

**MEETING MINUTES  
BOARD OF SELECTMEN  
June 23, 2016**

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

ATTENDANCE: Chris Poulsen, Recycling Committee; Kate Cannie, Warrant Committee; Justine Kent-Uritam

PRESS: Maureen Sullivan, Dover-Sherborn Press

**Discuss Proposal From the Recycling Committee to Draft Revised Transfer Station Regulations**

To ensure compliance with Massachusetts General Law 310 CMR 19.017 and as part of its efforts to reduce solid waste per household and increase recycling, the Recycling Committee is seeking the approval of the Board to revise and update current Transfer Station regulations which will be presented to the Board of Selectmen in the fall for their review and approval.

Ms. Hunter moved to approve the request of the Recycling Committee to revise and update current Transfer Station regulations, seconded by Mr. Lawrence; it was unanimously voted.

**Discuss Locking of Town Garage Gates**

At their June 9, 2016 meeting, the Selectmen were asked by a citizen to request a change in the policy regarding the locking of Highway Department garage gates in the evenings and on the weekends due to security concerns. At the suggestion of the Board, Mr. Ramsay consulted with Superintendent of Streets, Craig Hughes, and Police Chief McGowan regarding this issue. Because there have not been any significant safety or security concerns in the past, and given that the Police Officers run frequent security checks of the area, it was determined that it is not necessary to lock the gates or change the policy at this time.

**Execute FY17-FY19 Memorandum of Agreement Between the Town of Dover and Laborers' Local Union 1116**

Ms. McCann reported that an Agreement between the Town and the Laborers' Local Union 1116 employees of the Highway Department, the Park & Recreation Department, and the custodial staff has been reached for the next three years beginning July 1, 2016 and ending on June 30, 2019. Ms. McCann expressed her pleasure in being the Selectmen's representative and commented that the negotiation process was amicable and successful, resulting in a beneficial outcome for both sides.

Ms. McCann moved to execute the Memorandum of Agreement between the Town of Dover and Laborers' Local Union 1116, seconded by Ms. Hunter; it was unanimously voted.

**Designate Selectman to Participate in School Department Collective Bargaining Negotiations**

The Dover, Sherborn, and Dover-Sherborn Regional School Committees have requested that a Selectman from Dover and from Sherborn be named to participate as members of the School Committee Negotiation Team to bring their Town's perspective to the contract negotiations with the educators' union in the fall.

Ms. McCann moved to designate Ms. Hunter as a member of the School Committee Negotiation Team, seconded by Mr. Lawrence; it was unanimously voted.

**Discuss Historical Commission Request re Signage**

With regard to the Historical Commission's request to place identifying signs wherever a stream crosses a road, the Selectmen suggested that the Commission appear before the Planning Board to seek their advice and recommendations and, subsequently, bring their request back to the Selectmen for review.

**Board's Fall/Winter/Spring Meeting Schedule**

The Board set the following dates for upcoming meetings, subject to change or revision: September 7 and 22; October 6 and 20; November 3 and 17; December 1 and 15; January 5 and 19, 2017; February 2 and 16; March 2, 16 and 30; April 13 and 27; May 1 (Town Meeting) and 11.

**Appointments**

The Board encouraged the citizens to volunteer on various boards and committees as a wonderful opportunity to serve the Town and reminded them to call the Selectmen's Office for information. Each Selectman was assigned to find volunteers for specific boards and committees.

Ms. Hunter moved to appoint Carol Lisbon, Mike Kinchla, and Janit Greenwood to the Recycling Committee, each for a three-year term effective July 1, 2016 to June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint David Ramsay as the Affirmative Action Officer for a one-year term effective July 1, 2016 to June 30, 2017, seconded by Mr. Lawrence; it was unanimously voted.

Ms. Hunter moved to appoint David Ramsay as the Title VI Nondiscrimination Coordinator for a one-year term effective July 1, 2016 to June 30, 2017, seconded by Mr. Lawrence; it was unanimously voted.

Ms. Hunter moved to appoint David Ramsay as the Personnel Rules Ombudsman for a one-year term effective July 1, 2016 to June 30, 2017, seconded by Mr. Lawrence; it was unanimously voted.

Ms. Hunter moved to appoint Greer Pugatch as the Personnel Rules Ombudsman for a one-year term effective July 1, 2016 to June 30, 2017, seconded by Mr. Lawrence; it was unanimously voted.

Ms. Hunter moved to appoint Douglass Lawrence as the MBTA Representative for a one-year term effective July 1, 2016 to June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. McCann moved to appoint Robyn Hunter as the Selectmen's Appointee to the Capital Budget Committee for a one-year term effective July 1, 2016 to June 30, 2017, seconded by Mr. Lawrence; it was unanimously voted.

Ms. Hunter has agreed to continue in her role as the Selectmen's Liaison to the Personnel Board for FY17.

**Other Business:**

**Reserve Fund Transfer - Water Department**

Mr. Lawrence moved to approve a Reserve Fund Transfer, for which a Prior Notice was voted on April 14, 2016, in the amount of \$3,800 to the Water Department to cover outstanding invoices and unanticipated expenses for FY16, seconded by Ms. McCann; it was unanimously voted.

**Special Licenses**

One Special License was requested: July 10 at Elm Bank.

Ms. Hunter moved to accept the license as presented, seconded by Ms. McCann; it was unanimously voted.

**Citizens' Comments**

Ms. Hunter congratulated the Dover-Sherborn High Schools Boy's LaCrosse team for winning the Division 3 State Championship for the fourth time in five years.

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**Adjournment**

At 7:06 PM, Ms. Hunter moved to adjourn, seconded by Ms. McCann; it was unanimously voted.

DOVER BOARD OF SELECTMEN

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Candace McCann, Clerk