

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
September 30, 2013 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Town Treasurer Ellen Guerin, Director of Finance Kathy Benevento, Town Clerk Robin Phelan, Joe Callahan, Marty Jessel, Peter Delaney, Kathryn O'Brien, Bill Brown

7:00PM Meeting Called to Order

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

7:00PM ANNOUNCEMENTS:

- **EEE Update:** Selectman Perkins read aloud the Board of Health's update on Triple E and mosquito spraying schedule for school and recreational fields.
- **Large Metal Item Pick-Up:** Selectwoman Nay announced there will be large metal item pick-up days on October 7 & 8.
- **Old House Parts:** Selectman Costello announced that Old House Parts will be holding a lecture on preserving, restoring, and reusing old house parts on Saturday, October 26, at the Boxford Community Center at 10AM, sponsored by the Library Trustees and the Boxford Historical Society.
- **B.E.S.T. Oktoberfest:** Selectman Killam announced that the Boxford Elementary School Trust is holding an Oktoberfest dinner and dance with beer and wine tasting on Friday, October 18, 7-10:30PM, at Camp Denison.
- **Household Hazardous Waste Collection Day:** Selectman Davis announced there will be a household hazardous waste collection day on Saturday, November 9, 2013, 9am-1pm at Masconomet Regional High School parking lot.

7:09PM MEETING WITH TOWN TREASURER: Ellen Guerin, Town

Treasurer/Collector of Taxes met with the Board of Selectmen to discuss the following:

- **Issuance of One-Year Bond Anticipation Note:** Guerin provided a brief explanation of the debt for three items voted on at Town Meeting, which included:
 - Replacement of Drains at Fire Stations
 - Acquisition of the Nason Property
 - Design Costs for the Library

Guerin added that the debt will be issued this Friday on a total debt of \$1,027,150.00. The winning bidder was Jefferies LLC, at an interest rate of 0.5138% and a coupon rate of 1 ¼ percent.

7:12PM On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to certify there was a meeting of the Board to vote on the issuance of the debt and to authorize the Town Treasurer to engage the low bidder to issue the bonds. (See attached Motion in its entirety).

Guerin provided copies of documents that needed to be signed. The Board signed all the documents and the Town Clerk certified their signatures with the Town seal.

7:23PM MEETING WITH HAYNES LAND COMMITTEE: Bill Brown, Joe Callahan, Marty Jessel, and Peter Delaney met with the Board of Selectmen to discuss the following:

- **Update on the Haynes Recreational Fields Project:** Bill Brown provided a brief update for the Board, noting that many of the Board members were in attendance at the last Conservation Commission meeting where they discussed the project. Brown advised that they have a few more items to deliver to the Conservation Commission at least 7 days before their next meeting on October 17. Brown added that they've done everything they can to satisfy the set-back requirements of the Bylaw, but there continues to be disagreement among the Commission members regarding the interpretation of the Bylaw, i.e. permanent fixtures v. permanent structures. Joe Callahan reported that they had a budget of \$379,000; they have spent 70% of that to date, and have \$115,000 remaining, as well as about \$40,000 in contingency. Benson advised there are significant maintenance requirements of the fields that will be ongoing and they will need to coordinate maintenance with the Town. The Board briefly discussed the Town's role in monitoring the maintenance needs of the property.

7:36PM PERSONNEL EVALUATION REPORTS:

- **Davis: Report on Kathy L. Benevento, Director of Finance:** Selectman Davis reported on the personnel evaluation of Kathy L. Benevento and provided the evaluation form for the Board's review, adding that the average rating was 4.24.

7:38PM On a **MOTION** made by **Perkins**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to accept the performance objective review of Kathleen Benevento, as presented tonight.

7:39PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, discussed the following with the Board:

- **Draft Response Regarding Trees on Route 97:** Benson provided a draft letter for the Board's review. Davis proposed a sentence be added and the Board agreed and took the following action:
 - 7:41PM** On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the draft, as amended.
- **Discussion on Easement Language of Access to Nason Property:** Benson provided information for the Board to review on the easement for access to the Nason property. Benson added that there have been meetings by the Land Committee and Greenbelt, who also discussed easement language. Benson added that the Board will be meeting with the Land Committee next Monday to discuss and accept the easement language.
- **Appointment of Alternate Building Inspector:** Benson advised the Board needs to appoint an interim Building Inspector until a new Building Inspector is hired. Robert Aldenberg is an alternate and has agreed to serve as the interim Inspector of Buildings, working 9am-12 noon, Monday through Thursday.
 - 7:50PM** On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to appoint Robert Aldenberg as interim Building Inspector until a new Building Inspector is hired.Benson advised the ad went out in various trade and MMA periodicals and that the job description has not changed. There was a brief discussion on the Building Inspector's hours and the current Building Inspector's request to increase the hours to 34 hours/week for a new Building Inspector. The Board decided to take no action on that at this time.
- **Appointment of Building Inspector Screening Committee:** Benson advised the Board that they need to vote to appoint the screening committee, as discussed at the last meeting.
 - 7:53PM** On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to appoint Charlie Killam and Peter Perkins as Board of Selectmen representatives, Town Administrator Alan Benson, Barbara Jessel of the ZBA, and Bob Hazelwood of the Permanent Building Committee to the Building Inspector Search Committee, for a term ending June 30, 2014.
- **Request for Specific Determination on Cummings House Use:** Benson advised the Board of a request from the architectural and engineering design team for a specific description of use of the Cummings House in order to complete its site and septic design plans. Benson provided a draft proposed use for the Board's review. After a lengthy discussion regarding the prohibition of the use of oil paints, the Board agreed on the verbiage and took the following action:
 - 8:04PM** On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the language as follows: "The Cummings House will be used by the Boxford Cultural Arts Council for small events, demonstrations and lectures, arts/crafts workshops and meetings. It will be staffed occasionally (i.e. when events are scheduled). Arts and craft demonstrations will be prohibited from the onsite disposal or cleaning of art media and/or implements (e.g. paints, etc.)."

8:06PM ROUTINES:

- **Resignation of Paul Dettorre:** Davis advised the Board of the resignation of Paul Dettorre from the Board of Assessors and the Computer Management Committee, effective October 31, 2013.
- **Outstanding Appointments:** Selectmen Costello read aloud the list of committee vacancies.
- **Minutes:** After amendments proposed by Selectman Davis, the Board took the following action:
 - On a **MOTION** made by **Perkins**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of September 23, 2013, as amended.
- **Treasury Bills:**
 - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-14, in the amount of \$271,854.81.
 - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-14S, in the amount of \$63,089.43.

8:14PM OTHER BUSINESS:

- **Parking Areas Progress:** Selectmen Perkins advised the Board that he has recently been by both the Colby property and the COA to view the progress on the parking areas being developed by the Department of Public Works. He reported that both areas look good. The COA parking area is a big improvement and he was very pleased with the way it came out. He added that the Colby parking lot came out well and has a great base. Killam advised he had an issue with the entrance, noting that two cars can't pass through at the same time and he has discussed it with the DPW Superintendent. Costello advised that, as long as it meets the Code, it should be fine.

8:15PM ADJOURN

With no further business, on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:15PM.

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: EEE Update
3. Announcement: Large Metal Item Pick Up Day
4. Announcement: Old House Parts Discussion
5. Announcement: B.E.S.T. Oktoberfest
6. Announcement: Household Hazardous Waste Collection Day
7. Town of Boxford \$1,027,150 General Obligation Bond Anticipation Notes
8. Vote of the Board of Selectmen approving the sale of the general obligation bond
9. Uniform Performance Criteria: Kathy Benevento, Director of Municipal Finance
10. Draft Response Letter to James O'Malley, Re: Intersection of Pye Brook Lane and Ipswich Road, 9/30/13
11. Memo from Town Council to Town Administrator, Re: Boxford/Nason, 9/26/13
12. Memo from Town Administrator to Board of Selectmen, Re: Interim Inspector of Buildings, 9/26/13
13. Job Posting: Inspector of Buildings Town of Boxford
14. Position Description: Department Head: Inspector of Buildings, July 2008
15. Memo from Town Administrator to Board of Selectmen, Re: Formal determination of use of Cummings House, 9/26/13
16. E-Mail from Paul Dettorre to Town Administrator, et al., Re: Resignation from Board of Assessors and Computer Management Committee, 9/26/13
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/26/13
18. Meeting Minutes:
 - September 23, 2013
19. Boxford Land Committee Minutes, 9/27/13