MEETING MINUTES
BOARD OF SELECTMEN
November 2, 2016

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

ATTENDANCE: Carol Lisbon, Recycling Committee and Planning Board; Jerry Clarke, Board of Health; John Cone, Warrant Committee

PRESS: Scott Calzolail, Dover-Sherborn Press

Discuss Proposed Regulations Banning Commercial Haulers From the Transfer Station
The Recycling Committee, with input from the Board of Health, has drafted proposed regulations banning commercial haulers from the Transfer Station. Mr. Ramsay relayed that in order for the Town to adopt the proposed regulations, which are neither bylaws nor statutory, there is a regulatory process required which includes a notice of intent to adopt the regulations and a discussion of the regulations, with the public's input, at the November 17 Selectmen's meeting. The Recycling Committee and the Board of Health, as well as Dover's sole commercial hauler, will be invited to attend that meeting, and public notification will be posted on the front page of the Town's website at Doverma.org.

Ms. Hunter moved to relay notice of intent to adopt proposed regulations banning commercial haulers from the Transfer Station, seconded by Ms. McCann; it was unanimously voted.

Approve Recycling Committee Insert in December, 2016 Tax Bill Mailing
The Recycling Committee requested approval of the Selectmen to include in the December tax bill mailing an informational recycling brochure which details instructions for disposing of solid waste and recyclables at the Transfer Station.

Ms. Hunter moved to approve the inclusion of the recycling brochure in the December tax bill mailing, seconded by Ms. McCann; it was unanimously voted.

Town Report
Dover's Town Report is a comprehensive record of the Town's activities for a given calendar year compiled from the input of the Town's departments, boards, and committees. The annual letter from the Board of Selectmen regarding the Town Report will be sent out to those groups on November 3, 2016. Additionally, a letter will be sent out from the Town Report Committee with writing guidelines, templates and formatting instructions attached.

The Selectmen thanked the Town Report Committee for the hard work they do to produce an outstanding and informative report year after year.

Approve Police Department Accounts Receivable Write-Offs
Police Chief McGowan requested that the Board authorize the Town Accountant to write off as uncollectible an unpaid FY13 detail bill to Verizon in the amount of $344. There are no other open invoices for FY13 through FY17, to date, and Mr. Ramsay commended the policies and procedures that have been implemented by the Police Chief, his Administrative Assistant, and the Town Accountant.

Ms. Hunter moved to authorize the Town Accountant to write off as uncollectible the FY13 bill to Verizon in the amount of $344, seconded by Ms. McCann; it was unanimously approved.

Vote Early Closing on the Friday Before Christmas
Ms. Hunter moved to close the Town House at noon on Friday, December 23, 2016 for the holiday celebration, seconded by Ms. McCann; it was unanimously voted.

Other Business:
Special Licenses
Three Special Licenses were requested: November 4 at the Charles River School, November 9 at the Connors Center, and November 18 at The Dover Church.

Ms. Hunter moved to approve all Special Licenses as listed, seconded by Ms. McCann; it was unanimously voted.

Approve October 20, 2016 Open Session Meeting Minutes
Ms. Hunter moved to approve the minutes of the October 20, 2016 Open Session meeting, seconded by Ms. McCann; it was unanimously voted.

Citizens' Comments
Ms. McCann reminded the citizens to cast their votes at the November 8 election. Voting will take place in the Great Hall of the Town House from 6 AM to 8 PM.

Adjournment
At 7:00 PM, Ms. Hunter moved to adjourn, seconded by Ms. McCann; it was unanimously voted.

DOVER BOARD OF SELECTMEN

_____
Candace McCann, Clerk