

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

September 24, 2012 7:00PM

Present: Mary Anne Nay, Charlie Killam, Steve Davis, Peter Perkins

Absent: Chuck Costello

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Barbara Jessel, Director of Finance Kathy Benevento, Kathy O'Brien, Richard Shaw, Robert Fanning, Carl Noblitt, Paul Detorre, David Manzi, Randy Castle, Rick Fahmer, Louise Kress, Neil Olansky, Robert Conroy, Steve Harvey

7:04PM Meeting Called to Order

Chairman Perkins called the meeting to order at 7:04PM.

7:04PM ANNOUNCEMENTS:

- **Large Metal Item Pick-Up Day:** Selectwoman Nay announced that large item metal pick up day will be Monday and Tuesday, 10/15 and 10/16.
- **Rape Aggression Defense (RAD) Program:** Selectwoman Nay announced that the Middleton and Boxford Police Departments are sponsoring a RAD program for women. Call Officer DuPont for more information.
- **Flu Clinic:** Selectman Killam announced there will be a Flu Clinic, sponsored by the Board of Health and the VNA Care Network on Wednesday, October 3, at Town Hall.
- **New Swine Flu:** Selectman Davis announced there is a new swine flu virus going around. Don't pet the hogs at the fair and wash hands after leaving the area.
- **Household Hazardous Waste Collection Day:** Selectman Davis announced there will be a household hazardous waste collection day on Saturday, November 10, 2012, at Masconomet, from 9AM to 1PM.

7:08PM MEETING WITH LIBRARY ADVISORY COMMITTEE: Barbara Jessel, Chair of the Library Advisory Committee, met with the Board of Selectmen to request that the Selectmen authorize the Committee to use Schwartz/Silver to develop sketches of a new library that they can present to the Massachusetts Board of Library Commissioners (MBLC). She advised the Board that her Committee is hoping to meet with the MBLC at their November meeting. She explained that her Committee is considering two options: reducing the overall size of the building, and keeping the building the same size at a different location. Her Committee has met with the Zoning Board of Appeals and the HDC for their input. A member of the HDC has offered to work with her Committee to help them come up with a design that may be more acceptable to the HDC and the

46 ZBA. Her Committee has decided to continue working with the existing architect and
47 they met with the architect this past week. Jessel provided a design brief to the Board
48 for their review. She also provided a proposal from Schwartz/Silver for \$10,000 to work
49 with the Library Advisory Committee to design a new building, incorporating the size
50 reductions they've proposed. Discussion included:

- 51 • **Town Meeting Vote Needed?** Davis asked if a new ballot question would be
52 needed, if the building is redesigned. Jessel explained that would depend on the
53 final design and location. Benson added that if the new building did not conform
54 to the plans for the building approved at Town Meeting previously, it may need to
55 be voted on with a new warrant article and ballot question.
- 56 • **New Project?** Nay asked if the Committee decides on building the library on a
57 new site, would the same plans be used or would new plans have to be drawn
58 up? Killam advised that there would need to be new plans drawn up for a new
59 site.
- 60 • **Presenting Both Proposals to MBLC:** Davis asked if the Committee would be
61 considering presenting both proposals to the MBLC. Jessel advised the
62 Committee has not yet decided if they will be presenting one proposal or both
63 options.

64 **Davis** made a **MOTION**, seconded by **Killam**, to approve the agreement
65 with Schwartz/Silver with a fixed amount not to exceed \$10,000.

66 **Discussion:** Nay commented that she was not comfortable delaying the
67 building of the library by having the architect draw up new plans that may
68 need to be reapproved at Town Meeting. She felt they had already
69 granted an extension and this could delay things even more. She will not
70 vote for this. Her concern is getting a library built as soon as possible.

71 The motion carried 3-1. (**Nay: NO**)

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74 Robert Fanning of the Capital Budgeting Committee commented that the building is in
75 deplorable condition. His Committee toured the library with the DPW Superintendent
76 last week and he was appalled at the condition of the library.

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80 **7:46PM MEETING WITH COMPUTER MANAGEMENT COMMITTEE:** David Manzi
81 and Paul Detorre (Randy Castle later joined them) met with the Board of Selectmen to
82 discuss the following:

- 83 • **Outdated PCs:** The current provider of computer maintenance services
84 (Guardian) has put us on notice that they do not want to renew their contract with
85 the Town at the end of the current term because of the age of the equipment.
86 They are looking into contracting with a new provider and have been interviewing
87 possible vendors.
- 88 • **Servers:** Detorre explained that the servers are mostly up-to-date, but the
89 Committee is recommending a new dedicated server that will serve the Town's
90 needs for virtualization more efficiently.

- **MUNIS Software:** Detorre explained a new program the Town may want to consider working with, which is similar to the Cloud system, where content is constantly backed up. Security is handled at their end behind a firewall, but employees would be able to access the network and work from home, when necessary.

Benson advised that the Committee is meeting tomorrow for a vendor interview. Their warrant articles are article #1 and article #11.

Detorre noted that other projects they are discussing are making the Pamet network, which the Police Department uses, a central network, so Chief Murphy can access the software at his desk. They are also discussing purchasing Pamet fire software to work with the police software and discontinuing the Firehouse software currently used by the Fire Department. These are not on the warrant, but may be in the future.

8:10PM MEETING WITH THE PERSONNEL BOARD: The Town Administrator advised the Board that the Personnel Board has two articles on the Warrant:

- **Article 12:** Changing the compensation for the Plumbing/Gas Inspector and Electrical Inspector to a weekly stipend -- \$222 for the Plumbing/Gas Inspector and \$296 for the Electrical Inspector, and \$25 per hour for both for extraordinary hours and/or emergency call back.
- **Article 13:** Increasing the salary for the Director of Public Health.

Benson noted that the Board may want to create a place holder in Article 13 for a salary adjustment for the Director of Council on Aging.

Davis made a **MOTION** to create a place holder in Article 13 to accommodate the Council on Aging request. (The motion was not seconded.)

Tim Feeney and Neil Olansky of the Personnel Board met with the Board of Selectmen to discuss the salary survey. Feeney advised they have discussed the impact on the budget with the Finance Committee, if they were to increase salaries. They have not yet made any decisions on salary increases but will be meeting this week and will have more information for the Board by next week. Killam noted that he would prefer to wait on taking any action on this until after the Personnel Board meets this week. The Board took no action.

8:25PM MEETING WITH THE BOARD OF HEALTH: Louise Kress and Rick Fahmer met with the Board of Selectmen to discuss the following:

- **EEE Mosquitoes:** Kress reported that there have been no EEE mosquitoes in Boxford to date. We are at a level 4, due to the report of EEE mosquitoes in Georgetown, as well as a human case of EEE. Spraying is ongoing at school fields and other recreational fields in town.

- 136 • **Warrant Article 5:** Kress explained the article will provide funds for the Board of
Health to buy tick tubes for resale to Town residents to help control the ticks in
Town.
- 138 • **Warrant Article 6:** Finance Director Benevento explained that article 6 creates a
revolving account for the funds generated from the sale of the tick tubes to be
140 used to buy more tick tubes, with authorization of Town Meeting.

142 Killam commented that something needs to be done to control the deer population. The
town is overrun with deer. Kress reported that the Crane Reservation in Ipswich has
144 authorized a deer reduction program and Lyme disease has been reduced. The Board
of Health is working on a vaccine for Lyme disease. They are concerned with the
146 political backlash of deer culling. The Board of Health is trying to meet with Mass.
Wildlife to discuss the issue with all surrounding towns.

- 148 • **Article 13:** Kress advised that the Board of Health is expecting to meet
Wednesday night to recommend a salary increase for the Director of Public
150 Health. They will have a number Wednesday night to recommend to the
Personnel Board at their meeting on Thursday.
- 152 • **Article 14:** Kress advised the article will provide funding to close the landfill and
delineate the area between what is useable and which is still part of the landfill
154 and not useable.

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158 **8:58PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan
Benson discussed the following items with the Board:

- 160 • **Review of Second Draft of Special Town Meeting Warrant:** The Board
reviewed the second draft of the Town Meeting Warrant and took the following
actions:
 - 162 ○ **Article 1:** Benson explained there have been additions to the article since
last week's meeting, which includes \$25,000 for technology and \$500 for
164 the American Legion. Robert Conroy of the American Legion advised that
they have been collaborating with the Town of Topsfield for many years
166 and the Legion recently voted to request \$500 from the Board to have
their own budget for their own observance. Conroy noted that the \$500 is
168 an arbitrary number and would be a yearly budget request.
 - 170 ▪ On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of
Selectmen **VOTED** unanimously to approve the request of the
James L. Melvin American Legion Post #379 for \$500 to go
172 towards the observance of Armistice Day.
 - 174 ▪ On a **MOTION** made by **Davis**, seconded by **Killam**, the Board of
Selectmen **VOTED** unanimously to sponsor and support Article 1,
as reconstituted.
 - 176 ○ **Article 2:** Benson advised the Board that they will take action on this
article in Executive Session.
 - 178 ○ **Article 3:** The Board already voted on this last week.

- 180 ○ **Article 4:** The Finance Director explained that the OPEB fund needs to
182 have a vehicle to manage the funds. The article allows the Health Care
Security Trust to serve as the custodian of the Town's OPEB Trust Fund.
 - 182 ▪ On a **MOTION** made by Davis, seconded by **Nay**, the Board of
184 Selectmen **VOTED** unanimously to sponsor and support Article 4.
- 184 ○ **Article 5:** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board
of Selectmen **VOTED** unanimously to support Article 5 and Article 6.
- 186 ○ **Article 6:** See above.
- 188 ○ **Article 7:** The Board already voted on this last week.
- 188 ○ **Article 8:** Benson explained why the Kelsey Road culvert is included in
the article, to ensure the Board understood what they voted on last week
190 when they voted to sponsor and support the article.
- 190 ○ **Article 9:** Benson explained that repairing the floors at the fire stations is
192 now going to require the installation of tight tanks underground, which
requires engineering services.
 - 194 ▪ On a **MOTION** made by **Davis**, seconded by **Nay**, the Board
VOTED unanimously to sponsor and support Article 9.
- 196 ○ **Article 10:** Benson advised the Board that the schools met with the
Finance Committee on this and they recommended the purchase of
198 technology equipment for \$100,000 for both schools for creating a
wireless environment for both schools.
 - 200 ▪ On a **MOTION** made by **Davis**, seconded by **Killam**, the Board
VOTED unanimously to support Article 10.
- 202 ○ **Article 11:** The Board already voted on this last week.
- 202 ○ **Article 12:** The Board already voted on this last week.
- 204 ○ **Article 13:** The Board will hold on this Article, until they see the numbers
Monday night..
- 206 ○ **Article 14:** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board
VOTED unanimously to sponsor and support Article 14.
- 208 ○ **Article 15:** After the Board briefly reviewed and discussed the RFP, they
took the following action:
 - 210 ▪ On a **MOTION** made by **Davis**, seconded by **Killam**, the Board of
212 Selectmen **VOTED** unanimously to sponsor and support Article 15.
- 212 ○ **Article 16:** The Board already voted on this last week.

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9:23PM OTHER BUSINESS

- 216 • **Tick Problem in Town:** Bob Conroy, 40 Herrick Road, addressed the Board of
218 Selectmen regarding the seriousness of the tick problem in town. He cannot go
outside without coming back in with ticks on him and he's been bitten by ticks at
220 least 10 times this year. He thinks the Town needs to do something about it. He
had no suggestions.

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9:25PM ROUTINES

- **Appointments:** The Board interviewed Steve Harvey for an open position on the Council on Aging and took the following action:
 - On a **MOTION** made by **Killam**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Steve Harvey to the Council on Aging for a term ending June 30, 2015.Selectman Davis read the list of outstanding appointments. Benson added that the Sustainability Committee needs members as soon as possible, so they can get started.
- **Correspondence:** The Board reviewed the following items of correspondence:
 - **Letter from Boxford Athletic Association:** Re: Thank you for allowing the 4th Annual Call to Honor Triathlon to take place. They also requested that the Board approve next year’s Call to Honor Triathlon for Sunday, September 8, 2013.
 - On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to approve September 8, 2013 for the Call to Honor Triathlon, as requested.
 - **Letter from Lakes, Ponds, and Streams Committee:** Re: Water Levels of Spofford Pond. The Board reviewed the letter and the Committee’s findings and recommendations and advised the Town Administrator to convey to the Lakes, Ponds, and Streams Committee that the Board would like them to take the next step in their plans and let the Board know what the costs will be.
 - **Planning Board Notice of Public Hearing:** The Planning Board has scheduled a public hearing for October 17, 2012, to discuss transferring the care, custody, management, and control of a parcel of Town-owned land, formerly part of the King Edward Court cul-de-sac to the Marks, 3 King Edward Court.
 - **Letter from Weston & Sampson:** Re: Design and Permitting Services for Stiles Pond Outlet Dam. The Board reviewed the proposal for \$25,000 and took the following action:
 - On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve engineering services of Weston & Sampson, for \$25,000, as proposed.

9:42PM MINUTES APPROVAL: After an amendment proposed by Nay, the Board took the following action:

- On a **MOTION** made by **Killam**, seconded by **Nay**, the Board **VOTED** to accept the minutes of September 17, 2012, as amended.
- On a **MOTION** made by **Davis**, seconded by **Nay**, the Board **VOTED** to accept the minutes of September 17, 2012 Executive Session, as submitted.

270 **9:45PM TREASURY BILLS:**

- 272 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** to approve school vendor accounts payable warrant #13-13S, in the amount of \$178,165.09.
- 274 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve payroll warrant #PY13-12, for non-school payroll, in the amount of \$74,408.19.
- 276 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve payroll warrant #PY13-12 for school payroll, in the amount of \$287,456.70.
- 278 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-13, in the amount of \$185,456.65.
- 282 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-332, in the amount of \$667.84.
- 284 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-333, in the amount of \$6,071.00.
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292 **9:48PM EXECUTIVE SESSION**

294 On a **MOTION** duly made by **Perkins** and seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote, to go into Executive Session for the purpose of discussing strategy on contract negotiations with represented and non-represented 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.

302 The Board went into Executive Session at 9:49PM.

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306 *Judith A. Stickney*
Minutes Secretary

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312 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

- 314 2. Announcement: Board of Health/VNA Flu Clinic
316 3. Announcement: Large Metal Item Pick-Up Day
318 4. Announcement: Household Hazardous Waste Collection Day
320 5. Announcement: Influenza A (H3N2) Variant Virus Outbreaks
322 6. Letter from Schwartz/Silver Re: Boxford Public Library Reduced Program Study,
324 9/19/12
326 7. E-Mail from Steve Harvey Re: Opening on the Boxford Council on Aging, 9/24/12
328 8. Memo from Alan J. Benson to the Board of Selectmen, Re: Outstanding
330 Appointments, 9/21/12
332 9. Letter from the Boxford Athletic Association, Re: Annual Call to Honor Triathlon,
334 9/19/12
336 10. Report from the Lakes, Ponds, and Streams Committee, Re: Water Levels on
338 Spofford Pond, 9/14/12
340 11. Planning Board Public Notice of Public Hearing on October 17, 2012
342 12. Letter from Weston & Sampson, Re: Design and Permitting Services for Stiles
Pond Outlet Dam, 8/20/12
13. E-Mail from the Land Committee, Re: Bare Hill Road Parcel, 9/15/12
14. Board of Selectmen Meeting Minutes
a. September 17, 2012
b. September 17, 2012 Executive Session
15. Motion to go into Executive Session
16. Design Brief for Boxford Library 2012, 9/19/12
17. Letter from Robert Conroy, James Melvin American Legion Post #379, Re:
Request for Funding, 9/24/12
18. Second Draft of the Warrant for Special Town Meeting, October 23, 2012,
9/24/12