

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
September 14, 2015 7:30PM**

Present: Peter Perkins, Mary Anne Nay, Bill Cargill, Al Vaz, Chuck Costello

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, John Dold, Kevin Bourque, Richard Taylor, Kathy O'Brien, Joe Callahan

7:00 PM PLEDGE OF ALLEGIANCE

7:02 PM ANNOUNCEMENTS

- **Letter from Ellen Nestervich:** Selectman Costello read aloud a letter from former Planning Board member Ellen Nestervich, at her request. She thanked the Planning Board for the privilege of serving with them.
- **Residential Assessments:** Selectman Cargill announced that the residential assessments have all been updated and new values will be reflected in the third quarter tax bills.
- **Passing of Veteran Ed Bryant:** Selectwoman Nay announced that Ed Bryant passed away, a longtime member of the American Legion Post of Boxford. Our thoughts and prayers go out to his family and friends.
- **2015 Apple Festival:** Selectman Vaz announced that Boxford 2015 Apple Festival will take place on Saturday, September 19, with a rain date of Sunday, September 20.

7:09 PM MEETING WITH LIBRARY: DPW Superintendent/Town Engineer John Dold, along with Library Director Kevin Bourque, met with the Board of Selectmen to discuss the following:

- **Report on Plans to Relocate Excess Library Materials from Elm Street to Washington Street:** Dold provided a brief summary of efforts made to clean up the East Library with mold remediation, etc. He advised that the library would like to move the contents of the East Library to 188 Washington Street. Bourque provided information on relocating the library contents to the Washington Street location, including an estimate from National Library Relocations. Work is scheduled to begin the last week of September and should take two work days. The DPW crew will take approximately two additional days. Town Administrator Benson noted that the Elm Street location will be emptied out, closed up, and secured. He added that the Washington Street building will be insured as an occupied building. A brief discussion ensued on the insurance on the Elm Street building. After discussion:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the estimate to relocate the 16,000 piece

collection from Elm Street to 188 Washington Street, as stated in the NLR estimate, and not including the other DPW expenses.

- **Library Direction Signage Plans:** Dold advised the Board that he has not yet received the estimate on the new signage, but provided examples of the new sign options. There ensued a brief discussion on the options and whether the ones already purchased could be returned, or sold as surplus.
- **Update on Library Activities:**
 - **Summer Reading Program:** Bourque advised that the summer reading program was very successful, with 290 participants.
 - **Recruitment for Head of Reference:** Bourque advised they hired Beth Safford, who came from Methuen, where she worked as a reference librarian for 14 years.
 - **Expanded Hours:** They are currently open 50 hours per week, doubling the state requirement. He added that circulation and participation has been increasing steadily.
 - **Playaway LaunchPads:** Bourque reported that the tablets they purchased for 3-8 year-old children have been very popular and they will be purchasing more for the older children.
 - **Selling Trash Stickers:** Benson added that the library will now be selling trash stickers and they will be available until 8PM, when the library closes.

7:49PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW

Superintendent/Town Engineer John Dold met with the Board of Selectmen to discuss the following:

- **Consideration of Support for DPW Warrant Articles:**
 - **Upgraded Barriers at Recycling Center – Estimate \$5,203:** Dold advised this is for the 21' wide barrier gate, jersey barriers, and a 10% contingency. After a brief discussion, with Board of Health member Richard Taylor contributing, the Board took the following action:
On a **MOTION** by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED 4-1 (NO: Costello)** to support the article to purchase the barrier gate and jersey barriers at a cost of \$5,203, as discussed.
 - **Design Funds for Replacement of Highland Road Culvert – Estimate \$21,175:** Dold reported that they have completed all of the work reported in their 2006 Pavement Management Plan. This culvert first became an issue in the Mother's Day storm of 2008. He added that the estimate of \$21,175 includes design, prepare it, get the Conservation permit, and put it out to bid. He's hoping to put the bid out next March, and get it on as a warrant article for the Annual Town Meeting in May 2016. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the article for an October Town Meeting to fund the design for the culvert replacement on Highland Road at \$21,175, with 10% contingency included, from Hayner/Swanson, Inc.

- **Repair Project on Topsfield Road – Estimate \$17,500:** Dold explained the work to be done would be done by the DPW and includes renting an excavator, materials, labor, and police detail, at an estimate of \$17,500. Because the DPW could not get to this work until 2016, he has contacted Five Star Products for an estimate to use spray-on concrete lining, to see if it would be less expensive. If it is, he would ask the Board to support an article to use Five Star Products to do the work. He is meeting with them on September 23.

8:21PM SPECIAL TOWN MEETING

- **Call Special Town Meeting:**
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to open the Warrant and call for a Special Town Meeting to be held on October 27, 2015, at the Masconomet Regional District High School Auditorium, 20 Endicott Road, at 7:00PM.
- **Closing of the Warrant:** Benson explained that by calling the Special Town Meeting, the Warrant will be closed on September 28.
- **Discussion of Potential Overflow Crowd:** Benson asked the Board for their evaluation on how many will attend Town Meeting, as they need to let Masconomet and BCATv know, so they can prepare and set up for overflow, if needed. After a brief discussion, the Board advised they would rather be prepared for overflow.
- **Potential Noise Abatement Bylaw:** Benson provided the Board with information gathered by his assistant, Susan Inman, for the Board to view regarding other municipalities that have a noise abatement bylaw. After a brief discussion, the Board agreed not to pursue it at this time.
- **Review of Draft Warrant Articles:** Benson provided the Board with a draft Warrant for Special Town Meeting, October 27, 2015 and reviewed the articles with the Board. A brief discussion ensued.
- **Consideration of Support for Haynes Project Warrant Article:** A lengthy discussion ensued on whether the Board should support the warrant article the Haynes project, with each member voicing their opinions and concerns, with Haynes Land Committee member Joe Callahan contributing. After discussion:
On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED 3-2 (NO: Cargill/Vaz)** to support Article 10 to see if the town will vote to appropriate \$4,557,904, to fund the construction of two multi-use fields, one grass and one synthetic turf, proposed as part of the Boxford Common, a community project also known as the Haynes Land Project.

9:01PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson provided updates and information to the Board on the following:

- **Notice of Police Chief Intent to Retire on March 2:** Benson advised the Board that he needs to get quotes from consultants to help with recruitment, solicitation, interviews, etc. The Board decided they would like to use the same process as

they had for the hiring of the current chief. Benson will get consultant quotes for the Board to review at a later meeting.

9:07PM ROUTINES

- **Appointments:** The Board briefly reviewed the outstanding appointments and will read them aloud at a later meeting.
- **Approval of Minutes:** After proposed amendments, the Board took the following action:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** to approve the minutes of August 31, 2015, as submitted. **Costello abstained.**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of August 31, 2015 Executive Session, as submitted. **Costello abstained.**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of September 8, 2015, as amended.

- **Treasury Bills:**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-11, in the amount of \$206,095.26.

9:11PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:11PM.

Respectfully submitted,



Minutes Secretary

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

1. Agenda: September 14, 2015
2. Letter from Ellen Nestervich to Planning Board Members, Re: Thank You, 9/2/15
3. Announcement: Apple Festival
4. Announcement: Residential Assessments
5. Letter from National Library Relocations to Library Director, Re: Relocation Project, 8/6/15
6. Memo from DPW Superintendent/Town Engineer to Town Administrator, Re: Article Request for New Fence at Recycle Area, 9/10/15

7. Memo from DPW Superintendent/Town Engineer to Town Administrator, Re: Article for October Town Meeting for Highland Road Culvert Design, 9/10/15
8. Memo from DPW Superintendent/Town Engineer to Town Administrator, Re: Estimate to Replace or Reline Topsfield Culvert, 9/11/15
9. Motion to Open the Warrant
10. Noise Abatement Bylaw Research
11. Draft Warrant for Special Town Meeting
12. Letter from Chief Michael Murphy to Board of Selectmen, Re: Retirement, 9/1/15
13. Letter from Glen Forest Drive resident to Board of Selectmen, Re: Drainage Issues, 9/2/15
14. Letter from Board of Selectmen to Glen Forest Drive resident, Re: Drainage Issues, 9/11/15
15. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/10/15
16. Meeting Minutes
 - August 31, 2015
 - August 31, 2015 Executive Session
 - September 8, 2015