

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

December 17, 2012 7:00PM

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Finance Director Kathleen Benevento, Carole Davis, Heidi Ellard, David Benson, Jane Moody, Barbara Jessel

7:05PM Meeting Called to Order

Chairman Perkins called the meeting to order at 7:05PM.

7:05PM ANNOUNCEMENTS

- **Newtown, CT:** Selectman Perkins reported that Boxford has an increased public safety presence in our schools for the time being. Suggestions have been received on school safety and support. Residents are encouraged to call Police Chief Michael Murphy with their suggestions and concerns.
- **Library Director Resignation:** Selectwoman Nay announced that the Board of Selectmen have accepted, with regret, the resignation of Library Director Nanci Hill, effective January 18, 2013. She read Hill's letter of resignation.
- **Holiday Trash Pickup Schedule:** Selectman Costello announced the revised trash pickup schedule for the holidays.
- **Family Dreidel Night:** Selectman Davis announced that the library will be holding a family dreidel night on Wednesday at 6:30PM.
- **Holiday Ornament Swap:** Selectman Davis announced that the library will be having a holiday ornament swap on Thursday. Spend \$10-\$15 on an ornament. Refreshments will be served.
- **Toys For Tots Toy Drive:** Selectman Davis announced that the library will be having a Toys for Tots toy drive on Saturday, from 10AM-3PM. Darth Vader will be there to meet and greet kids. Bring a new unwrapped toy for a less fortunate child.

7:12PM JOINT MEETING WITH BOARD OF LIBRARY TRUSTEES

- **Consider Appointment to Fill Vacancy on Elected Board of Library Trustees, Term Ending May 21, 2013:** Julian Troake, 51 Topsfield Road, met with the Board of Selectmen to express his desire to serve on the Board of Library Trustees. After a brief interview and discussion, the Board took the following action:

48 **7:14PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the
Board of Selectmen and the Board of Library Trustees (Moody, Davis,
50 Fischer, Ellard) **VOTED** unanimously by roll call vote to appoint Julian
Troake to the Library Board of Trustees for a term ending, May 21, 2013.

- 52 • **Consider Expansion of Charge to Library Advisory Committee:** Heidi Ellard
met with the Board of Selectmen to review the new role of the Library Advisory
54 Committee that her committee proposes in order for the committee to move
forward. She provided a copy of the committee's objectives to the Board of
56 Selectmen. There were questions or comments on the following:
- 58 ▪ **Did the Board of Library Trustees Vote?** Costello asked if the
Board of Library Trustees have had the chance to vote on the new
objectives for the Library Advisory Committee. Ellard reported that
60 they had voted to adopt the new role of the Library Advisory
Committee.
 - 62 ▪ **Delete Last Sentence:** Davis suggested that the last sentence in
the "Tactical Implementation of Stated Objective" be deleted. There
64 was a brief discussion on the pros and cons of leaving the last
sentence, as written. Costello suggested amending the sentence.
 - 66 ▪ **How Long Will the Committee Be Meeting?** Nay wanted to know
how long the committee would remain as a committee. Ellard
68 suggested that the committee would continue meeting until their
objectives are met. The Board of Selectmen suggested to the end
70 of June 30, 2013.

72 **7:30PM** On a **MOTION** made by **Costello**, seconded by
Killam, the Board of Selectmen **VOTED** unanimously to
change the last sentence in the third paragraph to state they
74 will also have the authority and ability to engage with all town
boards and constituents as needed in order to accomplish
76 their stated objective.

78 **7:30PM** On a **MOTION** made by **Costello**, seconded by
Davis, the Board of Selectmen **VOTED** unanimously to
80 adopt the communication from the Library Advisory
Committee, dated December 17, 2012, as part of the
82 committee's charge, responsibilities, and objectives.

84 **7:33PM** On a **MOTION** made by **Costello**, seconded by
Nay, the Board of Selectmen **VOTED** unanimously by roll
86 call vote to appoint Pauline Jenkins and Heidi Ellard as
voting members of the Permanent Building Committee for
88 the library project.

90 **7:36PM** On a **MOTION** made by **Costello**, seconded by
Nay, the Board of Selectmen **VOTED** by roll call vote to
92 make the appointments to the interiors selection sub-

committee and landscape sub-committee, as printed. Davis abstained.

- **Temporary Library Director:** Ellard asked the Board of Selectmen to allow them to hire a temporary Library Director, to work through May of next year, when they expect to have a new permanent Library Director in place. After a brief discussion, the Board took the following action:

7:40PM On a **MOTION** made by **Costello**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to lift hiring freeze to library trustees to hire a temporary director.

7:42PM MEETING WITH REPRESENTATIVES FROM SECOND CONGREGATIONAL CHURCH:

- **Request for "O" District Approval for Proposed Addition to Add a Lift:** Selectman Killam removed himself from the meeting discussions, as he is a member of the church. Mr. Barclay Beahm met with the Board of Selectmen to request "O" District approval for the proposed addition to add a handicapped lift to the facility. Mr. Beahm provided photographs and drawings for the Board to review while he explained the work they'd like to do to the church. After a brief discussion, including a request for a reduction in building permit fees, the Board took the following action:

7:51PM On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen **VOTED** to reduce the building permit fee by 50% as requested. **Killam** abstained.

7:52PM On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of Selectmen **VOTED** to approve the construction, as requested, in the "O" District. **Killam** abstained.

7:55PM MEETING WITH DIRECTOR OF FINANCE: Finance Director Kathy Benevento met with the Board of Selectmen to discuss the following:

- **Review FY13 Revenues and Expenditures to Date:** Benevento noted that there were increases in the Fire Department's budget for unanticipated vehicle repairs, and in the Town Clerk's budget for the presidential election. All other budgets are on target.
- **Projected FY14 Revenues and Budget Guidelines:** Benevento advised that it appears that FY14 will be level-funded. A conservative estimate for increase in new growth is set at \$24,650.
- **Warrants to Sign:** Benevento reminded the Board members that they will need to sign the warrants over the next two weeks when they will not be meeting.

140 **8:10PM APPOINTMENTS**

141 • **Consider Appointments to the Sustainability Committee:**

142 ○ **Candidate Greg Netland:** Greg Netland met with the Board of Selectmen
to express his desire to serve on the Sustainability Committee.

143 ○ **Candidate Marc Aronson:** Marc Aronson met with the Board of
144 Selectmen to express his desire to serve on the Sustainability Committee.

After brief interviews with both gentlemen, the Board took the following action:

145 **8:24PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the
146 Board of Selectmen **VOTED** unanimously by roll call vote to appoint
147 Joe Hill, Greg Netland and Marc Aronson to the Sustainability
148 Committee for a term ending June 30, 2013.

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151 **8:25PM REPORT OF THE TOWN ADMINISTRATOR:** Benson reported on the
152 following:

153 • **Recommend Removal of Camp Structure at Butman Pond:** Benson provided
154 more information for the Board to review on the demolition of the building on the
155 Haynes Land. He added that the amount quoted for demolition is \$4800. He
156 provided comments from the Building Inspector and Fire Chief on their
157 recommendations that the building be demolished.

158 **8:27PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the
159 Board of Selectmen **VOTED** unanimously to accept the \$4800 quote to
160 demolish the cabin on Butman Pond.

161 • **Recommend Removal of Colby House:** Benson also provided information on
162 the demolition of the Colby House. The Board reviewed the quotes from all
163 companies that provided one and directed Benson to pursue getting a quote from
164 Old House Parts, the company that recycles old house parts.

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167 **8:33PM ROUTINES**

168 ▪ **Outstanding Appointments:** Selectman Perkins advised the Board that there is
169 one opening on the Conservation Commission that they would like filled as soon
170 as possible. He added that there is also an opening on the Permanent Building
171 Committee that needs to be filled.

172 ▪ **Permanent Building Committee Charge:** Costello started a discussion on how
173 he would like the Permanent Building Committee to work with other committees
174 and regulatory boards. He suggested that the Permanent Building Committee
175 come to a future Selectmen's meeting to make sure everyone is on the same
176 page. Benson advised the Permanent Building Committee will be meeting
177 Wednesday night. Costello suggested they come to a Selectmen's meeting in
178 January.

179 ▪ **Floor Drain Engineering Survey Grant:** Perkins suggested that Benson write
180 up something to acknowledge Inman's accomplishments in obtaining grants for
181 the Town.

182 ▪ **Future Meetings:** Benson reported that the Board will not be meeting on 12/24
183 or 12/31. The next meeting will be 1/7.

Minutes:

- 186 ○ **8:44PM** On a **MOTION** made by **Killam**, seconded by **Costello**, the
Board of Selectmen **VOTED** unanimously to approve the Minutes of
188 December 10, 2012, as amended.
- 190 ○ **8:45PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board
of Selectmen **VOTED** unanimously to approve the Minutes of December
192 10, 2012 Executive Session, as printed.

8:45PM TREASURY BILLS:

- 194 ● **8:45PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of
Selectmen **VOTED** unanimously to approve accounts payable warrant
196 #13-336, in the amount of \$4,392.81.
- 198 ● **8:45PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve accounts payable warrant
200 #13-337, in the amount of \$1,355.61.
- 202 ● **8:46PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve accounts payable warrant
204 #13-338, in the amount of \$361.86.
- 206 ● **8:46PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of
Selectmen **VOTED** unanimously to approve payroll warrant #PY1324, for
208 non-school payroll, in the amount of \$77,768.51.
- 210 ● **8:46PM** After Selectman Costello removed himself from the discussion,
Nay made a **MOTION**, seconded by **Davis**, to approve accounts payable
212 payroll warrant #PY1324, for school payroll, in the amount of \$315,874.96.
The motion was approved, with **Costello** abstaining.
- 214 ● **8:47PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve accounts payable warrant
216 #13-25, in the amount of \$177,104.04.
- 218 ● **8:47PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve accounts payable warrant
220 #13-25S, in the amount of \$220,726.12, for school vendors.

8:48PM OTHER BUSINESS:

- 222 ● **COA Holiday Luncheon:** Selectwoman Nay provided a report on the COA
Luncheon – everybody had a great time.
- 224 ● **Holiday Lights:** Selectman Costello commented on how nice the East Village
looks, but noted that the library and community center need lights in the
226 windows.
- 228 ● **Library Construction Funding:** Selectman Davis started a discussion on
funding possibilities for the library construction and how the funding would be
appropriated. Benson advised that there would need to be warrant articles at two
Town Meetings – one for design and one for construction. He added that the
construction funding would also need a ballot question.

- 230 • **Grand Illumination:** Selectwoman Nay and Selectman Perkins commented on
the Grand Illumination they attended in the East Village on Sunday, noting that it
was especially nice because of the light snowfall.
- 232 • **Upgraded Protection in Schools:** Benson reported on the activities and plans
that went into effect after the incident in Newtown, CT on Friday. He reported
234 there has been great cooperation between schools, police and emergency
department heads. A brief discussion ensued on how much protection to provide
236 without scaring the children more than necessary.
- 238 • **Meeting with Police Chief:** Selectman Perkins noted that Chief Murphy will be
meeting with the Board after the holidays. He will be reporting on the new all-
wheel drive police cruiser. Perkins added that it's a great vehicle and very
240 appropriate for this town, especially this time of year.

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Meeting Adjourned at 9:02PM

244 Upon a **MOTION** made by **Davis**, and seconded by **Killam**, the Board of Selectmen
VOTED unanimously to adjourn at 9:02PM.

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248 Respectfully Submitted,

250 *Judith A. Stickney*
Minutes Secretary

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254 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:

- 256 1. Agenda
- 258 2. Announcement: Holiday Trash Pickup Schedule
3. Announcement: Boxford Town Library Events
- 260 4. E-Mail from Alan Benson to Board of Selectmen Re: Library Advisory Committee
Charge, 12/14/12
- 262 5. E-Mail from Alan Benson to Board of Selectmen Re: "O" District Review,
12/14/12
- 264 6. Packet from Second Congregational Church Re: Plans and Drawings for Lift
7. Letter from R. Barclay Beahm, Second Congregational Church, to Board of
Selectman Re: Vertical Lift Project, 12/12/12
- 266 8. Memo From Kathy Benevento to Board of Selectmen, Re: Budget Status FY13
and Budget FY14, 12/13/12
- 268 9. Budget Status, 11/30/12
10. Warrant Article Balance, 11/30/12
- 270 11. Fund Balance Report, 11/30/12
12. Reserve Fund Transfers FY13
- 272 13. Revenue/Expense FY14 – Option 1
14. Revenue Comparison November YTD
- 274 15. Charge to the Boxford Sustainability Committee, 7/30/12

- 276 16. E-Mail from Gregory Netland to Board of Selectmen Re: Sustainability
Committee, 11/29/12
- 278 17. E-Mail from Marc Aronson to Susan Inman Re: Sustainability Committee,
07/19/12
- 280 18. Memo from Alan Benson to Board of Selectmen Re: Town Owned Structures
Demolition, 12/14/12
- 282 19. Memo from Alan Benson to Board of Selectmen Re: Outstanding Appointments
20. Letter from Jeffrey J. Siena, MIIA, to Susan Inman Re: Loss Control Grant/Floor
Drain Engineering Survey
- 284 21. Meeting Minutes:
a. December 10, 2012
286 b. December 10, 2012 Executive Session
- 288 22. E-Mail from Nanci Hill to Alan Benson, etal, Re: Resignation, 12/13/12
23. Statement from Julian Troake, Library Board Nominee, Re: Background
Information
- 290 24. New Role of Library Advisory Committee / Role of Library Trustees in Building
Process