

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
April 2, 2012 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Finance Director Kathleen Benevento, Richard Taylor, Richard Shaw, Council on Aging; Kathryn O'Brien, Tri-Town Transcript; Charlie Killam, Robert Conroy, Paula Fitzsimmons, Masconomet School Committee member Dan Volchuk, Marc Mercier, Laura Sapienza-Grabsky, Frank DiLuna

Meeting Called to Order at 7:03PM

Chairman Perkins called the meeting to order at 7:03PM

7:03PM ANNOUNCEMENTS:

- **Arbor Day Ceremony:** Selectwoman Nay announced there will be an Arbor Day ceremony on Tuesday, May 1, at Spofford Pond School.
- **Death of Alice Farnsworth:** Selectman Costello announced the death of Alice Farnsworth, a retiree of the Boxford Police Department.
- **Earth Day:** Selectman Galarneau announced Earth Day activities begin at 10AM on May 5 at Town Hall.
- **Cindy Murphy Retiring:** Selectman Galarneau announced the retirement of Elementary School Committee member Cindy Murphy and thanked her for her service.
- **Books in Bloom:** Selectman Davis announced that the library will be having a Books in Bloom display on April 6 & 7.
- **Curbside Collection Day Large Metal Items:** Selectman Davis announced there will be a curbside large item collection day on May 14 & May 15.
- **Candidates Night:** Selectman Davis announced Candidates Night will take place May 3, 7:30PM.
- **Moderators Forum:** Selectman Perkins announced that the Moderators Forum will be on May 2 at 7:30PM at Town Hall.

7:07PM MEETING WITH COUNCIL ON AGING: Richard Taylor, Chairman of the Council on Aging, and Richard Shaw, COA member, met with the Board to discuss the space needs for the COA.

- Tuesday, April 24: Annual Seniors Candidates Forum
- 46 • Withdrawing warrant article for Community Center renovations
 - Full ADA compliancy is cost-prohibitive
- 48 • Will not be asking the Board of Selectmen to reconsider rental space
- Reassessing options for Fall Town Meeting
 - 50 ○ Considering using Lincoln Hall, in addition to Community Center
 - Would require one more employee for Lincoln Hall
 - 52 ▪ Would require full-time van driver

54 Selectwoman Nay provided a brief summary on the first meeting of the Senior Center
Study Committee, which took place last Thursday, March 29, 2012. Jim Russo was
56 appointed Chairman of the Committee.

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**7:25PM REVIEW OF PROPOSED BY13 BUDGET AND DRAFT WARRANT FOR
60 ANNUAL TOWN MEETING, MAY 8, 2012:**

Kathleen Benevento, the Finance Director, sat with the Board of Selectmen to review
62 the following:

- Revenue and Budget Changes by the Finance Committee: The Board had
64 questions and/or discussed the following line items:
 - Less Local Receipts to replenish free cash
 - 66 ○ Other Appropriations: Non School: \$215,887 increase
 - Snow & Ice Budget: \$50,000
 - 68 ○ Town Health Insurance Increase: \$41,877
 - Non Excluded Debt: \$13,048
- 70 • Proposed Non-School Budget: There were questions and/or discussion on
the following:
 - 72 ○ Police Department: Police Cruiser: \$32,790, is \$2,000 less than
original estimate.

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The Town Administrator, Finance Director and Board of Selectmen reviewed the draft of
76 Warrant Articles:

- Article 1: Acceptance and Receipt of Annual Reports
- 78 ○ Article 2: Authorize Revolving Accounts
 - **7:46PM** On a **MOTION** made by **Davis**, seconded by
80 **Galarneau**, the Board **VOTED** unanimously to sponsor and
support Article 2.
- 82 ○ Article 3: Classification and Compensation Plan
 - **7:46PM** On a **MOTION** made by **Costello**, seconded by
84 **Davis**, the Board of Selectmen **VOTED 4-1** to sponsor and
support Article 3. **Galarneau abstained.**
- 86 ○ Article 9: The technology article was withdrawn by the Town
Administrator.
- 88 ○ Article 11 Drainage Easement
 - The appraisal is not in yet to acquire the easement

- 90 ▪ Benson proposed that the warrant article go back to the old
92 style, stating just “a sum of money” with an estimate number
below that, such as \$5,000 for acquisition of easement.
- 94 • **7:51PM** On a **MOTION** made by **Davis**, seconded by
Galarneau, the Board **VOTED** unanimously to sponsor
Article 11.
 - 96 ○ Article 12: Fund OPEB Trust Fund
 - 98 • **7:55PM** On a **MOTION** made by **Davis**, seconded by
Nay, the Board **VOTED** unanimously to sponsor and
support Article 12.
 - 100 ○ Article 13: Trash Stickers \$2.50
 - 102 • **7:57PM** On a **MOTION** made by **Costello**, seconded by
Nay, the Board **VOTED** unanimously to sponsor and
support Article 13.
 - 104 ○ Article 14: Community Preservation Debt and Reserves
 - 106 • **7:59PM** On a **MOTION** made by **Davis**, seconded by
Costello, the Board **VOTED** unanimously to support
Article 14.
 - 108 ○ Article 15: Adopt Floodplain District
 - 110 • **8:00PM** On a **MOTION** made by **Nay**, seconded by
Davis, the Board **VOTED 4-1** to support Article 15.
Costello: NO
 - 112 ○ Article 16: Designate Colby as “O” District
 - 114 • **8:01PM** On a **MOTION** made by **Davis**, seconded by
Costello, the Board **VOTED** unanimously to sponsor and
support Article 16.

116 The Board discussed the next two articles together:

- 118 ○ Article 17: Increase ZBA to 5 regular / 3 Alternates
- 120 ○ Article 18: Change Review for Town Building
 - 122 ▪ Davis advised the Board that he has viewed the video on the
meeting where this was discussed and offered his made
comments on both proposed articles.
 - 124 • **8:05PM** On a **MOTION** made by **Davis**, seconded by
Costello, the Board **VOTED** unanimously not to put
these articles on the Town Meeting Warrant at this time.
- 126 ○ Article 19: Tree Warden Position
 - 128 • **8:08PM** On a **MOTION** made by **Davis**, seconded by
Nay, the Board **VOTED** unanimously to support Article
19.
- 130 ○ Article 20: Transfer Insurance Receipt to Town Hall Budget
 - 132 • **8:09PM** On a **MOTION** made by **Davis**, seconded by
Nay, the Board **VOTED** unanimously to support Article
20.

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136 The Board of Selectmen returned to Article 5: Masconomet Operating Budget Override
question and lengthy discussion ensued. Davis advised the Board that he was willing to
138 put it on the warrant for voters' consideration, but could not support it until increases
were explained and clarified. He changed his position after hearing discussion from
140 Masconomet School Committee member Volchok and Selectman Galarneau. Volchok
explained that Boxford's share increased due to the shift in Boxford's student
142 population. It was noted that the Finance Committee voted unanimously to support the
article.

- 144 • **8:27PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
VOTED unanimously by roll call vote, to place the Proposition 2 ½ permanent
146 operating budget override ballot question on the May 15, 2012 town ballot, for the
purposes of additionally funding the Fiscal Year 2013 Masconomet Regional
School District assessment.
- 148 • **8:28PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board
VOTED unanimously to support the override ballot question.
- 150 • **8:28PM** On a **MOTION** made by **Davis**, seconded by **Galarneau**, the Board
VOTED unanimously to support the Operating Budget.

152 The Board briefly discussed override Question 2, regarding the purchase of a new fire
154 truck for \$420,000. It was noted that the Finance Committee supported the purchase
through debt exclusion.

- 156 • **8:33PM** On a **MOTION** made by **Davis**, seconded by **Galarneau**, the Board
VOTED unanimously by roll call vote to place the Proposition 2 ½ debt exclusion
158 ballot question on the May 15, 2012 town ballot, to pay for the bond issued in
order to pay costs of purchasing a new pumper tanker for the Fire Department.
- 160 • **8:34PM** On a **MOTION** made by **Davis**, seconded by **Galarneau**, the Board
VOTED 4-1 (Perkins: NO) to support the \$430,000 override ballot question.

162 The Board briefly discussed override Question 3, regarding the purchase of a new six-
164 wheel heavy duty truck with dump/spreader body and wing plow for the Department of
Public Works.

- 166 • **8:37PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board **VOTED**
unanimously by roll call vote to place the Proposition 2 ½ debt exclusion on the
168 ballot to pay for the bond issued in order to pay costs of purchasing a new six-
wheel heavy duty truck with dump/spreader body and wing plow for the
170 Department of Public Works.
- 172 • **8:37PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board
VOTED unanimously to support the override ballot question.

174 **8:39PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board **VOTED**
unanimously to close the Warrant for Town Meeting. Galarneau was absent for the
176 voting.

180 **8:40PM REPORT OF THE TOWN ADMINISTRATOR**

- 182 • **8:40PM Permanent Building Committee Request:** Benson advised the Board
184 that they have a pending request from the Permanent Building Committee for a
186 safety inspection of the town library. The PBC Chair sent an e-mail to the Board
188 answering questions the Board had at its last meeting.
 - The Board decided they do not need to take any action, as the building
186 inspector and fire department will be inspecting it on their schedule.
- 188 • **8:44PM Gazebo Usage Policy:** After discussing proposed amendments, the
190 Town Administrator will draw up a new usage policy and have it ready for the
192 Board to review and approve at a future meeting.
- 190 • **8:59PM Earth Day Proclamation:** Benson presented the Board with a
192 proclamation for their signatures.
- 192 • **9:00PM Alcohol Distribution Permit:** BTA BOLT has requested an alcohol
194 distribution permit for their annual meeting and supper at Lincoln Hall. It was
196 noted that the Certificate of Insurance provided by BTA BOLT needs to be
198 updated.
 - **9:00PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
198 **VOTED** unanimously to approve the alcohol distribution permit, contingent
200 upon receipt of an updated insurance filing.
- 200 • **9:01PM Earth Day Banners:** Request from the Earth Day Committee to place
202 Earth Day banners on Town Hall and Lincoln Hall.
 - **9:01PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
202 **VOTED** unanimously to approve the requested banners.
- 204 • **9:02PM Narrow Banding Grant Award:** Benson advised the Board that the
206 Communications Director has been awarded a Narrow Banding Grant in the
208 amount of \$19,969.00.

208 **10:05PM ROUTINES AND CORRESPONDENCE:**

- 210 • **9:02PM Letter from FEMA:** Benson provided the Board with copies of the letter
212 from FEMA regarding Floodplain Management measures the town must take in
214 order to continue to qualify for federal flood insurance.
- 212 • **9:02PM Letter from National Grid:** Benson provided the Board with copies of
214 the letter from National Grid regarding a possible work stoppage.
- 214 • **9:03PM Outstanding Appointments:** The Board reviewed the list of
216 outstanding appointments and current committee vacancies, noting the
218 resignation from Sean Fennell, chairman of the Haynes Committee. The Haynes
216 Committee has forwarded a recommendation to appoint Peter Delaney to the
218 Haynes Committee.
 - **9:04PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board
220 **VOTED** 4-1 to appoint Peter Delaney to the Haynes Committee for a term
222 expiring 6/30/12.
 - **ROLL CALL:**
 - **Galarneau:** YES

- 224 ▪ **Davis:** YES
- 226 ▪ **Costello:** NO
- **Nay:** YES
- 228 ▪ **Perkins:** YES
- 230 • Benson reviewed outstanding appointments with the Board:
- 232 ○ Computer Management Committee: The Town needs volunteers with a high level understanding of information technology to fill 3 positions, meeting every couple of months.
- 234 ○ Cable Television Advisory Committee: There are three openings on the Cable Television Advisory Committee. Benson explained that BCAT TV is funded by a fee on cable bills. The money goes to the nonprofit organization in furtherance of creating programs seen on the Boxford channels. The committee meets 2-3 times year.
- 236 ○ Senior Center Study Committee: The list was updated to note there are no openings currently on the Senior Center Study Committee.
- 238 ○ Haynes Land Committee: It was noted there is one opening on the Haynes Land Committee, rather than two.
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- 242 • **Minutes Approval:**
- 244 • **9:16PM** After amendments were discussed, on a **MOTION** made by **Perkins**, seconded by **Nay**, the Board **VOTED** 4-1 to approve the Minutes for March 26, 2012, as amended. Davis abstained.
- 246 • **9:16PM** On a **MOTION** made by **Nay**, seconded by **Galarneau**, the Board **VOTED** unanimously to accept the Minutes of March 27, 2012 Joint Meeting with Finance Committee, as printed. Davis abstained.
- 248
- 250 • **Treasury Bills:**
- 252 • **9:17PM** On a **MOTION** made by **Nay**, seconded by **Galarneau**, the Board **VOTED** unanimously to approve accounts payable warrant #PY 12-39, for non-school payroll, in the amount of \$67,101.98.
- 254 • **9:17PM** After Selectman Costello removed himself from the discussion, on a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** 4-1 to approve school payroll in the amount of \$291,278.34. Costello abstained.
- 256 • **9:18PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** unanimously to approve accounts payable warrant #12-040S, in the amount of \$23,621.11.
- 258 • **9:18PM** On a **MOTION** made by **Nay**, seconded by **Galarneau**, the Board **VOTED** unanimously to approve accounts payable warrant #12-40, in the amount of \$499,180.20.
- 260 • **9:18PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** unanimously to approve accounts payable warrant #12-40S, in the amount of \$93,401.03.
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OTHER BUSINESS

270 **9:20PM Bids for Tree Cutting – Colby Property:** Selectman Davis asked if any bids
272 had been received for the tree cutting on the Colby property. Benson explained that bid
requests went out to 3-4 local vendors, who were approached for proposals.

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Meeting Adjourned at 9:21PM

276 Upon a **MOTION** made by **Davis**, and seconded by **Galarneau**, the Board of Selectmen
278 **VOTED** unanimously to adjourn at 9:21PM.

280 Respectfully Submitted,

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Judith A. Stickney

284 Minutes Secretary

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288 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:

- 290 1. Agenda
- 292 2. Arbor Day Announcement
- 294 3. Moderator's Forum Announcement
- 296 4. Candidates Night Announcement
- 298 5. Earth Day Announcement
- 300 6. May 15, 2012 Elections Update
- 302 7. Town Administrator Memo re: COA Repairs
- 304 8. Proposed FY13 Budget
- 306 9. Proposed Increases to Budget
- 308 10. Proposed FY13 Budget by Department
- 310 11. Draft Warrant for Annual Town Meeting
- 312 12. Capital Project Request: Technology: Upgrade Technology Infrastructure
13. Motions to Place Ballot Questions on May 15, 2012 Town Ballot
14. Motion to Close Town Meeting Warrant
15. Memo From Chuck Adam, Permanent Building Committee: Re: East Library
16. Outdoor Gazebo User's Guide Draft
17. Letter from Todd and Karen Hussey Re: Gazebo Use Request
18. Earth Day Proclamation
19. Arbor Day Proclamation
20. Application for the Alcohol Distribution Permit from BTA BOLT
21. Request from Nancy Woolford, Earth Day Committee, to hang Earth Day
Banners
22. Letter from State 911 Department: Re: State 911 Department Training Grant
Award
23. Letter from FEMA re: Floodplain Management

- 314 24. Letter from National Grid re: Possible Work Stoppage
- 25. Outstanding Appointments
- 316 26. Resignation of Sean Fennell, Haynes Land Committee
- 27. Minutes for Review
- 318 a. March 26, 2012
- b. March 27, 2012 Joint Meeting with FinCom
- 320