

**BOARD OF SELECTMEN  
SPECIAL MEETING  
TUESDAY, JANUARY 20, 2015  
TOWN HALL MEETING ROOM #1**

Alan J. Benson

- 7:00 P.M.     PLEDGE OF ALLEGIANCE**
- 7:03 PM       ANNOUNCEMENTS**
- 7:05 PM       DISCUSSION OF SHORT TERM LIBRARY RELOCATION OPTIONS**
- Update – Selectman Charles Costello
    - Potential cost estimate and schedule – Town Hall
  - Any other comments.
- 9:00 PM       ANY OTHER BUSINESS TO COME BEFORE THE BOARD**
- Establish Gift Fund for Cleveland Farm Historic Preservation Administration
  - Late arising issues not reasonably anticipated by the Chair prior to the required advance posting of the agenda
- 9:15 PM       EXECUTIVE SESSION**
- Strategy on Negotiations Represented and Non-Represented employees
    - Fire Chief personal services contract
- 10:00 PM      ADJOURN**

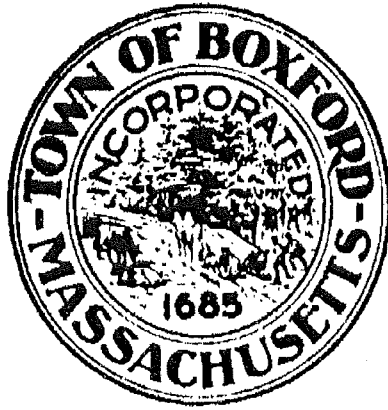
**ALL TIMES ARE APPROXIMATE – AGENDA ITEMS MAY BE DISCUSSED  
EARLIER OR LATER THAN SCHEDULED ON THIS AGENDA. ITEMS  
MAY ALSO BE TAKEN OUT OF ORDER AT THE SOLE DISCRETION OF THE CHAIR**

**Next Regular meeting: Monday January 26, 2015**

Posted by Susan Inman, 5:00 p.m. Thursday, January 15, 2015

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A License is a...



Lost dog's ticket home.

**2015 Dog License Applications  
are available online at  
[www.town.boxford.ma.us](http://www.town.boxford.ma.us)**

**Due no later than  
January 31, 2015**

**Spayed or neutered dogs: \$20  
Intact dogs: \$25  
Late Fee: Additional \$25 after 1/31/15**

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This year's Annual Town Meeting will take place on Tuesday, May 12, 2015. The Annual Town Election will take place on Tuesday, May 19, 2015. The following positions will appear on the ballot:

**Board of Assessors:** 1 seat, 3 years, currently held by Diana Headrick

**Board of Commissioners of Trust Funds:** 1 seat, 3 years, currently held by Judith Stickney

**Board of Health:** 2 seats, 3 years, currently held by Malcolm Kinnaird and Richard Fahrner

**Board of Library Trustees:**

1 seat, 2 years, currently vacant;

3 seats, 3 years, currently held by Jane Moody, Susan Daley and Carole Davis

**Masconomet School Committee:** 1 seat, 3 years, currently held by Paula Fitzsimmons

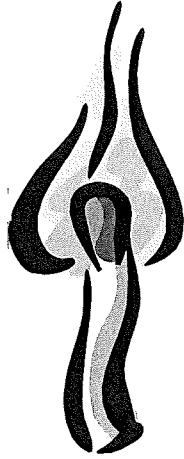
**Planning Board:** 2 seats, 5 years, currently held by Robert Gore and Ellen Nestervich

**Boxford School Committee:** 2 seats, 3 years, currently held by David Rivers and Marc Mercier

**Board of Selectmen:** 2 seats, 3 years, currently held by Charles Costello and Charles Killam

Nomination papers are available in the Town Clerk's office, 7A Spofford Rd., Monday through Thursday 8am-4:30pm

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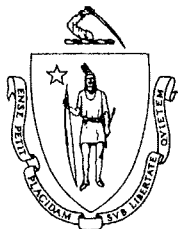


**BURNING SEASON BEGINS IN BOXFORD**

Open burning will be allowed in Boxford from  
January 15th thru May 1st.

Permits may be obtained Online at our website [www.town.boxford.ma.us](http://www.town.boxford.ma.us)

Cost is \$20.00



# Commonwealth of Massachusetts Board of Library Commissioners

5

98 North Washington Street • Boston, Massachusetts 02114  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

Alan J. Benson, Town Administrator  
Town of Boxford  
Boxford Town Hall  
7A Spofford Road  
Boxford, Massachusetts 01921

RECEIVED  
JAN 15 2014  
BD. OF SELECTMEN

January 15, 2015

Dear Mr. Benson,

I am writing to inform you that the Massachusetts Board of Library Commissioners will be taking up the issue of the closure of the Boxford Town Library at its meeting on February 5, 2015. It is our understanding that the Boxford Town Library has been closed since December 12, 2014 and the Board of Library Commissioners is not aware of an approved plan for establishing the library in a temporary facility or of a firm date for the resumption of library services for the residents of Boxford. Therefore, the Board of Library Commissioners' agenda for their meeting on February 5, 2015 will include a recommendation to decertify the Town of Boxford and its Library as a result of this closure and to rescind its participation in the State Aid to Public Libraries Program for 2015.

This recommendation is based upon the following:

- The Boxford Town Library has been closed since December 12, 2014 and has not been providing library services to the residents.
- The Town has no approved plan or timeline for the resumption of services.
- The Town has no approved plan or timeline to relocate library services in a temporary facility.

The current Board policy regarding the closure of a public library states:

*The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.*

*The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.*

*Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.*

A vote to decertify Boxford for failure to provide library services as a consequence of the library closure would result in cancellation of the second payment of state aid for the current fiscal year. In addition, the

Town would be unable to apply for re-certification until the Library was again meeting all of the minimum standards of free public library service for one full fiscal year, FY2017 at the earliest. Decertification also jeopardizes reciprocal borrowing privileges in cities and towns throughout the Commonwealth. Whether or not to serve residents of non-certified communities is a local decision and would be determined by the Trustee Boards in each city or town. Thus, the residents of Boxford would not be guaranteed borrowing privileges in municipalities across Massachusetts or through the Networks that serve them.

Should the trustees or library director wish to address the Board on this issue at the February meeting, advance notice with information about the presentation and speaker must be sent to the Board in writing by January 22, 2015, two weeks prior to the Board meeting date.

Should you have any questions, please contact:

Mary Rose Quinn,  
Head of State Programs/Government Liaison  
(617) 725-1860, ext. 220  
Email: [Maryrose.Quinn@state.ma.us](mailto:Maryrose.Quinn@state.ma.us)

OR  
Dianne L. Carty, Director  
(617) 725-1860, ext. 222  
Email: [Dianne.Carty@state.ma.us](mailto:Dianne.Carty@state.ma.us)

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory J. Shesko". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gregory Shesko, Chairman  
Board of Library Commissioners



### Library Short Term Option #1 – 188 Washington Street

Plan: Three phase approach. First phase to remediate and clean 188 Washington Street – replace carpet. Move 15,000 items from 10 Elm Street to 188 Washington Street and restore library services under temporary occupancy permit. Second phase to fund code study; third phase to fund accessibility, and septic and water design and construction at future town meetings.

188 Washington St	
Phase #1	
Time after funding	6 to 10 wks
Max # volumes	15,000
Programming	elsewhere
Moving costs	\$ 2,500
Telephone	\$ 200
Technology	\$ 7,500
Dumpster	\$ 1,500
Storage container	\$ 500
Asbestos abatement	\$ 4,100
Mold Remediation	\$ 6,000
Photocopier	\$ 1,000
Plumbing	\$ 2,000
Carpet	\$ 13,000
15% contingency	\$ 3,795
<b>Grand Total</b>	<b>\$ 42,095</b>

<u>Funding Sources:</u>	
Library Budget:	\$17,500
Tech Budget:	\$7,500
Bldg Maint:	\$4,095
Fin Com Transfer:	<u>\$13,000</u>
(Carpet)	
Total	\$42,095

<u>Funding Sources – Phase #2:</u>	
Fin Com Transfer:	\$25,000 to \$35,000 est.

<u>Funding Sources – Phase #3:</u>	
Various Future Town Meetings:	\$ unknown

## Library Short Term Option #2 – Town Hall

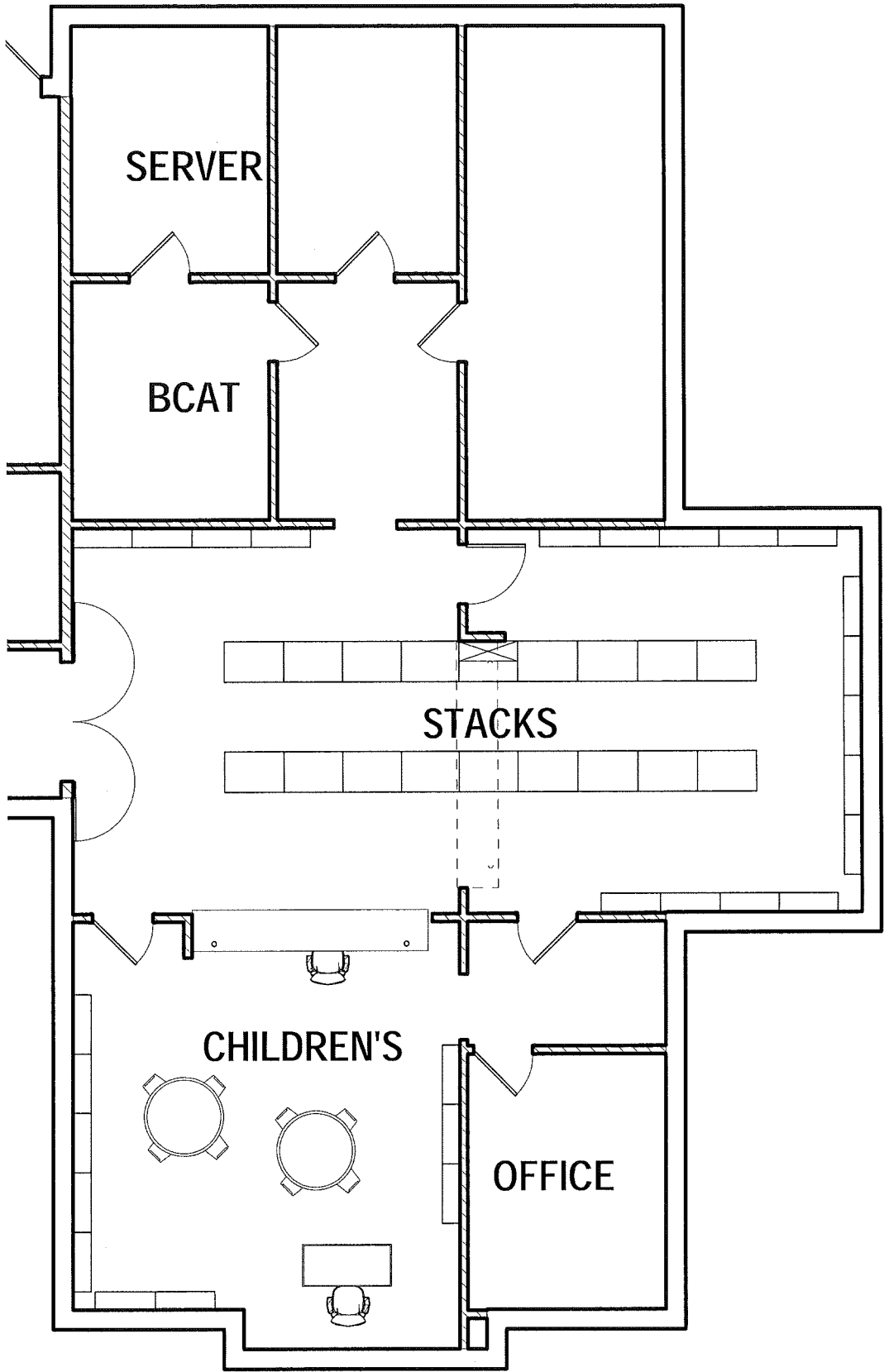
Plan: Relocate Treasurer/Collector Office and Assessors' Office and all associated files, desks, equipment, etc. to second floor. Remove the Assessor's counter and repair floor and install both free standing and wall mounted shelving. Move 9,000 items from 10 Elm Street to Town Hall and restore public library service.

	Town Hall
	est. costs
Time after funding	6 to 10 wks
Max # volumes	9,300
Programming	incl&elsewhere
Moving costs	\$ 2,500
Telephone	\$ 5,000
Technology	\$ 7,500
Carpentry	\$ 10,000
Electrical	\$ 3,500
Structural/Code review	\$ 3,000
Photocopier/safe move	\$ 3,000
Book Drop	\$ 4,500
15% contingency	\$ 5,850
<b>Grand Total</b>	<b>\$ 44,850</b>
as of:	1/16/2015

<u>Funding Sources:</u>	
Library Budget:	\$17,500
Tech Budget:	\$7,500
Fin Com Transfer:	<u>\$19,850</u>
Total	\$44,850



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Note: Drawing scale may change when copied or faxed

# Boxford Library Relocation

7a Spofford Rd  
Boxford MA 01921

## Town Hall Option

01/15/15

1/8" = 1'-0"

**TH1**

8

Patty DiTullio  
14 Joy Road  
Salisbury, MA 01952

Alan Benson  
Town Administrator  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921

RECEIVED  
JAN 13 2014  
BD. OF SELECTMEN

January 13, 2015

Dear Alan:

It is with mixed emotions that I submit to you my resignation as Director of the Boxford Town Library, effective January 27, 2015.

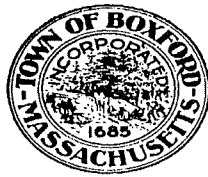
My time at the Boxford Town Library has been one of professional growth and learning, but the time has come for me to move into a position that provides a better fit for my skills and interests.

Best regards to you and the town for the future.

Sincerely,



Patty DiTullio



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## TOWN OF BOXFORD

**Director of Assessment**  
Kristin Hanlon, MAA  
**Assessing Clerk**  
Jan Silva

**Office of the Assessor**  
7A Spofford Road  
Boxford, MA 01921  
Tel: (978) 887-6000 Ext. 504  
Fax: (978) 887-3546

**Board of Assessors**  
David F. Benson, MAA, Chair  
Judy Murray-Magill  
Diana Headrick

### MEMORANDUM

To: Board of Selectman

From: Board of Assessors

Subject: Assessor's Office Relocation

Date: January 14, 2015

The Board of Assessors' have been made aware of the most recent proposal regarding the relocation of the Boxford Town Library, and as a result, the relocation of the Assessor's office. The proposal, as the Board understands it, would involve relocating assessing functions to the second floor Finance area of Town Hall, specifically placing the customer service counter in the waiting area outside of the current Finance office. This single counter would serve as the service area for both the Assessor's office and the Tax Collector/Treasurer's office, and would most likely not be a fully enclosed secure area. The Board understands that this is only one of several possible relocation scenarios being evaluated. We would like the Selectman to take into account the following considerations when reviewing the various options.

We understand that this has been suggested as a "temporary" move. The Board would respectfully request that "temporary" be defined. The Assessor's office could possibly make concessions in shared work space that may compromise internal controls for a predetermined short span of time (weeks or months), but if temporary is to be defined as possibly years, the Board urges the Selectman to view this from a more permanent standpoint in terms of internal control and security.

Massachusetts General Law Chapter 41, Section 24 places a restriction upon the merging of municipal offices. It states, "In no city or town, including Boston, shall an assessor hold the office of collector of taxes or deputy collector of taxes...." It is the Board's opinion that shared work space would most likely result in the overlap, or at least the appearance of the overlap of duties.

Additionally, we have sought advice from the Department of Revenue (DOR) regarding their opinion of shared space. A representative has indicated that although this does not violate any statutes, the merger of the two departments is unusual and most likely unacceptable. The DOR does not accept this as conventional practice. It was suggested that, before any merging of office space, the town utilize the DOR's Technical Assistance Bureau, which would examine each department and provide an independent review. This free review would need to be requested by the Board of Selectman. The review emphasizes best practices used around the Commonwealth and may be useful in deciding on relocation options, especially in the event that they become permanent.

The Assessor's and Tax Collector/Treasurer's offices have complementary, yet separate functions. The most obvious example of this would be the abatement process. The Assessor's office is responsible for granting abatements, while the Tax Collector's office is responsible for collecting the taxes due. Although the Board has trust in the current staff of both offices, having abatements and collection done at the same service counter may give the appearance of possible improprieties. It also puts our staff in a potentially unfair situation, making them liable for any discrepancies that may occur in either department. The merger of the two offices also would contribute to confusion among residents as to where and to whom to make tax payments.

Both offices hold statutory responsibilities over private records in their custody. Many of the Assessor's documents are not open to public inspection, which includes other municipal offices. Furthermore, many taxpayer conversations that take place at the service counter are regarding sensitive matters, financial or otherwise. For example, residents in need of tax relief share income, asset, and other personal information with the Assessing staff. It is essential that the Assessor's office preserve public trust and that taxpayers feel confident in the knowledge that their information is being handled in a private and confidential manner.

The Board feels that moving both the Assessor's and Tax Collector/Treasurer's office to the Finance area would require the construction of two separate fully enclosed counter areas, similar to what currently exists. The separation of counter areas and availability of a secure, locked space could also be achieved by implementing the previously discussed relocation to the second floor Board of Health and Inspectional Services areas.

The Board hopes that the Board of Selectman will consider all of these factors when reviewing relocation options. The Board of Assessors hopes to make this a smooth transition for residents and staff alike and to continue to serve taxpayers in the most efficient way possible. It is also of utmost importance that the Assessors continue to meet the regulatory requirements established by the Department of Revenue.

Town of Boxford  
Office of the Treasurer/Collector of Taxes

**MEMORANDUM**

**TO:** Kathy Benevento, Director of Municipal Finance  
Alan Benson, Town Administrator

**FROM:** Ellen Guerin, Treasurer/Collector of Taxes

**RE:** Office Relocation Considerations

**DATE:** January 13, 2015

At the staff meeting held on December 9<sup>th</sup>, Department Heads were asked to work together to provide a plan for relocating the Treasurer's and Assessors' offices to the second floor of Town Hall to accommodate the move of library staff and materials to the first floor. Although the plan was abandoned later in the month, my understanding is that it was once again brought under consideration at last evening's Selectmen's meeting. It is appropriate that the Town Hall staff discussions and decisions made in December be considered once again at this time.

Last month, the initial recommendation (Option 1) was to move all staff into the partially occupied and open spaces within the pod where the Selectmen's and Finance Director's offices are located. Upon further consideration, Option 2 was proposed moving all staff into the office spaces currently housing Conservation and Planning, and relocating that staff to the Finance area. Finally, following further study and discussion, the Treasurer and Director of Assessment put forth Option 3, moving the Treasurer's staff into the Building Inspector's office and the Assessing staff into the Health office. It was considered to be the optimal plan because it offered the best public access and service, the required security of funds and protection of privacy, and the mandated separation of functionality and internal control.

The existing allocation of space for the offices of the Treasurer and Assessor was designed as such to accommodate ease of accessibility to the public, separation of duties, security of monies collected and protection of privacy of financial information. These departments are open all day from 8:00AM to 4:30PM and employ four (4) full-time and one (1) part-time employees. Staff members interact regularly on overlapping issues with tax bills, yet maintain separate records containing confidential information. Service counters are separate to preserve internal controls. The Assessor has authority to abate a tax bill for statutory reasons; only the Collector of Taxes may accept a payment.

If the Board of Selectmen votes to relocate the offices of the Treasurer/Collector of Taxes and Assessor to the second floor of Town Hall, the following analysis may be helpful in ensuring it is done properly, especially if the "temporary" relocations become semi-permanent or last for the long term.

### **Option 1 – Incorporate Treasurer/Collector and Assessor with Finance/Accounting:**

- Service counters moved into the exterior space need to be fully enclosed and secure. No member of the public (or Town Hall staff from other departments) may have access to the area behind the service counter where cash and checks are kept and confidential information is filed or visible on a PC. There must be separate counters for assessing and treasurer's clerks, so that the assessing clerk may not have physical access to the monies collected and the treasurer's clerk may not have the ability to enter an abatement onto a tax bill at the assessing clerk's PC.
- The workstation of either the Treasurer/Collector or her assistant should be located so that the service counter is in full-view. The part-time clerk is scheduled for 5 hrs./day. When she is away from the counter for scheduled time-off, at the bank or at lunch, other department personnel should be able to see if a customer is at the counter awaiting service.
- The table containing assessing maps will not be accommodated in the limited space so will need to be shared with that in the Inspectional Services area.
- Access to the postage machine/copier/shredder will need to be provided to Town Hall staff. Employees whose offices are in the Finance and Selectmen's offices will require access that does not interfere with service counters.
- A structural engineer had indicated that the 2<sup>nd</sup> floor of Town Hall can support the Treasurer's safe. If it cannot be moved, a new safe will need to be purchased to provide secure storage of cash, checks and trash stickers.
- Crowding would make it difficult to provide assessor's workstation for public access.

### **Option 2 – Move Treasurer/Collector and Assessor into Conservation/Planning:**

- Limits access to staff only, yet separation of functionality cannot be easily achieved.
- Service counter is insufficient in size to accommodate two (2) clerks serving the public. Difficult to limit access to money stored behind counter, or access by a staff member in one department to the logged in PC of a staff member in another department.
- Public access workstation for accessing assessors' records could be placed outside the enclosed office space.
- The area may be overcrowded with all the number of files belonging to each department.

### **Option 3 – Move Treasurer into Building Dept.; Move Assessor into Health Dept.:**

- Departments with 4 full-time and 1 part-time employees open all public hours take over spaces currently occupied by departments with 2 full-time and 4 part-time employees with limited public hours.

- The separate enclosed physical spaces provide the ideal security, protection of confidential information and mandated separation of duties.

The final consideration is the timing of the proposed office relocation. January, February and March are the months of peak activity for the offices of the Collector of Taxes and Assessor. Real Estate tax bills were mailed on 12/31/14 and are due on 2/02/15, which is also the final day to apply for a tax abatement. Approximately 9,500 motor vehicle excise tax bills are scheduled to be mailed on 1/27/15 and will be due on 2/26/15. The complete collection cycle does not wind down until the end of March. Numerous interactions with taxpayers occur during this period, both on the telephone and in person at Town Hall.

It is my understanding that no final decision on office relocation has been made, but that the matter will be on the agenda for the meeting of the Board of Selectmen on Tuesday, January 20<sup>th</sup>. It is my hope that the plan and cost estimate to achieve it will include the foregoing considerations. Please contact me if you require further clarification on any of the above issues.

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**Alan Benson**

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**From:** Jennifer Leidner <jleidner@townhall.org>  
**Sent:** Friday, January 16, 2015 9:43 AM  
**To:** Alan Benson  
**Subject:** please distribute to selectmen re: library

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a great way for residents to try out having a library in that geographic vicinity. It is also handicapped accessible. The 188 Washington Street would also be better than our current situation but difficult for my family to use due to danger posed by the steeply sloped handicapped parking spots and the heavy doors.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,

Jennifer leidner

Sent from my iPad



**Susan Inman**

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**From:**  
**Sent:** Thursday, January 15, 2015 5:07 PM  
**To:** Alan Benson  
**Subject:** Moving the Library to Town Hall

I am writing because I want you and the Selectmen to know that I support the temporary re-opening of the Boxford Library at Town Hall. I am opposed to moving the Library to the old West Library building at 188 Washington St.

The Town Hall is in a central location. It is physically accessible to me, which the West Library is not. It is a clean, new, and inviting space, again which the old West Boxford Library is not. Moreover, I believe it will cost less to renovate Town Hall space to provide for a library than it will to bring the West Library up to the various codes, as now required.

I am also writing to because I am concerned that this decision needs to be made quickly because we are facing concrete deadlines from the MA Board of Library Commissioners. Consequently, I am strongly encouraging the Selectmen to vote for the Town Hall option for the temporary location of the Library at the Tuesday, January 20, 2015 meeting.

I thank you for reading this letter.

Very best wishes,

R. Lisa DiLuna

Boxford, MA 01921

## Susan Inman

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**From:** Briana Posanka >  
**Sent:** Friday, January 16, 2015 9:52 AM  
**To:** Susan Inman  
**Subject:** letter in support of Library at Town Hall

Dear Ms. Inman,

If you can please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,  
Briana Posanka

## Susan Inman

---

**From:** Susan Inman  
**Sent:** Friday, January 16, 2015 9:23 AM  
**To:** Susan Inman  
**Cc:** Susan Inman  
**Subject:** Letter to Selectmen-Please distribute

Dear Board of Selectmen:

We are writing to express our support for reopening the Boxford Library at Town Hall as soon as possible. The suspension of library services to the residents of Boxford was completely predictable and preventable. Steps should have been taken to plan for temporary space prior to the actual closing of the Elm Street building to avoid any suspension in services. It is appalling that a town with the substantial resources of Boxford is in this situation.

We are urging you to use your position as leaders of this town and act upon the recommendations of the Permanent Building Committee and the Library Trustees and reopen services at Town Hall immediately and take work proactively for a permanent solution.

Thank you.

Laura A. Tilaro  
John Green

Boxford, MA 01921

## Susan Inman

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**From:** Ann P Davies  
**Sent:** Friday, January 16, 2015 9:09 AM  
**To:** Susan Inman  
**Cc:**  
**Subject:** Library

Dear Ms. Inman, Ms. Nay, Ms. Chow-Menzer, Mr. Gore, Mr. Buswick, Mr. Troake,

I strongly feel the town should reopen the Boxford Library at Town Hall as soon as possible.

In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option. Further, Town Hall is a large tax-payer facility that is grossly under utilized. We, the residents/tax-payers, already paid for Town Hall's construction and we pay the ongoing costs of facility maintenance, utilities and grounds care. I appreciate the work done in the building by the Selectmen and others on behalf of the town but the building should be better utilized for the funds paid by residents.

I urge the Selectmen to vote in favor of the Town Hall Library. I also urge all necessary boards to work together for a rapid resolution to the unbelievably long and protracted disgrace of Boxford's embattled library.

Sincerely,

Ann P. Davies

**Susan Malatesta**

**Boxford, MA 01921**

January 15, 2015

Re: Boxford Town Library

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site than the 188 Washington Street option. Town officials as well as the residents of Boxford should make the health of our library employees as well as the health of our library patrons the #1 priority. After spending a considerable sum to attempt to address the sick building issues at the Elm Street location which failed, I feel it would be irresponsible from the perspective of the health of our library employees and library patrons as well as fiscally irresponsible to attempt to fix the sick building issues and code compliance issues at 188 Washington Street when there is a substantially better solution in all respects with the Town Hall option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,



Susan Malatesta

## Susan Inman

---

**From:** Marianne Rutte. >  
**Sent:** Friday, January 16, 2015 7:43 AM  
**To:** Susan Inman  
**Cc:** Alan Benson  
**Subject:** Fw: Reopen the library

Hi Susan,

Would you please make sure that all the members of the Select Board receive my email below? Many thanks.

--Marianne Rutter

**Marianne C. P. Rutter**

☎ | **Boxford, MA 01921**

----- Forwarded Message -----

**From:** Marianne Rutter <  
**To:**  
**Cc:**  
**Sent:** Friday, January 16, 2015 7:39 AM  
**Subject:** Reopen the library

Hi, Mary Ann --

Please share this email with the Boxford Select Board.

I support re-opening the Boxford Library at Town Hall as soon as possible.

The consequences of suspending public library services in Boxford go beyond the loss of a physical library space. If our library is not reopened very soon the town of Boxford will lose certification by the state Board of Library Commissioners. If that happens, *no Boxford citizen will have access to any other public library* in Massachusetts, except for the Boston Public Library.

In my view, Town Hall is the best -- really, the *only* -- option for temporary re-location. It is clean, cost-effective and centrally located -- not beset by the many former problems that plagued the former location in West Boxford, at 188 Washington Street.

I urge the Selectman to vote in favor of the Town Hall Library and to start working on a solution for our community.

Sincerely,  
--Marianne Rutter

**Marianne C. P. Rutter**

**Susan Inman**

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**From:** Sara Pedersen  
**Sent:** Friday, January 16, 2015 7:03 AM  
**To:** [Redacted]  
**Subject:** Keeping our Library Open

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,

Sara Pedersen

Boxford, MA 01921

## Susan Inman

---

**From:** Bernadette Girasek n>  
**Sent:** Thursday, January 15, 2015 10:58 PM  
**To:** Susan Inman  
**Subject:** Open a temporary Library ASAP

Dear Ms. Inman,

I am writing to express my concern about the lack of library services in town and the very real possibility we will lose certification. Losing our library certification would be devastating for our community and a huge hit to the reputation of our town.

I am asking for the Selectman and various town committees vote to re-open the library at a temporary location as soon as possible. Based upon information available to the public, it seems to me the Town Hall is the most reasonable location for the library, until a new one can be built. We need a plan that is as free from pitfalls as possible, and that can stay in place for the years it will take to get a new library up and running.

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

I am eager for our leaders in Boxford to take every action necessary to avoid loss of our library certification.

Please feel free to contact me directly, if I can be of any help in this process.

Sincerely,  
Bernadette Girasek



## Susan Inman

---

**From:** Treacey Sudak  
**Sent:** Thursday, January 15, 2015 9:28 PM  
**To:** Susan Inman  
**Cc:**  
**Subject:** Library at Town Hall

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,  
Treacey & Jeremy Sudak

Boxford, MA  
Sent from my iPhone

## Susan Inman

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**From:** Marni Gallagher <  
**Sent:** Thursday, January 15, 2015 8:49 PM  
**To:** Susan Inman  
**Cc:** Alan Benson  
**Subject:** LETTER TO SELECTMEN, PLEASE DISTRIBUTE

Dear Ms. Inman,

If you can please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,

Marni Gallagher

## Susan Inman

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**From:**  
**Sent:** Thursday, January 15, 2015 8:17 PM  
**To:** Susan Inman  
**Cc:** Alan Benson  
**Subject:** LETTER TO SELECTMEN, PLEASE DISTRIBUTE

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for **reopening the Boxford Library at Town Hall** as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the **Town Hall Library** and start working on a solution for our community.

My children and I have greatly missed utilizing a library in town as we used to go weekly. My daughter even started volunteering at the library in the Fall of 2014. Although I live within walking distance of the West Library location, I support the Town Hall Library as a more reasonable solution to our current dilemma.

Sincerely,

Lorraine ("Lori") Dox  
Boxford, MA 01921

## Susan Inman

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**From:** Leah Dillon net>  
**Sent:** Thursday, January 15, 2015 7:49 PM  
**To:** Susan Inman  
**Subject:** LIBRARY

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,  
Leah Dillon

## Susan Inman

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**From:** Jessica Grigg  
**Sent:** Thursday, January 15, 2015 7:29 PM  
**To:** Susan Inman  
**Cc:** ; 'Bob Gore';  
**Subject:** LETTER TO SELECTMAN REGARDING THE LIBRARY - Please distribute.

Dear Ms. Inman, Ms. Chow–Mentzer, Mr. Gore, Mr. Buswick and Mr. Troake,

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

It is outrageous that this privileged town cannot agree to select a proper location to provide this most basic, and important, service for its residents. How unfortunate that various plans over the years have proffered the Town Hall as a suitable location only to be shot down, repeatedly. Now we are in this contentious situation, forced to scrambled to NOT lose our access to not just our own library, but all of the area libraries as well. How does one explain this to our students?

In your various capacities, please urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,  
Jessica Grigg

## Susan Inman

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**From:** Jeanette Glesmann <[redacted]>  
**Sent:** Thursday, January 15, 2015 7:20 PM  
**To:** Susan Inman  
**Subject:** Letter to Selectman; please distribute

To our board of Selectman and Alan Benson:

I write to express my support for relocating our Library to Town Hall, and reopening the Library as soon as possible. For many reasons, Town Hall is preferable over the former West Boxford Library: cost effectiveness is perhaps the most compelling.

Losing library services is not acceptable. I encourage you to visit any of our neighboring communities to understand how humiliating and distressing it is to not have a Library. Our neighbors not only have permanent library facilities, but in many cases they have new or updated facilities.

I urge you to vote to move the Library to Town Hall, while we work on a long range solution. We need our Library now.

Sincerely,

Jeanette Glesmann

[Sent from Yahoo Mail for iPad](#)

## Susan Inman

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**From:** Sandy Karcher  
**Sent:** Friday, January 16, 2015 1:47 PM  
**To:** Susan Inman  
**Subject:** Vote for Town Hall Library - Please Forward to Selectman

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community. Thanks very much.

Best regards,  
-Sandy

Sandy Karcher

Boxford, MA 01921

**Sandy Karcher**  
**Marketing Consultant**



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January 15, 2015

VIA E-MAIL

Chairperson Mary Anne Nay  
Boxford Board of Selectmen  
7A Spofford Road  
Boxford, MA 01921

**Re: Temporary Relocation of Boxford Town Library to Boxford Town Hall**

Dear Chairperson Nay,

I am writing to encourage you, and all member of the Board of Selectmen, to vote in favor of the proposal to temporarily relocate the Boxford Town Library to Boxford Town Hall. As the Selectmen are aware, urgent action is required in order to ensure that library services are restored for all residents of Boxford and, if such action is not taken, all Boxford residents will lose access to all library services – not only in Boxford, but from any surrounding town public libraries as well.

This is not about whether a new library should be built, where a new library should be built, or if a new library should be part of a shared services building. This is about maintaining basic library services for the residents of the Town of Boxford.

I urge you to vote in favor of the proposal to relocate to Town Hall – a clean, mold and asbestos free building – supported by the Library Trustees and the PBC, and secure access to valuable library services for all Boxford residents going forward.

Regards,

Karen Collari Troake  
51Topsfield road, Boxford MA 01921

cc: Alan Benson, [abenson@town.boxford.ma.us](mailto:abenson@town.boxford.ma.us)  
Susan Inman, [sinman@town.boxford.ma.us](mailto:sinman@town.boxford.ma.us)  
Julian Troake, Library Trustees Chair, [troake@verizon.net](mailto:troake@verizon.net)  
Margaret Chow-Menzer, PBC Chair, [mcmenzer@gmail.com](mailto:mcmenzer@gmail.com)  
Geoffrey Buswick, Chair Finance Committee, [gbbuswick@comcast.net](mailto:gbbuswick@comcast.net)  
Robert Gore, Chair Planning Board, [bobcgore@gmail.com](mailto:bobcgore@gmail.com)



## Susan Inman

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**From:**  
**Sent:** Thursday, January 15, 2015 6:22 PM  
**To:** Susan Inman  
**Cc:**  
**Subject:** Urgent Action Required to Maintain Library Services in Boxford

Dear Ms. Inman,

Please forward this email to the Selectmen. Thank you.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,

Natasha Grigg

Boxford, MA 01921

## Susan Inman

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**From:** Charles Provenzano  
**Sent:** Tuesday, January 13, 2015 9:10 PM  
**To:** Susan Inman  
**Subject:** Contact All Selectmen  
**Attachments:** Attach0.html

Request From: Charles Provenzano  
Email:  
Source IP: 173.76.19.211

Address:  
City:  
State:  
Zip:  
Phone:

On Jan. 12th the town requested the Library Trustee and the COA to come up with a combined building plan. Recall that approximately one year ago both parties met in the COA Building and tried to come up with a combined plan without success. The two committees were give five options to study. Without any additional guidelines one should not be surprised if the town receives another plan that is cost prohibited and with duplicated services. May I suggest that the selectmen consider giving the two groups a cost objective as a framework to build their desired concept (example \$12million). Now this alone will not get the job done. I suggest that when the two groups meet they are lead by a professional moderator to attain consensus. Please note that most when large companies went to the team management concept they recognized that dec

isions were not being made in a timely effective manner. To solve this problem companies hired a professional moderator. A professional moderator force both parties to bargain in good faith with better results. The library committee did not deal in good faith when they changed Mr. Costello's plan and said they needed extensive changes to the town hall design on Dec.22 and on the Jan.12th they said they needed fewer changes. You have a very difficult task of when parties change their position from week to week. My opinion is that you should have not accepted the lower requirement change on the 12th, this would make the library trustees do their home work first before coming to open meeting.

**Susan Inman**

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**From:** SMalach <...>  
**Sent:** Thursday, January 15, 2015 5:44 PM  
**To:** ...  
**Subject:** Please open library services at Town Hall

*Dear Ms. Inman, if you can please forward my email to all of the Selectmen.*

To Alan Benson, Margaret Chow-Menzer, Bob Gore, and Geoff Buswick:

I am writing to show my support for reopening the Boxford Library at Town Hall as soon as possible. With so much known and unknown over the cost of cleanup, lack of space and cost to renovate to ensure workable and compliant space at Washington Street, and the community's immediate needs, it seems like a fiscally responsible idea to open Library Services in such a perfect building as Town Hall.

It's cleaner, healthier, more cost effective and a centrally located site.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Thank you for all you do,

Suzanne Malach

## Susan Inman

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**From:** Julie McGee <  
**Sent:** Thursday, January 15, 2015 7:11 PM  
**To:** Susan Inman  
**Subject:** Attn: Selectmen!!

Dear Ms. Inman,

Please forward this email to the Selectmen, as well as the chairperson for the Planning Board, PBC, FIN/COM, and the Library Trustees.

This letter shows my support for reopening the Boxford Library at Town Hall as soon as possible. In my opinion, Town Hall is a cleaner, healthier, more cost effective and centrally located site in the long run than the 188 Washington Street option.

I urge the Selectmen to vote in favor of the Town Hall Library and start working on a solution for our community.

Sincerely,

Julie McGee

P.S. Hope you and your fam are well!!

Sent from my iPad