

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
October 30, 2012 7:00PM**

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Present: Peter Perkins, Chuck Costello, Mary Anne Nay, Charlie Killam

Absent: Steve Davis

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, David Smallman, Barbara Jessel, Heidi Ellard, Peter Bernardin, Pauline Jenkins, Bob Gore

Meeting Called to Order

With a quorum present, Chairman Perkins called the meeting to order at 7:00PM.

Selectman Killam left the meeting to attend a Library Advisory Committee meeting upstairs in Town Hall, to return later in the evening.

7:00PM ANNOUNCEMENTS:

- **Trick or Treat Hours:** Selectman Costello announced that Trick or Treating will take place from 5-8PM on Wednesday October 31.
- **Early Voting:** Selectman Costello announced that there have been 850 voters in town who have taken advantage of early voting. He advised those who want to avoid the rush, to vote while the Town Clerk's office is open: 8AM-4:30PM Wednesday and Thursday and 8AM-12Noon on Monday.
- **Community Giving Tree Toy Fair:** Selectwoman Nay announced that the Community Giving Tree is holding their annual Toy Fair on Saturday at the Topsfield Fairgrounds.
- **Real Estate Taxes Due:** Selectman Perkins reminded residents that real estate taxes are due November 1.

7:05PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, reviewed the following items with the Board:

- **Hurricane Sandy:** Benson reviewed how the Town handled Hurricane Sandy. Town Hall and the library were closed on Monday, as well as the schools. There were very large downed trees. Two or three hit structures; people lost skylights and had roof damage. There were blocked roads and as of tonight there are still two blocked roads. Benson reviewed the response from National Grid to the power outages and wires down. He added that residents need to call National Grid when their power is out. The East and West stations will be open all night for

46 residents to charge phones, take showers, etc. Benson urged all residents to
47 contact our governor, reps, senators, etc. regarding National Grid's lack of
48 response to outages.

- 49 • **Call for the Warrant for the Election:** Benson distributed a call for the warrant
50 for the election to the Board members for their signatures. Constable David
51 Smallman was in attendance and signed the warrant for posting. Benson
52 reviewed the ballots for the presidential election, explaining that Precinct 1 has a
53 different ballot than Precincts 2 & 3.
- 54 • **Draft Contract Offer to Animal Control Officer:** Benson provided a copy of the
55 proposed contract for the Animal Control Officer.

56 **7:40PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
57 of Selectmen **VOTED** unanimously to accept the contract for the Animal
58 Control Officer, as drafted by the Town Administrator.

60 **7:44PM** **ROUTINES:** The Board reviewed the following:

- 61 • **Himalayan HealthCare Holiday Gift Bazaar Request:** Benson advised this is a
62 non-profit organization requesting a reduction in the rental fee for Lincoln Hall.
63 Perkins proposed that the Board cut the fee in half. Costello agreed.

64 **7:45PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
65 of Selectmen **VOTED** unanimously to charge a 50% reduced rental fee
66 for Lincoln Hall for the Himalayan HealthCare organization.

- 67 • **Election Officer Appointments:** Benson noted that the Town Clerk has
68 requested that the Board appoint two new Election Officers.

69 **7:49PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board
70 of Selectmen **VOTED** unanimously by roll call vote to appoint Joan
71 Gordon and Pam Messenger as Election Officers.

- 72 • **Massachusetts Collectors and Treasurers Association:** Selectman Costello
73 announced that our Treasurer/Tax Collector has had her certifications renewed
74 through December 31, 2017.

- 75 • **Thank You from First Church:** The Board acknowledged the letter from the
76 First Church thanking the Town for painting the lines in the parking lot.

- 77 • **Meeting Next Monday:** Benson advised that the meeting will be held at the
78 police station next Monday, due to the Town Hall being set up for the election.

- 79 • **Minutes Approval:** After an amendment to the minutes of 10/15/12 by
80 Selectwoman Nay, the Board took the following action:

- 81 ○ **7:54PM** On a **MOTION** made by **Killam**, seconded by **Costello**, the
82 Board **VOTED** to accept the Minutes of October 15, 2012, as amended.

- 83 ○ **7:55PM** On a **MOTION** made **Killam**, seconded **Nay**, the Board **VOTED**
84 to accept the Minutes of October 15, 2012, Executive Session, as printed.

- 85 • **Sign Request:** The Board reviewed a request from the Friends of the Boxford
86 Library to place yard signs in town advertising their upcoming sports equipment
87 sale.

88 ○ **7:57PM** On a **MOTION** made by **Costello**, seconded by **Killam**, the
90 Board of Selectmen **VOTED** unanimously to approve the signs as
 requested.

92 • **Outstanding Appointments:** Selectman Costello read the list of current
 committee openings.

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8:00PM MEETING WITH LIBRARY ADVISORY COMMITTEE: The Library Advisory
96 Committee met with the Board of Selectmen to discuss the progress the Committee has
 made to date and their proposed presentation to the Massachusetts Board of Library
98 Commissioners, scheduled for Thursday, November 1, in an effort to preserve the grant.
 There were comments and/or questions on the following:

100 • **Review of the Committee's Charge:** At the request of Chairman Perkins,
 Barbara Jessel reviewed the charge of the Library Advisory Committee.

102 • **Presentation:** Jessel and Heidi Ellard provided a presentation on the
 Committee's developments to date and discussed the presentation's
104 components:

 ○ Revised Site Plan and Design

106 ○ Bird's Eye View of the Village

108 • **Update on Meetings with HDC and ZBA:** Jessel advised that the meeting with
 the HDC went a bit better than the meeting with the ZBA. The ZBA seemed to be
 willing to work with the Library Advisory Committee but couldn't commit to any
110 approval without an actual plan in front of them. Bob Gore of the Planning Board
 was present and advised that the new design has a lot of merit.

112 • **Putting the Cart Ahead of the Horses:** Selectwoman Nay expressed concern
 that the Committee may be putting the cart ahead of the horses by going to the
114 MBLC with a different plan and a smaller building, before getting the approval of
 the Town. Killam explained that they are not proposing changing the location.
116 That would need approval of the Town. The Town has already approved the
 library at the East Village location.

118 • **Job Well Done:** The Board expressed their appreciation to the Committee for all
 the work they've done on this project.

120 • **Abutter Input:** Selectmen Chairman Perkins asked if the Committee had heard
 any comments from the abutters. Jessel advised that they have heard from some
122 of the abutters and have had positive comments on the proposed changes. Ellard
 advised they will meet with all abutters if the grant is approved.

124 • **Extension Request:** Costello asked the Committee if they think they should also
 have a letter requesting an extension on the grant, if they are not able to make a
126 decision before December 31, 2012, the final date of the extension.

128 **8:51PM** On a **MOTION** made by **Costello**, seconded by **Killam**, the
 Board of Selectmen **VOTED** unanimously to authorize the Library
 Advisory Committee to go to the Massachusetts Board of Library
130 Commissioners on Thursday, November 1 to try to work out a workable
 solution to the library building grant.

- 132 • **MBLC Presentation:** The Board decided that the Selectman Chairman will be
134 the first to speak at the MBLC meeting. The Board and the Committee briefly
discussed transportation arrangements.

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8:56PM TREASURY WARRANTS

- 138 • On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED**
unanimously to approve accounts payable warrant #13-18, in the amount of
140 \$43,670.40.
142 • On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** to
approve Payroll warrant PY1317, for non-school payroll, in the amount of
144 \$69,647.77.

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146 **8:58PM Update on Power Outages:** Benson advised that he was just notified that
200 homes may be up tonight in West Boxford.

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8:59PM EXECUTIVE SESSION

150 On a **MOTION** duly made by **Perkins**, seconded by **Killam**, the Board of Selectmen
VOTED unanimously by roll call vote to go into Executive Session for the purpose of
152 discussing strategy on employment contract negotiations with non-represented
employee: DPW Superintendent/Town Engineer and declared that an Executive
154 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
156 completion of the Executive Session to return to open session and immediately adjourn
without conducting any further business.

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The Board went into Executive Session at 8:59PM.

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Meeting Adjourned

162 On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of Selectmen
164 **VOTED** unanimously to adjourn at 9:12PM.

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Respectfully submitted,

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Judith A. Stickney

170 Minutes Secretary

172 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: Trick or Treat Hours
- 176 3. Library Advisory Committee PowerPoint Presentation

- 178 4. Letter to ACO Helen Phillips Re: Employment Contract, 10/30/12
180 5. E-Mail from Robert McKersie to Susan Inman Re: Lincoln Hall Rental, 10/15/12
182 6. Memo from Alan Benson to Board of Selectmen, Re: Outstanding Appointments,
184 10/26/12
186 7. E-Mail from Town Clerk Robin Phelan to Susan Inman Re: Joan Gordon
188 Appointment, 10/18/12
190 8. E-Mail from Town Clerk Robin Phelan to Susan Inman Re: Pam Messenger
192 Appointment, 10/18/12
194 9. Letter from Massachusetts Collectors and Treasurers Association to Board of
Selectmen Re: Certification Renewal for Treasurer/Collector Ellen Guerin,
10/15/12
10. Letter from First Church Congregational to Board of Selectmen Re: Painting of
Parking Space Lines, 10/19/12
11. Board of Selectmen Meeting Minutes
a. October 15, 2012
b. October 15, 2012 Executive Session
12. Motion to go into Executive Session
13. Letter from Friends of the Boxford Libraries Re: Sign Request, 10/29/12