

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 30, 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, Finance Director Kathy Benevento, Kathy O'Brien, Nancy Merrill, Pat Morris, Anthony Brogna, and others

7:06PM MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE

7:06PM 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.
- **Earth Day:** Selectman Costello announced that Earth Day activities will take place in Boxford on April 25, 2015, from 10AM to 3PM. Clean up the town to make Boxford a more beautiful place. Drop off bags at the recycling center. Sponsored by the Boxford Village Garden Club and the Boxford Recycling Committee.

7:04PM APPOINTMENT OF FIRE CHIEF: Town Administrator Alan Benson advised the Board that the contract was not received by the deadline. Therefore they have no contract to sign.

MOTION: Made by **Nay**, second by **Perkins** that the Board discuss strategy on moving forward in Executive Session.

DISCUSSION: The board members discussed whether or not Executive Session was needed for the discussion they'd be having. Costello and Cargill felt that only strategy on contract negotiations be kept to Executive Session. Killam said there was no need to discuss this further, as Geiger's letter intimated that he was withdrawing. Nay and Perkins felt that the discussions they would be having should be discussed in Executive Session.

Discussion turned to why the contract was not returned on time. Perkins provided details on his meeting with Lt. Geiger and Chief Stickney on Friday, 3/20 and Friday, 3/27, where Selectman Costello was also in attendance. Costello added to the discussion, adding that they discussed salary on 3/20. The board met on 3/23 where, on a motion made by Cargill, they voted to give Geiger until 12 noon on 3/27 to return a signed contract. Geiger advised Costello and Perkins that his attorney

had not yet been able to review the contract and he would not be able to meet the Friday deadline. There was also an issue with the clause "4/5 super majority for removal without cause." Costello advised that it was his feeling that there would be continued give-and-take negotiations on the contract after the attorney reviewed it. Cargill advised that he met with Chief Stickney and Lt. Geiger on Saturday morning and today he spoke with Lt. Geiger. Geiger advised him that he was satisfied with the salary offer, but still had concerns about other clauses in the contract. Cargill advised him he would bring it to the Board for a vote on an extension. Costello advised he would like to have an Executive Session with Geiger and his attorney to see what they want.

VOTE: The motion carried 3-2 to go into Executive Session at the end of the regular meeting.

7:29PM MEETING WITH HOUSING PARTNERSHIP COMMITTEE: Peter Delaney of the Housing Partnership Committee was present to discuss the following:

- **Request to Decrease Membership from 5 to 3:** Delaney advised they only have two members currently. A brief discussion ensued and Benson advised them of the committee's charge and that they need a majority vote for motions to carry. Delaney advised they haven't had a meeting for a year.
On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to amend the charge of the Housing Partnership Committee to decrease its membership from five to three members.

7:37PM REVIEW OF FY16 BUDGET AND MAY 12, 2015 ANNUAL TOWN MEETING WARRANT:

- **Motions to Call for the Annual Town Meeting and Annual Town Election and Open Warrant:**
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to open the Warrant and call for the Annual Town Meeting to be held on May 12, 2015, at the Masconomet Regional District High School Auditorium, 20 Endicott Road, at 7PM.

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to call for the Annual Town Election to be held on May 19, 2015, at the Boxford Town Hall, 7A Spofford Road; polls open from 7AM until 8PM.

Director of Finance, Kathy Benevento, was present to discuss the FY16 budget and proposed warrant articles with the Board, including:

- **Review of the Proposed Operating Budgets of the Schools:** Both budgets represent approximately \$600,000 in overrides. The Elementary School Committee voted a final budget increase of 5.36%. The Masconomet budget has been certified with an 8.21% increase.
- **Review of the FY15 Revenues and Projected FY16 Expenses:** Benevento reviewed the revenues for FY15 with the Board, summarizing that overall we had \$840,000 increase in revenues for FY15. There ensued a discussion on whether the FinCom should consider proposing a warrant article to fund some of the snow and ice deficit from free cash.
- **Summary of Budget Changes FY15/FY16:** Benevento reviewed with the Board the budget changes from FY15 to FY16, noting that the liability insurance line item has increased considerably. She summarized that overall, there is an increase of \$260,559.
- **Discussion of the Office of Selectmen Budget Proposal:** Town Administrator Alan Benson explained the budget proposal for the Office of Selectmen, as detailed in a narrative he provided to the Board.
- **Operating Budget Draft FY15:** Benevento reviewed the budgets that the FinCom voted and those that the FinCom is looking for the Selectmen's opinions on, before voting. There was a lengthy discussion on the level-funded building maintenance and utilities budgets and how they are expended. They decided to reduce the utilities budgets and make a new line item for Miscellaneous Building Maintenance with a \$20,000 budget. She advised that the Board of Health will be in to the Finance Committee meeting tomorrow night to discuss their budget increases and the FinCom was comfortable with all other department budgets.
- **Review of the Draft Town Meeting Article List:** The Board reviewed the article list, briefly discussed the ACO Vehicle capital item, and decided to remove it from the capital items at this time. They took the following action on the remaining items on the entire articles list:

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to sponsor and support Articles 1 (Receive Reports), 2 (Authorize Revolving Accounts), and 3 (Classification & Compensation Plan).

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 7, Increase the Tree Budget.

On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to sponsor and support the first five capital items in Article 8, Omnibus Capital Articles (TH/Police Telephone System, Town Clerk Voting Machines, Lighting East Fire/Town Hall/PD, Community Center Ramp/Door, Lincoln Hall Flooring).

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor and support the next six capital items in Article 8, Omnibus Capital Articles (Pave East Fire/Community Center, Balmoral Rd. Drainage, DPW Dump Truck, DPW Pick Up Truck, Engineering Kelsey Road Culvert, Engineering Middleton Road Culvert).

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sponsor and support the last three capital items in Article 8, Omnibus Capital Articles (Replace Police Cruiser, Communications FD Voter-Receiver-Comparator, FD 5" LDH Hose).

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED 4-1 (No: Costello)** to Article 13, Oversee Solar Installation on Landfill.

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support Articles 9 & 10 (DEBT: CPC Portion Aaron Wood Renovation, Aaron Wood Renovation).

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support Articles 16, 17, 18 (Trash Stickers, CPC Debt & Reserves, CPC Historic Signs).

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support Articles 19 & 20 (CPC Signs: Round Top Park & Colby Park).

Article 21: Initiative Petition: Make Town Clerk Position Appointed: Pat Morris, Topsfield Road, appeared before the Board to present her proposal to present an Initiative Petition to have the Town Clerk appointed, rather than elected.

MOTION: **Cargill** made a **MOTION** to sponsor an article to make the Town Clerk position appointed, second by **Killam**.

DISCUSSION: Peter Perkins recused himself from further discussion, as his wife works for the Town Clerk. The Board briefly discussed the motion and took the following vote:

VOTE: The motion failed on a 2-2 tie vote.

Morris asked the Board if they would support such an article, when the Initiative Citizen Petition is filed and put on the warrant. The Board discussed and will make that decision at next week's meeting.

9:28PM REPORT OF THE TOWN ADMINISTRATOR

• **Correspondence:**

- **Request to Establish a Gift Fund:** Tony Brogna of Hickory Lane, the Border to Boston Committee, met with the Board to request the town establish a gift fund to receive donations and grants, and to request that the Board accept the grant they applied for and received to put up informational kiosks for the rail trail. Nancy Merrill, another member of the Committee, requested to erect Bay Circuit Trail signs on Rowley Road and King Edward Court. After the presentation, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to establish a gift fund and to accept the grant for the Boxford Border to Boston Path Committee.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Bay Circuit Trail signs, as requested.

- **Request for Common Victualler's License: Ingaldsby Farm:** Benson provided the Board with Common Victualler's License for Ingaldsby Farm, 14 Washington Street.
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to issue the Common Victualler's License, #15-07, expiring December 31, 2015, to Ingaldsby Farm, 14 Washington Street.
- **Evaluations:** Benson advised the Board that all the evaluations have been turned in and tallied. He added that they each need to contact the employee they've been assigned to make arrangements to meet with them to go over the evaluations. The evaluations were distributed to the Board members.

9:46PM ROUTINES

- **Approval of Minutes:** The Board briefly reviewed the available minutes and, after an amendment by Nay, took the following actions:
On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 23, 2015, as amended.
- **Treasury Bills:**
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-39, in the amount of \$246,224.64.

9:50PM 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: Communications Dispatchers and Police Secretary Association and 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 30, 2015
2. Announcement: Burning Season
3. Announcement: Earth Day
4. Letter from Lt. Brian Geiger to Town Administrator, Re: Fire Chief Contract, 3/27/15
5. E-Mail from Housing Partnership Committee to Board of Selectmen, Re: HPC Membership Reduction, 3/25/15
6. Motions to open the warrant and call for Annual Town Meeting and motion to call for the Annual Town Election
7. Memo from Director of Finance to Board of Selectmen, Re: Budget FY16, 3/27/15
8. Revenue/Expense Projection FY16
9. Summary Budget Changes FY15/FY16
10. FY2016 Budget Narrative Office of the Selectmen, 3/17/15
11. Operating Budget Draft FY15, 3/26/15
12. Draft May 12, 2105 Annual Town Meeting Article List (updated 3/27/15 & 3/30/15)
13. Draft Warrant for Annual Town Meeting May 12, 2015, 3/27/15
14. Free Cash Certified FY14-Available FY15
15. Town of Boxford Capital Project Request, Selectmen's Office, Replace Telephone System in Town Hall and Police Station, \$30,225

16. Packet of Materials from the Town Clerk requesting funding for new voting machines
17. Town of Boxford Capital Project Request, Department of Public Works, LED Lights Police Station, \$10,742
18. Town of Boxford Capital Project Request, Department of Public Works, Replace tile floor in basement of Lincoln Hall, \$15,876.78
19. Town of Boxford Capital Project Request, Department of Public Works, Pave East Fire, Community Center and Municipal Parking Lots, \$36,015.80
20. Town of Boxford Capital Project Request, Department of Public Works, Balmoral Road Drainage Project, \$23,553.75
21. Town of Boxford Capital Project Request, Department of Public Works, Replace Brush Truck/2005 6-Wheeler – Option A, \$122,333
22. Town of Boxford Capital Project Request, Department of Public Works, Replace 2006 Chevy Truck, \$46,103.00
23. Town of Boxford Capital Project Request, Department of Public Works, Engineering – Kelsey Road Culvert, \$22,522.50
24. Town of Boxford Capital Project Request, Department of Public Works, Engineering – Middleton Road Culvert, \$11,146.00
25. Town of Boxford Capital Project Request, Police Department, Police Fleet Main, \$35,400.00
26. Town of Boxford Communications Department Capital Budget Proposals, FY2016-FY2020
27. Boxford Fire Department Capital Budget Proposals, FY2016-FY2020
28. Aaron Wood Building Construction Update Expense Summary
29. Identification of a Suitable Well Location, Weston & Sampson Report
30. Town of Boxford Capital Project Request, Department of Public Works, EPA Stormwater Management Plan, \$6,000.00
31. Town of Boxford Capital Budgeting Committee Five-Year Forecast
32. Copy of Email from Dick Taylor to Rick Fahrner, Re: Solar Installation Oversight, 3/26/15
33. E-Mail from Border to Boston Trail Committee to Board of Selectmen, Re: ENHC Matching Grant and Gift Fund, 3/25/15
34. E-Mail from Border to Boston Trail Committee to Board of Selectmen, Re: Bay Circuit Trail Signs, 3/27/15
35. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/26/15
36. Meeting Minutes:
 - March 23, 2015
37. Motion to go into Executive Session
38. Common Victualler's License: Ingaldsby Farm, 14 Washington Street
39. Packet of Employee Evaluations