

**MEETING MINUTES  
BOARD OF SELECTMEN  
September 10, 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 and Kathryn Cannie, Warrant Committee; Mary Carrigan, Personnel Board; Hans Baumhauer, Business Manager, Dover-Sherborn Public Schools; Andrew Krotinger, Esq.

PRESS: Maureen Sullivan, Dover-Sherborn Press

**Personnel Board Chair Mary Carrigan re FY17 General Increase**

Ms. Carrigan explained the methodology that the Personnel Board has used in recent years to determine the annual percentage increase for the non-union employees of the Town to make this an objective, consistent process. Data points factored in include the CPI-Northeast and the ECI and Social Security trends, and other employees' percentage increases are also taken into account. After a thorough analysis, the Personnel Committee recommended a 2.2% increase in FY17 for non-union employees, which has been voted affirmatively by the Warrant Committee.

The Selectmen have been very pleased that a standard process has been in place for the last several years which is in keeping with the Town's philosophy that employees be paid at the median of the range of comparable area communities.

Ms. McCann moved to approve a general increase of 2.2% in Fiscal Year 2017, seconded by Mrs. Hunter; it was unanimously voted.

**Vote to Approve Architectural Services for Slab Repair in Fire Apparatus Bays and Caryl Community Center Renovations and Vote to Authorize Town Administrator to Negotiate Contract with Selected Designer**

At the May 2015 Town Meeting, monies were appropriated for slab repair in the fire apparatus bays and renovations to the Caryl Community Center. In accordance with the state's Designer Selection Law, a Request for Proposal (RFP) for the two projects was advertised, and 14 firms received it upon request. Of those firms, three attended the site briefing session, and two firms, Mills Whitaker Architects and CBI Consulting, were interviewed. After a thorough interview and review process, the Town Administrator ranked the firms and provided the Board of Selectmen with written justification.

While both firms were well qualified, Mills Whitaker was a standout on the basis of three reasons: It is a much smaller, hands-on firm with the same consultants used in Dover for past projects; Mills Whitaker is well known to Dover committees and Town officials, having worked on a number of projects, and the firm has extensive work experience at both the Caryl Community Center and the Protective Agencies building. In conclusion, Mills Whitaker Architects is highly recommended for these two projects. The Selectmen agreed, noting that Mills Whitaker has done excellent work for Dover.

Mr. Dawley moved to approve Mills Whitaker Architects as the Selected Designer to provide architectural services for slab repair in the fire apparatus bays and the Caryl Community Center renovations, seconded by Mrs. Hunter; it was unanimously approved.

Mr. Dawley moved to approve the Town Administrator to negotiate the contract with Mills Whitaker Architects, seconded by Ms. McCann; it was unanimously approved.

**Vote on Town's Right of First Refusal to Purchase MGL c.61A Property Located at 67 Farm Street**

On August 11, 2015, the Board of Selectmen received a notice regarding the intent to sell a parcel of land at 67 Farm Street that is classified under MGL c.61A as agricultural land. Under MGL, c.61A this notice triggers a Right of First Refusal to purchase this parcel by the Town. After requesting due diligence reports from the Planning Board, Open Space Committee, Board of Health, Conservation Commission, and Dover Land Conservation Trust, it was determined that there was no special reason for the Town to acquire the parcel.

Ms. McCann moved not to exercise or assign the Town's option to purchase the land on 67 Farm Street, seconded by Mrs. Hunter; it was unanimously voted.

**Vote to Accept Council on Aging Formula Grant for FY16**

The annual State Formula Grant, in the amount of \$10,314 for FY16, is anticipated to be received in mid-fall of 2015.

Mr. Dawley moved to accept the Council on Aging Formula Grant for FY16 in the amount of \$10,314, seconded by Ms. McCann; it was unanimously approved.

**Appointments**

Mr. Dawley moved to reappoint Betty Hagan to the Council on Aging for a three-year term, seconded by Mrs. Hunter; it was unanimously voted. Mr. Dawley noted that Mrs. Hagan has been on the Council's board since 1986 and thanked her for her many years of dedicated service to Dover, seconded by Mrs. Hunter; it was unanimously approved.

**Other Business:**

**Reconfiguration of the Intersection of Church Street and Springdale Avenue**

In a memorandum dated September 10, 2015, Chief McGowan requested approval by the Selectmen of a second modification to the Church Street and Springdale Avenue intersection. The initial modification was done in May of 2015 to calm traffic, and the results have been better than expected; however, there have been concerns regarding the difficulty of larger trucks and tractor trailer type vehicles cleaning turning the corner. This second modification will allow larger vehicles to access Church Street while still calming traffic and improving sight lines.

Mr. Dawley moved to approve the modification of the intersection of Church Street and Springdale Avenue, seconded by Mrs. Hunter; it was unanimously voted.

**Reserve Fund Transfer**

Mr. Dawley moved to approve a Reserve Fund Transfer in the amount of \$10,538.12 to the Selectmen's budget. These funds will cover the cost of a partial refund of the 46 Springdale Avenue Use and Occupancy Agreement four-month extension payment of \$26,000 due to the tenant unexpectedly moving out after the second month of the four-month extension, seconded by Ms. McCann; it was unanimously voted.

**Special Licenses**

Fourteen Special Licenses were requested: September 6 at Mass Hort (voted retroactively); September 7 at Elm Bank (voted retroactively); September 12 at Hale Reservation; September 13 and 16 at Elm Bank; September 19 at Hale Reservation; September 20 at Mass Hort; September 25 at Powissett Farm; September 27 at Mass Hort; September 29 at Dover Town Library; October 1 at Elm Bank; October 3 at Springdale Field; October 23 at Powissett Farm, and November 14 at Hale Reservation.

Mr. Dawley moved to approve the 14 Special Licenses as delineated, seconded by Mrs. Hunter; it was unanimously approved.

Board of Selectmen Open Session Meeting Minutes  
September 10, 2015

**Approve August 13, 2015 Open Session and Executive Session Meeting Minutes**

Ms. McCann moved to accept the minutes of the August 13, 2015 meetings, seconded by Mrs. Hunter; it was unanimously voted.

**Citizens' Comments**

Kandi Pitrus, a real estate agent, inquired about the status of executing the Notice of Nonexercise for 67 Farm Street. Mr. Dawley relayed that the Selectmen's Office will notify the appropriate individuals when the paperwork is completed.

**Executive Session**

Mr. Dawley moved to go into Executive Session for purposes of discussing collective bargaining, not to return to Open Session. The Board members were polled individually and by unanimous roll call vote convened in Executive Session.

**Adjournment**

At 7:12 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