

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
October 1, 2012 6:30PM**

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

Absent: Peter Perkins

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Judy Anderson, Rich Shaw, John Dold, Louise Kress

Meeting Called to Order

Acting Chair, Selectman Davis, called the meeting to order at 6:30PM

6:30PM EXECUTIVE SESSION

On a **MOTION** duly made by **Davis** and seconded by **Costello**, the Board of Selectman **VOTED** unanimously by roll call vote, to go into Executive Session for the purpose of discussing overall strategy on employment 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 continue with the business of the board.

Meeting Reopened

Selectman Davis reopened the meeting at 7:18PM

7:18PM ANNOUNCEMENTS:

- **Large Metal Item Pick-Up Day:** Selectman Killam announced that large metal item pick up days will be 10/15 and 10/16. Next pick up day will be announced in the spring of 2012.
- **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.
- **Boxford Board of Health and VNA Flu Clinic:** Selectwoman Nay announced there will be a flu clinic on Wednesday, October 3.
- **Household Hazardous Waste Collection Day:** Selectman Costello announced that the household hazardous waste collection day will be held 11/10 at Masconomet.

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7:11PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW Superintendent John Dold met with the Board of Selectmen to discuss the following warrant articles:

- **Culvert at 585 Main Street:** The 30” pipe is in bad shape and is always at least half full of water. It needs to be replaced. This was not included in the regularly scheduled drainage work. He talked with Benson and Benevento and they determined it should be brought to Fall Town Meeting. It will not be able to be completed until August 2013. The road will need to be dug up.
- **Culvert at 20 Kelsey Road:** It’s a corrugated metal pipe that flooded in the Mother’s Day storm of 2006. It’s an 18” pipe and the DPW sleeved a 15” pipe inside it, with a beaver cage. The 15” pipe is undersized. They have put it on the schedule for 2016, but it needs to be repaired sooner with a smooth 18” pipe.
- **Engineering Floor Drains Fire Stations:** Article 9 for \$38,000 for design. In the early 1990s the EPA came out with a new regulation to treat and capture drainage into a tight tank. The fire stations do not have tight tanks. Costello doesn’t think the drains are needed and he will talk with the Chief about it. The Finance Committee voted to seal off the manholes. The leaching fields are sealed. The floors are sloped and the Chief wants to keep the drains. Costello will talk to the chief about it. Dold looked into sealing the floor drains, but the DEP will be concerned about the run-off. If you wash a truck with pressurized water and soap it must be over a catch basin. Costello asked Dold to inquire around to see how other large garages handle washing their trucks. Benson reminded the Board that the Board had already voted to sponsor and support it.
- **Colby House Demolition:** Total is \$7,000. Dold only got one price, as he didn’t have time to get other prices. He contacted JRM. Benson added that the Board has first requested to advertise for anyone who is willing to take the structure, or taking historic parts, and the Town not demolishing it. Benson reported that there is an RFP that will be up on the website tomorrow. Responses are due in the Thursday before Special Town Meeting. If anyone is interested, they have to give the Town a \$5,000 bond and do everything, other than disconnecting everything from the house. If no one answers the RFP then the plan is to go forward at Town Meeting to dispose of it by tearing it down. Both cases require a vote of the Board of Selectmen.

7:45PM On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to declare the Colby house at 158 Washington Street, as surplus property.

Benson advised that the Finance committee has concerns about this article and specifically requested that the Board of Selectmen provide a full disclosure on all anticipated expenses with this property going forward. They have specifically asked for detailed information related to parking, as there is no plan for parking at this time. This is a warrant article for demolition. They reiterated that such information is necessary to make a decision even on the demolition issue, because they felt strongly about the costs associated with the site and its future

90 use and they felt it needed to be further explained. Benson advised the Board
92 that Dold's proposal includes a discussion of parking.

94 Dold reported that he met with Chairman Perkins to go over the parking plans for
96 the property. They will put the parking area in the back yard, over the lawn. Dold
98 provided an estimate for work to be performed to create the parking.

96 **7:55PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
of Selectmen **VOTED** unanimously to proceed with the Colby property
98 parking area, as proposed.

100 Benson would like to now change the warrant article to add construction of
102 parking spaces by the DPW. The Board agreed. Benson added that they need to
revote to sponsor and support the amended article.

104 **7:57PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the
Board of Selectmen **VOTED** unanimously to sponsor and support Article
15.

- 106 • **Easement at 12 Meadowood:** Benson reported that the owners offered to
108 donate the property to the Town, but their mortgage company wants some
subrogation due to the lessened value of the property. The property is now for
sale. The Town may have to take it by eminent domain.
- 110 • **Energy Usage Reduction:** Dold provided energy usage reports to the Board
112 and reported that energy usage has been reduced by 19% overall. Dold provided
a copy of an Energy Vampire Hunt, which he has provided to Spofford Pond
114 School. He added that his assistant, Rosario, is working with Spofford School to
teach kids about energy conservation. Nay suggested leaving some off at Town
Meeting for residents to take home. Dold added that Spofford School is one of
116 the first schools to undertake the energy conservation program.
- 118 • **Sustainability Committee:** Benson mentioned that we are still in need of
residents to volunteer for the Sustainability Committee to take on the work John
has started.
- 120 • **Stop Sign Main Street at Ipswich:** Selectwoman Nay asked about the stop sign
122 on the sandwich board at Main Street and Ipswich Road, as it is no longer there.
Dold will look into it.

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126 **8:09PM CLOSE AND EXECUTE SPECIAL TOWN MEETING WARRANT:** Benson
advised the Board that Article 13 is the only one left to vote on.

128 **8:10PM MOTION** by **Killam**, seconded by **Davis**, to support Article 13.

130 **Discussion:** Tim Feeney of the Personnel Board met with the Board of
Selectmen to answer any questions the Board had. Costello asked if the
Personnel Board sponsors the article or if the Board of Selectmen sponsor it.
132 Feeney explained that the Personnel Board voted to sponsor and support the
article.

134 The Board of Selectmen **VOTED** unanimously to support Article 13.

136 **8:14PM** On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously to close the Warrant for Special Town Meeting.

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140 **8:16PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town
Administrator met with the Board to review the following items:

- 142 • **Request for COA Flyer Included in Warrant:** Rich Shaw and Judy Anderson of
the Council on Aging (COA) met with the Board of Selectmen to request that their
request to include a COA flyer in the Town Meeting warrant be rescinded.
- 144 • **Update on Salt Study-I95:** Benson provided a copy of the progress report from
CDM Smith and advised they have done a significant amount of data collection to
146 date. Benson reviewed the progress report with the Board.
- 148 • **Acceptance of Vehicle Donations to Fire Department:** Benson advised the
Board that they need to vote to accept the vehicle donations.

150 **8:24PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board
of Selectmen **VOTED** unanimously to accept the vehicle donations.

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154 **8:25PM ROUTINES:** The Board reviewed the following:

- 154 • **Minutes Approval:**
 - 156 ○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** to
accept the Minutes of September 24, 2012. **Costello** abstained.
 - 158 ○ On a **MOTION** made **Nay**, seconded **Davis**, the Board **VOTED** to accept
the Minutes of September 24, 2012, Executive Session, as amended.
Costello abstained.
- 160 • **Masconomet Contract Negotiations:** Benson reported that he serves as the
Town's rep for contract negotiations with elementary school teachers. For
162 Masconomet, the three town administrators meet and elect one rep to represent
all three towns. Benson reported that they elected Ira Singer of Middleton to
164 represent them at contract negotiations this year.
- 166 • **Presidential Election:** Benson reported that the presidential election will be held
at Town Hall and they expect several thousand people coming that day. He
168 reported that he has been working with the Town Clerk and the Police
Department and they have created a significant traffic flow plan. He added that
170 they have been working on this for the past 2-3 elections and they think they've
resolved the issues. There will be several police officers outside directing traffic.
172 They are trying to make the voting process as seamless as possible. Benson
said that there will be ballots available soon, for those who want to vote early in
174 Boxford. He added that the traffic flow plan will be announced and displayed at
Town Meeting and he asked voters to understand how they're going to vote
176 before they get to the polls to help save time. Costello suggested Reverse 911
be used to brief the residents on the plans for voting, and let people know where
178 to find information on the website regarding traffic flow and parking. Benson
advised they can put up a specimen ballot on the website, as well.

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• **Treasury Bills:**

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○ On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** unanimously to approve accounts payable warrant #13-14, in the amount of \$209,646.57.

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○ On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** to approve Payroll warrant PY1313, for non-school payroll, in the amount of \$67,914.26.

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○ On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** to approve school accounts payable warrant #13-14S, in the amount of \$263.00. **Costello** abstained.

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8:32PM Meeting Adjourned

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On a **MOTION** made by **Killam**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:32PM.

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198 Respectfully submitted,

200 *Judith A. Stickney*
Minutes Secretary

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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:

204

1. Agenda

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2. Announcement: Boxford Board of Health and VNA Flu Clinic

3. Announcement: Household Hazardous Waste Collection Day

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4. Announcement: Large Metal Item Pick-Up Day

5. Memo from Alan Benson to John Dold Re: Non-Compliant Floor Drains at East and West Fire Stations, 9/28/12

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6. Memo from Alan Benson to John Dold Re: Colby House Demolition

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7. Letter from Wendy Perkins, Boxford Historical Commission, to Peter Perkins, Board of Selectmen, Re: Colby House, 3/21/12

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8. Draft Warrant for Special Town Meeting, 10/23/12, dated 9/28/12

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9. Progress Report No.1: MassDOT Contract #71869 – Boxford Salt Study, 5/18/12-9/15/12

10. Boxford Council On Aging Informational Bulletin, Autumn 2012

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11. Memo from Alan Benson to Board of Selectmen, Re: Outstanding Appointments, 9/27/12

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12. Letter from Chris Everest to Nancy Merrill, CC: Alan Benson, Re: Boston to Border Trail, 9/25/12

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13. Letter from John Mulcahy to Robert Camacho, CC: Board of Selectmen, Re: 31 Lake Shore Road, 9/26/12

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14. Board of Selectmen Meeting Minutes

- 226 a. September 24, 2012
- b. September 24, 2012 Executive Session
- 228 15. Motion to go into Executive Session
- 16. Boxford Buildings Energy Use Report
- 230 17. Energy Vampire Hunt