

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

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

Absent: Peter Perkins

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Margaret Chow-Menzer, Frank Quakenbush, Garth Tolman, Heidi Ellard, Carole Davis, George Fischer, Jane Moody, DPW Superintendent/Town Engineer John Dold, Barbara Jessel, Dick Taylor, Bob Hazelwood, Julian Troake, Brad Sweet, Samantha Mercier, Diane Annunziato, Rick Rivers, Matt Ellis

7:00PM Meeting Called to Order

Acting Chair Steve Davis called the meeting to order at 7:00PM.

7:01PM ANNOUNCEMENTS:

View of the I-Farm: Selectman Davis announced that the library is sponsoring a view of the I-Farm at the end of Towne Road, an accurate restoration of an early 17th century farm, on Saturday, March 30, 2013, at 10AM.

Spring Elections and Town Meeting Schedule: Selectman Costello announced upcoming dates and schedule for the Spring 2013 Elections and Annual Town Meeting.

Council on Aging First Annual Common Threads Luncheon: Selectwoman Nay announced that the Council on Aging is hosting a Common Threads Luncheon on Wednesday, March 27, for all those who stitched baby blankets for the Community Giving Tree.

Apology to Fire Department: Selectman Davis announced that he received several comments from firefighters and residents regarding some of the comments that were made about the fire department at last week's meeting. Davis apologized for the Board. Costello and Nay advised they both received several calls as well.

7:06PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW

Superintendent/Town Engineer, John Dold, met with the Board of Selectmen to discuss the following:

- **Floor Drains Project, East and West Stations:** Dold advised the Board that the NOI has not yet been approved by the Conservation Commission and he suggested that the Board go with the Engineer's construction estimate for the project, which he hopes to have next week, so the project can be included in the Annual Town Meeting warrant.

- 46 • **Main Street/Glendale Road Culvert:** The NOI has not yet received approval
48 from the Conservation Commission and it looks like it's going to be a complete
replacement. He does not recommend going with the Engineer's cost estimate
for this one and suggests waiting until the Fall Town Meeting for this project.
- 50 • **Replacement of Parking Lot Lights:** Dold advised that the DPW has replaced
all parking lot lights with LEDs. 70% of the cost has been paid for by National
52 Grid.
- 54 • **Progress on COA Shed:** Selectwoman Nay asked Dold for an update on the
shed and additional parking for the Council on Aging. Dold advised that he's
waiting for the site plan from the surveyor. Once he gets that, he'll go back to the
56 Planning Board in April sometime.
- 58 • **Dismantling the Colby House on Washington Street:** Selectman Davis asked
for a status report on the dismantling of the Colby House, noting that it appears
to be at a standstill. Dold advised that it's being done piece-meal and they know
they have 6 months to complete it.
- 60 • **Snowplowing Issues:** Selectman Killam advised Dold that he needs to work on
the snow removal operation, particularly as it pertains to the last storm. Killam
62 added that he got a lot of complaints about it and that Ipswich Road wasn't
touched for 12 hours. Davis agreed, adding that other roads were not good
64 either.
- 66 • **Ball Field Sheds:** Selectman Costello asked Dold if some sheds had been
purchased for the ball fields yet and if they have they have been installed. Dold
68 advised they will be installed in the fall.

70 **7:17PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan
Benson brought the following items to the Board's attention:

- 72 • **Request for Permission for a Bike Ride:** Benson advised the Board they have
a request from the Neurofibromatosis Northeast for permission to use Boxford as
74 part of their route for their annual Coast to the Cure bike ride on September 7,
2013. Public safety officials had all signed off on it.

76 **7:17PM** On a **MOTION** made by **Killam**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve the request.

- 78 • **Request to Hang a Banner:** Benson advised the Board they have a request to
hang a banner on Town Hall and on Lincoln Hall for Earth Day, as well as two
80 sandwich boards, one at East and one at West.

82 **7:18PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously to approve the request.

- 84 • **Consider Cummings House Study Committee Charge:** Benson presented a
draft of a Cummings House Study Committee Charge. After a brief discussion,
the Board decided to leave it as is for now.

- 86 • **Committee Resignations:** Benson advised the Board that Marc Mercier has
resigned from the Finance Committee and Joe Hill has resigned from the
88 Planning Board. He added that the Board needs to declare the Planning Board

90 position vacant and start soliciting people to fill it. They will delay taking any
92 action until a later meeting.

94 **7:22PM DISCUSSION ON IMMEDIATE TERM LIBRARY OPTIONS:** Permanent
96 Building Committee members Frank Quakenbush, Margaret Chow-Menzer, and Garth
98 Tolman met with the Board of Selectmen to discuss the following library issues:

- 96 • **Discussion of Proposed Warrant Articles:** Chow-Menzer introduced the
98 following proposed articles for discussion:

- 98 ○ Article to fund any necessary microbial contamination remediation.
- 100 ○ Article to complete deferred maintenance at 10 Elm Street, \$137,500.

100 The Permanent Building Committee and the Board of Selectmen discussed the
102 above options and Selectman Davis asked the Library Trustees for their input.
104 Heidi Ellard of the Library Trustees advised the Board that the Trustees agree
106 with all that was presented and hope that the remediation will be a good start to
108 solving the issues.

106 Chow-Menzer continued with the introduction of two additional article proposals,
108 which were discussed at length:

- 108 ○ Article for upgrades and a modular addition to 188 Washington Street,
110 \$277,600
- 112 ○ Article to fund investigative studies, cost estimates, and environmental
114 assessments of the land at Spofford Road for possible use for future town
116 buildings

114 Dick Taylor, of the Board of Health, also joined in the discussion with regards to
116 the ability to build on the property off Spofford Road. A lengthy discussion
118 ensued on the issues with the property. The Board decided to hold off on
120 sponsoring these articles until there is a full board.

118 **8:13PM DISCUSSION WITH LIBRARY TRUSTEES:** Heidi Ellard of the Library
120 Trustees met with the Board of Selectmen to discuss the following:

- 122 • **Request to Lift Hiring Freeze:** Ellard asked the Board to lift the hiring freeze to
124 allow them to replace a 35-hour/week Library Assistant and a 10-hour/week
126 Library Clerk.

124 **8:14PM** On a **MOTION** made by **Costello**, seconded by **Killam**, the Board
126 of Selectmen **VOTED** unanimously to lift the hiring freeze.

- 126 • **Revote of Library Design Article:** Ellard asked the Board to consider a possible
128 revote of the library design article which was defeated at the Special Town
130 Meeting on February 26, 2013. Ellard advised that the library is in dire straits
132 structurally and a new building is desperately needed. She added that the article
received a majority of votes and may have passed with a 2/3 majority if the
meeting wasn't held right after February vacation week. Much discussion ensued
and the Board decided that the Town Administrator should put this and all
formerly proposed articles on the warrant and let the people decide.

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136 **8:37PM CURRENT COMMITTEE VACANCIES:** Selectwoman Nay read the list of
138 current committee vacancies and emphasized the openings on the Conservation
Commission and the Finance Committee.

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142 **8:41PM MEETING WITH THE CABLE COMMITTEE AND BCATv:** Brad Sweet,
Chairman of the Cable Advisory Committee, and committee members Rick Rivers and
Matt Ellis met with the Board to discuss the following:

- 144 • **Discussion on Status of Proposed 10-Year License Renewal for Comcast:**
146 Sweet advised they are meeting Wednesday night to vote on the survey they will
148 be sending out to the residents and added a summary of the activities that will be
taking place to renew the contract with Comcast for July 2015. After a brief
discussion, the Board agreed to authorize the Committee to act on their behalf in
the negotiations with Comcast.

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152 **8:56PM REVIEW DRAFT WARRANT ARTICLES:** Alan Benson, Town Administrator,
reviewed the draft warrant articles for the Annual Town Meeting with the Board. The
154 Board took the following action:

156 **9:00PM** On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of
Selectmen **VOTED** unanimously to sponsor and support Article 7: Omnibus
Capital Article: Replacement of three voting machines.

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160 **9:07PM** On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to support Article 20: Replace Cole School
Playground.

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164 **9:20PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of
Selectmen **VOTED** unanimously to sponsor and support Article 25: No Tobacco
Products on School Property and Town Buildings.

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168 **9:24PM ROUTINES**

- 170 • **Correspondence: Letter from Conservation Commission Re: Potential
Conflict of Interest:** Benson advised the Board that the potential conflict has
disappeared with a resignation.
- 172 • **Minutes:** After Nay and Costello made corrections to the Minutes of March 18,
2013, the Board took the following action:
174 On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen
176 **VOTED** unanimously to approve the Minutes of March 18, 2013, as amended.

178 On a **MOTION** made by Davis, seconded by **Killam**, the Board of Selectmen
VOTED unanimously to approve the Minutes of March 18, 2013, Executive
Session, as printed.

180 • **Treasury Bills:**

182 On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to approve Accounts Payable Warrant
#1339, dated March 25, 2013, in the amount of \$120,831.76.

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186 On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of
Selectmen **VOTED** to approve Payroll Warrant #PY1337, for school and non-
school payroll, dated March 27, 2013, in the amount of \$362,430.69. **Costello**
188 abstained from voting on the school payroll portion of the warrant.

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9:29PM OTHER

192 **Fire Lieutenants Proposal:** Selectman Costello advised that he has changed his mind
on Chief Stickney's proposal for promoting the two full-time firefighters to lieutenants.
194 He talked with firefighters as well as Chief Stickney about it and now feels he can
support promoting both of them, rather than one. Selectman Davis advised that they will
196 hold off on voting on that until there is a full Board.

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9:30PM Meeting Adjourned

200 On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of Selectmen
VOTED unanimously by roll call vote to adjourn at 9:30PM

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204 Respectfully submitted,

206 Judith A. Stickney
Minutes Secretary

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

- 212 1. Agenda
2. Spring 2013 Election and Town Meeting Schedule
- 214 3. E-Mail from John Dold to Alan Benson, Re: Main Street and Glendale Road
Culvert, 3/19/13
4. Draft PBC Library Articles, 3/22/13
- 216 5. Packet of Materials Re: East Library Estimates, 3/14/13
6. Permanent Library Relocation Estimate, 3/19/13
- 218 7. Spofford Road Building Site, 3/14/13
8. Weston & Sampson Report, Spofford Road Site Study, September 2008
- 220 9. E-Mail from Mary Behrle to Alan Benson Re: Openings at the Library, 3/11/13
10. Draft Annual Town Meeting Article List

- 222 11. Letter from Neurofibromatosis, Northeast to Alan Benson, Re: Coast to the Cure
Bike Ride, 3/3/13
- 224 12. Letter from Patty Hojnowski-Diaz to Board of Selectmen, Re: Request for
Proclamation, 3/14/13
- 226 13. Charge to the Cummings House Study Committee, 1/14/13
- 228 14. E-Mail from Marc Mercier to Board of Selectmen and Finance Committee, Re:
Notice of Resignation
- 230 15. Memo from Alan Benson to Board of Selectmen, Re: Outstanding Appointments,
3/22/13
- 232 16. Disclosure Pursuant to MGL Ch. 268A(f), 3/21/13
- 234 17. Memo from Alan Benson to Planning Board, Re: Proposed Zoning Articles,
3/19/13
- 236 18. Board of Selectmen Meeting Minutes
 - 238 a. March 18, 2013
 - 240 b. March 18, 2013 Executive Session
- 242 19. Town of Boxford Cable Television Renewal Process
- 244 20. Draft Warrant for Annual Town Meeting, 3/25/13
- 246 21. Packet of Materials from the Boxford Police Department:
 - 248 a. Incidents By Type: 1/1/12-3/18/12
 - b. Incidents By Type: 1/1/13-3/18/13
 - c. Public Consumption of Marihuana or Tetrahydrocannabinol
 - d. Letter from Edith Fenton
 - e. Letter from Brian and Judy Fiske
 - f. Letter from Joseph R. & Annette F. Pugia