

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

January 14, 2013 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, George Fischer, Nanci Milone Hill, Carole Davis, Julian Troake, Susan Daley, Holly Langer, Frank Quakenbush, Bob Hazelwood, Margaret Chow-Menzer, Heidi Ellard, Louise Kress, Pauline Jenkins, Dick Taylor, Miika Ebbrell, Garth Tolman, Lauren Laplante, Yuching Buehler

7:03PM Meeting Called to Order

Chairman Perkins called the meeting to order at 7:03PM.

7:03PM ANNOUNCEMENTS

- **Flu Clinic:** Selectman Davis announced that there will be a Flu Clinic at 4 Mile Village on 1/23, 12PM-2PM.

7:04PM JOINT MEETING WITH BOARD OF LIBRARY TRUSTEES, LIBRARY ADVISORY COMMITTEE, AND PERMANENT BUILDING COMMITTEE:

Selectman Davis began the discussion by providing a brief history of the library building project to date, including that there will need to be a Special Town Meeting for the Town to vote on the Permanent Building Committee's proposal for a new library. Chairman Perkins added that additional information and funding will be voted on at the regularly scheduled Special Town Meeting in the fall.

Margaret Chow-Menzer, Chairman of the Permanent Building Committee (PBC), presented an update on the design phase of the project and introduced Frank Quakenbush, who spoke on the funding that will be needed to follow their projected timeline. The PBC provided a rough timeline on activities that will be scheduled for the project. Quakenbush added that they will need to have a Special Town Meeting soon, hopefully in February, to vote for design funding and they will have a warrant article at the Fall Town Meeting for construction funding.

The Board of Selectmen briefly discussed possible dates for a Special Town Meeting, referring to a calendar that the Town Administrator provided, showing dates when Masconomet and the Town Moderator are available. In the interest of time, the Board decided to schedule the Special Town Meeting for Tuesday, February 26, a date when

46 the Town Moderator would not be available. The Board will figure out who will serve as
Moderator at a later time.

48 **7:26PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of
Selectmen **VOTED** by roll call vote, to call a Special Town Meeting for Tuesday,
50 February 26, at Masconomet at 7PM. The motion carried.

Roll Call:

52 **Killam: Abstain**
Davis: Yes
54 **Costello: Yes**
Nay: Yes
56 **Perkins: Yes**

58 There ensued a brief discussion on the pros and cons of building the new library at the
Elm Street location. Killam prefers a library at the central Spofford Road location and
60 does not support the Elm Street location. He asked what the fallback position would be,
if the Elm Street position fails. Nay, Davis, Costello and Perkins all agreed that the
62 Town has already voted for the Elm Street location and they will support that location.

64 Chairman Perkins advised that the Board of Selectmen will be considering appointing a
5-person Cummings House Study Committee to determine what to do with the
66 Cummings building, as it will not be part of the new library building.

68 **7:35PM** **Davis** made a **MOTION**, seconded by **Costello**, to create the
Cummings House Study Committee, as proposed.

70 **7:35PM Discussion:** Heidi Ellard of the Library Advisory Committee, advised
that the Library Advisory Committee is all for it. Selectman Costello read the draft
72 charge for the new Cummings House Study Committee. The Board decided that
the CHSC will be scheduled for a recommendation and meeting with the Board of
74 Selectmen in July 2013.

76 **7:50PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to create the Cummings House Study
78 Committee.

80 **7:53PM TOWN MEETING MODERATOR:** Jerry Johnston, Town Moderator,
82 appeared before the Board to ask if the date had been set for the Special Town
Meeting, as he missed the discussion on it. Chairman Perkins advised they set the
84 meeting for February 26, when the Moderator would not be available. There was some
discussion on why that date was chosen and the Moderator left the meeting.

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92 **7:57PM REPORT OF THE TOWN ADMINISTRATOR:** Benson reported on the following:

- 94 • **Jennifer Tinney Road Race:** The Board reviewed a request from Chris Faddis, BAA, for approval of the Jennifer Tinney Road Race on July 4th, as well as the posting of signs.

96 **7:57PM** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the road race and posting of signs, as requested.

- 100 • **Tour de Cure Cycling Event:** Benson advised the Board of a request from the American Diabetes Association to have a one-day non-competitive cycling event on Sunday, May 19.

102 **7:58PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the event, as requested.

- 104 • **Scouting for Food Event Signs Request:** Benson advised the Board that Scouting Troop 51 and Pack 41 have requested approval to post signs for the Scouting for Food event.

106 **7:59PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

- 110 • **Police Department Request for Surplus Tires Auction:** The Board reviewed a request from the Police Department to have several tires declared as surplus so they can sell them at auction.

112 **8:00PM** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously to declare the tires as surplus and available for auction.

- 114 • **License Approvals:** The Board reviewed license applications for the following:

- 118 • **Junk License:**

- **David Noyes**

120 **8:01PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to issue a junk license to David Noyes.

- 122 • **Common Victualler's Licenses:**

- 124 • **Far Corner Farm Gold Course, Inc.**
- **Boxford House of Pizza**
- 126 • **Stone House Farm, Inc.**

128 **8:01PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to issue Common Victualler's licenses to Far Corner Farm Golf Course, Boxford House of Pizza, Stone House Farm.

132 **8:02PM APPOINTMENTS:** The following people appeared before the Board of Selectmen with an interest in serving on the Permanent Building Committee:

- 134 • **Miika Ebbrell**

136 • **Garth Tolman**

138 After both applicants reviewed their credentials with the Board, and the Board members
139 had an opportunity to ask questions, Margaret Chow-Menzer, chair of the Permanent
140 Building Committee, advised the Board that they are recommending the appointment of
141 Ebbrell and Tolman to the Permanent Building Committee.

142 **8:19PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of
143 Selectmen **VOTED** unanimously by roll call vote to appoint Miika Ebbrell and
144 Garth Tolman to the Permanent Building Committee for a term ending June 30,
2013.

146 The Board also met with the following people interested in serving on the Sustainability
147 Committee:

- 148 • **Lauren Laplante**
- 149 • **Yuching Buehler**
- 150 • **Richard Taylor**

152 After the applicants reviewed their credentials with the Board and the Board members
153 had an opportunity to ask questions, the Board of Selectmen took the following action:

154 **8:50PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of
155 Selectmen **VOTED** unanimously by roll call vote to appoint Lauren Laplante and
156 Yuching Buehler to the Sustainability Committee for a term ending June 30,
157 2013.

158 Selectman Davis will attend their first meeting of the Sustainability Committee to give
159 them information on running meetings, etc.

162 **8:52PM REPORT OF THE TOWN ADMINISTRATOR (continued)**

- 164 • **OnLine Bill Paying System:** Benson reported that the Town now has a new
165 vendor for the Town's online bill paying system. Residents can now purchase
166 burning permits, pay excise taxes, real estate taxes, purchase dog licenses and
more on the Town's web site.
- 168 • **Governor's Initiatives:** Benson explained there are many new initiatives the
169 Governor is working on and will be announcing at the MMA convention. He
170 reviewed one of them with the Board:
 - 172 ○ **OPEB Legislation:** Benson explained there is a proposal to change the
retirement years qualification for retiring employees to obtain health
insurance, in an effort to decrease the cost to cities and towns.
- 174 • **No Meeting Next Week:** Benson advised the Selectmen will not be meeting next
175 week, as it is Martin Luther King Day.

178 **9:02PM ROUTINES:**

- 179 • **Appointments:**
 - 180 ○ **Conservation Commission:** Request from the ConCom to reappoint
Peter Delaney to the Land Committee.

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- **9:03PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Peter Delaney to the Land Committee, per the recommendation of the ConCom, for a term ending June 30, 2014.
 - **MMA Voting Delegate:** Benson advised the Board needs to designate Davis as the voting delegate for the MMA convention.
 - **Letter from Charles Provenzano:** Request for an option to vote absentee at Town Meeting. Benson reported that it is illegal in Massachusetts to vote absentee for Town Meeting. Voters need to be present at Town Meeting to vote. Benson will prepare a letter in response for the Board to review.

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- **Minutes:** After an amendment proposed by Davis on line 48, and a correction by Nay on line 94, the Board took the following action:
 - **9:08PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the, Minutes of January 7, 2013, as amended.
 - **9:09PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of January 7, 2013 Executive Session, as printed.

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9:09PM TREASURY BILLS:

- **9:09PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-29S, in the amount of \$76,837.16.
- **9:10PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-29, in the amount of \$127,240.53.
- **9:10PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payroll warrant #PY1328, for non-school payroll, in the amount of \$71,558.52.
- **9:11PM** After Selectman Costello removed himself from the discussion, on a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** to approve accounts payable payroll warrant #PY1328, for school payroll, in the amount of \$330,735.02. **Costello** abstained.

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9:12PM OTHER BUSINESS:

- **Land Committee:** Selectman Davis asked Benson to remind the Land Committee they were supposed to meet with the owner of the Boxford House of Pizza people and other properties there regarding an easement for parking and for use of the trails there.

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9:13PM EXECUTIVE SESSION:

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Upon a **MOTION** duly made by **Perkins**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with represented and non-represented employees and declared that an Executive Session was 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 without conducting any further business.

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The Board of Selectmen went into Executive Session at 9:13PM

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Meeting Adjourned at 9:15PM

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Upon a **MOTION** made by **Davis**, and seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:18PM.

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Respectfully Submitted,

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Judith A. Stickney

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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:

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1. Agenda

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2. Announcement: Flu Clinic

3. Library Revised Site Plan and Design

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4. Revised Library Floor Plans

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5. Draft: Charge to the Cummings House Study Committee

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6. E-Mail from Alan Benson to Town Moderator, Board of Selectmen, Town Clerk, Town Finance Director Re: Possible Special Town Meeting, 1/10/13

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7. Letter from Miika Ebbrell to Board of Selectmen Re: Interest in Permanent Building Committee, 1/10/13

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8. Letter from Rick Anderson to Board of Selectmen Re: Interest in Permanent Building Committee, 12/31/12

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9. Letter from Garth Tolman to Board of Selectmen Re: Interest in Permanent Building Committee, 12/27/12

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10. Letter from Richard Taylor to Board of Selectmen Re: Interest in Sustainability Committee, 1/3/13

11. E-Mail from Ross Povenmire to Susan Inman Re: Reappointment of Peter Delaney as Associate Member of the Conservation Commission and Liaison to the Land Committee, 1/9/13

- 274 12. E-Mail from Chris Faddis, BAA, to Susan Inman Re: Approval for Jennifer Tinney
Memorial July 4th Road Race, 1/10/13
- 276 13. Letter from American Diabetes Association Tour de Cure to Alan Benson Re:
TourdeCure Cycling Event, 11/29/12
- 278 14. Letter from Nahed Chaoui, Boxford Scouts, to Board of Selectmen Re: Signs
Approval, 1/7/13
- 280 15. Goodyear Tire Inventory for Auction
- 282 16. Junk License for David Noyes
- 282 17. Common Victualler's License for Far Corner Farm Golf Course, Inc.
- 284 18. Common Victualler's License for Boxford House of Pizza
- 284 19. Common Victualler's License for Stone House Farm, Inc.
- 286 20. E-Mail from Alan Benson to Board of Selectmen Re: Outstanding Appointments,
1/11/13
- 288 21. Letter from Richard Alm to Board of Selectmen Re: Library, 1/9/13
- 288 22. Letter from Charles Provenzano to Town Administrator Re: Town Meeting
Attendance, 1/9/13
- 290 23. Meeting Minutes:
- 292 a. January 7, 2013
- 292 b. January 7, 2013 Executive Session
- 294 24. Boxford Library Project Timeline
- 294 25. Curriculum Vitae of Lauren Laplante Rottman
- 296 26. Application to Boxford Sustainability Committee from Yu Ching Buehler, Ph.D.
- 296 27. Letter from Schwartz/Silver to Alan Benson Re: Boxford Public Library –
Proposed Amendment to 2011 Agreement for Designer Services, 1/11/13
- 298 28. February / March 2013 Calendar
- 300 29. Motion to go into Executive Session