

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
August 18, 2014 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, Lt. Jack Leary, Lt. Brian Geiger, Capt. Rich Hertel, Firefighter Tom Nee, Firefighter Tom Bailey, Firefighter Kate Colangelo, Firefighter Kevin Foster, Firefighter Mike Solteis, Firefighter Wendy Madden, Firefighter Brian Hertel, Firefighter John Rowen, Lt. John Philbin, Fire Department Chaplain Mark Balding, George Fischer, Heidi Ellard, Julian Troake, Pauline Jenkins, Margaret Chow-Menzer, Frank Quackenbush, Bob Hazelwood, Garth Tolman, Miika Ebbrell, Richard Taylor, Jane Moody, Patty DiTullio, David Benson, Carole Davis, and others.

7:00PM Meeting Called to Order/Pledge of Allegiance

With a quorum present, Selectwoman Nay called the meeting to order and requested all in attendance to recite the Pledge of Allegiance.

7:01PM ANNOUNCEMENTS

- **Apple Festival:** Selectman Cargill announced that the annual Apple Festival will be held on Saturday, September 20, 10AM-3:30PM, in the East Boxford Village, sponsored by the Boxford Historical Society.
- **Call to Honor Triathlon:** Selectman Costello announced that the Call to Honor Triathlon will be held on Sunday, September 7, at the Boxford Town Beach, to benefit the Rick Cashin Memorial Scholarships.
- **Homeless Veterans Meal:** Selectwoman Nay announced that she had the privilege of serving food to local veterans at a function for veterans in Haverhill recently. She thanked all veterans for their service.
- **Community Giving Tree:** Selectwoman Nay announced that the Community Giving Tree (CGT) is looking for donations of school backpacks and supplies. Anyone with things to donate can drop them off at the CGT. If you are in need or know someone who is, contact them.

7:03PM MEETING WITH REPRESENTATIVES OF BOXFORD FIRE DEPARTMENT

EMPLOYEES: Before the Fire Department's presentation, Selectman Bill Cargill provided a disclosure that some of the firefighters present for the discussion are clients of his, but he felt this would not have any undue influence on his ability to hear or vote on the issue.

Tom Nee, Boxford resident and firefighter, read aloud a letter he and members of the Fire Department sent to the Board of Selectmen in support of extending the tenure of Fire Chief Kerry Stickney and to ask the Selectmen to consider promoting the next fire chief from within the department. There ensued a lengthy discussion with each selectman providing their input. At the conclusion of the discussion, the consensus of the Board of Selectmen was to not pursue extending the retirement age of the current fire chief beyond 65. The discussion turned to hiring a fire chief from within the department, rather than hiring outside the department. Again, a lengthy discussion ensued. At the conclusion of the discussion, the consensus of the Board of Selectmen was to gather information from the current fire department members by way of an anonymous survey, which the Board will draft. After the information has been collected, the Board will consider the responses, place an ad and use a search committee, similar to what they did when they hired the current chief. It was noted that the current fire chief was the result of a similar survey.

7:47PM REPORT OF THE TOWN ADMINISTRATOR:

- **Appeal of Elevator Fine:** The Board briefly reviewed the response from the Mass. Department of Public Safety regarding their request to appeal the elevator fine. Appeals have been suspended until new regulations are in place.
- **Windrush Farm Sign Request:** The Board reviewed the request by Windrush Farm to erect signs for their 50th Jubilee Celebration on 9/20 & 9/21.
On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Request to Hold Annual Apple Festival:** Benson advised the Board that the Historical Society has requested permission to hold their annual Apple Festival:
On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to permit the Boxford Historical Society to hold its annual Apple Festival on Saturday, September 20, 2014 from 10:00AM until 3:30PM with a rain date of Sunday, September 21, 2014; also to permit the erection of a temporary banner as requested and placement of flags in brackets on telephone poles along Elm Street, subject to conditions of the Historic District Commission; further that the Selectmen approve the same traffic and parking plans as in prior years, subject to the approval of the Police Chief; and instruct the various town departments to assist the Historical Society as appropriate; and further, offer our support and best wishes to the Boxford Historical Society for a successful Apple Festival.
- **Opening for Nason Conservation Land:** Benson advised the Board that BTA-BOLT is holding an "Opening" for the Nason Conservation Land on Sunday, September 14, at 11:30AM, and is asking various boards and committees to participate. Cargill suggested that the Board request that the time of the function be moved up to early afternoon to allow participation by church goers.

7:55PM ROUTINES:

- **Board Openings:** The Board briefly reviewed the list of openings on various boards and committees and Selectman Costello read them aloud.
- **Appointments:** Benson noted that Mark Phelan has volunteered for the Border to Boston Trail Committee as well. Selectwoman Nay requested that Phelan be scheduled to come into a Selectmen's meeting for an interview. Benson also noted that the Town Clerk has requested that another election worker be appointed. The Board took the following actions:
 - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Peter Perkins to the Border to Boston Trail Committee for a 1-year term ending June 30, 2015.
 - On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Donna Jacoby as an election worker for a 1-year term ending August 15, 2015.
- **Treasury Bills:**
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-7, in the amount of \$194,290.97.
- **Approval of Minutes:** The Board reviewed the minutes available and, after an amendment proposed by Selectman Perkins, took the following action:
 - On a **MOTION** made by **Killam** second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the minutes of August 11, 2014 as amended.

8:08PM CONSIDERATION OF FALL SPECIAL TOWN MEETING: The Town Administrator provided the Board of Selectmen with information on the Town Bylaw that permits a Fall Special Town Meeting on the 4th Tuesday of October. He provided the Board with a list of potential warrant articles. Perkins requested that the Town Administrator provide a list of unused monies from prior years' warrant articles. Costello requested that the Board request input from the Finance Committee, before making a decision on a Fall Town Meeting.

The discussion turned to emergency repairs that are needed at the Elm Street library location. Permanent Building Committee members and the Library Trustees contributed to the discussion, as follows:

- **Permanent Building Committee (PBC):** PBC Chair Margaret-Chow Menzer provided information to the Board on urgent work needed on the Elm Street library building. She has received a rough estimate of \$135,000 to do the bare minimum to preserve the integrity of the building.
- **Library Trustees:** Library Trustee Julian Troake read aloud a prepared statement from the Library Trustees. The statement concluded with a recommendation that the following motions be immediately acted upon by the Board of Selectmen and the Permanent Building Committee:

1. Motion to make the following building repairs to the Boxford Town Library on Elm Street:
 - a) Relocate all library staff offices, workspaces and the lunch room/copy room from the second floor of the Cummings House and no longer use the second floor as part of the library. Removing library services from the second floor will eliminate the need for elevator installation to be retrofitted into the existing library building as would be required to comply with 2014 accessibility requirements. This is a very large expenditure we would like to avoid.
 - b) Repair all rotted/decaying wood, windows, doors and stairs on the Boxford Town Library's Elm Street facility and install as part of the repairs a new HVAC system that will properly heat, cool and circulate air throughout the facility to prevent future mold growth. Additionally, undertake a reorganization of the first floor space to appropriately locate the heating/cooling system and cohesively integrate staff offices, workspaces and break room into the existing floor plan.
 - c) Paint exterior and interior of the Boxford Town Library Elm Street facility once all exterior maintenance is complete.
 - d) Leave the barn adjacent to the Boxford Town Library's Elm Street facility intact and replace roof and exterior wood rot on that structure as necessary. Once all exterior maintenance is complete, paint exterior of barn to seal out moisture.
2. Motion to undertake a site clean-up of the Boxford Town Library's property on Elm Street to further remove shade trees on both the existing main library building and the barn, as well as to remove underbrush and dead/fallen trees throughout the site to prevent potential injury to staff, patrons and residents who utilize the trail system located within the site.
3. Motion to reopen Washington Street Branch of the Boxford Town Library and house part of the town's collection and several staff members at this branch facility. Eliminating the second floor of the Cummings House on Elm Street will leave many town assets and several employees "homeless". The easiest and fastest way to relocate displaced staff and collections is to reopen the Washington Street branch. Reopening the branch will necessitate the purchase and reinstallation of new furnishings and equipment including but not limited to: a minimum of five new computer terminals, a new router, books, trucks, an interconnected phone system (between Washington and Elm Streets) and a network printer. Additionally any maintenance required to make the Washington Street facility compliant with the 2014 building code should be undertaken by the Permanent Building Committee prior to its reopening. A library moving company should be hired to execute the move and assist with initial branch set up. It

should be noted that due to staffing limitations the Washington Street and el Street locations would not operate concurrently; rather the locations would alternate days they will open to the public (e.g. Elm Street open W,F; Washington Street open T,Th). It should further be noted that in July 2014, the basement at on Street facility was observed to have 1-2 inches of standing water in a section nearest the exterior basement stairs.

4. Motion to hire an external library consultant to assess the town's library service needs. This assessment should be undertaken immediately so as to help inform the PBC and Land Committee interested in developing the Spofford Road parcel.

A lengthy discussion ensued, with Frank Quackenbush of the PBC and Jane Moody and Heidi Ellard of the Library Trustees contributing to the discussion. The Trustees asked the Board to reconsider their previous vote to not make any repairs to the Elm Street building until the air quality assessment results have been received from the State, citing immediate repairs that are needed in the meantime. The Board took the following actions:

Motion: Made by Killam, to request a Finance Committee Reserve transfer of \$25,000 to repair the emergency repairs for the Cummings Building and library in total, as recommended by the Permanent Building Committee, second by Costello.

Discussion: Benson advised \$25,000 will require specifications and a designer. Under \$25,000 you can choose a firm without having to specify what they do. Chow-Menzer noted that the repairs will require that the building be ADA compliant.

Killam amended the motion to \$24,999, second by Cargill.

Killam withdrew the motion.

After further discussion:

On a **MOTION** by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to direct the Department of Public Works to fill the holes in the Elm Street building however they can.

Benson advised the Board that the other PBC article that could possibly come forward is further work on the property behind Spofford Pond School. Chow-Menzer provided additional information for the Board to consider. Richard Taylor of the Board of Health and Council on Aging contributed to the discussion.

Benson noted that their next meeting is September 8, providing two weeks to prepare and publish a Town Meeting warrant. He asked that the Board review the proposed warrant articles carefully and be prepared to vote on them at their next meeting. There

ensued a discussion on the proposed articles, as well as the additional articles proposed tonight.

9:59PM ADJOURN

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to adjourn at 9:59PM.

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: 2014 Apple Festival
3. Announcement: Call to Honor Triathlon
4. Classified Ad: Town of Boxford Fire Chief, 9/21/2005
5. Letter from the Boxford Firefighters to the Board of Selectmen, Re: Fire Chief, 7/8/14
6. Memo from the Town Administrator to the Board of Selectmen, Re: Fall Special Town Meeting, 8/15/14
7. Letter from Department of Public Safety to the Town of Boxford, Re: Return of Request for Appeal EC-2014-299 (38-W-15), 8/1/14
8. Letter from Windrush Farm Therapeutic Equitation to Board of Selectmen, Re: Sign Request, 7/28/14
9. Letter from the Boxford Historical Society to the Board of Selectmen, Re: Apple Festival, 8/5/14
10. E-Mail from BTA-BOLT to Town Administrator, Re: Nason Conservation Land, 8/13/14
11. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/4/14
12. E-Mail from Town Clerk to Town Administrator, Re: Appointment of Election Worker, 8/14/14
13. E-Mail from Mark Phelan to Administrative Assistant, Re: Rail Trail Committee, 8/14/14
14. Meeting Minutes:
 - August 11, 2014
15. Library Trustees Recommendations Regarding Boxford Town Library Repairs and Staffing, 8/18/14