

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
September 16, 2013 7:00PM**

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

Absent: Peter Perkins

Others Present: Administrative Assistant Susan Inman, Minutes Secretary Judi Stickney, David Boucher, Raymond Bowman, Penny Bowman, Steve Knowles, Christopher Lemaire DPW Superintendent/Town Engineer John Dold, Margaret Chow-Menzer, Louise Kress, Ben Nutter, Diane Annuziato, Bob Gore, Brian Gregory, Michele Delfino

7:00PM Meeting Called to Order

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

7:00PM ANNOUNCEMENTS:

- **Apple Festival:** Selectwoman Nay announced the Apple Festival, sponsored by the Boxford Historical Society, will take place on Saturday, September 21, in the East Village, from 10AM-3:30PM, with a rain date on Sunday, September 22.
- **COA Barbecue:** Selectwoman Nay thanked the Police Department for sponsoring the final barbecue held at the COA last Wednesday. They barbecued and served the seniors.
- **Mosquito Spraying:** Selectman Davis announced that the Board of Health has authorized spraying, with a barrier-type product, for mosquitoes on the Town recreational fields on Wednesday night.
- **Corrections from Last Week:** Selectman Davis announced there were a couple of errors last week with regards to the discussion about the Conservation Commission and Agricultural Commission. Permission to hay and maintain the Haynes field has not been granted to the Agricultural Commission, but, rather to members of the Agricultural Commission. Also the Historical Society has been told *there is a possibility* that it may not be available to use for parking next year. Davis apologized for being misinformed.

7:03PM NATIONAL GRID HEARING: David Boucher of National Grid and John Dold, Superintendent of the Department of Public Works/Town Engineer, met with the Board of Selectmen to discuss a proposal for a conduit installation, as follows:

- **Underground Conduit Installation: Surrey Lane and Long Hill:** Selectman Costello read aloud the public notice. Selectman Davis asked Dold if all was in order. Dold answered that they need to file a road opening permit at \$50 each

before they can do the work. There were some questions and concerns from abutters, Raymond Bowman, Penny Bowman, Steve Knowles, and Christopher Lemaire. David Boucher suggested that the Board appoint a liaison between the residents and National Grid. Costello suggested that they deal with the Town Engineer, who will act as the liaison.

7:25PM On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the application for permit to perform the work on Long Hill, as described in the documents provided, provided the necessary permits are attained and all fees are paid.

7:26PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: John Dold, Superintendent of the DPW, met with the Board of Selectmen to discuss the following:

- **Update on Parking Lot Projects:** Dold reported that he has started work on the parking lot at the Community Center. He added that 20 hemlock trees have been planted. He expects the new shed will be in in a couple of weeks. The parking lot at the Colby property is moving along. About 9 trees will be removed tomorrow. His crew will be in there next week to start on moving the topsoil out and gravel and crushed stone in.
- **Route 97 and Pyebrook Lane Tree Cutting Request:** Dold advised he received another letter from a resident in the area and he went out to look at the trees again and reported that the trees in question are on private property. They have done what they can to keep the brush cut on the side of the road. There was a brief discussion on what can be done about the trees and whether they are a safety hazard, as far as line of sight issues. The Board will ask the Town Administrator to draft a letter to the resident who requested the tree cutting.
- **Update on Library Remediation Project/Temporary Relocation:** Dold advised they are finalizing the contract documents right now and the bids return date will be October 17. Work will start November 14. They will be moving things from the East library to the West library around the end of October.
- **Update on Road Work:** They have had to revise their road paving schedule somewhat, from the last meeting. They will be paving Lily Pond.
- **Update on Brush Cutting Activities:** Dold provided a brush cutting schedule for the Board and briefly reviewed the list with them. Selectman Killam will meet with Dold to go over some of the streets that he feels need to be on the list. They will be line painting the roads this week and will be cutting the brush on those roads before the lines are painted.
- **Thank You from School Street & Route 97:** Dold advised the Board that his department received a thank you note from a resident on School Street, thanking them for cutting the brush on School Street and Route 97.

7:44PM MEETING WITH CUMMINGS HOUSE STUDY COMMITTEE: Diane Annunziato of the Cummings House Study Committee met with the Board to discuss the following:

- **Report of the Cummings House Study Committee:** Annunziato provided a copy of the report to the Board and reviewed it with them. Margaret Chow-Menzer of the Permanent Building Committee also addressed the Board. The consensus was to preserve the building for use as a potential community center or arts and cultural center. After a brief discussion, the Board agreed with the proposed potential use of the building.

8:08PM On a **MOTION** made by **Davis**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the use of the Cummings House as an arts center.

8:09PM SPECIAL TOWN MEETING, OCTOBER 22, 2013: Davis reported that the Finance Committee, at their meeting last week, recommended that the Town not hold a Special Town Meeting this fall.

8:09PM On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to not hold a Special Town Meeting.

8:10PM REPORT OF THE ADMINISTRATIVE ASSISTANT: Susan Inman, Administrative Assistant to the Town Administrator, brought the following items to the Board's attention:

- **Discuss Surplus Bid:** Inman advised the Police Department has a Ford Crown Victoria surplus vehicle for the Board to declare as surplus so it can be sold. The plan is to auction it off through Municibid.

8:10PM On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to declare the 2006 Crown Victoria as surplus property.

8:11PM ROUTINES:

- **Outstanding Appointments:** Inman provided an updated list of committee vacancies which Costello read aloud.
- **Minutes:** After a review of the Minutes, the Board took the following action:
 - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of September 9, 2013, as printed.
 - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of September 9, 2013, Executive Session, as printed.
- **Treasury Bills:**
 - On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-12S, in the amount of \$94,148.24.

- On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-12, in the amount of \$58,021.29.
- After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve a correction to the Payroll Warrant PY1404-1405, for school payroll, in the amount of \$192.30. **Costello** abstained.

8:16PM OTHER BUSINESS:

Potential Arts Center: Costello noted that, until recently, there was an art gallery in Topsfield, in a building similar to the Cummings House, where artists could sell their art. He suggested that Cultural Council might have artists display and sell their art at the Cummings House arts center in the future.

8:18PM ADJOURN

With no further business, on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:18PM.

Respectfully submitted,

Judith A. Stickney
Minutes Secretary

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

1. Agenda
2. Announcement: Apple Festival
3. Public Notice: National Grid Work: Long Hill Road & Surrey Lane
4. Town Clerk's Certification: National Grid Work: Long Hill Road & Surrey Lane
5. Resident Letter to Board of Selectmen, Re: Trees Blocking Line of Vision, Route 97/Pyebrook Lane, 7/23/13
6. Memo from DPW Supt/Town Engineer to Town Administrator, Re: Brush Cutter Schedule, 9/6/13
7. Cummings House Study Committee Report, 9/16/13
8. Letter from Boxford Historic Districts Commission to Board of Selectmen, Re: Library Project/Cummings House, 6/26/13
9. Memorandum from Schwartz/Silver Architects, Inc. to the PBC, Re: Cummings House Use and Septic Design Implications, 9/9/13
10. Cummings House Boxford Public Library Design Development, Schwartz/Silver Architects, 9/9/13

11. E-Mail from Finance Director to Town Administrator, Re: Finance Committee Meeting, Sept. 10, 9/11/13
12. Memo from Town Administrator to Board of Selectmen, Re: Special Town Meeting, October 22, 2013, 9/11/13
13. Motion to call and open the warrant for a Special Town Meeting
14. Memo from Administrative Assistant to Board of Selectmen, Re: Surplus, 9/13/13
15. E-mail from Jon Schwartz to Administrative Assistant, Re: Call to Honor Triathlon, 9/9/13
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/12/13
17. Meeting Minutes:
 - September 9, 2013
 - September 9, 2013 Executive Session