

MEETING MINUTES
BOARD OF SELECTMEN
April 26, 2016

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: Robert Bunn, Melissa Gramer; Jim Repetti, Town Moderator; Doug Lawrence, Warrant Committee

PRESS: Maureen Sullivan, Dover-Sherborn Press

Award Municipal Facilities Improvement Project Bid

The Municipal Facilities Improvement Project went out to bid at the end of March, 2016. Filed sub-bids in four categories were opened last week, and the General Contractor bids will be opened on Wednesday, April 27. Given the uncertainty of the date of the next Board meeting, during which the bid will be awarded, and in order to stay on project schedule, it was requested that the Selectmen authorize Mr. Ramsay to award the bid to the lowest responsible bidder. Work at the Caryl Community Center is scheduled to begin at the end of June, 2016.

Mr. Dawley moved to authorize Mr. Ramsay to award the General Contractor bid to the lowest responsible bidder, seconded by Mrs. Hunter; it was unanimously approved.

Waive Building Permit Fee for Municipal Facilities Improvement Project

It is Dover's customary practice to waive building permit fees for municipal improvement projects.

Mr. Dawley moved to waive the building permit fee for the Municipal Facilities Improvement Project, seconded by Mrs. Hunter; it was unanimously voted.

Review Memorandum from Anderson & Kreiger re Environmental Issues Related to the Proposed Rail Trail

The Selectmen had authorized Mr. Ramsay to ask for a clarifying memo from Town Counsel, Anderson & Kreiger, on the issue of environmental liability related to the proposed Rail Trail. The memorandum, dated April 21, 2016, was received and distributed to the Selectmen and to both the opponents and proponents of the proposed Trail. Mr. Dawley gave the Board's permission to post the document on the Town's website; in addition, he paraphrased from the memo the concluding paragraph which briefly summarizes benefits and risks of the Trail as well as possible next steps.

Finalize Article Motions

Other than a possible change to Article 18 and additional minor edits, the Article motions were presented in final form and ready for Town Meeting on May 2, 2016.

Mr. Ramsay again thanked Mrs. Pugatch for her tremendous efforts and heedfulness in preparing, in a limited time, the Articles and Motions for three, closely-scheduled Town Meetings.

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. Salary step increases are based upon satisfactory performance. The Selectmen gave their approval to move forward with the performance appraisals, and the Board commended this process which has worked well for many years and has benefitted both the Town and its employees.

Other Business:

Approve Chapter 90 Program Project Request

The Massachusetts Department of Transportation (DOT) Chapter 90 Program entitles municipalities to reimbursement of documented expenditures for roadway projects that have been previously approved by the DOT.

The Highway Department submitted a Chapter 90 Program Project Request in the amount of \$481,000 for the purpose of resurfacing the entire length of Claybrook, Farm, and Glen Roads. Paving of these roads is part of the Highway Department's five-year paving plan, and the work will be completed over the summer months.

Mr. Dawley moved to approve the Chapter 90 Program Project Request in the amount of \$481,000 for the purpose of resurfacing Claybrook, Farm, and Glen Roads, seconded by Mrs. Hunter; it was unanimously voted.

Reserve Fund Transfer - Building Maintenance

Building Maintenance requested a Reserve Fund Transfer in the amount of \$5,615.45 to cover the costs of utility expenses at 46 Springfield Avenue through the end of FY16. Monies were not originally allocated for this expense as costs were to be covered by the original property owner who leased the house back from the Town but who, subsequently, terminated the lease sooner than expected, leaving the Town to assume related costs. A Prior Notice for this transfer was approved at the April 14, 2016 Board meeting.

Mr. Dawley moved to approve a Reserve Fund Transfer in the amount of \$5,615.45 to Building Maintenance to cover the costs of utility expenses at 46 Springdale Avenue, seconded by Mrs. Hunter; it was unanimously voted.

Reserve Fund Transfer – Veteran’s Services

Veteran’s Services requested a Reserve Fund Transfer in the amount of \$3,750 to cover the costs of payments to be made, under Massachusetts General Laws, Chapter 115, for aid to an eligible veteran’s widow. Due to no claims being filed and inactivity in the account for many years, only \$1,000 is budgeted annually for expenses in the Veteran’s Services budget. A Prior Notice for this transfer was approved at the March 3, 2016 Board meeting.

Mr. Dawley moved to approve a Reserve Fund Transfer in the amount of \$3,750 to Veteran’s Services to cover the costs of payments to be made, under Massachusetts General Laws, Chapter 115, for aid to an eligible veteran’s widow, seconded by Mrs. Hunter; it was unanimously voted.

Award Highway Bid: Bituminous Concrete Type I In-Place

The bids for Bituminous Concrete Type I In-Place were opened on Thursday, April 14, 2016, and of the six submitted bids, T.L. Edwards was the lowest qualified bidder at a cost of \$66.83 per ton. The Highway Department has used T.L. Edwards several times and is quite satisfied with their quality work.

Mr. Dawley moved to award the bid for Bituminous Concrete Type I In-place to T.L. Edwards, seconded by Mrs. Hunter; it was unanimously voted.

Special Licenses

Seven Special Licenses were requested: May 8, May 22, July 29, August 26, September 30, and October 28, 2016, all at Powissett Farm, and June 11, 2016 at the American Legion.

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

Nora Searle Memorial Fun Run

The Searle family has requested permission to hold the Third Annual Nora Searles Memorial Fun Run on October 2, 2016 to raise funds for the Dana-Farber Cancer

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Institute and the Jimmy Fund. Police Chief McGowan was satisfied with the plans and details as presented by the Searle family and had no reservations.

Mr. Dawley moved to approve the Third Annual Nora Searle Memorial Fun Run on October 2, 2016, seconded by Ms. McCann; it was unanimously approved.

Citizens' Comments

Mr. Dawley reminded Dover's citizens to participate in and voice their opinions at the Annual Town Meeting on Monday, May 2, at 7 PM at the Mudge Auditorium, and he encouraged everyone to read and familiarize themselves with the Blue Book which contains the recommendations of the Warrant Committee on each Article being voted.

Mr. Lawrence informed the citizens that the Warrant Committee will be issuing two documents; the first is a write-up of Article 18 pertaining to the MBTA lease, and the second is background information about the Minuteman Regional Vocational Technical School and related Articles. Both documents will be available at the Town Meeting as well as on the Town's website at doverma.org.

Adjournment

At 6:55 PM, Mr. Dawley moved to adjourn, seconded by Mrs. McCann; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Robyn Hunter, Clerk