

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

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

*Absent: Chuck Costello*

*Others Present: Town Administrator Alan Benson, Kristin Hanlon, David Benson, Natasha Grigg, Jon Schwartz, David Pyburn, Julian Troake, Patty DiTullio, Margaret Chow-Menzer, Heidi Ellard, Susan Daley, and others.*

**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.

**ANNOUNCEMENTS**

- **Winter Festival 2014:** Selectman Killam announced that West Boxford Improvement Society will be holding their Winter Festival in the West Village and Lincoln Hall on Saturday, December 6, from 9AM to 3PM.
- **Holiday Craft Fair and Grand Illumination:** Selectman Perkins announced that there will be a holiday craft fair at the Council on Aging on Sunday, December 21, from 3-5PM at the Community Center, followed by the Grand Illumination which will start in front of the Community Center at 5PM.
- **Chanukah Celebration:** Selectman Cargill announced there will be a community-wide Chanukah celebration, where the menorah will be lit, on Monday, December 22, at 5:30PM, in front of the Community Center.
- **Food Pantry:** Selectwoman Nay announced that there is a food pantry available for anyone in town with a need. The pantry can be contacted through the First Church.

**MEETING WITH BOARD OF ASSESSORS**

- **Continued Public Hearing: Setting of Residential Factor for Classification of Property:** Kristin Hanlon, Director of Assessment, and David Benson, Board of Assessors, met with the Board of Selectmen to advise that the evaluations have been submitted to the Department of Revenue and they have been approved. Hanlon provided details on the evaluations while the Board referred to the packet of materials submitted. She added that they need the Board of Selectman to vote on whether to keep the one tax rate for the town. After providing an opportunity for the public to comment (there were no comments), the Board took the following action:

On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to set one tax rate for the Town of Boxford and for each class of property to maintain 100% of its full value tax share.

After the vote, Town Administrator Alan Benson provided a Department of Revenue signature sheet for the Board to sign for the setting of the tax rate.

#### **REPORT OF THE TOWN ADMINISTRATOR**

- **Wreaths Across America:** Benson provided the Board with information on the Wreaths Across America program which will be stopping at the Topsfield Fairgrounds on December 8, at 4PM. Board members Mary Ann Nay and Bill Cargill will attend.
- **Approve Insurance Rates for Retired Over 65 Employees:** After Selectman Perkins removed himself from the meeting, Benson provided the Board with information on the proposed insurance rates for retired town employees.  
On a **MOTION** made by **Cargill**, second by **Killam**, the Board of Selectmen **VOTED** to approve the renewal insurance rates for retired employees, as proposed.

After the vote, Selectman Perkins returned to the meeting.

#### **MEETING WITH THE OPEN SPACE AND RECREATION PLAN COMMITTEE**

Natasha Grigg, Jon Schwartz, and Dennis Pyburn, of the Open Space and Recreation Plan Committee, met with the Board of Selectmen to discuss the following:

- **Update on Status of Draft Plan:** Grigg provided the Board with an update, noting that they have completed 2/3 of the plan and next is the analysis of the survey and feedback from town boards.
- **Discussion of Town-Wide Survey Results:** As the Board reviewed the materials provided by the Open Space and Recreation Plan Committee, a lengthy discussion ensued regarding the town-wide survey results. Grigg advised the Board that her committee is asking for input from all town boards in five specific areas. They expect the first draft of the plan to be complete by April 1.

#### **ROUTINES:**

- **Review Correspondence:**
  - **Letter from Spofford Road Resident:** The Board briefly reviewed a letter from a Spofford Road resident regarding the previous meeting.
- **Board Openings:** The Board briefly reviewed the list as Selectman Cargill read aloud the outstanding appointments.
- **Approval of Minutes:** The Board reviewed the minutes available, and after amendments proposed by Nay and Cargill, took the following actions:

On a **MOTION** made by **Cargill** second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the minutes of November 10, 2014, the Purple Heart Recognition Ceremony, as submitted.

On a **MOTION** made by **Cargill** second by **Nay**, the Board of Selectmen **VOTED** unanimously to accept the minutes of November 17, 2014, as amended.

### **REPORT OF THE TOWN ADMINISTRATOR (cont'd)**

- **Report on Meeting with Permanent Building Committee:** Benson provided a summary of his recent meeting with the Permanent Building Committee, where he summarized all of the action the town has taken with regards to the maintenance issues, working conditions, and remaining options for the library at 10 Elm Street. He advised that the work that has been completed on the library since the commencement of the mold remediation of 2013 has not eliminated the reports of medical symptoms of the staff that they believe are being caused by working in an unhealthy environment. He continued with a detailed report on all meetings and actions that have been taken to date and concluded that the best option at this time is to relocate the library. He reviewed possible buildings in town where the library may be housed temporarily until the town develops a permanent solution to the library issues, including any known obstacles to overcome with each location. The building with the least obstacles is Lincoln Hall. He added that they hope to have a complete report to the Board of Selectmen by December 15. A lengthy discussion ensued and the Board was in general agreement that Lincoln Hall is not a viable option. The Chair entertained comments from library board members and employees regarding the issues at the library, the health issues they have experienced, and their thoughts on relocating the library. After hearing from the Library Director, some of the Library Trustees, and the Chair of the Permanent Building Committee, it was determined that the library at 10 Elm Street should be closed. The discussion concluded with Selectwoman Nay advising they will put this on the agenda for the next meeting, when they will have a full board and will be better prepared to deal with the issue.

### **OTHER BUSINESS**

- **Eminent Domain Process:** Referring to the meeting where Eminent Domain was discussed, Selectman Killam wanted to clarify for the viewers that any eminent domain land taking would have to be approved by the voters of the town.

### **ROUTINES (cont'd)**

- **Treasury Bills:**  
After Selectmen Perkins removed himself from the meeting, on a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to

approve Payroll Warrant 15-11, for non-school payroll, in the amount of \$173,949.96. **Perkins abstained.**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 15-11, for school payroll, in the amount of \$343,318.54, for a total payroll of \$517,268.50.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant #15-365, in the amount of \$2,493.51.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-22, in the amount of \$434,539.19.

#### **EXECUTIVE SESSION**

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of: discussing overall strategy on litigation: Town vs. Darhammouda and Enes vs. Boxford ConsCom Haynes Case and declared that an Executive Session is 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.

#### **ADJOURN**

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously 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: Winter Festival
3. Announcement: Holiday Craft Fair and Grand Illumination
4. Announcement: Chanukah Celebration
5. Notice of Public Hearing: Tax Classification Hearing FY2015

6. Department of Revenue, Bureau of Accounts, Classification Tax Allocation, Boxford, FY2015
7. Department of Revenue, LA5 Options & Certification
8. Property Valuations
9. Motion to set the tax rate
10. Survey for Open Space and Recreation Planning 2014
11. Letter from Topsfield Veterans Service Officer to Board of Selectmen, Re: Wreaths Across America,
12. MIIA Health Benefits Trust Renewal Proposal 1/1/2015-12/31/2015
13. Letter from Richard B. Alm to Board of Selectmen, Re: Last Week's Meeting, 11/21/14
14. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/26/14
15. Meeting Minutes:
  - November 10, 2014
  - November 17, 2014