

**Minutes of the BOXFORD BOARD OF SELECTMEN
POLICE STATION MEETING ROOM
April 29, 2013 7:00PM**

Present: Peter Perkins, Mary Anne Nay, Charlie Killam, Chuck Costello

Absent: Steve Davis

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Finance Director Kathleen Benevento, Treasurer/Tax Collector Ellen Guerin, Chuck Provenzano, Lance Cluster

7:01PM Meeting Called to Order

Chairman Peter Perkins called the meeting to order at 7:01PM.

7:04PM ANNOUNCEMENTS:

- **Vote in Special Senate Primary Election:** Selectman Costello reminded residents to vote in the Special Senate Primary election tomorrow, at Town Hall, from 7AM-8PM.
- **Candidates Night:** Selectman Costello announced there will be a Candidates Night at Town Hall on Thursday, May 2, at 7:30PM.
- **Moderators Forum:** Selectman Costello announced there will be a Moderator's Forum on Thursday, May 9, at 7PM, at Town Hall.
- **Town Meeting:** Selectman Killam reminded residents that Town Meeting will be held on May 14 and May 15 at 7PM, at Masconomet.
- **Annual Town Election:** Selectwoman Nay announced the annual Town Election will be held on Tuesday, May 21, from 7AM-8PM, at Town Hall.

7:04PM MEETING WITH TOWN TREASURER AND DIRECTOR OF MUNICIPAL

FINANCE: Town Treasurer/Tax Collector Ellen Guerin and Municipal Finance Director Kathleen Benevento met with the Board of Selectmen to discuss the following:

- **Assistant Treasurer/Tax Collector and Treasurer Account Clerk III Job Descriptions:** Guerin advised the Board that she has been working with Benevento on changing the job description for the Assistant Treasurer/Tax Collector position and reinstating the Account Clerk III position which was eliminated in 2008. Guerin provided draft job descriptions for both positions and explained the changes they are proposing. The Board had questions or comments on the following:
 - **Costello: Was the elimination of the Account Clerk III in 2008 a bad idea?** Guerin explained that with the advent of many functions now being

done online, it takes longer to work with banks and answering resident questions, etc.

- **Costello: When people get used to the online functions, will we be able to ramp down eventually?** Benevento explained that that hasn't been the case, so far. Guerin added that the taxpayers want the ability to schedule their real estate tax payments and the new vendor will offer that capability, but, as with any change, there are increases in phone calls for a number of reasons. In the long term, both Guerin and Benevento hope the volume of calls will go down.
- **Costello: Will the Account Clerk III be cable to answer those questions?** Guerin advised that they Account Clerk III will be able to answer those questions. Benevento added that they have provided the online services as a convenience to the residents, but that it doesn't always save time.
- **Nay: Was the Account Clerk III position always part time?** Guerin advised it was originally 30 hours/week, then it was cut to 20 hours/week. They will have the Account Clerk III work from 9AM-2PM, to overlap during the lunch period.
- **Perkins: Will the 20-hour position be benefit-eligible?** Benevento advised that it is.

Benson requested that the Board agree to the job description amendments, so they can be presented to the union for approval. He noted that there will be a negotiating session tomorrow morning.

7:21PM On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the title of Assistant Treasurer as amended in the position description.

7:21PM On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the position for Account Clerk III Grade 4 in Treasurer Tax Collector's office.

7:22PM On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze.

Guerin also apprised the Board on the temporary worker they are hiring, while they go through the process of filling the two vacancies. There was also a brief discussion on the online bill-paying system the town uses. There were comments that it was not very user-friendly. Benevento advised they are working with the vendor in an effort to make things easier.

7:26PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson brought the following items to the Board's attention:

- **Consideration of request to place a large sign at Nason property, soliciting donations for land purchase:** Alison Chase was present to advise the Board

90 that the request has changed a bit since she originally sent the e-mail. She
91 advised that the banner is now 6' long 2 ½ feet high with a photo and words that
92 say "Save This Land" and "46 Acres on Hovey's Pond" and information on where
93 and how to donate to BTA-BOLT for the purchase. The Board had questions or
94 comments as follows:

- 95 ○ **Perkins: The sign will be on the land itself and not on the road. Will it**
96 **be legible for people coming from North Andover?** Chase advised that
97 she has viewed the proposed location from several angles and it should
98 be visible coming from North Andover.
- 99 ○ **Costello: The sign is sponsored by BTA BOLT?** Yes
- 100 ○ **Nay: Do you have permission from the Nasons?** Chase advised that
101 the Nasons said a sign is fine.
- 102 ○ **Costello: I would prefer to see a drawing of the sign's design before**
103 **voting on it.** Chase advised that BTA-BOLT is meeting next door and she
104 may be able to get an example for the Board to view.

106 **7:33PM MOTION** made by **Killam**, seconded by **Nay**, to approve the
107 sign as requested.

108 **Discussion:** Perkins added the he'd like to have it in the motion that the
109 sign be reviewed with the Nason's, for their approval, before it goes up.

110 **VOTE:** The amended motion carried with **Costello** abstaining.

- 111 • **Seek Board of Selectmen comment on Cable Advisory Committee's draft**
112 **Comcast subscriber satisfaction survey as part of due diligence for 10-year**
113 **license renewal request:** Benson advised the Board that they have the draft
114 subscriber satisfaction survey in their packet and noted that there is a
115 requirement for the committee to ask the Comcast subscribers what they think, to
116 get their recommendations, complaints, etc. Benson advised that his only
117 question on the survey is that he doesn't understand why they ask for a zip code,
118 adding that the zip code is irrelevant, as it does not describe geography. 01921 is
119 for all delivered mail in Boxford. 01885 is for those with a West Boxford Post
120 Office box. The Board had comments as follows:
 - 121 ○ **Killam: If you check off that you have Verizon FIOS, there should be**
122 **verbiage that says don't continue filling out this form.** Benson
123 suggested that they want to know if you switched because of poor service
124 from Comcast.
 - 125 ○ **Killam: Will the survey be mailed town wide?** Benson related that it will
126 be available online, on the town's website.
- 127 • **Seek Board of Selectmen comment and final approval of draft report of the**
128 **Board of Selectmen for 2012 for the annual town report.** Benson advised
129 they are finalizing the town report this week and asked the Board to review this
130 tonight with their comments, so he can provide a final report tomorrow. The
131 Board reviewed the draft and suggested changes, corrections and other edits.
- 132 • **Consideration of Open Meeting Law Complaints received 4/23 and 4/24 and**
133 **consideration of draft response:** Benson provided a draft response for the
134 Board to review. There was a brief discussion, where Nay expressed

136 disappointment with the complaint. Killam added that it's not unique. Perkins
138 advised that the letters were drafted by the Town Administrator, with the
assistance of Town Counsel. All agreed to send the letters, as drafted.

140 **8:10PM ROUTINES:**

- 142 • **Appointments:** Benson advised the Town Clerk as requested that the Board
144 appoint Judith Andersen as an Election Officer.
On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of Selectmen
VOTED unanimously by roll call vote to appoint Judith Andersen as an
146 Election Official with a term ending August 15, 2013.
- 148 • **Sign Request:** Benson advised they got an e-mail request from Jim Locke,
requesting to post signs for youth soccer and men's softball sign-ups.
On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of
150 Selectmen **VOTED** unanimously to approve the signs as requested.
- 152 • **E-Mail from MMA:** Benson reported that the House passed the State budget –
the Chapter 90 numbers, which adds a 50% increase to Boxford's Chapter 90
154 funding. He added that it's the first increase Boxford has had in years.
- 156 • **Outstanding Appointments:** Benson reported that his office is receiving
responses from the Board's repeated pleas for volunteerism, adding that there
158 are 4-5 people in the pipeline, waiting for recommendations from the committees
for appointment.
- 160 • **Cummings House Study Committee Recommendation:** Benson advised that
they got an e-mail from Brian Gregory, of the Cummings House Committee,
162 recommending Benjamin Nutter for the vacancy on the committee. Nay noted
that he is not a resident. Benson advised that he doesn't need to be. Benson will
164 put the application on the agenda for next week.
- 166 • **Upcoming Meetings:** Benson advised that the Board will meet next week, May
6, but will not be meeting the following week, May 13, as it is the night before
168 Town Meeting. They will meet briefly before Town Meeting to sign warrants, etc.
They will meet again on May 20, when there will be a public hearing on the
Board's actions related to the Nason property.
- 170 • **Minutes:** After Nay, Costello and Benson made corrections to the Minutes of
April 22, 2013, the Board took the following action:
On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of
172 Selectmen **VOTED** unanimously to approve the Minutes of April 22, 2013, as
amended.
On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen
174 **VOTED** unanimously to approve the Minutes of April 22, 2013, Executive
Session, as printed.
- 176 • **Treasury Bills:**
On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen
178 **VOTED** unanimously to approve Accounts Payable Warrant #13-44S, in the
amount of \$44,677.86.

180 On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of
182 Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #13-
44, in the amount of \$300,053.44.

184 On a **MOTION** made by **Killam**, seconded by **Davis**, the Board of Selectmen
186 **VOTED** unanimously to approve Payroll Warrant #PY1343, in the amount of
\$62,073.86, for non-school payroll.

188 On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen
190 **VOTED** unanimously to approve Accounts Payable Warrant #13-44S, in the
amount of \$22,994.94.

192

OTHER BUSINESS:

- 194 • **Death of Rep. Brad Hill's Mother:** Selectman Costello reported that the mother
196 of Representative Brad Hill passed away Saturday. Her wake will be Tuesday,
with a funeral Mass on Wednesday.

198

8:33PM Meeting Adjourned

200 On a **MOTION** made by Killam, **Costello**, the Board of Selectmen **VOTED** unanimously
by roll call vote to adjourn at 8:33PM

202

204 Respectfully submitted,

206 Judith A. Stickney
Minutes Secretary

208

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

- 212 1. Agenda
- 214 2. Announcement: Special Senate Primary Election
3. Announcement: Candidates Night
- 216 4. Announcement: Moderator's Forum
5. Announcement: Town Meeting
- 218 6. Announcement: Town Election
7. Memo from Ellen Guerin to Alan Benson, Re: Departmental Staffing Changes,
4/25/13
8. Position Description: Assistant Treasurer/Collector of Taxes (Grade 7)
- 220 9. Position Description: Account Clerk III (Grade 4)
- 222 10. E-Mail from Alison Chase, BTA-BOLT to Alan Benson, Re: Sign on Nason's
Land, 4/26/13
- 224 11. Cable Television Satisfaction Survey
12. Draft Town Report

- 226 13. E-Mail from Mary Anne Nay to Alan Benson, Susan Inman, Re: Town Report,
4/25/13
- 228 14. Potential additional paragraph on Ingaldsby Farm Case
- 230 15. Open Meeting Law Complaint Form: Patricia Morris, 4/23/13
- 232 16. Open Meeting Law Complaint Form: Charles J. Provenzano, 4/22/13
- 234 17. Draft Response Letter to Patricia Morris, 4/29/13
- 236 18. Draft Response Letter to Charles Provenzano, 4/29/13
- 238 19. E-Mail from Robin Phelan to Alan Benson, Susan Inman, Re: Appointment of
Election Worker, 4/28/13
- 240 20. E-Mail Sign Request from Jim Locke, 4/29/13
- 242 21. E-Mail from MMA to Alan Benson, Re: House Passes FY2014 State Budget and
\$300M Chapter 90 Bill, 4/25/13
- 244 22. Copy of Letter from Richard Alm to Tri-Town Transcript, Re: Library at 10 Elm
Street, 4/19/13
- 246 23. Memo from Alan Benson to Board of Selectmen, Re: Outstanding Appointments,
4/18/13
24. E-Mail from Brian Gregory to Susan Inman, Re: Cummings House Committee,
4/25/13
25. Meeting Minutes:
- a. April 22, 2013
 - b. April 22, 2013, Executive Session