

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
January 13, 2014 7:00PM**

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

*Absent: Steve Davis*

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Library Director Patty DiTullio, Heidi Ellard, Susan Daley, George Fischer, Julian Troake, Arthur Sibbach, Angela Hyatt, Margaret Chow-Menzer, Jane Moody, Charlene Mead, Pauline Jenkins*

**7:01PM Meeting Called to Order**

Selectman Costello called the meeting to order at 7:01PM.

**7:01PM ANNOUNCEMENTS**

- **Remain Vigilant – Avoid House Breaks:** Selectman Perkins read a prepared statement from the Police Department and advised residents to remain vigilant and report any suspicious activity to the police.
- **Cyclical Property Inspection Project:** Selectman Killam read a prepared announcement from the Assessors and reported that inspections will continue to be conducted on Saturdays by the town's assessors.
- **Renew Dog License by 1/31/14:** Selectwoman Nay announced that the Town Clerk is reminding all residents to get their dogs licensed by January 31. There is a \$25 fine for dogs licensed after that date.
- **New Online Bill Payment Vendor: City Hall Systems:** Town Administrator Benson announced that Boxford has changed its online bill payment vendor to City Hall Systems.

**7:07PM PUBLIC HEARING – NEW LIBRARY AND CUMMINGS HOUSE**

**RENOVATION – ZONING CODE § 196-18(B):** Costello read aloud § 196-18(B) of the Town Zoning Code and invited Angela Hyatt of the architectural firm of Schwartz/Silver to proceed with the presentation. Hyatt provided a PowerPoint presentation and reviewed the changes to the plans that have taken place since the last hearing in December. There were questions/comments as follows:

**Killam: I can see major maintenance issues with the lawns, turf parking areas, etc. It will get torn up.** Hyatt advised that the material is a crushed stone and soil mix. She added that the material was well-researched and details on the

material are in the landscape set. Heidi Ellard added that the DPW Superintendent had no issues with the maintenance of this material.

Costello asked the Board to provide their comments on the proposed use, proposed location and proposed exterior, as required by the applicable section of the Town Code. After comments, Costello declared the Board has complied with the Town Code and the Board took the following action:

**7:57PM** On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED 3-1 (Killam: NO)** that the Board of Selectmen has reviewed the proposed use, proposed location and proposed exterior and offered their comments, as required by Town Zoning Code §196-18(B).

**8:02PM MEETING WITH TOWN CLERK:** Benson advised that Town Clerk Robin Phelan was not able to attend, but asked that the election workers be appointed, as provided in the packet.

After Selectman Perkins removed himself from the proceedings, on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectman **VOTED** by roll call vote to appoint the following as election officers, for a term ending November 15, 2014:

Judith Andersen  
Lois Bell  
Mary E. Bolen  
Ruthann Budrewicz  
Thomas P. Budrewicz  
Harry Crockett  
Michele Delfino  
Barbara French  
Patricia Gleason  
Judith Gore  
Leona Gormley  
Natasha Grigg  
Anne V. Gyles  
Virginia Keilty  
Ann Knight  
Stephen Knowles  
Mary (Holly) Langer  
Charlene Mead  
Robyn Muetterties  
Beverly Perkins  
Sandra C. Pinkham  
Janet Silva  
Jayne E. Smallman  
Judith A. Stickney  
Marianne Strong  
Joseph Zaryski

**8:03PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, discussed the following with the Board:

- **Declaration of Surplus Property Pursuant to Town Policy:** Benson provided a list of surplus property from the Police Department for the Board's review. The Board took the following action:
  - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to declare surplus property the items in the list provided by the Police Department.
- **Request to Lift Hiring Freeze (Library Head of Circulation):**
  - On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze for the library to advertise for a Head of Circulation.
- **Consider Junk License Request (David Noyes):** Benson provided an application for a junk license for the Board to approve. The Board took the following action:
  - On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to grant Junk License #14-01 to David A. Noyes, 212 Main Street, expiring December 31, 2014.

**8:05PM ROUTINES:**

- **Report on December 2013 Building Permits:** Perkins advised he likes seeing these reports and would like a year-end report and comparison with past years. Benson advised that info is in the Town Report and they will provide a copy of the report to the Board.
- **Letter from Resident: Re: MassDOT Lawsuit:** The Board briefly reviewed the letter from Joe Puglia of Olde Topsfield Road.
- **Letter from Residents, Re: Haynes Recreational Field Project:** The Board briefly reviewed the letter from several residents regarding their objection to the Haynes ball fields project. Killam noted that the ConCom also sent a letter regarding Haynes. Benson advised he did not include it in the packet, as it was e-mailed to all Board members.
- **Appointments:** Selectwoman Nay read aloud the vacancies on the various committees and boards and emphasized the four openings on the Computer Management Committee and one opening on the Board of Assessors, an elected position, which will be appointed by the Board of Selectmen until the term ends in May.
- **Approval of Minutes:**
  - On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 2, 2014, as presented.
  
  - On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 6, 2014, as presented.
  
  - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 6 Executive Session, as presented.

- **Sign School and Non-School Warrants:**

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-29, in the amount of \$142,251.05.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-29S, in the amount of \$146,094.12.

On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY14-15, for non-school payroll, in the amount of \$169,910.71.

After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY14-15, for school payroll, in the amount of 298,274.52. **Costello** abstained.

#### **8:20PM OTHER BUSINESS**

**Recognizing WWII Veterans:** Nay advised that she is working with Senator Tarr's office and the Boxford American Legion to recognize local WWII veterans at an upcoming reception. Senator Tarr will be coming to make the presentation to the veterans at the Family Life Center. Nay would like the Board's authorization to ask the FinCom to approve the balance of the Veteran's Day Parade budget of \$285 to be used for the reception. After a brief discussion, the Board agreed with the request.

#### **8:27PM ADJOURN**

With no further business, on a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn.

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: Remain Vigilant: See Something/Say Something
3. Announcement: Cyclical Property Inspection Project
4. Announcement: Dog License Applications are available
5. Announcement: New Online Payment Vendor

6. Memo from Town Administrator to Board of Selectmen, Re: Consideration of the Proposed Library Project, 1/9/14
7. E-Mail from Angela Hyatt (Schwartz/Silver) to Town Administrator, Re: 100\$ Permitting Set for Regulatory Boards, 1/9/14
8. Packet of Information from Schwartz/Silver Architects, Re: Supplemental Information for 10 Elm Street Project, 1/13/14
9. Copy of Letter to ZBA from Charles Killam, Re: New Library, 1/5/14
10. E-Mail from Fire Chief to Town Administrator, Re: New Library Construction at Elm Street, 11/27/13
11. Letter from Kurt Lamar (Hill International) to Margaret Menzer, Re: Traffic Impact Review of New Library at 10 Elm Street, Boxford, Mass., 1/10/14
12. Copy of Letter from Barbara Was, Board of Directors of the Boxford Public Library and the Perley Scholarship Funds, Inc., to Board of Library Trustees, Re: Vote of finding that the proposed construction is in keeping with the intent of the benefactors, 1/9/14
13. List of Election Officers to be Appointed
14. List of surplus equipment from the Police Department
15. E-Mail from Library Director to Town Administrator, Re: Request to Lift Hiring Freeze, 1/6/14
16. Junk License for David A. Noyes, 212 Main Street, 1/13/14
17. Memo from Inspector of Buildings to Board of Selectmen, Re: Inspectional Services Permits for December 2013, 1/6/14
18. Copy of Letter from Joseph Pugia to Kopelman and Paige, Re: MassDOT vs. Town of Boxford, 12/31/13
19. Copy of Letter from Several Residents to ZBA, Re: Letter of Complaint/Haynes Field Project, 1/13/13
20. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 01/02/14
21. Meeting Minutes:
  - January 2, 2014
  - January 6, 2014
  - January 6, 2014 Executive Session