

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 24, 2014 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Margaret Chow-Menzer, Garth Tolman, Frank Quackenbush, Marty Jessel, Natasha Grigg, Paije Andrew, Jon Schwartz, Dennis Pyburn

7:02PM Meeting Called to Order

Chairman Steve Davis called the meeting to order at 7:02PM.

7:03PM ANNOUNCEMENTS

- **Burning Permits:** Selectman Killam announced that burning permits are available online and burning season is January 15-May 1.
- **Nomination Papers:** Selectman Perkins announced that nomination papers are available at the Town Clerk's office and he read the list of open positions.
- **State Rep. Jim Lyons:** Selectman Davis announced State Rep. Lyons will have office hours on April 1 at the Town Hall, from 10AM until 11AM.
- **Earth Day:** Selectman Costello announced Boxford will be celebrating Earth Day on April 26, 10AM-3PM, sponsored by the Boxford Village Garden Club and the Boxford Recycling Committee.
- **Moderator's Forum:** Selectwoman Nay announced there will be a Moderator's Forum at Town Hall on Tuesday, May 6, at 7PM.
- **R.A.D. Program:** Selectwoman Nay announced that the Police Department is conducting a R.A.D. (Rape Aggression Defense) program, consisting of five 2 ½ hour classes, beginning May 3. Call Officer Dupont to register.
- **Scouting for Food:** Selectwoman Nay announced this Saturday the Scouts will be soliciting donations of non-perishable food. Bring donations to the Community Center by 10:30AM on Saturday.
- **Candidates Night:** Town Administrator Alan Benson announced there will be a Candidates Night on Thursday, May 8, at the Town Hall, at 7:30PM.

7:10PM MEETING WITH DIRECTOR OF MUNICIPAL FINANCE: Kathy Benevento, Director of Municipal Finance, met with the Board of Selectmen to discuss the following:

- **Update on FY 2015 Revenues and Budget Overview:** After reviewing the revenues and expenses with the Board, it was noted that the total proposed

budget amounts were \$10,850,597 for the elementary schools, and \$8,623,353 for Masconomet. Benevento added that the FinCom has asked for override questions on the ballot for the school budgets.

- **Update on FY 2015 Detail Budget to Date:** Benevento briefly reviewed the budgets that have been submitted to date.
- **Review of Capital Items/Draft Warrant Articles:** The Town Administrator advised the Board will set sequencing and should submit comments tonight, as they go through the draft articles. The Board went through the articles and took the following action:
 1. **Receive Reports:**

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 1.
 2. **Revolving Accounts:**

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to sponsor and support items 1 through 7 of Article 2.
 3. **Personnel Board Compensation Plan for FY 2015:**

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to recommend adoption of the Personnel Board's pay matrix.
 4. **Town Budget:** Not ready for approval yet.
 5. **Masco Override:** No action at this time.
 6. **Elementary Override:** No action at this time.
 7. **Capital Budget:**
 - **Replacement Chairs at Police Station**

On a **MOTION** made by **Nay**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to support replacing the chairs at the police station.
 - **Replacement Doors at DPW:**

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support replacing the doors at the DPW.
 - **Holiday Tree Replacement:** Perkins advised King's Tree Farm is willing to donate a tree if the town transports it.

On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED 4-1** to support the holiday tree replacement. **(Killam: NO)**
 - **West Library Shingles/Trim:** Frank Quackenbush of the Permanent Building Committee, advised that his committee voted not to support this, as there is no current use planned for the building. He added that there has been some discussion on using the building with renovations and a new roofline; and the roof is not leaking at this time.

On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED 4-1** to support replacing the roof

shingles and painting the wood trim at the West Library.
(Nay: NO)

▪ **DPW Dump Truck**

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED 4-1** to support the purchase of a 6-wheel dump truck for the DPW, with wing plow. (Killam: NO)

▪ **Large Format Printer – Town Hall**

On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase of a large format printer.

8:38PM OPEN SPACE AND RECREATION PLAN COMMITTEE: The Board reviewed the draft charge to the Open Space and Recreation Plan Committee and interviewed candidates for the committee, as follows:

- Jon Schwartz
- Dennis Pyburn
- Natasha Grigg: Ms. Grigg had to leave the meeting before her interview.

After discussion and completion of the interviews, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Jon Schwartz, Dennis Pyburn, and Natasha Grigg to the Open Space and Recreation Plan Committee for a term ending June 30, 2015.

The Town Administrator advised the Board that the Conservation Director has requested \$10,000 for consulting services to assist with the development of the Open Space and Recreation Plan. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Davis**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support \$10,000 to engage consulting services to assist with the development of the plan.

8:50PM APPOINTMENTS TO RECREATION COMMITTEE: The Board interviewed candidates for the Recreation Committee, as follows:

- Paije Andrews

After discussion, the Board took the following action:

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Paije Andrews to the Recreation Committee for a term ending June 30, 2015.

There was an additional candidate for another open position and she will be interviewed at a future meeting.

8:53PM Continued Review of Capital Items/Draft Warrant Articles: The Board continued their review of the draft warrant articles and took the following action:

8. **Glendale Road Culvert:** A full presentation and discussion has been scheduled for 3/31. No action needed at this time.
9. **Library Project/New Library:** Update scheduled for 4/7
10. **Library Project/Renovate Cummings House:** Update scheduled for 4/7
11. **Trash Fee to Remain at \$2.50/Bag:**
On a **MOTION** made by **Davis**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support the trash fee remaining at \$2.50 per bag.
12. **Compensated Absence Fund: \$25,000:**
On a **MOTION** made by **Davis**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 12 for \$25,000 for the compensated absence fund.
13. **End of Service Sick Leave Buy-Back for Retiring Fire Chief: \$20,625:**
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 13, for \$20,625 for the sick leave buy-back for the retiring fire chief.
14. **Consultant Services: Selection of Fire Chief: \$20,000:**
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 14 the expenditure of \$20,000 for consulting services to hire a new fire chief.
15. **Consultant Services: Open Space Report:** Already voted on.
16. **Consultant Services: OPEB Valuation: \$10,000:**
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase of a large format printer.
17. **Community Preservation Annual Budget:**
On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase of a large format printer.
18. **CPC Fund: Cargill Field Soil Improvements:**
19. **Solar Array on Landfill Authority:**
On a **MOTION** made by **Perkins**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 19.
20. **Zoning Map Changes and Adoption:** Planning Board sponsor
21. **Zoning Map Changes and Adoption:** Planning Board sponsor
- 22., 23., 24. **Senior Community Housing on Haynes Land:**
24. **Initiative Petition:** The Town Administrator advised the Board that an initiative petition was submitted today requesting that the Town withdraw from membership in the Essex County Mosquito Control District.

The Town Administrator notified the Board that they received a request from a resident that all associated costs be included in the articles and ballot questions. A brief discussion ensued.

9:26PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson reviewed the following items with the Board:

- **Proclamation Earth Day:** Benson distributed the proclamation to the Board members to sign. Chairman Davis read the proclamation aloud. All Board members signed the proclamation, proclaiming April 26 as Earth Day in Boxford.
- **Notification of Fine Assessment/Failure to Timely Re-Inspect Lift at Lincoln Hall:** Benson provided information to the Board on the assessed fine and updated the Board on action that has been taken. The Board discussed and will seek legal assistance and assistance from Sen. Tarr's office to appeal the fine.

9:32PM ROUTINES

- **Correspondence:** The Board briefly reviewed correspondence as follows:
 - Outstanding Appointments:
- **Minutes:** The Board briefly reviewed the minutes of March 10, 2014 and the minutes of March 10, 2014 Executive Session and took the following action:
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the minutes of March 10, 2014 as submitted.

On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to accept the minutes of March 10, 2014 as submitted.

- **Treasury Bills:**

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-39S, in the amount of \$187,953.47.

On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-39, in the amount of \$111,539.95.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14/39S, in the amount of \$42,146.79.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1420, for non-school payroll, in the amount of \$148,340.87.

After Selectman Costello removed himself from the discussion, on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen

VOTED to approve Payroll Warrant PY1420, for school payroll, in the amount of \$308,625.53. **Costello abstained.**

9:39PM Executive Session

On a **MOTION** duly made by **Davis**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing overall strategy on employment contract negotiations with Public Employees Committee 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.

10:03PM ADJOURN

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 10:03PM.

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: Rep. Jim Lyons at Town Hall
5. Announcement: Earth Day
6. Announcement: Moderator's Forum
7. Announcement: Candidate's Night
8. Revenue/Expense Projection FY15
9. Summary of Increases
10. Salary Reserve for FY2015
11. Operating Budget Draft FY2015
12. Draft Warrant for Annual Town Meeting
13. Capital Project Request: Replace Chairs in Police Station
14. Capital Project Request: Replace Front and Rear Entry Doors of DPW Garage
15. Capital Project Request: Replace Existing Christmas Tree at Community Center
16. Capital Project Request: Replace Roof and Paint Wood Trim West Library
17. Capital Project Request: New 6 Wheel Dump Truck
18. Capital Project Request: Large Format Scanner and Printer

19. Packet of Information Re: Open Space and Recreation Plan Committee Candidates
20. Draft Charge to the Open Space and Recreation Plan Committee
21. Packet of Information Re: Recreation Committee Candidates
22. Earth Day Proclamation
23. Packet of Information Re: Lift at Lincoln Hall – Fine Assessment
24. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/20/14
25. Meeting Minutes:
 - March 10, 2014
 - March 10, 2014 Executive Session
26. Motion to go into Executive Session
27. Initiative Petition to see if the Town will vote to withdraw from membership in the Essex County Mosquito Control District
28. Letter from Steve Merriam to Board of Selectmen, Re: Actual costs of warrant articles and ballot questions, 3/24/14