

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
December 2, 2013 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson; Heidi Ellard, Margaret Chow-Menzer, Suzanne Malach, Angela Hyatt, Kathryn O'Brien, Peter Bernardin, Patty DiTullio, Bill Shickolovich

Meeting Called to Order at 7:00PM

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

7:00PM ANNOUNCEMENTS:

- **Lighting Ceremony:** Selectman Chairman Davis announced there will be a lighting ceremony of the candelabra in the East Village to celebrate the Jewish festival of Chanukah at 5:30PM on Wednesday, December 4.
- **Housebreaks Update:** Selectman Costello read an update from Chief Murphy regarding the recent housebreaks in town and asked residents to be alert for anything suspicious and call the police department.
- **Winter Festival:** Selectman Perkins announced the West Boxford Improvement Society is holding its annual Winter Festival in West Boxford Village on Saturday, December 7, with numerous activities scheduled from 8AM-5PM.
- **FY2014 Property Values and Tax Rate:** Selectman Killam read an announcement from the Board of Assessors regarding the completion of FY2014 interim revaluation of all assessed property values and tax rate.
- **Red Cross Blood Drive:** Selectwoman Nay announced there will be a Red Cross blood drive on January 30 from 2PM-7PM at the First Congregational Church.

7:10PM MEETING WITH PERMANENT BUILDING COMMITTEE: Members of the Permanent Building Committee, Library Trustees, Cultural Council, Finance Committee and Capital Budgeting Committee met with the Board of Selectmen to discuss library issues, as follows:

- **Library Vision:** Patty DiTullio, Library Director, began the discussion with a PowerPoint presentation on the vision for the library and future plans.
- **Microbial Remediation Update:** Margaret Chow-Menzer, Chair of the Permanent Building Committee, provided a brief update on the progress of the microbial remediation that is taking place at the library. She advised that there is more remediation required than initially expected.

- **Update on Design and Development:** Margaret Chow-Menzer advised the Board on the various meetings they've had with regulatory boards in town and the outcomes of those meetings. Angela Hyatt, architect for the new library construction, added to the presentation with an explanation on the changes to the plans since the last meeting.
- **Cost Estimates:** Margaret Chow-Menzer reviewed the cost estimates and advised that the total cost estimate is \$7.2 million, with contingencies included.
- **Library Operating Budget:** Heidi Ellard reviewed the expected increases in the library operating budget, once the new building is in operation. The estimate is that there will be an increase of approximately \$43,000 overall.
- **Friends of the Library Fundraising Efforts:** Suzanne Malach reviewed the Friends' plans for fundraising efforts.

Upon conclusion of the presentation, the Chair asked for comments from those in attendance:

- **Nancy Rolffs, 21 Cross Road:** Expressed concern that some of the remaining trees might be damaged during the construction process. Concerned that there may not be enough money to replant any damaged trees. Chow-Menzer advised those expenses could be covered with the contingency funds. Hyatt advised they have a tree protection plan in the plans.

8:35PM APPOINTMENTS: The Board reviewed the application of Bill Shickolovich, candidate for Finance Committee, and invited him to the front for a brief interview. Shickolovich reviewed his background and qualifications with the Board and answered the Board's questions. The Board took the following action:

8:39PM On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectman **VOTED** unanimously by roll call vote to appoint Bill Shickolovich to the Finance Committee for a term ending June 30, 2014.

Benson advised the Board that the Finance Committee recommended to the Board that Peter Bernardin be appointed to the Land Committee. The Board took the following action:

8:40PM On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to appoint Peter Bernardin as the Finance Committee rep to the Land Committee.

8:41PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson reviewed the following action items with the Board:

- **Letter from Town Counsel:** Benson advised the Board that Lenard Kopelman is retiring from Kopelman and Paige. Managing Attorney Lauren Goldberg will be

taking his place. He also reported that Kay Doyle has resigned from Kopelman and Paige.

8:43PM ROUTINES:

- **Correspondence:** The Board reviewed the following correspondence:
 - **Wreaths Across America:** Benson asked the Board if anyone was interested in attending the Wreaths Across America ceremony at the Topsfield Fairgrounds. Perkins and Nay will attend.
- **Minutes Approval:**
 - **8:44PM** On a **MOTION** made by **Perkins**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to accept the Minutes of November 18, 2013 as printed.
- **Treasury Bills:**
 - **8:45PM** On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board **VOTED** unanimously to approve accounts payable warrant 14-23S, in the amount of \$86,355.57.
 - **8:45PM** After Selectwoman Nay removed herself from the meeting, on a **MOTION** made by **Killam**, seconded by **Perkins**, the Board **VOTED** to approve accounts payable warrant 14-23, in the amount of \$2,433,236.20. **Nay** abstained. Perkins noted that the amount included the Masconomet assessment.
 - **8:46PM** On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board **VOTED** unanimously to approve payroll warrant, for non-school payroll, in the amount of \$173,985.70.
 - **8:46PM** After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Killam**, seconded by **Perkins**, the Board **VOTED** to approve school payroll in the amount of \$317,422.49. **Costello abstained.**

8:47PM EXECUTIVE SESSION

On a **MOTION** duly made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing overall strategy on land acquisition negotiations on various easements along the proposed Boston to Border Trail and declared that an Executive Session was necessary since an open public discussion may have a detrimental effect on the negotiating, bargaining or litigating position of the Board of Selectmen, and upon completion of the Executive Session return to open session and immediately adjourn without conducting any further business.

Respectfully Submitted,

Judith A. Stickney
Minutes Secretary

Per the Open Meeting Law, the list of the documents that were either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting:

1. Agenda
2. Announcement: Chanukah Candelabra light ceremony
3. Press Release: Boxford FY2014 Property Values & Tax Rate
4. Announcement: West Boxford Winter Festival
5. Announcement: Red Cross Blood Drive
6. Memo from Town Administrator to Board of Selectmen, Re: "O" District Review, 11/27/13
7. Drawings and Site Plans, Boxford Town Library, Schwartz/Silver Architects, 10/8/13
8. Drawings of Cummings House
9. E-Mail from Finance Director to Town Administrator, Re: Interest in Boxford Finance Committee, 11/27/13
10. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/27/13
11. E-Mail from Leonard Kopelman to Town Administrator, Re: Exciting News!, 11/26/13
12. Memo from Town Administrator to Board of Selectmen, Re: Sayward Road, 11/27/13
13. Note Re: Wreaths Across America
14. Draft Meeting Minutes:
 - a. 11/18/13
15. Motion to go into Executive Session