MEETING MINUTES
BOARD OF SELECTMEN
September 22, 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: Chief Peter McGowan, Kalman Koblick and family, Laura Nussberger and family, Danielle Estrella, Officer Ryan Menice, Officer Todd Wilcox, Police Department; Felicia Hoffman, Town Clerk; Kate Cannie, John Cone, Warrant Committee; Gerald Clarke, Board of Health

PRESS: Maureen Sullivan, Dover-Sherborn Press

Police Chief McGowan re Appointments
Police Chief McGowan highly recommended the appointment of Laura Nussberger and Kalman Koblick as part-time police officers. Both candidates are currently working in law enforcement as dispatchers; Ms. Nussberger at the College of the Holy Cross and Mr. Koblick at the Sharon Police Department. In addition to positive background checks, both individuals have shown exceptional work ethic and drive and a stated desire to become a full-time police officer. The Selectmen warmly congratulated Ms. Nussberger and Mr. Koblick on their appointments and wished them much success.

Ms. Hunter moved to accept Chief McGowan's recommendation to appoint Laura Nussberger and Kalman Koblick as part-time police officers subject to the Police Department stipulations, seconded by Ms. McCann; it was unanimously voted.

To fill the vacancy created by the resignation of Animal Control Officer Elaine Yoke, Chief McGowan highly recommended the appointment of Danielle Estrella to that position. Ms. Estrella has over ten years of experience as an Animal Control Officer, most recently with the Town of Needham, and has all recommended state certifications as well as outstanding references. The Selectmen enthusiastically

welcomed Ms. Estrella to Dover and thanked Chief McGowan for the three recommendations.

Ms. Hunter moved to accept Chief McGowan's recommendation to appoint Danielle Estrella as the Animal Control Officer subject to the Police Department stipulations, seconded by Ms. McCann, it was unanimously voted.

Town Clerk re Early Opening of November, 2016 Election Polls
Due to the expected large turnout of voters at the November 8, 2016 Presidential election and to alleviate traffic and congestion around the Town House, Town Clerk, Felicia Hoffman, requested approval of the Selectmen to open the polls at 6 AM rather than 7 AM as has been the usual practice.

Ms. Hunter moved to approve the opening of the polls at 6 AM on November 8, 2016, seconded by Ms. McCann; it was unanimously voted.

Review FY18 Selectmen's, Highway, and Police Department Capital Budget Requests
Selectmen
A preliminary review of the Selectmen, Highway, and Police Department capital budgets was discussed. Mr. Ramsay noted that significant budget changes are scheduled for later years including moving the replacement of the boiler plants at the Caryl Community Center from 2018 to 2019 and reroofing of the Town House from 2019 to 2022. The FY18 budget requests include the following:

- $86,200 for energy improvements of the Town's buildings, except the Caryl Community Center, which are being done in connection with Green Communities initiatives and incentives
- $20,000 for air conditioning in the Blue Room at the Caryl Community Center
- $18,000 for painting the exterior of the Protective Agencies Building
- $50,000 for the replacement of the Town House wheelchair lift which is now obsolete and can no longer be maintained
- $15,000 for painting of the exterior of the building at Whiting Road
- $35,000 for replacement of eight out of ten overhead door openers at the Fire Station
- $25,000 for the expansion and paving of the parking lot at the Caryl Community Center as requested by CMAC

Highway Department
The Highway Department has no capital budget requests for FY18.

Police Department
The Police Department has requested three budget items for FY18 which include:

- $73,000 for two marked cruisers per the usual rotation cycle

- $14,000 for an upgrade of the department's computer server
- $19,300 for replacement of five defibrillators which are at expected end of life cycle

Update on 46 Springdale Avenue
Ms. Hunter will be contacting the chairs of the Board of Health, the Open Space Committee, the Warrant Committee, the Conservation Commission and the Planning Board to request that a member from each group be designated as a liaison to each of the groups listed. The intent is not to set up a working group but to have each designee receive e-mails and notifications from other groups of any activity concerning 46 Springdale Avenue, attend those scheduled meetings, and report back to their respective board/committee. This will ensure that all groups are aware of what the others are doing and that information necessary to move forward and make a decision about the property for the May, 2017 Town Meeting is being shared.

Update on Status of Legal Documents Regarding the Proposed Solar Array on Powissett Street
After Town Meeting approval of the photovoltaic district and in connection with the Town's Green Community designation, Dover was approached by Hale Reservation to work with them and Blue Wave Capital to install a solar array on the landfill at Powissett Street. To qualify for available subsidies, Blue Wave worked with Dover, Hale, and the Department of Environmental Protection (DEP) to complete applications by the September 26 deadline. Ms. Hunter was pleased to relay that the DEP provided Dover with verbal confirmation of official closure of the landfill and that they would provide Blue Wave with permits to apply for the subsidies. This, however, does not mean that all paperwork and contracts have been finalized as work on various license agreements is currently ongoing.

Approve FY18 General Increase
At the September 7, 2016 meeting, the Personnel Board presented an overview of Dover's compensation system and recommended a 2.5% general salary increase. The Selectmen deferred their vote on the increase until the next meeting of the Warrant Committee who subsequently voted affirmatively for the 2.5% increase.

Ms. Hunter moved to approve a 2.5% increase in FY18 for non-union employees, seconded by Ms. McCann, it was unanimously voted.

Approve FY17 Calendar
Ms. Hunter moved to approve the FY17 calendar, which lists key events and working dates used for planning purposes, as submitted, seconded by Ms. McCann; it was unanimously voted.

Execute License Agreement Between the Town of Dover and the Center for the Development of Children

License Agreements with tenants of the Caryl Community Center are renegotiated yearly. The Center for the Development of Children (CDC) and Town Administrator David Ramsay have negotiated leases for the next two years, and CDC has agreed to a 1.5 percent increase in rent effective July 1, 2016 and a 2.5 percent increase effective July 1, 2017.

Ms. Hunter moved to approve two License Agreements between Dover and the Center for the Development of Children; the first is effective July 1, 2016 through June 30, 2017 reflecting a 1.5 percent increase in rent, and the second is effective July 1, 2017 through June 30, 2018 reflecting a 2.5 percent increase, seconded by Ms. McCann; it was unanimously voted.

Execute Transferred Package Store License for New Owner

At their July 14 meeting, the Board approved, as part of a three-step process, the transfer of a liquor license from Avatar, Inc. d/b/a/ Higgins Wine and Spirits to RWJ Beverage LLC d/b/a/ Dover Wine Company. Following Selectmen approval, the application was forwarded to the Alcohol Beverage Control Commission (ABCC) for an extensive review and was subsequently approved. The last step of the process is the execution of the actual license itself for the new owners which is valid only through the end of the calendar year. In November of each year, all annual liquor licenses must be executed by the Board and submitted to the ABCC, thus this license will again be presented to the Selectmen at that time.

Ms. Hunter moved to execute the package store license for RWJ Beverage LLC d/b/a Dover Wine Company, seconded by Ms. McCann; it was unanimously voted.

Other Business:

Reserve Fund Transfer - Accounting

Ms. Hunter moved to approve a Reserve Fund Transfer for an amount not to exceed $3,500 to be used to perform additional audit services in connection with a state-mandated review of the Student Activity Fund, seconded by Ms. McCann; it was unanimously voted.

Special Licenses

Four Special Licenses were requested: September 21, 2016 and October 13, 2016 at Elm Bank; October 22, 2016 and October 30, 2016 at the Caryl Community Center.

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

Citizens' Comments

On September 20, 2016, residents in 15 of the 16 district communities voted overwhelmingly to authorize borrowing for a new high school for the Minuteman

Regional Vocational Technical School District. Dover residents voted three to two in favor of the project, and Ms. McCann and Ms. Hunter thanked everyone for their support of Dover's involvement. A special thanks went to Ford Spalding for his guidance, untiring efforts, and strong commitment to the building project over the last several years.

With regard to the Reserve Fund Transfer, Ms. Cannie noted that the same was requested last year and inquired about the possibility of budgeting the cost of the audit. Mr. Ramsay relayed that, going forward, the cost of this annual requirement will be included in the fiscal year budget.

Mr. Clarke notified residents that on October 17 at 7 PM, the Board of Health will be holding an open meeting at the Town House to discuss and possibly vote on regulations regarding dumpsters and hauling of solid waste which will put Dover in compliance with the state and the Department of Environmental Protection. Ms. Hunter noted that the draft regulations are currently being reviewed by Town Counsel and thanked Mr. Clarke, the Board of Health and the Recycling Committee for their work done to date.

Adjournment
At 7:25 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