

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
February 3, 2014 7:00PM**

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

Absent: Peter Perkins

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Finance Director Kathleen Benevento, Kathryn O'Brien, Nancy Merrill, Mary Van Dusen, Randy Johnson, Lou Athanas, Judy Gore, Peter Delaney, Marty Jessel

7:00PM Meeting Called to Order

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

7:00PM ANNOUNCEMENTS

- **Burning Permits:** Selectman Killam advised residents that burning permits are available online and burning season is January 15-May 1.
- **Nomination Papers:** Selectman Costello announced that nomination papers are available at the Town Clerk's office and he read the list of open positions.
- **Opting Out of Mosquito Spraying:** Rich Fahrner, chair for the Board of Health, announced that the opt out for mosquito spraying has changed and he provided information on how to opt out of mosquito spraying this season.

7:07PM BUDGET REVIEW – FIRST DRAFT – FY2015: Finance Director Kathleen Benevento provided the following information to the Board for review and discussion:

- **Budget Status to Date FY2014:** Largest increase is with the police and fire injury insurance budget. It would have been funded at a fall town meeting, if there was one. Other issues effecting the budget are: Building/Maintenance Utilities, Dog Officer Medical Leave, Gasoline & Diesel, and Legal. FinCom Reserve is at \$121,500.
- **Budget Presentation FY2015:** Benevento advised she met with the FinCom last week and discussed the following:
 - **Revenue Projection**
 - **Adjustments to Revenue**
 - **Appropriations**
 - **Budgets**
- **Updates on School Budget Information to Date FY2015:** Benevento provided a proposed FY15 budget for the Boxford Elementary Schools, noting that there has been no deliberations on this yet.

- **Capital Projects:** Benevento provided a list of known capital projects that are coming up for FY2015. Benson advised that the Department Heads will be coming in to upcoming meetings to discuss their capital items. After briefly reviewing the list, the Board members provided Benevento with some preliminary questions for the Department Heads to answer.

7:39PM REQUEST TO USE DAVIS HAYFIELD: Chairman Davis started the discussion by reviewing the issues he feels are involved with using the hayfield for something other than a hayfield and whether the Board could allow it without advertising it for others to bid on. Mary Van Dusen, 77 Main Street, met with the Board to request permission to use the Davis hayfield to plant crops. She provided information on what she would do with the field, growing vegetables and flowers. She advised that she met with BTA-BOLT to go over her plans to use organic methods and she believes her plans are consistent with what's expected at that location. There were questions/comments as follows:

Nay: Will you be giving back to the community? Providing vegetables to the food bank, etc.? Van Dusen advised that if there are surplus crops, yes. She couldn't make any promises until she knows what will grow, noting that there are costs associated with bringing the field back, amending the soil, etc., which she will be paying for, if she is allowed to plant crops.

Killam: Weren't you going to make this available for others to farm, as well? Community gardening? Van Dusen advised that no, she feels it is more manageable with one person farming the field.

Killam: Where does Agricultural Commission stand on this? Randy Johnson of the Agricultural Commission advised that they support what Van Dusen is proposing for the field.

Costello: How do you reconcile Steve's concern that we're just giving it to one person with an idea? Johnson advised that her idea is viable and it's a good plan to manage the field.

There was discussion on whether this plan would comply with the vote at Town Meeting to purchase the property. The majority of the Board agreed that farming the field would be consistent with Town Meeting vote. Benson advised the property was purchased for historic purposes using PCP funds. Peter Delaney of the PCP advised that there is a Conservation Restriction on the property and farming is a permitted use. He added that the Board of Selectmen could vote on allowing the field to be farmed. There was discussion on putting a legal ad in the paper, an RFP to farm the field, with a return date by the end of February.

8:06PM On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to advertise for an RFP to farm the field, with a return date by the end of February.

After the vote, Nancy Merrill of Cross Road, expressed her disappointment with the Board for not acting on this request in time for Van Dusen to make plans for the planting

of the field, noting that she had put in her initial request two years ago. Costello mentioned that the applicant had come before them with an application for raising chickens on that property. There ensued a brief discussion, including comments by Van Dusen, who was disappointed that she will not be allowed to have the soil tested in time for planting. Lou Athanas of the Agricultural Commission asked the Board if the Agricultural Commission could have the soil tested with the results made available to anyone who won the bid. The Board agreed with that request.

8:11PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, met with the Board to discuss the following:

- **Common Victualler's Licenses:**
 - Stone House Farm, Inc.
 - West Boxford Village Store, LLC, d/b/a West Village ProvisionsOn a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to issue Common Victualler's Licenses to Stone House Farm, Inc. and West Boxford Village Store, LLC, d/b/a West Village Provisions.
- **Actuarial Valuation Report – Essex Regional Retirement System:** Benson provided information and reports on the Essex Regional Retirement System's Actuarial Valuation Report, which the Board briefly discussed.
- **Legal Invoices and Budget to Date:** Benson provided a report for the Board to review, noting that the Boxford v. MassDOT case may get higher, once there is a judgment.

8:31PM ROUTINES:

- **Review Correspondence:** Nay commented on the invitation to the reception in recognition and appreciation for World War II Veterans. She noted that the FinCom agreed to appropriate the \$285 leftover from the Veteran's Day parade to this function.
- **Appointments:** Selectman Costello read the list of vacancies on boards and committees and provided information for residents who may be interested in applying. Davis made special mention of the vacancies on the Computer Management Committee and the Open Space and Recreation Plan Committee.
- **Minutes:** After a brief review of the minutes, the Board took the following action:
On a **MOTION** made by **Nay**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 27, 2014, as submitted. **Davis abstained.**
- **Treasury Bills:**
On a **MOTION** made by **Killam**, second by **Davis**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-32, in the amount of \$349,774.60.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Accounts Payable Refund Warrant 14-351, in the amount of \$986.88.

On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-352, in the amount of \$2,734.38.

8:35PM OTHER BUSINESS

Conservation Commission Resignation: Davis advised the Board that a late arising issue concerning the resignation on the Conservation Commission that should be announced tonight, so they can fill the vacancy as soon as possible. He announced that the chairman of the Conservation Commission has resigned and asked any interested resident to apply.

8:42PM 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 strategy on employment contract negotiations with AFSCME Clerical/Library Employees 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 to return to open session and immediately adjourn without conducting any further business.

8:46PM ADJOURN

On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and 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: Burning Permits
3. Announcement: Nomination Papers
4. Announcement: No Spray
5. Budget Status FY14
6. Budget Presentation FY15
7. Revenue/Expense Projection

8. Operating Budget Draft FY15
9. Boxford Elementary Schools Proposed FY15 Budget
10. Capital Projects FY15
11. Budget Status Report
12. Letter from Mary Van Dusen to Board of Selectmen, Re: Davis Hayfield, 12/19/13
13. Common Victualler's Licenses:
 - Stone House Farm, Inc.
 - West Boxford General Store LLC
14. Letter from Essex Regional Retirement System to Town Administrator, Re:
Actuarial Valuation Report, 1/17/14
15. Actuarial Valuation Report, 1/1/14
16. Legal Expenses FY14 Year to Date
17. Invitation to attend a reception in recognition and appreciation of Boxford's World War II Veterans
18. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 01/30/14
19. Meeting Minutes:
 - January 27, 2014
20. Motion to go into Executive Session