

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
November 18, 2013 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Finance Director Kathy Benevento, Andy Gori, Virginia Havey, David Benson, Kristin Hanlon, Louise Kress, Wendy Perkins, Nancy Merrill, Michele Delfino, Sarah Arrigo, Denise Galligan*

**7:00PM Meeting Called to Order**

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

**7:00PM HEARING ON TAX CLASSIFICATION FY 2014 TAX RATE:** Kristin Hanlon, Director of Assessments, and David Benson, Chairman of the Board of Assessors, met with the Board of Selectmen to discuss the following:

- **FY14 Assessments:** Hanlon advised the Board that the FY14 assessments have been submitted and approved. The average is \$549,181, down about 1½% from last year.
- **Proposal to Set One Tax Rate:** Hanlon recommended that the tax rate remain the same for both residential and commercial property, noting that Boxford is 96% residential. David Benson advised that the Board of Assessors also voted to recommend one tax rate.
  - **7:04PM** On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to set one classification for real estate and personal property in the Town of Boxford, and that this one classification bear 100% of the tax levy for fiscal year 2014.

**7:05PM DISCUSSION ON CUMMINGS HOUSE OPTION/PLAN:** Town Administrator Alan Benson brought the Board up to date on the following:

- **Current status of Design/Potential Construction:** Benson provided a history of the meetings of the Cummings House Study Committee for the Board. Benson also discussed options on how to present the plans to the Town and how to fund any approved construction.
- **Approval of the Lift:** Benson advised that a variance is needed for a lift in the building. A lift is required in order to use the second floor. The lift is estimated at \$88,000. Benson advised the Board that their approval is needed to continue planning for the lift. After comments of support from the Cultural Arts Committee,

Historic Districts Committee and the Cummings House Study Committee, the Board took the following action:

- 7:35PM** On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the plan to install a lift in the Cummings House.
- **Request for Design Funding:** Benson advised that the funding request for the design phase will go before the Finance Committee at their next meeting, requesting FinCom Reserve funding. He added that the FinCom had previously discussed the possibility of using FinCom Reserves to fund the design phase.

**7:38PM** On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED 4-1 (Perkins: NO)** to support design funding of \$23,000 from FinCom Reserve.
- **Co-Sponsorship of CPC Funding Request:** Benson advised the Board that they may want to consider co-sponsorship of a warrant article for CPC funding for the Cummings House construction. After discussion, the Board took the following action:

**7:40PM** On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sponsor and support the request for CPC funding at Town Meeting.

**7:48PM PERSONNEL EVALUATION REPORTS:**

- **Killam: John C. Dold, DPW Superintendent/Town Engineer:** Killam provided a summary of his evaluation of the DPW Superintendent/Town Engineer.

**7:49PM** On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to accept the performance objectives of John Dold.

**7:49PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, discussed the following with the Board:

- **Liquor License Renewal:** Benson advised the Board they have a liquor license renewal from Far Corners Farm Golf Course, Inc.

**7:50PM** On a **MOTION** made by **Costello**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to approve the application for a liquor license for Far Corners Farm Golf Course, Inc.
- **MVPC: Regional CIC Grant Application:** Benson advised the Board of a grant application which would allow the members of the Merrimack Valley Planning Commission to collectively comply with EPA Stormwater Management regulations. Only the Chair needs to sign the application:

**7:52PM** On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to authorize the Chairman to sign the application for the Board.

- **FY 2015 Grants:** Benson reported that the Town of Boxford has been awarded two grants totaling \$14,750 – a \$5,000 Loss Control Grant and \$9,750 from MIIA for funding of a data security audit.
- **Building Permit Report:** Benson provided the Board with a report from acting Building Inspector, Robert Aldenberg on the permits issued for the month of October.
- **Tour of the Water Treatment Plant:** Benson advised the Board that the School Committee is meeting November 21, at 7:15PM, to tour the new water treatment plant and they are invited to go along.
- **MMIA Meeting:** Benson asked the Board to get back to him if they are planning on attending the annual MMIA meeting.
- **Scenic Roads Act Hearing for Sayward Road:** Killam advised the Board that the Scenic Roads Act hearing for Sayward Road should be cancelled, as it's not a public way. The Town Administrator will look into it and talk to the Planning Board Administrator about it.

#### 7:52PM ROUTINES:

- **Letter from MVPC:** The Board acknowledged the information received from MVPC regarding the Citizen Planner Program. The Chair requested that the information be put up on the Town's web site.
- **Letter from Jean Melzar:** The Board acknowledged the kudos received from Jean Melzar for John Dold regarding lawn mowing on Ipswich Road.
- **Letter from Dick Alm:** The Board acknowledged the kudos received from Richard Alm for John Dold regarding the Colby property.
- **Appointments:** Benson advised the Board of the following requests for appointments:
  - **Stephen Webster, Cable TV Committee:**
    - **8:11PM** On a **MOTION** made by **Killam**, second by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Stephen Webster to the Cable TV Committee for a term ending 6/30/2014.
- **Outstanding Appointments:** The Board briefly reviewed the list of committee vacancies.
- **Minutes:** After an amendment proposed by Selectmen Costello and Davis, the Board took the following action:
  - **8:14PM** On a **MOTION** made by **Nay**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of November 4, 2013, as amended.
- **Treasury Bills:**
  - **8:14PM** On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-21S, in the amount of \$56,133.00.
  - **8:14PM** On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-21, in the amount of \$47,525.54.

**8:15PM** On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1410, for non-school payroll, in the amount of \$180,867.94.

**8:15PM** After Selectman **Costello** removed himself from the meeting, on a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1410, for school payroll, in the amount of \$298,659.02. **Costello** abstained.

**8:17PM OTHER BUSINESS**

- **Next Meeting:** Benson advised the Board that there will be no meeting next week and nothing to sign. The next meeting will be Monday, December 2.
- **Request for Signs:** The Board received a late request from Cora Wong to post signs for a fundraiser for the Masconomet Education Foundation, being held November 22-24. The Chairman determined this was a late-arising issue that was not on the agenda and that it could be discussed, due to the timely nature of the request.

**8:18PM** On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

**8:20PM ADJOURN**

With no further business, on a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to adjourn at **8:20PM**.

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. Massachusetts Department of Revenue, LA5 Options & Certification
3. Memo from Town Administrator to Board of Selectmen, Re: Cummings House Update, 11/14/13
4. Estimate of Costs for Cummings House Interior Work, A.M. Fogarty & Associates, Inc., 11/13/13
5. Packet of Drawings: Cummings House
6. Letter from Schwartz/Silver Architects to Town Administrator, Re: Boxford Public Library – Cummings House Interior Fit-Out for Cultural Arts Center, 11/4/13
7. Uniform Performance Criteria: John Dold, DPW Superintendent/Town Engineer, 10/25/13

8. Commonwealth of Massachusetts Alcoholic Beverages Control Commission On Premises License Renewal Application for Far Corners Farm Golf Course, Inc., 11/6/13
9. Community Innovation Challenge Grant Application
10. Memo from Administrative Assistant Inman to Town Administrator, Re: FY 2015 Grants, 11/14/13
11. Memo from Acting Building Inspector to Board of Selectmen, Re: Permits for Inspectional Services for the Month of October 2013, 10/31/13
12. Letter from Merrimack Valley Planning Commission to Board of Selectmen, Re: Citizen Planner Training Program, 10/28/13
13. Copy of Letter from Jean Melzar to DPW Superintendent, Re: Thank You
14. Copy of Letter from Richard Alm to Board of Selectmen, Re: Kudos to John Dold, 10/25/13
15. E-Mail from Stephen Webster to Town Administrator, Re: Request to Join Boxford Cable TV Committee, 11/6/13
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/14/13
17. Meeting Minutes:
  - November 4, 2013
18. E-Mail from Cora Wong to Administrative Assistant Inman, Re: Permission to Post Lawn Signs for Masconomet Education Foundation Fundraiser, 11/18/13
19. Tax Classification Motion