

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
December 8, 2014 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Kathy O'Brien, Heidi Ellard, Patty DiTullio, Julian Troake, Carole Davis, Jane Moody, 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 stand and recite the Pledge of Allegiance.

**ANNOUNCEMENTS**

- **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 Killam 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.
- **2015 Dog Licenses Available:** Selectman Costello announced that the 2015 dog licenses are available online and at the Town Clerk's office.
- **COA Holiday Luncheon:** Selectwoman Nay announced that the COA is having their annual holiday luncheon on Wednesday, December 10. Call the COA for reservations.
- **Wreaths Across America:** Selectwoman Nay announced that she and Selectman Cargill attended the Wreaths Across America event at the Topsfield Fairgrounds earlier in the day. Selectman Cargill added that it was a very nice service and they received the wreath designated for Melvin Green.

**DISCUSSION OF LIBRARY RELOCATION OPTIONS:** Town Administrator Alan Benson provided the Board with information on the updated plans to relocate the library to 188 Washington Street, and advised they would be providing information to the Permanent Building Committee. He added that the air purification systems they placed at the Elm Street location exacerbated the situation there and the library was closed due to the stench.

He went on to summarize the history of the issues and attempts to remediate the problems at the Elm Street location, as well as the studies he and the Library Director, library trustees, Town Engineer, and others have done to relocate the library, adding

that there were four options, but the Board of Selectmen clearly preferred the 188 Washington Street option. He will have more information for the Board at the next meeting, as they are still gathering cost estimates for moving to 188 Washington Street, which will involve the regulatory process to install a new septic system, the cost of which will require approval at a special town meeting. A lengthy discussion ensued and Selectman Costello suggested that the library move to Town Hall, on a temporary basis. The suggestion prompted more discussion, as the library trustees considered the option. The Library Director asked the Board for time to review the proposal of moving to Town Hall. At the conclusion of the discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to instruct the Town Administrator to investigate the third option, proposed by Costello, to move the library to Town Hall, and report back to the next meeting with more information.

After the vote, resident Jane Moody suggested that not all options have been thoroughly investigated and she felt that Lincoln Hall was the best option. The suggestion prompted additional discussion. Selectwoman Nay concluded the discussion by advising that the Board will continue discussion on relocating the library at the next meeting. Before moving on to the next agenda item, Julian Troake, of the Library Trustees, asked the Board to approve the move of the library staff to Town Hall immediately, while relocating the entire library is under consideration.

**MOTION:** **Cargill** made a **MOTION**, second by **Costello**, to make space available in Town Hall to allow the library staff to move there as immediately as possible to avoid any further reported health issues.

**DISCUSSION:** The Board discussed including 188 Washington Street as another option for the staff, on the suggestion of Perkins.

**VOTE:** On a **MOTION** made by **Perkins**, second by **Killam**, the Board of Selectmen **VOTED 3-2 (NO: Cargill/Costello)** to amend the motion by Cargill to include 188 Washington Street as a place of shelter in conjunction with Town Hall.

## **REPORT OF THE TOWN ADMINISTRATOR**

- **Draft Letter to MassDOT from Board of Selectmen:** The Board discussed the draft provided by Selectmen Costello regarding the request for clarification relating to Demand for Remedy. After a lengthy discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED 4-1 (NO: Cargill)** to send the letter as drafted and amended.

- **Building Permit Report:** The Board briefly reviewed the monthly report provided by the Inspector of Buildings.

#### **ROUTINES:**

- **Review Correspondence:** The Board briefly reviewed the following correspondence:
  - E-Mail from Masconomet Ass't Superintendent of Operations, Re: Transportation Bids
  - E-Mail from Town Treasurer/Collector of Taxes, Re: Counterfeit Currency Alert
  - E-Mail from Resident, Re: Library Alternative Locations
  - E-Mail from Resident, Re: Cell Phone Tower Proposal
  - E-Mail from MassDOT Highway Division, Re: Border to Boston Trail/Boxford Historical Commission
- **AFSCME Contracts Execution:** Benson advised the Board that the contracts for the DPW employees and the Town Hall/Library employees are ready to be executed.
- **Board Openings:** The Board briefly reviewed the list of outstanding appointments.
- **Fire Chief Screening Committee:** Benson provided a brief report on the progress of the Fire Chief Screening Committee and advised the committee will present their final five candidates to the Board at the next meeting of the Board of Selectmen. He added that the assessment center has been scheduled and the Board will have that information shortly after completion.
- **Treasury Bills:**
  - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-23S, in the amount of \$56,073.66.
  - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-23S, in the amount of \$125,256.45.

#### **EXECUTIVE SESSION**

On a **MOTION** duly made and seconded, 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 Town Hall Clerical/Library, 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.

**ADJOURN**

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to return to open session and adjourn at 9:04PM.

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: Holiday Craft Fair and Grand Illumination
3. Announcement: Chanukah Celebration
4. Announcement: Dog Licenses Available
5. Memo from Town Administrator to Board of Health, FinCom, Capital Budgeting Committee, Planning Board, ZBA, ConsCom, Town Moderator, Director of Finance, Director of ConsCom/Planning, Police Chief, Fire Chief, DPW Superintendent, Re: Potential Library Relocation, 12/5/14
6. Letter from Board of Library Commissioners to Library Director, Re: Library Services, 12/3/14
7. Memo from Permanent Building Committee to Town Administrator, Re: Reports, 12/02/14
8. Letter from Bureau of Environmental Health to Town Administrator, Re: Indoor Air Quality Control Program, 9/17/14
9. Memo from Administrative Assistant to Town Administrator, Re: Lincoln Hall Usage Report, 12/4/14
10. Free Cash Certified FY13
11. Draft Letter to MassDOT
12. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Building Permits Report, 12/2/14
13. E-Mail from Masconomet Assistant Superintendent of Operations to Town Administrator, et al, Re: Transportation Bids, 12/4/14
14. E-Mail from Treasurer/Tax Collector to Town Administrator, et al, Re: Counterfeit Currency Alert, 12/4/14
15. E-Mail from Resident to Board of Selectmen, Re: Library Relocation Suggestion, 12/3/14
16. E-Mail from Resident to Board of Selectmen, Re: Cell Phone Tower Proposal, 12/2/14
17. E-Mail from MassDOT to Town Administrator, Re: Boxford Historical Commission, 11/21/14
18. Memo from Town Administrator to Board of Selectmen, Re: AFSCME Contracts, 12/5/14

19. Draft Contracts:

- Town of Boxford and American Federation of State, County And Municipal Employees, AFL-CIO, State Council 93, Local 939 Boxford Public Works Employees, July 1, 2013 through June 30, 2016
- Town of Boxford and American Federation of State, County And Municipal Employees, AFL-CIO, State Council 93, Local 939 Boxford Clerical/Library Employees, July 1, 2013 through June 30, 2016

20. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 12/5/14