procedure Pursuant to M.G.L. c. 7C, §§44-57**

Mrs. Pugatch discussed the Designer Selection Procedure which governs the selection, by the Selectmen, of designers to perform design services for the Protective Agencies Building Repair and Renovation of the Caryl Community Center, projects approved by Town Meeting. This procedure is intended to comply with the purposes and intent of the state Designer Selection Board law, G.L. c. 7C, §§44-57. This process is similar to that used for the Police Dispatch Area Renovation project with the only significant change being that the Town Administrator will be responsible for vetting and processing designer submission. The Board agreed that this change will result in an efficient and streamlined process.

Mrs. Hunter moved to adopt the procedure and rules delineated in the Designer Selection Procedure for the Protective Agencies Building Repair and Renovation of the Caryl Community Center projects; seconded by Ms. McCann; it was unanimously voted.

**Execute Caryl Community Center License Agreement Renewal**

License agreements with tenants of the Caryl Community Center are renegotiated each year in June. Dover Automotive has agreed to a lease for FY16 with no changes in Agreement details.

Mr. Dawley moved to execute the license agreement between the Town of Dover and Dover Automotive for FY16; seconded by Ms. McCann; it was unanimously voted.

**Approve Conflict of Interest Disclosure**

A department head notified the Selectmen's office that a child of one of its elected board members was applying for a summer position. Following a blind selection process, the department head and his assistant selected that child for the position. Under Conflict of Interest Law c. 268A, §20(d), it is required that if there is an appearance of indirect financial interest to the town employee, a disclosure form needs to be filed with and approved by the Board of Selectmen naming the town employee as a special municipal employee.

Mr. Dawley moved to approve the Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as Required by G.L. c. 268A, §20(d), seconded by Mrs. Hunter; it was unanimously approved.

**Appointments**

Mr. Dawley again reminded citizens that over the next few months, the Selectmen will be actively seeking volunteers to fill expired positions on various town boards and committees. If interested, please contact the Board of Selectmen's Office at 508-785-0032, x221 or e-mail [mdisciullo@doverma.org](mailto:mdisciullo@doverma.org).

Mr. Dawley moved to appoint Carol Lisbon to the Recycling Committee to fill the vacancy created by the resignation of Tracy Boehme, effective July 1, 2015 and expiring June 30, 2016, seconded by Ms. McCann; it was unanimously voted.

Mr. Dawley moved to appoint Matthew Schmid to the Recycling Committee for a three year term effective July 1, 2015 and expiring in June of 2018; seconded by Ms. McCann; it was unanimously voted.

Mr. Dawley moved to appoint Chris Poulsen to the Recycling Committee for a three year term effective July 1, 2015 and expiring in June of 2018; seconded by Ms. McCann; it was unanimously voted.

**Other Business:**

**Special License(s)**

One Special License was approved: June 24 at the Dover Town Library.

Mr. Dawley moved to approve the Special License as described above, seconded by Ms. McCann; it was unanimously voted.

**Reserve Fund Transfer – Highway Maintenance**

Mr. Dawley moved to approve a Reserve Fund Transfer to the Conservation Commission – Professional Services in the amount of \$10,000 to cover the costs of the wetland consultant's services, seconded by Ms. McCann; it was unanimously approved.

**Approve May 11 and May 28, 2015 Meeting Minutes**

Mrs. Hunter moved to accept the minutes of the May 11 meeting; seconded by Ms. McCann; it was unanimously voted.

Mr. Dawley moved to accept the minutes of the May 28 meeting; seconded by Ms. McCann; it was unanimously voted.

**Citizens' Comments**

Mr. Dawley extended an invitation to the residents of Dover to attend a celebration honoring Carol Lisbon and thanking her for her many years of service to the town. The event will be held on June 24 from 6-8 PM at the Dover Town Library.

**Adjournment**

At 7:00 PM Mr. Dawley moved to adjourn, seconded by Mrs. Hunter; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Robyn Hunter, Clerk