

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 2, 2015 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Jeanette Glesmann, Carole Davis, John Dold, Joyce Ricklefs, Mike Ricker, Dave Noyes, Eric Wendell, Bryce Mutchler, David Waterhouse, Rob Dole, Julian Troake, Mike White, Kathy O'Brien, Bob Aldenberg, Tim Feeney, and others

7:00PM MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE

7:01PM ANNOUNCEMENTS

- **Burning Permits Available/Winter Reminders:** Selectman Perkins announced that brush burning season is January 15-May 1. Burning permits are available online at a cost of \$20 for the season.
- **Child Seat Safety:** Selectman Costello provided information to the public on the correct use of child safety seats in the cold weather. Buckle children in without jackets on, to ensure the belt is securely around the child
- **Annual Town Election:** Selectman Cargill announced that the annual Town election will take place on Tuesday, May 19. He read aloud all positions which will appear on the ballot.

7:03PM RECOGNITION OF DPW EMPLOYEES: Select Chair Mary Anne Nay publicly recognized the DPW employees, thanking them for the great work they've done on the roads, clearing snow, and for all their help with the library's move to Town Hall. Cake and ice cream was provided for all the employees, as well as all those in attendance. Nay read aloud a gratitude proclamation, proclaiming March 24, 2015 as DPW Employee Appreciation Day in the Town of Boxford.

7:07PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: John Dold, DPW Superintendent/Town Engineer, met with the Board of Selectmen to discuss the following:

- **Proposed FY2016 Budget:** Dold reviewed the budget, by line item, and there was a brief discussion on the following:
 - **Tree Department:** Dold explained the reasons for the increase of \$20,000 over last year's budget.

- **Capital Requests:** Dold reviewed his capital requests with the Board, which included the following:
 - **Replace Brush Truck/2005 6-Wheeler: \$122,333**
 - **Replace 2006 Chevy Pickup: \$46,103**
 - **Balmoral Road Drainage Project: \$23,553.75**
 - **Engineering: Kelsey Road Culvert: \$22,522.50**
 - **Engineering: Middleton Road Culvert: \$11,146**
 - **EPA Stormwater Management Plan: \$15,000 (additional \$6,000)**
 - **LED Lights for Police Station: \$10,742**
 - **New Handicap Ramp and Automatic Handicap Door for Community Center: \$140,000/\$20,800 Architectural Engineering Fee**
 - **Replace Tile Floor in Lincoln Hall Basement: \$15,876.78**
 - **Pave East Fire Station, Community Center and Municipal Parking Lots: \$36,015.80**

8:16PM MEETING WITH INSPECTOR OF BUILDINGS: Bob Aldenberg, Inspector of Buildings, met with the Board of Selectmen to discuss the following:

- **Proposal for New Fees:** Aldenberg provided the Board with information on the proposed new fees issued through the Building Department, to be effective April 1, 2015. He added that the last time the fees were increased was 2011.
 - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to adopt the permit fee structure, as presented by the Inspector of Buildings, to be effective April 1, 2015.
- **Monthly Permit Activity Report:** Aldenberg provided the Board with a monthly report on permit activity for the month of January and explained that permits have slowed considerably with all the snow, but he expects things will catch up in the spring.

8:26PM DISCUSSION ON MVLC LETTER TO MBLC: Select Chair Nay began the discussion by reporting that the library opened today at Town Hall. She responded to the letter by stating that Boxford is in compliance with state regulations and that Boxford residents have always used other libraries and that a long-term solution is in the works for the land off of Spofford Road. There was a brief discussion on whether the Board should notify our state reps regarding the letter and ask for their assistance in representing the Town at the MBLC meeting on Thursday. Members of the Board of Selectmen will be attending the meeting and the Board also requested that the Town Administrator and Town Counsel attend the meeting.

8:37PM ROUTINES

- **Correspondence:**
 - **Sign Request:** Benson provided the Board with a letter from Earth Day promoters requesting signs for Earth Day.
On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Appointments:** Selectman Costello read aloud the list of board and committee openings.

8:40PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson provided the Board with information on the following:

- **Update on Library Move to Town Hall:** Benson provided the Board with an update on the library move to Town Hall, noting that the library officially opened this morning at Town Hall.
- **Department Head Reviews:** Benson provided the Board with information on Department Head reviews, which need to be completed in a couple of weeks.

8:54PM ROUTINES

- **Approval of Minutes:** The Board briefly reviewed the available minutes and took the following actions:
 - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of February 23, 2015, as submitted.
- **Treasury Bills:**
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-35, in the amount of \$430, 412.38.

8:57PM OTHER BUSINESS

- **Town Hall Keys:** Cargill asked how often the keys are changed at the Town Hall and asked whether the Board should consider a policy of changing out the keys every 4-5 years. Benson explained the security of the building to Cargill's satisfaction.

9:00PM EXECUTIVE SESSION:

On a **MOTION** duly made by **Nay** and seconded by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to enter into Executive Session for the purpose of discussing overall strategy on employment contract

negotiations with represented and non-represented employees: Fire Chief, 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 by roll call vote 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: March 2, 2015
2. Announcement: Burning Season
3. Announcement: Child Seat Safety
4. Announcement: Annual Town Elections
5. Gratitude Proclamation
6. E-Mail from Domenic Paolini to DPW Superintendent, Re: 7 Haynes Road, 1/30/15
7. Thank You note from Michele Delfino to DPW Superintendent, 1/15/15
8. Letter from Betty Wright to DPW Superintendent, Re: David Noyes, 1/19/15
9. E-Mail from Nancy & Paul Clinton to DPW Superintendent, Re: Excellent Plowing, 1/30/15
10. DPW Budget Worksheet
11. Capital Project Request: DPW: Replace Brush Truck/2005 6 Wheeler: \$122,333
12. Capital Project Request: DPW: Replace 2006 Chevy Pickup: \$46,103
13. Capital Project Request: DPW: Balmoral Road Drainage Project, \$23,553.75
14. Capital Project Request: DPW: Engineering: Kelsey Road Culvert: \$22,522.50
15. Capital Project Request: DPW: Engineering: Middleton Road Culvert: \$11,146
16. Capital Project Request: DPW: LED Lights Police Station: \$10,742
17. Capital Project Request: DPW: New Handicap Ramp and Automatic Handicap Door for Community Center: \$140,000
18. Capital Project Request: DPW: Replace Tile Floor in Basement of Lincoln Hall: \$15,876.78
19. Capital Project Request: DPW: Pave East Fire Station, Community Center, Municipal Parking Lots: \$36,015.80

20. Capital Budgeting Committee Five Year Forecast
21. Proposed New Building Permit Fees, April 1, 2015
22. Existing Building Permit Fees, May 1, 2011
23. Memo from Inspector of Buildings to Board of Selectmen, Re: Permits Report
January 2015, 2/3/15
24. Letter from Merrimack Valley Library Consortium to Massachusetts Board of
Library Commissioners, Re: Concerns with Library Services in Boxford, 2/18/15
25. Letter from Boxford Recycling Committee to Board of Selectmen, Re: Earth Day
Signs Request, 2/23/15
26. Memo from Town Administrator to Board of Selectmen, Re: Outstanding
Appointments, 2/27/15
27. Meeting Minutes:
 - February 23, 2015
28. Motion to go into Executive Session
29. Memo from Interim Library Director to Board of Selectmen, Re: Sincere
Appreciation, 3/2/15