

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

January 28, 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, Margaret Chow-Menzer, Garth Tolman, Bob Hazelwood, Frank Quakenbush, Peter Delaney, Natasha Grigg, Bob Gore, Stuart Saginor

7:03PM Meeting Called to Order

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

7:03PM ANNOUNCEMENTS

- **Online Payment Transactions:** Selectman Davis announced that the town has a new vendor for online payment transactions to pay fees for dog licenses, marriage, birth, death and business certificates and burning permits.
- **Burning Permits:** Selectman Killam announced that burning permits are available online through May 1.
- **Dog Licenses:** Selectwoman Nay announced that dog licenses are available online and should be purchased by January 31 to avoid a late fee.
- **Soup and Chowder Fest:** The West Boxford Improvement Society is holding a Soup and Chowder Fest on February 2 at Lincoln Hall, from 5pm-7pm.
- **Real Estate Property Taxes Due:** Selectman Perkins announced that real estate taxes are due by January 31.

7:08PM DISCUSSION ON AMENDED ROLES AND RESPONSIBILITIES OF LIBRARY TRUSTEES AND LIBRARY ADVISORY COMMITTEE:

Selectman Perkins asked Margaret Chow-Menzer, chair of the Permanent Building Committee, to begin the discussion by bringing the Board up to date on their discussions regarding the roles of the Permanent Building Committee, in relation to the Library Advisory Committee and the Library Trustees. Chow-Menzer introduced her committee members to the board: Frank Quakenbush, Bob Hazelwood, and Garth Tolman. Chow-Menzer advised they were concerned about the wording of the charge of the Library Advisory Committee and the role of the Library Trustees and they talked to those involved about the changes. They drafted an amended document for the role of the Library Advisory Committee and the role of the Library Trustees in the library building process.

46 Killam noted that the final sentence in the role of the Library Advisory Committee
48 appears to give the Library Advisory Committee authority to engage with all town
50 constituents or town committees involved in the building process and, Killam added, that
52 was a problem previously. Chow-Menzer suggested that it was not authority to
54 negotiate with those committees or people, but to ensure all current and accurate
56 information from all committees is funneled together to one body. Quakenbush advised
that there is no problem there because they are not a decision-making committee and
any revisions they may suggest will be turned over to the PBC to include in the final
plans, if it is possible. Nay agreed. Davis suggested that the word “authority” be
removed and that the line reads as “they may also have the ability to engage with all
town constituents, etc.”

58 Selectman Costello suggested that the two voting members being appointed to the
60 committee not be referred to as “Liaisons” to the Permanent Building Committee, but a
62 better term might be “Project-Specific Members”. Chow-Menzer suggested that they
64 would be appointed as temporary members.

62 **7:22PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the Board of
64 Selectmen **VOTED** unanimously to endorse the new role of the Library Advisory
66 Committee and the role of the Library Trustees in the building process, as
amended January 28, 2013.

66 Quakenbush asked the Board about the agenda item entitled “Review draft response to
68 citizen inquiry on library project” and if their input was needed to answer the questions.
Benson advised it is a lengthy 7-page inquiry from a resident to the Board of Selectmen
70 regarding the expenditures on the formerly proposed 18, 000 square-foot library and the
72 expenditures-to-date on the proposed 15,000 square-foot project. Benson summarized
74 his responses for the Permanent Building Committee and advised their input was not
solicited, as it was strictly questions on expenditures to date, which he was able to
answer with available information.

76 There was a brief discussion on the original purpose of the Permanent Building
78 Committee, as it was originally proposed by Selectman Costello. Chow-Menzer
80 reviewed with the Board how her Committee works with the Library Trustees and the
Library Advisory Committee on the library project, deferring to them, when necessary,
for their expertise on library-specific program space needs.

82 **7:45PM REVIEW OF DRAFT SPECIAL TOWN MEETING WARRANT:** Chairman
84 Perkins advised there is only one article for the Special Town Meeting on February 26,
2013. Benson provided a copy of the draft and the Board discussed proposed changes
86 and additions to the warrant article wording.

88 After lengthy discussion, the Board came to agreement on the following phrase:
90 “To design plans and specifications and provide construction documents and conduct
solicitation of construction bids for a proposed new Boxford Town Library at 10 Elm
Street, of approximately 15,000 square feet, and associated site work, including design

92 for demolition of the 1974 addition and weather-tight and structural closure of the
93 remaining Cummings House structure.”

94 **7:55PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of
95 Selectmen **VOTED 4-1 (Killam: NO)** to approve the warrant, as amended.

96
97 Selectman Killam explained his position in opposition to the warrant article, suggesting
98 that the ZBA turned down the library on that site due to massing on the sight and he
99 doesn't think the 15,000 square foot library is enough of a reduction to change their
100 position.

102
103 **7:57PM REPORT ON MMA CONVENTION AND GOVERNOR'S PROPOSED FY14**
104 **STATE BUDGET:** Town Administrator Benson provided a report on the seminars he
105 attended: Open Meeting Law, Labor Law, and Public Employees Benefits. He also
106 mentioned that they attended the Mass. Selectmens Association, Mass. Municipal
107 Managers Association, and MIIA meetings. MIIA reported that health insurance rate
108 increases will be between 0% and 10%.

110 Selectwoman Nay reported on the seminars she attended: Medical Marijuana Law,
111 Unemployment Insurance, and she attended the Women's Lunch with Carmen Ortiz,
112 the first Hispanic and first woman U.S. Attorney for Massachusetts. She and Selectman
113 Davis attended the seminar on Finding a Normal in State, Local and Federal
114 Relationships.

116 Selectman Davis reported on the seminars he attended: Changes in Municipal Law,
117 Changes in Health Care.

118
119 Benson reported that the Governor's budget proposal increases local aid to
120 Masconomet by a net of about \$20,000. Benson added that the Governor gives in
121 Chapter 70 and takes away in school transportation. The Governor has proposed a 1%
122 increase in income tax and a 2% decrease in sales tax. Killam noted that it all has to be
123 approved by the legislature.

124

126 **8:02PM REPORT OF TOWN ADMINISTRATOR:**

127 • **Payroll System Reorganization:** Benson reported that he and the Finance
128 Director are recommending an every-two-week payroll system. He provided
129 information for the Board to review on the complete reorganization they are
130 proposing and asked the Board for their questions.

132 Perkins suggested that they will not be able to take a vote on this tonight. Benson
133 advised they will be looking for a vote of endorsement by the Board at the February
134 4 meeting, when the Finance Director will be in attendance. Benson added that it
135 has to be decided by the end of February, to provide due notice to the State and
136 employees. The Board will review the information and have questions for Benson at
a future meeting.

- 138 • **Consider Request from Tax Collector for Approval to Issue Tax Bills in**
140 **Electronic Form** : Benson provided a copy of the request from the Tax Collector for
the Board to review and discuss.

142 **8:42PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board of
143 Selectmen **VOTED** unanimously to allow the Collector of Taxes to issue Real
144 Estate and Personal Property Tax Bills in electronic Form, according to Chapter
145 139, section 84 of the Acts of 2012 which amended G.L. c 60 s. 33A (b) as
146 follows: "The collector may issue the bill or notice required by section 3 in
147 electronic form, provided that the electronic bill or notice meets the standards set
148 forth in subsection (a). An electronic bill or notice issued shall be issued under
voluntary programs established by the collector with the approval of the board of
selectmen or mayor, as the case may be. No political subdivision shall require a
taxpayer to take part in an electronic billing system or program."

- 150 • **Review Draft Response to Citizen Inquiry on Library Project:** Benson provided a
152 copy of his draft response for the Board to review.

- 154 • **Senior Center Gift Fund:** The Chairman advised the Board that they have received
a request from Dick Taylor and Liz Murphy for the Town to establish a Senior Center
Gift Fund.

156 **8:46PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board of
157 Selectmen **VOTED** unanimously to establish the gift fund, as requested.

158

160 **8:48PM ROUTINES:**

161 • **Appointments:**

- 162 ○ **8:48PM Town Forest Committee:** The Board received a request from
Tom Thomassen asking to be reappointed to the Town Forest Committee.

164 On a **MOTION** made by **Davis**, seconded by **Costello**, the Board of
165 Selectmen **VOTED** unanimously by roll call vote to appoint Tom
166 Thomassen to the Town Forest Committee for a term ending June
30, 2015.

- 168 ○ **8:49PM Land Committee:** The Board received a request to correct the
appointment of Peter Delaney to the Land Committee, amending the term
170 to June 30, 2015:

172 On a **MOTION** made by **Davis**, seconded by **Killam**, the Board of
173 Selectmen **VOTED** unanimously by roll call vote to appoint Peter
Delaney to the Land Committee for a term ending June 30, 2015.

- 174 • **Outstanding Appointments:** Selectman Davis reviewed the list of openings on
various committees in town and encouraged anyone interested to contact the
176 Selectmen's office.

- 178 • **Development of Spofford Road Site for Municipal Purposes:** Chairman
Perkins advised the Board of a letter from the Board of Health regarding the
development of the Spofford Road site for municipal purposes. There began a
180 discussion on finalizing the closure of the landfill.

- 182 • **Request to Hold a Bonfire:** Perkins advised the Board that they have a request
from the West Boxford Improvement Society to hold a bonfire on March 2, 2012,
behind the West Library, in observance of Evacuation Day.

184 **8:54PM Costello** made a **MOTION**, seconded by **Killam**, to approve the
186 bonfire as requested.

188 After a brief discussion regarding which event the bonfire would be
190 allowed for, Costello withdrew the motion and asked Benson to get more
192 information on the event.

- 190 • **Fire Chief Accreditation:** Perkins advised the Board that they have received a
192 letter from the Mass. Fire Service Commission informing the Board that Chief
194 Stickney has been awarded credentialing at the level of Fire Chief.
- **Minutes:** After an amendment proposed by Killam on line 58 of the open session
minutes, the Board took the following action:
 - 196 • **9:08PM** On a **MOTION** made by **Costello**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve the, Minutes of January 13,
200 2013 Executive Session as printed.
 - 198 • **9:09PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board of
Selectmen **VOTED** unanimously to approve the Minutes of January 13, 2013,
as amended.

202
9:02PM TREASURY BILLS:

- 204 • **9:02PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
206 Selectmen **VOTED** unanimously to approve accounts payable warrant #13-31, in the
amount of \$213,333.45.
- 208 • **9:02PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
210 Selectmen **VOTED** unanimously to approve accounts payable warrant #13-31S, in
the amount of \$57,751.26.
- 212 • **9:03PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
214 Selectmen **VOTED** unanimously to approve payroll warrant #PY1330, for non-school
216 payroll, in the amount of \$79,171.00.
- **9:03PM** After Selectman Costello removed himself from the discussion, on a
MOTION made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** to
approve payroll warrant #PY1330, for school payroll, in the amount of \$289,032.69.
Costello abstained.

218
9:04PM OTHER BUSINESS:

- 220 • **Rail Trail Project:** Selectman Davis reported that he recently spoke with the Rail
222 Trail project engineers at the MMA convention and they commented that the State is
taking forever to approve the 25% design study. They suggested that we write letters
224 to our legislators. He got a letter today from MassDOT with an update on the project
and he is now willing to wait to see if they will be taking action soon.
- **Library Trustees Question:** Davis reported that the Library Trustees have been told
226 by the Town Clerk that they must televise the initial screenings for the Library Director
interviews. Benson advised that when they get down to three finalists, that has to be
228 televised. Costello requested that Benson talk to the Library Trustees about it.

- **Stain on Ceiling:** Davis asked Benson to look into getting the stain on the ceiling fixed and to find out where the leak is that is causing the stain. Benson will look into it.

9:07PM EXECUTIVE SESSION:

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 overall strategy on land acquisition, Nason Property, 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.

The Board of Selectmen went into Executive Session at 9:07PM

Meeting Adjourned at 9:52PM

Upon a **MOTION** made by **Costello**, and seconded by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn at 9:52PM.

Respectfully Submitted,

Judith A. Stickney
Minutes Secretary

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
2. Announcement: Online Bill Paying Service
3. Announcement: Burning Permits
4. Announcement: Dog Licenses
5. Announcement: Soup and Chowder Fest
6. New Role of Library Advisory Committee (LAC) / Role of Library Trustees in Building Process
7. Memo from Town Administrator to Board of Selectmen Re: Special Town Meeting Warrant, 1/24/13
8. Draft Warrant for Special Town Meeting, 2/26/13
9. E-Mail from Senator Bruce Tarr to Municipal and School Officials Re: Governor Patrick's FY14 Local Aid Budget Proposal, 1/24/13
10. E-Mail from MMA to Town Administrator Re: Governor Files Fiscal 2014 Budget, 1/23/13

- 274 11. Memo from Town Administrator to Board of Selectmen Re: Reorganization of
Payroll Services, 1/24/13
- 276 12. Memo from Collector of Taxes to Board of Selectmen Re: Request for Approval
to Issue Tax Bills in Electronic Form, 1/24/13
- 278 13. Letter from Charles Provenzano to Town Administrator Re: Request for Library
Information, 1/16/13
- 280 14. Draft Response Letter to Charles Provenzano from the Town Administrator,
1/29/13
- 282 15. E-Mail from Dick Taylor to the Board of Selectmen Re: Gift Fund, 12/13/12
- 284 16. Memo from Town Administrator to Board of Selectmen Re: Outstanding
Appointments, 1/24/13
- 286 17. E-Mail from Thomas Thomassen to Susan Inman Re: Town Forest Committee,
1/14/13
- 288 18. Letter from Boxford Board of Health to Board of Selectmen Chair Re:
Development at Spofford Road Site for Municipal Purposes, 12/19/12
- 290 19. E-Mail from Renee Deal to Susan Inman Re: Little Red School House, 1/15/13
- 292 20. E-Mail from Jan Silva to Susan Inman Re: Request for Permission to Hold a
Bonfire, 1/24/13
- 294 21. Meeting Minutes:
a. January 14, 2013 Executive Session
b. January 14, 2013
- 296 22. Letter from Mass. Fire Service Commission to Board of Selectmen Re:
Accreditation of Chief Kerry Stickney, 1/23/13
- 298 23. E-Mail from Permanent Building Committee to Town Administrator Re: Library
Design Warrant, 1/26/13
- 300 24. Copy of Town Bylaw, Article XI. Permanent Building Committee
- 302 25. E-Mail from Kerry Stickney to Susan Inman Re: Bonfire, 1/25/13
- 304 26. Motion to go into Executive Session