

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
March 26, 2012 7:00PM**

2
4
6
8
10
12
14
16
18
20
22
24
26
28
30
32
34
36
38
40
42
44

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

Absent: Stephen Davis

Others Present: Town Administrator Alan Benson, Minutes Secretary Stickney (8:15PM), Richard Taylor, Richard Shaw, Pam Blaquiere, Council on Aging; Chuck Adam, Permanent Building Committee; Finance Director Kathleen Benevento, Fire Chief Kerry Stickney, Zoning Board Members Robert Conroy, Paula Fitzsimmons, Bill Cargill; Finance Committee Member Mike White; Charles Killam, Ross Povenmire, Heidi Ellard, Kathleen O'Sullivan-Fortin, Kathryn O'Brien, Tri-Town Transcript; Joyce Rickleffs, Capital Budgeting

Meeting Called to Order at 7:00PM

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

7:00PM ANNOUNCEMENTS:

- **May Elections Update:** Selectwoman Nay provided an update on the May elections ballot.

7:02PM MEETING WITH COUNCIL ON AGING: Richard Taylor, Chairman of the Council on Aging, met with the Board to discuss the short-term space needs and the possible renovation of the second floor of the community center. The COA would like to offer the two options for the town to consider at the fall town meeting .

- Renting Space
 - Space needs are getting more critical as the senior population increases
 - Renting space at the 1st Church Family Life Center, \$55,000-\$60,000/year
- Renovation of the Second Floor of the Community Center
 - 20%-25% of seniors have to use the elevator to get to the second floor
 - Refurbish the elevator
 - Remove stage and add kitchen
 - Add a unisex bathroom
 - Add a small computer area

The Board agreed that the seniors need space, but some expressed concern that they may be overstepping the newly-formed Senior Center Study Committee. Benson noted that they will not get any bids back until May 2. Costello has a hard time justifying a

46 \$50,000-\$60,000 annual budget increase for rental COA space when Lincoln Hall is
undersubscribed. Costello pointed out that Lincoln Hall has a new commercial kitchen
and will soon have a new parking lot.

- 48
- 49 • **7:47PM** On a **MOTION** made by **Nay** and seconded by **Costello**, the Board of
50 Selectman **VOTED** unanimously to place on the warrant the renovation of the
Community Center second floor, estimated at \$108,500.
 - 52
 - 53 • **7:49PM** **Nay** made a **MOTION** to include rental space for the Council on Aging
54 on the May Town Meeting Warrant. The motion was not seconded.

56 **7:50PM MEETING WITH THE FIRE DEPARTMENT:** Chief Stickney met with the
57 Board to continue discussions on the purchase of a new fire truck. The Chief explained
58 that they will be replacing Engine 2, a pumper, and refurbishing the existing Engine 2.
60 He would like to replace the pumper with a tanker pumper, which holds more water.

62 Selectman Chairman Perkins supports the purchase of a new fire truck, but expressed
his concern with public safety issues associated with a heavy 10-wheel tanker.

64 **8:13PM** On a **MOTION** made by **Galarneau**, seconded by **Nay**, the Board of
65 Selectman **VOTED** 3-1 (Perkins: NAY) to support the capital item for a new Engine 2
66 tanker-pumper and refurbish the old engine for \$480,000.

68 Chief Stickney advised the Board that, after meeting with the Finance Director, he will
69 be cutting back on the number of firefighters he is sending for training from two to one,
70 and he's cutting the deputy's position for this year.

72

74 **8:15PM MEETING WITH DEPARTMENT OF MUNICIPAL FINANCE:** Kathleen
75 Benevento, Director of Finance, met with the Board and reviewed the following, with
76 little discussion and few questions from the Board:

- 77 • Updated Revenue Estimates and Expense Forecast
- 78 • Known Outstanding Issues
- 79 • Non-School Budget Cuts

80 Working with the Town Administrator, Benevento reported that they were able to cut a
81 total of \$45,000 from the budget.

- 82
- 83 • **Upgrade Technology Infrastructure: Estimated Project Costs: \$208,000:**
84 Town Administrator Alan Benson reviewed the project specifications and cost
85 projections for the high-availability server virtualization infrastructure capital
86 project, which will be funded with free cash.

- 90 • **Draft Warrant Articles for Capital Items and Free Cash Items:** The Board
had questions on the following:
 - 92 ▪ **Fund OPEB Trust Fund:** Costello wanted to know where the number
\$250,000 came from. Benson explained it was part of an actuarial
94 study performed by the OPEB committee. The Board will wait for a
FINCOM recommendation before voting on it.
 - 96 ▪ **Phase II Floor Replacements Cole & Spofford:** Four classrooms at
Spofford and the hall at Cole are included in this phase.
 - 98 ▪ **Purchase K-6 Math Curriculum Materials:** Nay questioned why this
was not in the school's budget. Benevento explained that it was in their
operating budget until they were requested to keep their budget to
100 2.57%. It then became a capital item.
 - 102 ▪ **Transfer Insurance Receipt to Town Hall Capital Item:** Costello
questioned what this was. Nay explained that it is the money saved by
filing an insurance claim for water damage to Town Hall.
 - 104 ▪ **Community Preservation Debt & Reserves:** Nay questioned what
this line item represented. Benevento explained it's the estimate of the
106 state match.

108
110 **9:10PM MEETING WITH THE ZONING BOARD OF APPEALS:** Selectman
Galarneau advised the Board that he met with the Zoning Board of Appeals last
Thursday to review the warrant articles regarding the zoning changes the Board of
112 Selectmen is considering:

- 114 ▪ **Warrant Article 16: Increasing the Zoning Board to Five Members**
- **Warrant Article 17: Remove Municipal Buildings from Site Plan Review**

116 Selectwoman Nay expressed her opinion that the ZBA's decision was wrong, based on
the ZBA chair's comment that his decision was not based on zoning. Selectman
118 Costello felt that it is wrong to change the zoning Bylaw based on one controversial
decision. Bill Cargill, Paula Fitzsimmons and Bob Conroy, all of the Zoning Board of
120 Appeals, were in attendance and offered their comments and rebuttals. Cargill prepared
a letter for the Selectman, which he read for the record. Other speakers included
122 Charles Killam, Kathleen O'Sullivan-Fortin, a former member of the ZBA. After a lengthy
discussion, Chairman Perkins advised that the Board will table this for tonight and will
124 take a vote on it when there is a full Board present.

126
128 **9:50PM REPORT OF THE TOWN ADMINISTRATOR**

- 128 ▪ **Nomination of Inspector of Animals:**
 - 130 ▪ **9:52PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
VOTED unanimously by roll call vote to nominate Allison Hayes for
Inspector of Animals and Nancy Drago as the alternate Inspector of
132 Animals.

- 134 ▪ **Life Safety Inspection of Library Building:** The Permanent Building Committee
136 is recommending that the Board direct the life safety authorities in town to
perform a life safety analysis of the library building on Elm Street. The Board will
138 wait for more information before taking any action.
- 140 ▪ **Colby Property:** The Historic District Commission voted that the building has
142 historic value and should be preserved. The Board feels the Town did not vote to
restore the house. Benson advised the Board that the Warrant article wording
gives the Board the authority to dispose of the house any way they see fit. The
Board will make no decision until after Town Meeting, when the property will be
O-zoned.

144
10:05PM ROUTINES:

- 146 • **Outstanding Appointments:** The Board reviewed the list of outstanding
148 appointments.
 - 150 • Benson advised the Board that David Smallman has expressed interest in
volunteering for the Senior Center Study Committee.
 - 152 ▪ **10:07PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the
Board **VOTED** unanimously, by roll call vote, to appoint David
154 Smallman to sit on the Senior Center Study Committee for a term
ending June 30, 2012.
- 156 • **Treasury Bills:**
 - 158 • **10:10PM** On a **MOTION** made by **Nay** and seconded by **Galarneau**, the
Board **VOTED** unanimously to approve accounts payable warrant #12-39,
160 in the amount of \$93,012.52.
 - 162 • **10:10PM** On a **MOTION** made by **Nay** and seconded by **Costello**, the
Board **VOTED** unanimously to approve payroll warrant PY1238, for non-
164 school payroll, in the amount of \$68,155.08.
- 166 • **Minutes Approval:**
 - 168 • **10:11PM** On a **MOTION** made by **Costello**, seconded by **Galarneau**,
the Board **VOTED** unanimously to accept the Minutes of the March 19,
2012 as printed.
 - 170 • **10:12PM** On a **MOTION** made by **Costello**, seconded by **Galarneau**,
the Board **VOTED** unanimously to accept the Minutes of March 19, 2012
Executive Session, as printed.

172 **10:12PM Proposal to Change Starting Time of Meetings:** Chairman Perkins
174 proposed changing the starting time of the Selectmen's meetings from 7:30PM to
7:00PM. The Board will take a vote on it next week.

176 **Meeting Adjourned at 10:16PM**

178 Upon a **MOTION** made by **Costello**, and seconded by **Galarneau**, the Board of
180 Selectmen **VOTED** unanimously to adjourn at 10:16PM.

182 Respectfully Submitted,

184
186 *Judith A. Stickney*
Minutes Secretary

188
190 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:

- 192 1. Agenda
- 194 2. Update on May Elections
- 196 3. Council on Aging Capital Project Request: Community Center Renovation
- 198 4. Draft RFP for the lease of building space for Senior Center
- 200 5. Boxford Fire Department Capital Project Request: New Engine 2 Tanker Pumper
- 202 6. Draft Budget Proposal FY13
- 204 7. Town Administrator Memo re: Cuts to Non-School Budgets
- 206 8. Draft Budget, By Department, FY13
- 208 9. Technology Department Capital Project Request: Upgrade Technology
Infrastructure
- 210 10. Town Administrator Memo: re: Major issues remaining
- 212 11. Draft Warrant Article List – Annual Town Meeting – May 8, 2012
- 214 12. Draft Warrant for Annual Town Meeting
- 216 13. Letter: Department of Agricultural Resources re: Nomination of Inspector of
Animals
 - Allison Hayes, Inspector of Animals
 - Nancy Drago, Alternate Inspector of Animals
- 218 14. Letter: Permanent Building Committee: re: Life Safety Inspection of Town Library
15. Letter: Boxford Historical Commission re: Consideration to Preserve Colby
House
16. Outstanding Appointments and Current Committee Vacancies
17. Memo from Chuck Adam requesting appointment to Senior Center Study
Committee
18. Minutes for Review
 - a. March 19, 2012
 - b. March 19, 2012 Executive Session