

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD POLICE STATION MEETING ROOM
March 5, 2012 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Stickney, Kathryn O'Brien, Tri-Town Transcript; Nancy Merrill, Land Committee; DPW Superintendent John Dold, Sean Osbourne, Haley & Ward, Paula Meagher, Building Inspector Bob Comacho, AFSCME Union Representative James Breslin

Meeting Called to Order at 7:00PM

Chairman Perkins called the meeting to order at 7:00PM

7:00PM Discussion of Discipline of Town Employee: Chairman Perkins called the meeting to order and asked the employee if she would like the discussion to be held in Executive Session. She did.

Executive Session Opened at 7:02PM

- Upon a **MOTION** duly made by **Perkins** and seconded by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing the discipline of an employee, and declared that an 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 Selectmen, and upon completion of the Executive Session to return to open session and continue with the meeting.

Executive Session was opened at 7:02PM

8:10PM On a **MOTION** made by **Perkins**, and seconded by **Galarneau**, The Board of Selectman **VOTED** unanimously by roll call vote, to go out of Executive Session and reopen the regular session.

8:12PM Strategy on Land Acquisition: Spofford Road Land: Stuart Saginor and Peter Delaney of the Land Committee, met with the Board of Selectmen to provide an update on negotiations for the Spofford Road land. Delaney advised that they met with the spokesman for the landowner regarding a friendly land-taking of the property. The discussion was successful and they have a deal to purchase the land.

46 Perkins explained that the Town has no plans for the land. There are trails on the
property that are currently being used by residents. Delaney explained that the next
48 step is to get it on the Town Meeting Warrant and the steps needed to make that
happen.

50 The Town Administrator advised this is an eminent domain taking and the landowner
has agreed on the price, but steps need to be taken to obtain a clear title. The total cost
52 will be approximately \$130,000, including legal fees for a title search.

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ANNOUNCEMENTS

56 • **8:24PM Vote Tuesday:** Selectman Costello announced that the Primary
Election will be held tomorrow at the Town Hall, from 7AM-8PM.

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60 • **8:24PM Put Your Best Face Forward:** Selectwoman Nay reported that she
attended the presentation on make-up at the library on Saturday. It was very
62 successful with more than 40 women in attendance.

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64 • **8:25PM** Selectwoman Nay reported that her speaking engagement with the
Yankee Clipper Council of the Boy Scouts was postponed to this Thursday.

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8:26PM MEETING WITH THE DEPARTMENT OF PUBLIC WORKS:

68 • **Town-Wide Culvert Project:** John Dold, Superintendent of the DPW, met with
the Board of Selectmen to review the town-wide culvert project. He introduced
70 Sean Osbourne, a civil engineer with Haley & Ward, who provided a detailed
presentation on the culvert project. Dold would like to get started on the culvert
72 repairs and has a proposal from Haley & Ward to design the culvert at Main and
Glendale. The bid is \$39,000.

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76 • **12 Meadowood Road Drainage Easement:** The repair to the drainage is
recommended to alleviate the flooding situation in the area. A 20-foot wide utility
78 easement will be needed to complete the project, which will include 220 feet of
underground pipe. This will need to go before the Planning Board and Land
Committee.

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82 • **9:07PM** On a **MOTION** made by **Costello** and seconded by **Nay**, the
Board **VOTED** unanimously to authorize Dold to go before the various
boards, to prepare this project for Town Meeting.

84 • **Review FY13 DPW Operating Budget:**

86 ○ After reviewing the budget presented, the Selectmen had a question on
the 4% increase in salary for permanent positions. Dold did not have the
information in front of him and will get back to the Board on that. Other
88 increases noted and discussed included the following:

- 90 ▪ Two Summer Help Positions
- 92 ▪ Reinstated Secretary
- Parks and Grounds Equipment
- Tools
- 94 ▪ Street Signs
- Drainage

96 The Board will invite the DPW Superintendent back to review the capital budget
98 requests at a future meeting.

- 100 ▪ **Town Energy Policy:** Dold explained that the Energy Policy is one that the EPA
102 recommends each Energy Star municipality adopts. He also presented statistics
104 on how much the town has saved on energy costs -- 10% in 2009, 14% in 2010
 and 16.2% in 2011 -- since implementing the cost-savings energy program Dold
 has developed for the Town over the past three years. Dold presented a draft of
 the proposed Energy Policy for the Board members' signatures.

106 **9:23PM** On a **MOTION** made by **Costello** and seconded by **Davis**,
 the Board **VOTED** unanimously to adopt the policy.

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110 **9:25PM REPORT OF THE TOWN ADMINISTRATOR:** Benson reported the following
 to the Board:

- 112 • **Susan Inman**, Administrative Assistant, completed the Public Contracting
 Overview seminar.
- 114 • **Rosario Barbosa**, DPW, completed the Public Contracting Overview seminar.
- 116 • **Frank DiLuna**, Conservation Commission, completed the Advanced Certificate
 training program at the Massachusetts Association of Conservation
 Commissions.

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120 **9:26PM ROUTINES**

9:26PM Outstanding Appointments: Chuck Costello read the list of current
122 committee vacancies.

9:28PM Minutes:

- 124 • **9:30PM** After edits proposed by the minutes secretary, as well as
126 **Galarneau** and **Nay**, **MOTION** by **Galarneau**, seconded by **Costello**, to
 approve the minutes of February 27, 2012, as amended. Approved
 unanimously.
- 128 • **9:33PM MOTION** by **Costello**, seconded by **Galarneau**, to approve the
130 minutes of February 27, 2012, Executive Session, as printed. Approved
 unanimously.

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9:34PM Treasury Bills:

- **9:34PM MOTION** by **Nay**, seconded by **Costello**, to approve accounts payable warrant #12-36S, in the amount of \$98,456.14. Approved unanimously.
- **9:34PM MOTION** by **Nay**, seconded by **Costello**, to approve accounts payable warrant #12-36, in the amount of \$477,934.40. Approved unanimously.
- **9:34PM** After Selectman Chairman Perkins removed himself from the meeting, **MOTION** by **Nay**, seconded by **Costello**, to approve payroll warrant #PY1235, for non-school payroll, in the amount of \$80,725.27. Approved 4-1, with Perkins abstaining.
- **9:35PM** After Selectman Costello removed himself from the meeting, **MOTION** by **Nay**, seconded by **Galarneau**, to approve school payroll in the amount of \$284,096.32. Approved 4-1, with Costello abstaining.

Meeting Adjourned at 9:36PM

Upon a **MOTION** made by **Costello**, and seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:36PM.

Respectfully Submitted,

Judith A. Stickney
Minutes Secretary

Per the New Open Meeting Law, the list of the documents that were either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting:

1. Agenda
2. Presidential Primary Reminder
3. Catch Basin & Culvert Inspection Program & Capital Improvement Plan Draft
4. Meadowood Road Drain Improvements Drawing
5. Department of Public Works 4-Year Budget Analysis and FY13 Draft
6. Department of Public Works Detailed Budget Analysis and FY13 Draft
7. Department of Public Works Capital Project Request: New 6-Wheel Dump Truck
8. Department of Public Works Capital Project Request: Morbark Wood Chipper
9. Department of Public Works Capital Project Request: New Mower
10. Department of Public Works Capital Project Request: Design Services for Stiles Pond Dam
11. Department of Public Works Capital Project Request: Masco School Zone Flashing Lights
12. Department of Public Works Capital Project Request: Rehab DPW Bathroom -- Add Shower

- 180 13. Facilities Maintenance - DPW Capital Project Request: Repair of Community
Center Handicap Ramp
- 182 14. Facilities Maintenance - DPW Capital Project Request: Replace Roof & Paint
Wood Trim, West Library
- 184 15. Town of Boxford Energy Policy Draft
- 186 16. Town of Boxford Energy Savings Analysis 2009-2011
- 188 17. Letter from Commonwealth of Mass. Office of the Inspector General Re: MCPPO
Program Completion, Susan Inman
- 190 18. Letter from Commonwealth of Mass. Office of the Inspector General Re: MCPPO
Program Completion, Rosario Barbosa
- 192 19. Letter from MACC Re: Advanced Certificate Training Program Completion, Frank
DiLuna
- 194 20. Town of Boxford Outstanding Appointments
- 196 21. Meeting Minutes:
a. February 27, 2012
b. February 27, 2012 Executive Session
22. Motion to go into Executive Session