

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL, MEETING ROOM #1
November 28, 2011 7:30PM**

Present: Chairman Perkins, Preston Galarneau, Chuck Costello, Stephen Davis, Mary Anne Nay

Absent: None

Others Present: Alan Benson, Town Administrator; Kathryn O'Brien, Tri-Town Transcript; Robin Phelan, Town Clerk ; John Dold, DPW Superintendent; Barbara Jessel, Peter Bernardin

Meeting Called to Order:

Selectmen Chairman Perkins called the meeting to order at 7:33PM.

Announcements:

- **Winterfest and Gazebo Ribbon Cutting Ceremony:** The 7th annual Winterfest, sponsored by the West Boxford Improvement Society, will be held on Saturday, December 3, 2011. There will be a ribbon-cutting ceremony at 12 noon at the newly erected gazebo located behind the West Library.

Meeting With Town Clerk:

Robin Phelan, Town Clerk, met with the Board to discuss the Boxford Elementary School Committee's concerns with the location of elections. Phelan feels having the elections held at Spofford School is very convenient and has worked well in the past. Other possible locations might be Lincoln Hall and/or the Community Center and First Church. Additional costs would include an additional police officer for a second location and a second handicapped-accessible voting booth/machine. The December 13 election must be held at Spofford School.

The Board will put off making a decision on future elections until a future meeting. Phelan will get costs for an additional officer and an additional handicapped-accessible voting booth/machine and will look into the possibility of holding elections at the First Church.

42 **Meeting With Superintendent of Public Works:**

- 44 • **Storm Damage:** John Dold, DPW Superintendent, met with the Board to discuss the damage caused by the snow storm of October 29 and 30, 2011.
 - 46 ○ He's had several mirrors on DPW trucks replaced, due to tree damage.
 - 48 ○ Clean-up of tree debris took three weeks to complete. Vehicles and drivers were hired to help with the clean-up. A tree service, with a high bucket, was contracted to remove hanging limbs.
 - 50 ○ Two trees fell on the town tennis courts and ruined 2/3 of the fencing.
 - 52 ○ Tree work is ongoing and will continue until all known "hangers" and roadside brush piles are removed.
- 54 • **FEMA Aide:** Alan Benson, Town Administrator, reported that the Town did not meet the minimum to qualify for FEMA aide. He will know if there are additional funding avenues within a couple of months.
- 56 • **Job Well Done:** Selectman Chairman Perkins congratulated Dold on a job well done in cleaning up the Town and the DPW's response to residents' calls.
- 58 • **Proactive Tree Cutting Program:** Dold is meeting with the Conservation Commission December 22 to go over a list of diseased trees to remove from the roadways. He is also going to discuss removing trees, as needed, in the future, in an effort to prevent some of the issues that were caused by falling trees and limbs during the storm.
- 62 • **Energy Committee Update:** Dold is working on the Energy Star certifications again, as well as Tree City USA. The Energy Committee is going to be working with National Grid to get into educating employees with presentations.
- 64 • **Council on Aging Kitchen Improvements:** Selectman Nay reported that the new refrigerator, dishwasher and cabinets at the Community Center look great and the COA is very happy with the improvements.
- 66 • **Lincoln Hall Kitchen and Solar Collectors Progress:** Selectman Davis asked when the kitchen at Lincoln Hall will be done and if there are any updates on solar collectors at the landfill. Dold reported that the Lincoln Hall kitchen is next on his list, now that the COA kitchen improvements have been completed.
- 70

72 Alan Benson reported that the priority is the closure of the landfill before solar
collectors can move forward.

- 74 • **Spofford Pond Culvert:** Alan Benson reported that the DPW has removed the
weir boards from the Spofford Pond culvert. The Lakes Ponds and Streams
76 Committee will meet with the Selectmen December 5 to discuss further.

78 **Report of the Town Administrator:**

- 80 • **December 13 Election:** Town Administrator Alan Benson reminded the Board
that the election will be held on December 13 at Spofford Pond School for the
two override questions for the Spofford Pond School projects.

- 82 • **Department of Public Utilities Hearings on National Grid:** Benson reported to
84 the Board that the Department of Public Utilities will be holding hearings across
the State to address public concerns about the response of National Grid to the
86 power outages caused by the October 29, 2011 storm. Benson urged Selectmen
and anyone watching the meeting to submit an e-mail to the DPU. The
88 instructions an e-mail address are on the Town's Web site. Boxford will be
sending representation to the Tyngsborough meeting on December 15.

- 90 • **Lifting of Hiring Freeze to Hire a Library Head of Reference Services:** The
92 library is requesting lifting the hiring freeze to hire a Head of Reference Services
to replace the open Assistant Director. It is a new position, with a pay rate one
94 grade lower than assistant director. Benson presented a job description for the
new position.

- 96 • **MOTION** by **Costello**, seconded by **Davis**, to lift the hiring freeze so the
98 library can hire a Head of Reference Services. The motion passed
unanimously.

- 100 • **Future Meetings:** Benson reminded the Board that there are three important
102 meetings coming up and then the Board will have two weeks off, due to the
Christmas and New Year's Day holidays. Upcoming meetings:

- 104 • **December 5:**
106 • Tax Classification Hearing,
• Meeting with the Lakes Ponds and Streams Committee,

- 108 ▪ Meeting with Police Chief Search Committee to announce finalists
110 for the position,
- 112 ▪ Liquor License for Far Corners Golf Course.

- 112 • **December 12:**
 - 114 ▪ Meeting with Finance Director to go over the FY13 budget and
116 revenue estimates,
 - 116 ▪ Meeting with Finance Committee for their recommendations for
116 FY13

- 118 • **December 19:**
 - 120 ▪ Police Chief Interviews – Selectman Chairman Perkins reported
122 that the committee selected five finalists, but two withdrew. There
122 are now three finalists and asked the Board if they wanted the
124 committee to select two more, or if these three outstanding
124 candidates would suffice. The Board discussed briefly and decided
126 three would be fine. They will meet at 7PM and interview all three in
126 one night.

Other Business:

- 128 • **Request of Barbara Jessel and Peter Bernardin:** Ms. Jessel and Mr.
130 Bernardin appeared before the Board of Selectmen to ask that the Board
132 consider appointing a committee to explore a “Plan B” for the library building
132 issue, in an effort to reach a settlement or explore other options, while the
132 appeals process goes forward.

134 Selectman Chairman Perkins asked that they put something in writing and submit
134 it to the Board. The Board will put it on the agenda and review at a future
136 meeting.

Treasury Warrants:

- 138 • **MOTION** by **Nay**, seconded by **Davis**, for approval of Accounts Payable Non-
140 School Payroll Warrant #PY1221, in the amount of \$80,095.50. The motion
140 passed 4-1. Perkins abstained.

- 142 • Costello removed himself from the meeting. **MOTION** by **Nay**, seconded by
142 **Davis**, for approval of payment of Accounts Payable School Payroll Warrant

144 #PY1221, in the amount of \$290,483.29. The motion passed 4-1. Costello
abstained.

- 146 • **MOTION** by **Nay**, seconded by **Davis**, for approval of payment of Accounts
Payable Warrant #12-22S, in the amount of \$1,149.49. The motion passed
unanimously.

- 148 • **MOTION** by **Nay**, seconded by **Davis**, for approval of payment of Accounts
150 Payable Warrant #12-22, in the amount of \$2,018,890.50. The motion passed
unanimously.

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154 **Other Business:**

- 156 • **Committee for Senior Center Study:** Selectman Davis asked when the Board
would be discussing and/or appointing the Senior Center Study Committee. Alan
158 Benson reported that the subject is on the agenda for December 12.
- 160 • **Eagle Scout Court of Honor:** Selectman Costello reported that he, Selectman
Davis and Selectwoman Nay attended the Eagle Scout Court of Honor Saturday
162 and that the event was very well attended and outstanding.

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166 **Executive Session at 9:12PM:**

166 Upon a **MOTION** duly made by **Chairman Perkins** and seconded by **Davis**, the Board
of Selectmen voted by unanimous roll call vote to go into Executive Session for the
168 purpose of discussing overall strategy on employment contract negotiations with
represented and non-represented employees and pending litigation and declare that an
170 Executive Session is necessary since an open public discussion may have a
detrimental effect on the negotiating, bargaining or litigating position of the Board of
172 Selectmen, and upon completion of the Executive Session to return to open session
and immediately adjourn without conducting any further business.

174
176 Respectfully Submitted,

178 *Judith A. Stickney*
180 Minutes Secretary