

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1**

September 17, 2012 7:00PM

Present: Mary Anne Nay, Charlie Killam, Steve Davis, Chuck Costello

Absent: Peter Perkins

Others Present: Administrative Assistant Susan Inman, Minutes Secretary Judi Stickney, Superintendent Bernie Creeden, Kathryn O'Brien, Jim Russo, Bob Was

7:02PM Meeting Called to Order

Acting Chair Steve Davis called the meeting to order at 7:02PM.

7:03PM ANNOUNCEMENTS:

- **Passing of Joan Behrens:** Selectman Killam announced the passing of former assessor Joan Behrens, wife of former Selectman Don Behrens.
- **Salute to Banned Books Week:** Selectwoman Nay announced the Salute to Banned Books Week at the Library, sponsored by the American Booksellers Foundation.

7:05PM MEETING WITH SENIOR STUDY COMMITTEE: Selectwoman Nay, a member of the Senior Study Committee, introduced Jim Russo, Chairman of the Committee, and began the discussion by reporting that the Committee is requesting funding for a survey of the residents. She reported that the Council on Aging could provide more programs and services if they had more space. They serve about 1700 people, but do not have the space to provide services for all of them. They have analyzed the possibility of using other municipal facilities, renting other facilities, and building a new facility. They have developed a survey and composed a letter they'd like to send out to all residents of Boxford. She presented the letter and survey to the Board members for their review. She reported that Town Meeting approved funding for a study. There is \$2500 remaining from that warrant article, and they would like to be able to use that for the survey, which will cost about \$2,100. Costello commented that he felt the survey was very thorough. Nay added that a professional survey would cost about \$10,000, so her committee wrote the survey questions themselves.

On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to authorize the expenditure of funds by the Senior Study Committee to print and mail a survey to all residents to discern citizen interest in a new senior center, said funds to be taken from the remaining funds of Article 12 of the October 23, 2007 Special Town Meeting. .

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7:14PM MEETING WITH TOPSFIELD/BOXFORD/MIDDLETON ROTARY CLUB:

Bernie Creeden, Superintendent of the Tri-Town School Union and member of the Topsfield/Boxford/Middleton Rotary Club, met with the Board of Selectmen to discuss the “Documents of Freedom” project the club has been working on. They will be providing several copies of the documents to the Town Clerk. He presented the Board members with their own copy. He also briefed the Board on the many activities of the Rotary Club.

7:20PM REPORT OF ADMINISTRATIVE ASSISTANT: Susan Inman, Administrative Assistant, reported on the following:

- **Surplus Bid Auctions:** Inman reported that the surplus auction items will be available for viewing until October 9 and sealed bids will be received until October 10. The online auction will take place on Municibid.com, from Sept. 24-Oct. 9.
- **Review of First Draft of Special Town Meeting:** Davis read the list of Town Meeting Warrant articles and the Board took the following actions:
 - **Article 1:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 1.
 - **Article 2:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 2.
 - **Article 3:** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board **VOTED** unanimously to sponsor and support Article 3.
 - **Article 4:** This article will be sponsored by the Board of Health. The Board took no action.
 - **Article 5:** This article will be sponsored by the Board of Health. The Board took no action.
 - **Article 6:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 6.
 - **Article 7:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 7.
 - **Article 8:** This will be sponsored by the School Committee. The Board will wait to support until after the School Committee votes to sponsor.
 - **Article 9:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 9.
 - **Article 10:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 10.
 - **Article 11:** This article will be sponsored by the Board of Health. The Board took no action.
 - **Article 12:** This article will probably be sponsored by the Board of Health. The Board took no action at this time.
 - **Article 13:** The Board will hold on this Article, until they see the RFP.
 - **Article 14:** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board **VOTED** unanimously to sponsor and support Article 14.

Inman will report back to the Board on the date of when the warrant will close.

- 92 • **Request to Erect Sign:** Inman reported that the Cub Scouts would like to place
a sign at the corner of Middleton and Elm Streets.
 - 94 ○ On a **MOTION** made by **Costello**, seconded by **Nay**, the Board **VOTED**
96 unanimously to approve the request from Pack 41 to erect a sign at the
corner of Middleton and Elm Streets
- 98 • **Kendall Longo Achievement:** Davis announced that the Board of Health
notified the Selectmen that Kendall Longo, the Director of Public Health, has
earned a Bachelor of Health Administration degree.
- 100 • **Appointments:** The Board briefly reviewed the list of outstanding appointments
and took no action.

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104 **7:34PM CORRESPONDENCE:** The Board briefly reviewed the following items of
correspondence:

- 106 • **Letter from Association of Town Finance:** Re: Annual meeting on October 20.
- 108 • **Letter from HAWK:** Re: Thank you for the gift of \$2,000.00
- **Order of Taking:** Dated July 30, 2012, for the Spofford Road land.

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112 **7:37PM MINUTES APPROVAL:** After amendments proposed by Davis and Nay, the
Board took the following action:

- 114 ○ On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** to
accept the Executive Minutes of September 10, 2012, as submitted.
- 116 ○ On a **MOTION** made by **Davis**, seconded by **Nay**, the Board **VOTED** to
accept the minutes of September 10, 2012, as amended.

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120 **7:39PM TREASURY BILLS:**

- 122 ○ On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of
Selectmen **VOTED** to approve accounts payable warrant #13-12S, for
school expenses, in the amount of \$10,868.77. Costello abstained.
- 124 ○ On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to approve accounts payable warrant
#13-12, in the amount of \$1,149,897.37, for insurance and benefits.
- 126 ○ On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to approve payroll warrant #PY1311 for
128 non-school payroll, in the amount of \$74,363.06.

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132 **7:42PM OTHER BUSINESS:**

- 134 • **Apple Festival:** Selectman Costello reported that the Apple Festival was
another great success this year. He reported that he was escorting Barbara
L'Italien around the Festival. She is a candidate for State Representative.

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7:43PM EXECUTIVE SESSION

138 On a **MOTION** duly made by **Davis** and seconded by **Nay**, the Board of Selectmen
140 **VOTED** unanimously by roll call vote, to go into Executive Session for the purpose of
142 discussing strategy on contract negotiations with represented and non-represented
144 employees 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 immediately adjourn thereafter without conducting any
further business.

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The Board went into Executive Session at 7:44PM.

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Respectfully submitted,

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Judith A. Stickney

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Minutes Secretary

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156 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:

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1. Agenda

2. Announcement: Passing of Joan Behrens

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3. Announcement: Salute to Banned Books Week

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4. Motion to authorize the expenditure of funds by the Senior Study Committee

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5. Draft Warrant for Special Town Meeting

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6. Memo from Kathleen Benevento to Alan Benson Re: Infrastructure Upgrade
Information, 9/4/12

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7. Memo from Alan Benson to the Personnel Board and Board of Selectmen Re:
Compensation for Plumbing/Gas Inspector and Electrical Inspector, 9/13/12

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8. Memo from Board of Health Resolution recognizing the achievement of the
Boxford Health Agent in attaining the degree of Bachelor of Health
Administration, 8/8/12

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9. Memo from Alan Benson to Board of Selectmen, Re: Outstanding Appointments,
9/14/12

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10. Letter from Association of Town Finance Committees to Board of Selectmen Re:
Annual Meeting, 9/12

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11. Letter from HAWK to Town of Boxford, Re: Thank you for the gift of \$2,000.00,
8/29/12

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12. Order of Taking, 7/30/12

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13. Board of Selectmen Meeting Minutes

a. September 10, 2012

b. September 10, 2012 Executive Session

14. Motion to go into Executive Session