

**MEETING MINUTES
BOARD OF SELECTMEN
November 17, 2016**

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

ATTENDANCE: Clifford Bassett, Dover Trucking, Inc.; Craig Hughes, Superintendent of Streets and Fire Chief; Carol Lisbon, Recycling Committee and Planning Board; Savita Shukla, Recycling Committee; Wendy Muellers, Recycling Committee; Jerry Clarke, Board of Health; Gino Carlucci, Town Planner, Planning Board; Drew Pierson, BlueWave; Kevin Batt, Anderson & Kreiger; Kate Cannie, John Cone, Warrant Committee

PRESS: Scott Calzolaio, Dover-Sherborn Press

Ms. Hunter and Ms. McCann warmly welcomed John D. Jeffries as a member of the Board of Selectmen. Prior to moving to Dover ten years ago, Mr. Jeffries and his family lived in Wellesley for almost 20 years where he spent 4 years on the finance and budget committee and worked very closely with the Wellesley school department. Active in Dover, as well, Mr. Jeffries has been involved for several years with the Dover-Sherborn Education Fund and as a Dover-Sherborn coach. Having extensive experience in the financial services industry, Mr. Jeffries is very much looking forward to using his background to serve the town and welcomes the opportunity to be part of the Board. The Selectmen wished Mr. Jeffries well and are delighted to be working with him

Discuss Proposed Regulations Banning Commercial Haulers From the Transfer Station

As part of their ongoing efforts to revise and update regulations governing solid waste disposal and commercial hauling, the Dover Recycling Committee, with input from the Board of Selectmen and the Board of Health, has drafted for approval by the Board of Selectmen, proposed regulations banning commercial haulers from the Transfer Station. After completion of the required regulatory

process and after review of the regulations by Town Counsel, the Board of Selectmen and the Board of Health have adopted, effective January 1, 2017, the regulations banning commercial haulers from disposing of any material at the Transfer Station. A commercial hauler is defined, in part, as an individual or entity that collects and transports refuse, waste, recyclable materials or other materials on a contractual basis from residences and commercial, agricultural and nonprofit entities. Superintendent of Streets Craig Hughes and Clifford Bassett of Dover Trucking, Inc., Dover's only commercial hauler currently using the Transfer Station, briefly discussed the impact this regulation will have on Dover and its residents. Banning commercial haulers will save the Town approximately \$50,000 in annual tonnage, tipping, and monitoring fees. Mr. Bassett assured the Board that Dover Trucking will continue to service the residents and noted that those who utilize the up-the-driveway service may see a slight rise in fees of approximately \$2.00. Service options such as curbside pick-up, which could decrease the price of service, and other bundled/tiered programs, as well as pricing, are being considered by Dover Trucking and have not yet been finalized. Mr. Hughes and the Selectmen thanked the Recycling Committee and those involved in drafting the regulations for their efforts and Dover Trucking for their many years of dedicated service to Dover.

Ms. Hunter moved to approve the regulations banning commercial haulers from the Transfer Station effective January 1, 2017, seconded by Ms. McCann; it was unanimously voted.

Review Selectmen's FY18 Operating Budgets

Ms. Pugatch highlighted the Selectmen's FY18 Operating Budgets as follows:

Copying and Postage – increased by \$900 to reflect January 1, 2017 rise in postage rates to .49 per piece; equipment maintenance and rental lines have been decreased

Town Accountant – 20 weeks of transitional salary added in anticipation of Town Accountant's retirement; \$4,000 increase for contractual audit services

Data Processing – increased by \$2,000 to allow for 10 days of back-up IT services and a \$5,000 increase for nonrecurring expenses such as replacement of IT firewalls

Whiting Road, Town House, Caryl Community Center – level funded for oil and electricity costs; \$9,000 one-time capital outlay for a new copier

Building Maintenance – Due to the hire of a new custodian, the salary line decreased, and the travel line was cut by \$400; capital outlays of \$2,000 for new vacuums and \$5,000 for repointing a Town House stairwell

Building Inspector – increased by \$500 for office supplies for ongoing reorganization of departmental files

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Emergency Management – due to the appointment of Chief McGowan as Emergency Management Director, FY18 salaries and overtime were cut in half, and the travel line was eliminated

Engineering – Stormwater management mandates increased to \$46,100; professional services and travel have been decreased by \$5,000 and \$100, respectively

Veterans – Decreased from \$4,000, which was used to cover an outstanding medical claim in FY16, to \$1,000 as it has been for many years

Maturing Debt Principal – increased by 23.76 percent due to paying down the principal on the debt issue to finance 46 Springdale Avenue

Maturing Debt Interest – this will be revised in December after the interest paid on the rollover of the BANS for 46 Springdale Avenue is known

Workers' Compensation – Due to a catastrophic lost wages claim, the Town's insurer has recommended a 10 percent increase over the FY16 gross premium

Group Health – increased by 15 percent based on West Suburban Health Group's preliminary forecast; GASB 45 is down slightly and \$8,000 has been added to the OPEB consultant line item for another actuarial study

The Selectmen will further review these budgets at their next meeting.

Review Proposed MIIA Rate Lock Guarantee Proposal

The Massachusetts Interlocal Insurance Association (MIIA), Dover's insurance provider, is offering Dover a renewal proposal for both property liability and workers' compensation coverage which includes a rate change of 0 percent for FY18 and a rate increase of no more than 2.5 percent for FY19 contingent on maintaining a loss ratio below 60 percent for all lines of coverage through FY19.

Ms. Hunter moved to accept MIIA's Rate Lock Guarantee Proposal for FY18 and FY19 as presented, seconded by Ms. McCann; it was unanimously voted.

Set Opening and Closing Dates for the 2017 Annual Town Meeting Warrant

The opening date for the 2017 Annual Town Meeting Warrant is November 17, 2016 and the closing date is January 20, 2017. If any Town board, department, or resident is interested in placing an article on the Warrant, it must be submitted to the Selectmen's office by January 20, 2017.

Ms. Hunter moved to set the opening and closing dates for the 2017 Annual Town Meeting Warrant for November 17, 2016 and January 20, 2017, respectively, seconded by Ms. McCann; it was unanimously voted.

Vote to Adopt Energy Reduction Plan

The Long Range Planning Committee and the Planning Board are in the process of satisfying requirements for five criteria that will certify Dover as a Green Community. Once certified, Dover can receive incentives and apply for substantial grant monies to be used toward energy conservation measures. Town Planner Gino Carlucci provided some background on the process and, specifically, on the second criterion which is to adopt an energy reduction plan with the objective of reducing, by 2021, energy consumption by 20 percent using documented FY15 consumption as a baseline. Energy conservation measures include energy audits, use of renewable energy, replacement of boilers, conversion of light bulbs, and evaluation of HVAC systems, to name a few.

The Selectmen applauded this tremendous ongoing team effort and thanked all those involved.

Ms. Hunter moved to adopt the Energy Reduction Plan, seconded by Ms. McCann; it was unanimously voted.

Execute Blue Wave Solar Photovoltaic Array Documents

The Town has been working with Blue Wave, Hale Reservation, and Town Counsel to finalize key agreements necessary to construct a solar photovoltaic array on the capped landfill at Powissett Street. Town Counsel Kevin Batt of Anderson & Kreiger provided some history on the landfill and gave some background and an overview of the solar project. Attorney Batt presented to the Selectmen for execution the real estate license agreement between Dover and Hale Reservation which contains a number of documents outlining the responsibilities and obligations of both parties, provides legal descriptions of the land, and details insurance provisions, indemnifications, and other numerous legal issues.

Ms. Hunter moved to approve the real estate license agreement between the Town of Dover and Hale Reservation, seconded by Ms. McCann; it was unanimously voted.

The second agreement presented for execution is a temporary license agreement which details Blue Wave's proposal for a staging plan which will facilitate movement and storage of materials during the construction of the array and discusses hours of operation, access to the landfill, and traffic concerns, among other logistical issues.

The Net Metering Agreement and the Pilot Program have not yet been finalized.

Mr. Ramsay expressed his appreciation and thanks to Attorney Batt for guiding the Town through this complex legal process.

Ms. Hunter moved to approve the temporary license agreement, seconded by Ms. McCann; it was unanimously voted.

Execute Gould Property Donation Agreement

On December 17, 2015, the Board of Selectmen voted to accept from Stephen Gould and Stefanie Bekenstein a gift to the Conservation Commission of three parcels of land to be used for conservation purposes. The two-acre (approximately) lots are located at 11 Grand Hill Drive, 18 Donnelly Drive, and 20 Donnelly Drive in Dover. Working with Mr. Gould and the Town, Town Counsel drafted an Agreement containing terms and conditions and legally required steps necessary for acceptance. At their meeting on November 16, 2016, the Conservation Commission voted and executed the revised Real Property Donation Agreement approving the acceptance of the gift of land.

Ms. Hunter moved to execute the Real Property Donation Agreement approving the donation of the three parcels of land to the Conservation Commission, seconded by Ms. McCann; it was unanimously voted.

Execute GLM Survey Proposal for Gould Property Donation

GLM Engineering Consultants submitted a professional services proposal for services performed at 11 Grand Hill Drive, 18 Donnelly Drive, and 20 Donnelly Drive. The work to be undertaken includes researching property records, determining boundaries, staking property lines, identifying easements and preparation of an ALTA/NSPS land title plan for the parcels which is necessary for issuing the title and insurance.

Ms. McCann moved to execute the professional services proposal by GLM for services performed on the parcels located at 11 Grand Hill Drive, 18 Donnelly Drive, and 20 Donnelly Drive, seconded by Ms. Hunter; it was unanimously voted.

Renewal of Annual Package Goods Store and Club Liquor Licenses

Ms. Hunter moved to renew the annual Retail Package Goods Store license for RWJ Beverage LLC d/b/a/ Dover Wine Company and the annual Club License for the American Legion for 2017, seconded by Ms. McCann; it was unanimously voted.

Discuss Changes in Hours of Operation at Dover Wine Company

RWJ Beverage LLC d/b/a Dover Wine Company requested approval of the Selectmen to change their hours of operation from Monday, Tuesday, Wednesday, and Saturday from 8 AM - 7 PM, Thursday and Friday from 8 AM - 9 PM and Sunday from Noon - 6 PM to Monday through Saturday from 9 AM - 9 PM and Sunday from 10 AM - 6 PM.

Ms. Hunter moved to approve Dover Wine Company's change in hours of operation as delineated, seconded by Ms. McCann; it was unanimously voted.

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Appointments

Ms. McCann moved to appoint Valerie Marden to the Caryl Management Advisory Committee for a three-year term effective July 1, 2016 and expiring on June 30, 2019, seconded by Ms. Hunter; it was unanimously voted.

Other Business:

Chapter 90 Request

Ms. Hunter moved to approve a second addendum reimbursement request for Massachusetts Highway Chapter 90 funds in the amount of \$50,000 for the purpose of resurfacing Claybrook Road, Farm Street, and Glen Street, seconded by Ms. McCann; it was unanimously voted.

Approve November 2, 2016 Open Session Meeting Minutes

Ms. McCann moved to approve the minutes of the November 2, 2016 Open Session Meeting Minutes, seconded by Ms. Hunter, it was unanimously voted.

Citizens Comments

Mr. Clarke commented that the Board of Health (BOH) has been waiting for Selectmen's approval of an application BOH submitted for state funds to be used for emergency preparedness. Mr. Ramsay noted that this is an administrative issue and in order to grant approval, additional paperwork, which has been requested several times from the Board of Health and not yet received, is required. The Selectmen's office will follow up and again request the additional paperwork.

Adjournment

At 8:00 PM, Ms. Hunter moved to adjourn, seconded by Ms. McCann; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Candace McCann, Clerk