

**MEETING MINUTES
BOARD OF SELECTMEN
September 7, 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: Mark Sarro, Carol Lisbon, Planning Board; Christopher Boland, Park & Recreation Commission; Pope Hoffman, Helena Wylde Swiny, Cemetery Commissioners; Jim and Sue Repetti, Ian Bowles, the Williamsons, Residents; Mary Carrigan, Sue Geremia, Personnel Board; Gerald Clarke, Board of Health; Ford Spalding, Dover's Representative, Minuteman Regional School Committee; Kate Cannie, Brooks Gernard, James Stuart, Warrant Committee

PRESS: None

Joint Vote to Fill Vacancy on Planning Board

Due to the resignation of John Dougherty, there is a vacancy on the Planning Board. Mark Sarro, Chairman, recommended that Associate Board member, Jody Shue, be appointed as a Full Planning Board Member. The Selectmen thanked Mr. Dougherty for his service to the Town and Ms. Shue for accepting the appointment.

Ms. Hunter moved to appoint Jody Shue as a Full Member on the Planning Board to fill John Dougherty's unexpired term until the May 2017 Town Election, polling the members of the Board of Selectmen and those members of the Planning Board present, seconded by Ms. McCann; it was unanimously voted.

Approve FY17 Park & Recreation Department Revolving Fund

Chris Boland, Chairman of the Park & Recreation Commission, reviewed the projected expenditures Park & Recreation is proposing from their revolving fund in FY17. The Selectmen complimented the Commission and its employees for their work in bringing innovative and entertaining programming to Dover's residents.

Ms. Hunter moved to approve the Park & Recreation Commission FY17 forecast for expenditures from the revolving fund as presented, seconded by Ms. McCann; it was unanimously voted.

Vote to Accept Gift of a Tree to the Highland Cemetery

The Highland Cemetery Commissioners requested approval of the Selectmen to accept from Paul Lannigan, a Dover resident, a gift of a tree to be planted in the cemetery in memory of his son. The Selectmen thanked Mr. Lannigan for his generous and thoughtful gift.

Ms. Hunter moved to accept from Paul Lannigan a gift of a tree to be planted in Highland Cemetery, seconded by Ms. McCann; it was unanimously voted.

Cemetery Commissioners re Landscape Maintenance

At the August 11, 2016 Board of Selectmen meeting, the Cemetery Commissioners requested the approval of the Board to utilize funds from the Chickering Trusts for maintenance of trees in Highland Cemetery and replacement of the existing high, wooden stockade fence with a low stone wall. Because there was no comprehensive plan outlining the work to be undertaken, the Selectmen, who are the custodians of the Trusts, were not in a position to make a decision regarding those funds. Subsequently and after discussions with Superintendent of Streets, Craig Hughes, and Tree Warden, John Gilbert, the Selectmen are offering that the maintenance of trees in the cemetery be the responsibility of the Tree Warden and be included in the Highway Department's five-year tree maintenance plan on an ongoing basis. The Commissioners accepted that offer noting that it was a fabulous plan.

With regard to the stockade fence, the proposed plan of the commissioners is to replace it with a stone wall in keeping with the historic aesthetics of the cemetery. Present were the abutters of the cemetery who, while thanking the commissioners for their work in keeping the property beautiful, voiced major concerns including the preservation of privacy for both the neighbors and those visiting the cemetery and estimated present and future costs of stockade fences and stone walls. The abutters made it clear that should the fence be replaced with a wall, they will construct, on their own land behind the stone wall along the same property line, fences of their choosing which may not be in keeping with the historic aesthetics of the cemetery.

Ms. Hunter noted that while both the commissioners and the abutters raised excellent points, a long-term comprehensive plan would facilitate the Selectmen's decision on expending funds and offered the help of Town Administrator, David Ramsay, to put a plan in place. The Selectmen strongly encouraged both sides to continue discussions, listen to each other's concerns and find a solution that will meet the needs of the Commissioners, the abutters, and the citizens of Dover.

Personnel Board Chair Mary Carrigan re FY18 General Increase

Ms. Carrigan presented an overview of Dover's compensation system and explained the methodology that the Personnel Board uses to determine the annual percentage increase for the non-union employees of the Town to make this an objective, consistent process year after year.

Data points factored in include the CPI-Northeast, the ECI, Social Security trends, and other employees' percentage increases, and other towns' raise data are also taken into account. After a thorough analysis, the Personnel Board recommended a 2.5% increase in FY18 for non-union employees. Because the Warrant Committee has not yet met to vote on the recommendation, the Selectmen will defer their vote until after the Warrant Committee's next meeting.

The Selectmen have been very pleased that a standard process has been in place for the last several years which is in keeping with the Town's philosophy that employees be paid at the median of the range of comparable area communities.

Execute Special Town Election Warrant

Due to the resignation of Douglass Lawrence, there is a vacant seat on the Board of Selectmen. On Tuesday, November 8, 2016 from 6 AM to 8 PM, there will be a Special Town Election to vote for one member of the Board of Selectmen to fill the remainder of an unexpired three-year term. Ms. Hunter noted a time change in opening the polls from 7 AM to 6 AM.

Ms. Hunter moved to execute the Special Town Election Warrant for November 8, 2016, seconded by Ms. McCann; it was unanimously voted.

Award Distillate Fuel Oil Bid

The contract for distillate fuel oil has expired, and bids for a new, three-year contract were opened on August 31, 2016. Out of the two submitted bids, Holliston Oil was the lowest qualified bidder at a cost of \$.0750 over the lowest posted daily tanker price.

Ms. Hunter moved to award the distillate fuel oil contract in the amount of \$.0750 plus the lowest daily tanker price to Holliston Oil Service, seconded by Ms. McCann; it was unanimously voted.

**Disclosure of Financial Interest by Municipal Employees
Volunteer Coordinator**

Due to the resignation of Nancy Simms, the Council on Aging recommended the appointment of Andria DeSimone to the Volunteer Coordinator position. Ms. DeSimone is currently employed by the Town as a Zumba Instructor, and in order for her to hold both positions and in accordance with Massachusetts General Law c.268A, the Board must declare Ms. DeSimone exempt under s.20(b). Ms. Hunter thanked Ms. Simms for her outstanding work over the years on behalf of Dover's seniors.

Ms. Hunter moved to approve, pursuant to G.L. c.268A, s.20(b) the exemption of Andria DeSimone's interest in providing services as the Volunteer Coordinator for the Council on Aging from the prohibition of G.L. c268A, s20, and to authorize Andria DeSimone to provide Volunteer Coordinator services under the direction of the Council on Aging; provided that the Council on Aging Director first post a public notice of the opportunity; and thereafter, also certifies to the Town Clerk that the services to be provided by Andria DeSimone as a Volunteer Coordinator cannot be performed by a current Council on Aging employee as part of his/her regular duties, seconded by Ms. McCann; it was unanimously voted.

Art Instructor

The Park & Recreation Department recommended the appointment of Susan Pelletier as an Art Instructor. Ms. Pelletier is currently employed by the schools as a classroom teacher, and in order for her to hold both positions and in accordance with Massachusetts General Law c.268A, the Board must declare Ms. Pelletier exempt under s.20(b).

Ms. Hunter moved to approve, pursuant to G.L. c.268A, s.20(b) the exemption of Susan Pelletier's interest in providing art instruction for the Recreation Department from the prohibition of G.L. c268A, s20, and to authorize Susan Pelletier to provide art instruction under the direction of the Park & Recreation Department; provided that the Director of Recreation first post a public notice of the opportunity; and thereafter, also certifies to the Town Clerk that the services to be provided by Susan Pelletier as an class instructor cannot be performed by a current Recreation Department employee as part of his/her regular duties, seconded by Ms. McCann; it was unanimously voted.

Vote to Accept Council on Aging Formula Grant for FY17

The Council on Aging (COA) is requesting that the Board of Selectmen authorize acceptance of a Formula Grant from the Massachusetts Office of Elder Affairs in the amount of \$11,460. The funds will be used to support the wellbeing of Dover's senior citizens as well as salary and operating expenses for the COA.

Ms. Hunter moved to authorize the acceptance and expenditure of the Formula Grant in the amount of \$11,460, seconded by Ms. McCann; it was unanimously voted.

Approve Recycling Committee's Request for MassDEP In-kind Technical Assistance Grant

The Recycling Committee is seeking permission of the Board to apply for a Massachusetts Department of Environmental Protection (DEP) in-kind technical assistance grant for up to 80 hours of DEP staff support in connection with the planning and implementation of Dover's proposed new solid waste and recycling regulations.

Ms. Hunter moved to approve, retroactively, the Recycling Committee's application to the MassDEP for up to 80 hours of in-kind technical assistance, seconded by Ms. McCann; it was unanimously voted.

Warrant Article Closeouts

The Board discussed Warrant Articles that have been completed and have excess monies that can be returned to the Town via Free Cash. Ms. Hunter moved to close out the following articles: ATM16 A5.6A, Library - Upper Level Carpeting, \$19,104.40; ATM16 A5.6B, Library - Painting Interior, \$10,362.67; ATM 16 A5.2A, Sidewalk Plow/Brush Machine, \$26,401.00; ATM16 A5.2C, Slide-in Sander, \$6,525.00, seconded by Ms. McCann; it was unanimously voted.

Approve 911 Training and Support Grant Acceptance and Expenditure Request

Chief McGowan is requesting approval for the acceptance and expenditure of two State911 annual grants. One grant, in the amount of \$24,880 is for training and certification to satisfy state mandated continuing education for officers, and the other grant, in the amount of \$17,744, is for the support of e911 dispatch center costs.

Ms. Hunter moved to approve the acceptance and expenditure of a grant for \$24,880 for officer training and certification and a grant for \$17,744 for e911 dispatch center costs, seconded by Ms. McCann; it was unanimously voted.

Execute Audit Engagement Letter Supplement

Ms. Hunter moved to execute the audit engagement letter supplement outlining additional audit services to be provided by Melanson Heath in connection with a state mandated review of the Student Activity Fund at Chickering School for an amount not to exceed \$3,500, seconded by Ms. McCann; it was unanimously voted.

Appointments

Due to other commitments, Jack London will not be renewing his term as Emergency Management Director. The Selectmen thanked Mr. London for his years of service to Dover and wished him well in his future endeavors.

Ms. Hunter moved to appoint Chief Peter McGowan as the Emergency Management Director for a three-year term effective July 1, 2016 and expiring June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Tobe Deutschmann to the Board of Appeals for a three-year term effective July 1, 2016 and expiring June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint R. Alan Fryer to the Board of Appeals for a three-year term effective July 1, 2016 and expiring June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

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Ms. Hunter moved to appoint Michael Donovan to the Board of Appeals for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Erika Lert as the Financial and Energy Assistance Coordinator for a three-year term effective July 1, 2016 and expiring June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Walter Avallone as the Inspector of Buildings and Zoning Enforcement Officer for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Kevin Malloy as the Inspector of Wiring for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint James Naughton as the Deputy Inspector of Wiring for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Robert Purdy to the Norfolk County Advisory Board for a three-year term effective July 1, 2016 and expiring June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Craig Hughes as the Right to Know Coordinator for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Craig Hughes as the Superintendent of Streets for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint William Lahey of Anderson & Kreiger as the Town Counsel for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Mr. Lawrence; it was unanimously voted.

Ms. Hunter moved to appoint Mike Angieri as the Town Engineer for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Gerard Lane as the Treasurer/Collector for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

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Ms. Hunter moved to appoint Craig Hughes as the Superintendent of Streets for a one-year term effective July 1, 2016 and expiring June 30, 2017, seconded by Ms. McCann; it was unanimously voted.

Ms. Hunter moved to appoint Jeffrey Carter as the Deputy Water Operator for a three-year term effective July 1, 2016 and expiring June 30, 2019, seconded by Ms. McCann; it was unanimously voted.

Other Business:

Special Licenses

Six Special Licenses were requested: September 5, 2016 at Powisset Farm; September 17 at Hale Reservation; September 23 at Mass Horticultural Society; October 1, 4, and 15 at Elm Bank.

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

2016 Cystic Fibrosis Cycle for Life Tour

The annual Cycle for Life Bicycle Tour raises funds to benefit the Cystic Fibrosis Foundation, and it has requested permission to again travel through Dover on October 1, 2016. Police Chief McGowan was satisfied with the plans and details as presented by the organizers and had no reservations.

Ms. Hunter moved to approve the annual Cystic Fibrosis Cycle for Life Bicycle Tour scheduled for October 1, 2016, seconded by Ms. McCann; it was unanimously voted.

Addendum to Chapter 90 Request – Road Resurfacing

Because more asphalt was used than projected to resurface Claybrook Road, Farm Street and Glen Street, Superintendent Hughes is requesting Selectmen approval of a Massachusetts highway reimbursement request in the amount of \$75,852. This amount is in addition to the \$481,000 approved for resurfacing in May of 2016.

Ms. Hunter moved to approve a Massachusetts highway reimbursement request in the amount of \$75,852 to resurface Claybrook Road, Farm Street, and Glen Street, seconded by Ms. McCann; it was unanimously voted.

Approve August 11, 2016 Open Session Meeting Minutes

Ms. Hunter moved to approve the minutes of the August 11, 2016 Open Session Meeting Minutes, seconded by Ms. McCann; it was unanimously voted.

Citizens' Comments

Ford Spalding asked Dover's citizens for their support by voting to approve borrowing for a new Minuteman school building. In May of 2016, Dover, as part of the 16-member Minuteman district, voted to approve borrowing for a new Minuteman school building. Because this vote was not unanimously approved by

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all 16 towns as required, a district-wide election will be held on Tuesday, September 20, 2016 at the Town House, and the decision to authorize borrowing will be determined by the majority of votes cast. The Selectmen urged all citizens to attend and vote on this issue.

Adjournment

At 7:58 PM, Ms. Hunter moved to adjourn, seconded by Ms. McCann; it was unanimously voted.

DOVER BOARD OF SELECTMEN

Candace McCann, Clerk