

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
February 25, 2013 7:00PM**

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

Absent: Chuck Costello

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Finance Director Kathleen Benevento

7:03PM Meeting Called to Order

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

7:03PM ANNOUNCEMENTS:

- **Council on Aging News and Views:** Selectwoman Nay announced that the Council on Aging will be holding a News and Views talk tomorrow morning at 9AM. Selectwoman Nay will be speaking.
- **Special Town Meeting:** Selectman Davis announced there will be a Special Town Meeting Tuesday, February 26, 2013, at Masconomet at 7PM for funds to pay for the design of a new Boxford Town Library.
- **Fatal Accident:** Selectman Chairman Perkins announced there was a fatal accident this morning on Lawrence Road. The victim was pronounced dead at the scene. He was a 59 year old male from Reading.

7:07PM MEETING WITH DIRECTOR OF FINANCE: Kathleen Benevento met with the Board of Selectmen to discuss the following:

- **Review Current Status Draft FY14 Budget:** The Board had questions or comments on the following:
 - **Masconomet Assessment up \$47,622, 0.60% increase:** Benson noted that Middleton's increase was nearly \$800,000.
 - **Internet at West Fire, increase \$672:** Perkins asked if the internet was supposed to be included free in town buildings. Benson explained that cable TV is free to all public buildings, but internet is only free to libraries and schools.
 - **Police cruiser, increase \$2,610:** Davis suggested they look into purchasing energy efficient vehicles in the future.
 - **Police Ballistic Vests, increase \$1,200:** Davis asked if there were grants for those. Benevento explained that there is a program that provides one free

- 44 vest with every two or three purchased. Davis suggested they shop ahead.
Benevento will check that out with the Police Chief.
- 46 ○ **Police Education, increase \$2,950:** Nay asked if this was classroom training
or situational training. Benevento explained that it could be either.
- 48 ○ **Fire Deputy Chief Position, increase \$2,346:** Davis asked if that was
approved previously. Benson explained that it wasn't.
- 50 ○ **Callmen Training, increase \$13,410:** Benson explained there are some that
will be retiring this year and the Chief wants to increase the training budget to
52 send two to the Firefighting Academy for Firefighter I & II training. Killam
expressed concern that we're providing the training and the firefighters leave
54 to take jobs in other departments.
- **Rental Baldpate Tower, increase \$4,088:** Davis asked if we could put up
56 our own tower. Benson explained that our Zoning laws do not allow a tower
as high as we'd need to serve the purpose.
- 58 ○ **DPW Tree Maintenance:** A discussion ensued about the responsibility the
Board of Selectmen has in maintaining the safety of the roads by keeping the
60 trees trimmed.
- **Board of Health Repair and Maintenance Landfill, increase \$3,000:** The
62 Board requested more information on this and Benevento will get back to
them on that.
- 64 ○ **Library Budget Increases:** Davis noted that the Library Director salary is so
low that some of the applicants have withdrawn. Benson advised the
66 Personnel Board can look at it again, by request.
- **COA Van Maintenance Line Item, increase \$3,000:** Davis asked what
68 they've been using to fund maintenance. Benevento explained that they've
been using the original fund and a revolving account, but both are
70 diminishing. Killam asked if it might make sense to hire a couple of mechanics
to maintain town vehicles. Benson advised a study was done and it was not a
72 cost benefit six years ago. He will look into doing another study.
- **Draft Warrant Article List:** Benevento provided a summary of the money articles to
74 the Board members.
 - **Proposed Tri-Town Union Reorganization Plan:** Benevento provided a brief
76 summary of the proposed plan.
- 78 **8:15PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board of
Selectmen **VOTED** unanimously to endorse the reorganization of payroll
services, as proposed.
- 80 **8:15PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of
Selectmen **VOTED** unanimously, pursuant to MGL Chapter 149, section 148, to
82 institute bi-weekly (every other week) payroll for all employees of the Town of
Boxford effective with the payroll commencing July 4, 2013 and to instruct the
84 Director of Finance to so inform all affected employees 90 days at least, in
advance.
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88 **8:37PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town
Administrator met with the Board to review the following items:

- 90 • **Cummings House Study Committee:** Benson advised the Board that Lynne
Afrow-Ellis has requested to not serve on the committee, due to time constraints
92 and that Diane Annunziato has expressed interest in serving on the committee.

94 **8:20PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board
of Selectmen **VOTED** unanimously to rescind the appointment of Lynne
Afrow-Ellis to the Cummings House Study Committee.

96 **8:20PM** On a **MOTION** made by **Davis**, seconded by **Killam**, the Board
of Selectmen **VOTED** unanimously by roll call vote to appoint Diane
98 Annunziato to the Cummings House Study Committee.

100 • **Other Outstanding Appointments:**

- 102 • **Conservation Commission:** Benson reminded the Board that the
Conservation Commission is still in dire need of a member to fill a
vacancy. Benson explained that they had to cancel their meeting last
Thursday due to lack of a quorum.

104 • **Medical Marijuana Task Force:**

106 **8:23PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of
Selectmen **VOTED** unanimously by roll call vote to appoint Paula
Fitzsimmons to the Medical Marijuana Task Force.

- 108 • **Earth Day:** Benson advised the Board that they have a request from the
Recycling Committee for permission to hold the Town's annual Earth Day on
110 Saturday, April 27, 2013.

112 **8:24PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously to approve the request to hold Earth Day
on Saturday, April 27, 2013, as requested.

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116 **8:25PM ROUTINES AND CORRESPONDENCE:** The Board reviewed the following:

118 • **Minutes Approval:**

On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED**
unanimously to accept the Minutes of February 11, 2013 as submitted.

120 • **Treasury Bills:**

- 122 ○ On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously to approve payment non-school and
school payroll, in the amounts of \$74,076.51 and \$291,401.56,
124 respectively, for a total of \$365,478.07.

- 126 ○ On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously to approve payment in the amount of
\$2,385,481.94, for debt assessment.

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130 **8:30PM** On a **MOTION** duly made by **Perkins**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously by roll call vote to go into executive session for the
132 purpose of discussing overall strategy on employment contract negotiations with

134 represented and non-represented employees and to discuss strategy for land
135 acquisition:

20 Kelsey Road
136 Main Street land 09-02-29

137 And declared that an Executive Session is necessary since an open and public
138 discussion may have a detrimental effect on the negotiating, bargaining, or litigating
139 position of the Board of Selectmen, and upon completion of the Executive Session to
140 return to open session and immediately adjourn without conducting any further
141 business.

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144 **9:10PM Meeting Adjourned**

145 On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of Selectmen **VOTED**
146 unanimously by roll call vote to adjourn at 9:10PM

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149 Respectfully submitted,

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151 *Judith A. Stickney*
152 Minutes Secretary

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154 Documents either distributed to the Board of Selectmen before the meeting in a packet,
155 or at the meeting:

- 156 1. Agenda
- 157 2. Document from Finance Director Re: Operating Budget for FY14
- 158 3. Revenue/Expense Estimate
- 159 4. Increases to Town Budget
- 160 5. Proposed Budget FY14
- 161 6. General Fund Appropriation Summary
- 162 7. North Shore Regional Vocational School District Preliminary Municipal
163 Assessments
- 164 8. Annual Town Meeting Proposed Articles
- 165 9. Memo from Alan Benson to Board of Selectmen Re: Reorganization of payroll
166 services, 1/24/13
- 167 10. E-Mail from Karen Sheridan to Alan Benson Re: Permission to hold Earth Day at
168 Town Hall, 2/17/13
- 169 11. Memo from Alan Benson to Board of Selectmen Re: Outstanding Appointments,
170 February 19, 2013
- 171 12. E-Mail from Diane Annuziata to Susan Inman Re: Cummings House Study
172 Committee, 1/18/13
- 173 13. E-Mail from Kathleen Benevento to Susan Inman Re: Board/Committee
174 Volunteer Form, 2/19/13
- 175 14. Letter from West Boxford Improvement Society to Chief Michael Murphy Re:
176 Thank You, 2/21/13

- 178 15. Board of Selectmen Meeting Minutes
 - a. February 11, 2013
- 180 16. Motion to go into Executive Session

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