

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD POLICE STATION MEETING ROOM
September 8, 2014 7:00PM**

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

Absent: Chuck Costello

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, Maggie Buswick, Geoffrey Buswick, Chris Rothman, Lisa Teichner, Meredith Shaw, Anthony Constan, Steve Harvey, Margaret Chow-Menzer, Frank Quackenbush, Garth Tolman, Bob Hazelwood, Rich Shaw, Jane Moody, David Rivers, Heidi Ellard, Julian Troake, Carole Davis, Miika Ebbrell, Bill Shikolovich, Mike White, 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

- **State Primary Election:** Selectman Cargill reminded residents that the State Primary Election will be held tomorrow, September 9, from 7AM-8PM, at the Town Hall.
- **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.
- **Boxford's Open Space & Recreation Plan Meeting:** Selectman Perkins announced that the Open Space & Recreation Plan Committee will be doing a presentation on Sunday, September 14 at 4:30PM in the Selectmen's meeting room at Town Hall.
- **Nason Conservation Land Opening:** Selectman Killam announced that BTA-BOLT is celebrating the acquisition of the Nason Conservation Land on Sunday, Sept. 14 at 12:30PM opposite Nason's Stone House Bakery.
- **Community Blood Drive:** Selectman Killam announced that there will be a community blood drive on Thursday, September 25, from 2PM-7PM at Lincoln Hall.
- **Annual Commemoration of 9/11:** Selectwoman Nay announced that the fire department will be holding its annual Commemoration of September 11 on Thursday, September 11 at 9:40AM at the East Fire Station.

7:09PM MEETING WITH TRI-TOWN COUNCIL: Chris Rothman, President, Board of Directors for the Tri-Town Council, introduced Maggie Buswick, Youth Council member, who gave a brief presentation on her PhotoVoice project entitled "Fallen". Rothman continued her update on the Tri-Town Council's current programs and initiatives by

introducing Meredith Shaw, who provided information on the Positive Community Norms Approach. Rothman and Lisa Teichner, Executive Director, continued with future planned programs of the Tri-Town Council and thanked the Board for their continued support.

7:23PM MEETING WITH DIRECTOR OF MUNICIPAL FINANCE: Kathleen Benevento, Director of Finance, provided an update on FY2014 yearend closing, accompanied by spreadsheets and other information for the Board to view, as she made her brief presentation. She also provided updates on revenues increases and unexpended departmental budgets which were returned to the General Fund. A brief discussion ensued on the decrease in building and decrease in revenues from new real estate taxes and the projected outlook for the future.

7:44PM CONSIDERATION OF FALL SPECIAL TOWN MEETING: Town Administrator Alan Benson provided the Board with an explanation of possible warrant articles for a Fall Town Meeting for the Board to consider. Possible warrant articles included:

1. Budget Supplements: Liability Insurance & BOS Budget: \$18,500
2. Budget Supplement: Finance: OPEB Valuation Study: \$2,950
3. Capital: Town Hall Phone System Upgrade: \$19,000
4. Capital: Communications "Comparator" for FD: \$19,000
5. Capital: DPW Stormwater Design Balmoral Road: \$20,000
6. Capital: DPW Guardrail at Stiles Pond Dam: \$7,000
7. Fund "Assessment Center" – Fire Chief Candidate Testing: \$8,500
8. CPC: Fund BTA/BOLT Sign at Round Top Road: \$350
9. CPC: Fund WBIS Sign at Colby Land: \$909
10. Bylaw: Add "Alternate Members" to COA: N/C
11. Fund: Library Needs Assessment: \$15,000
12. Fund: Facilities Evaluation: Libraries: \$40,000
13. Fund: Public Water Supply Study: Land off Spofford Road: \$60,000
14. Any Other Business

The Board determined that most of the articles could safely be deferred to the Annual Town Meeting. The Board asked the Finance Committee, who were in attendance, if the other articles could be funded with alternative financing. Geoff Buswick, FinCom Chair, advised he could not speak for the entire Committee, but felt that some of the articles could be funded from the FinCom Reserve. A lengthy discussion ensued on proposed articles 11, 12, and 13. Julian Troake and Heidi Ellard of the Library Trustees, and Margaret Chow-Menzer of the Permanent Building Committee contributed to the discussion. At the conclusion of the discussion, the Board decided that there would not be a Special Town Meeting and that unfunded articles would be left to the discretion of the Finance Committee to fund out of the FinCom Reserve, or recommend for the Annual Town Meeting warrant.

On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** to not hold a Fall Town Meeting.

Benson reminded everyone that the Finance Committee is scheduled to meet on September 23.

8:58PM REPORT OF THE TOWN ADMINISTRATOR:

- **Sign Request:** The Board briefly reviewed the request from Cub Scout Pack 41 to place signs promoting Cub Scout sign ups.
On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Inspector of Buildings Monthly Report:** The Board briefly reviewed the report from the Building Inspector.
- **Request to Waive Lincoln Hall Rental Fee:** Benson advised the Board that the Wide Eyes Theatre Company has requested that the fee to rent Lincoln Hall be waived for the nonprofit theatre company for Sept. 30-October 5. After a lengthy discussion regarding insurance requirements and rental fees, the Board decided they need to revisit the topic of insurance and fees on a later date, but took the following action:
On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** 3-1 (**NO: Killam**) to charge \$100 for the time period requested.
- **Sign Request:** Benson advised the Board that the West Boxford Improvement Society is requesting to waive the rental fee for the gazebo and erect signs advertising the free concert scheduled for September 28.
On a **MOTION** made by **Perkins**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the use as requested.
- **Other Business:** Benson provided the Board with information on their upcoming activities:
 - September 20: Apple Festival
 - September 14: Ribbon Cutting for the Nason Land
 - September 11: 9/11 Event at the East Fire Station
 - September 15: Next regular meeting of the Board of Selectmen
 - September 22: No meeting

9:20PM ROUTINES:

- **Review Correspondence:** The Board briefly reviewed correspondence as follows:
 - COA Letter Re: Combined Library/COA Center
 - Petition and E-Mails from Maple Avenue Residents: The Board discussed the concerns of the residents of Maple Avenue, who requested that Maple Avenue not be paved, as scheduled. Discussion ensued on who decides which roads will be paved.
 - Response Letter from Chair Nay to Maple Ave. residents
 - Resident Thank You to Fire Department
 - Resident Comments on Library Issue
 - Thank You Note for Town Scholarship
- **Board Openings:** The Board briefly reviewed the list of openings on various boards and committees.

- **Appointments:** Benson advised the Board that the Library Trustees have recommended Pauline Jenkins and George Fischer be appointed as Library representatives to the Permanent Building Committee, for a term ending 6/30/15. Perkins advised the Board that David Smallman has volunteered to serve on the Town Forest Committee. Benson reminded the Board that Mark Phelan has also requested to be appointed to the Border to Boston Trail Committee, but is unable to come in for an interview. The Board took the following actions:
 - On a **MOTION** made by **Cargill**, second by **Killam**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Pauline Jenkins and George Fischer as Library representatives to the Permanent Building Committee for a term ending 6/30/15.

 - On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint David Smallman of Lakeshore Road, to the Town Forest Committee for a term ending 6/30/16.

 - On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Mark Phelan to the Border to Boston Trail Committee for a term ending 6/30/15.

- **Approval of Minutes:** The Board reviewed the minutes available and took the following action:
 - On a **MOTION** made by **Perkins** second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the minutes of August 18, 2014 as drafted.

- **Treasury Bills:**
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-10, in the amount of \$183,471.72.

 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 15-05, in the amount of \$423,987.27. **Perkins abstained.**

9:37PM OTHER BUSINESS:

FIRE DEPARTMENT SURVEY: Mary Anne Nay asked Benson for a status update on the Fire Department survey. Benson advised the Board will have that on their agenda for their meeting on 9/28.

9:38PM ADJOURN

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to adjourn at 9:38PM.

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: State Primary Election
3. Announcement: Annual Commemoration of 9/11
4. Announcement: Nason Conservation Land Opening
5. Announcement: 2014 Apple Festival
6. Announcement: Town Wide Meeting Regarding Boxford's Open Space and Recreation Plan
7. Announcement: Community Blood Drive
8. Letter from Tri-Town Council to Board of Selectmen, Re: Thank You, 6/12/14
9. Tri-Town Council Annual Report, FY2014
10. Memo from the Finance Director to the Board of Selectmen, Re: Year-end Report FYT2014, 9/3/14
11. Draft Warrant for Possible Special Town Meeting, 10/28/14
12. Boxford Permanent Building Committee Site Survey of East Library, 8/30/14
13. E-Mail from Cub Scout Pack 41 to Board of Selectmen, re: sign request, 9/4/14
14. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 9/2/14
15. Letter from Wide Eyes Theatre Company to Board of Selectmen, Re: rental fee waiver request, 9/2/14
16. E-Mail from West Boxford Improvement Society to Board of Selectmen, Re: Gazebo Permit Application and Sign Request, 9/4/14
17. Letter from Council on Aging to Board of Selectmen, Re: New COA Center, Combined Library-COA Center, 8/21/14
18. Citizens Petition Re: Paving of Maple Avenue, 8/15/14
19. E-Mail from Maple Ave. Resident to DPW Superintendent, Re: Paving Schedule, 8/28/14
20. Response Letter from Selectman Chairman to Maple Avenue Residents, Re: Maple Avenue Resurfacing, 9/3/14
21. Note from Rowley Road Resident to Fire Department, Re: Thank You, 9/3/14
22. Letter from Spofford Road Resident to Board of Selectmen, Re: Selectmen's Meeting of August 18, 8/21/14
23. Note to Board of Selectmen from Ms. Teed, Re: Thank You for Scholarship, 9/3/14
24. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/4/14
25. E-Mail from Library Trustees to Board of Selectmen, Re: Library Reps to Permanent Building Committee, 9/4/14
26. Meeting Minutes:
 - August 18, 2014

