

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
September 21, 2015 7:00PM**

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

Absent: Peter Perkins

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Jeff Kruck, Bob Gore, Kathy O'Brien, Robin Phelan, Jason Taylor

7:01PM PLEDGE OF ALLEGIANCE

7:03PM ANNOUNCEMENTS

- **Scam Warning:** Selectman Cargill read a public service announcement from Chief Michael Murphy regarding a suspicious company who is soliciting money from Topsfield business owners and alerted Boxford residents and business owners of the scheme.
- **Public Safety Personnel Mass:** Selectwoman Nay announced that the Archdiocese of Boston will be holding a special Mass in thanksgiving to God for all the men and women who serve our communities as public safety personnel and their families on October 4 at 11:30AM at the Cathedral of the Holy Cross in Boston.
- **Large Metal Item Pick-Up Day:** Selectman Vaz announced that there will be a large metal item pick-up day on Monday & Tuesday, October 19th and 20th. Items should be out at the curb by 7AM.
- **Household Hazardous Waste Collection Day:** Selectman Vaz announced there will be a household hazardous waste collection day at Masconomet Regional High School on November 14, 2015, from 9AM-1PM.
- **Flu Clinics:** Selectman Costello announced there will be a flu clinic on Wednesday, September 23, at the Boxford Council on Aging, from 12:30PM-2:30PM. Senior Citizens are encouraged to visit the COA for a flu shot. He added that there will be an additional flu clinic on Wednesday, October 21, at the Town Hall, from 1PM-4PM, for all Boxford residents. Health insurance cards need to be presented or payment is expected at the flu clinic.

7:07PM MEETING WITH FINANCE DEPARTMENT: Kathleen J. Benevento, Director of Municipal Finance, met with the Board of Selectmen to discuss the following:

- **Brief Review of Town's Current Financial Status:** Benevento advised it's been a very good year for Boxford this past year. She went on to provide a brief summary of the town's financial highlights for the past fiscal year and emphasized that it's all good news.
- **Review of Proposed Warrant Article for Staff Reorganization:** Benevento provided the Board with information she and the Town Administrator compiled regarding the staff reorganization they are proposing. Benson provided additional

information and advised they have added a warrant article to cover an increase in the DPW budget of \$7,175 for the additional hours for the clerical employee they have proposed. Benevento and Benson asked the Board to sponsor and support the article.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 2: To see if the Town will vote to raise and appropriate, or transfer from available funds to amend FY 2016 budget appropriations adopted as Article #4 of the May 12, 2015 Annual Town Meeting and increase the DPW Salary department line item by \$7,175 or take any other action thereon.

- **Update on Finance Department Activities:**
 - **AAA Bond Rating:** Benevento reported that the Town has achieved a AAA bond rating.

7:40PM MEETING WITH TOWN CLERK: Robin E. Phelan, Town Clerk, met with the Board of Selectmen to discuss the following:

- **Request for Approval of the New Voting Equipment Authorized at 2015 ATM:** Phelan advised that according to MGL, the Board needs to move to discontinue use of our current voting machines and approve the use of the new ImageCast machines.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to discontinue use of the current AccuVote voting machines and approve the use of the new ImageCast machines.

7:43PM MEETING WITH PLANNING BOARD – FACILITIES PLANNING

SUBCOMMITTEE: Jeffery J. Kruck, Subcommittee Chair, and Bob Gore, Chair of the Planning Board, met with the Board of Selectmen to discuss the following:

- **Consideration of Support for Defined Scope for Study:** Kruck advised they are looking for clarification on scope, so his committee can move forward. There ensued a lengthy discussion on how to move forward and how they can best work with the consultant to come back to the Board with a plan.

MOTION: Made by **Cargill**, second by **Vaz**, the Board of Selectmen to endorse the subcommittee's request for continued support of the Scope, as presented: "The Planning Board is charged with devising a Facilities Master Plan for the Town of Boxford. Such plan will encompass the best uses for the properties currently owned by the town (East Library, West Library, Town Hall, The Community Center, Lincoln Hall, and any other options that arise. They will propose use or disposition of said properties and propose facilities for all groups that use town facilities, including the Library, the COA, among others. This Master Plan should be forward looking, attuned to the Town Facilities Master Plan, economically prudent, and able to be adopted by a consensus of Boxford residents."

DISCUSSION: Kruck asked that the Board support the addition of all buildings and property in town, including buildings and land not currently owned by the town.

The **MOTION** was amended by **Costello**, second by **Vaz**, to add “in addition to town facilities, the plan could include non-town owned buildings, property, and land.”

VOTE: The motion passed unanimously.

8:00PM COMPUTER MANAGEMENT COMMITTEE

- **Jason E. Taylor, Candidate for Appointment:** Taylor met with the Board to provide the Board with a brief background and qualifications to serve on the Computer Management Committee.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Jason E. Taylor to the Computer Management Committee for a term ending June 30, 2018.

8:08PM SPECIAL TOWN MEETING – OCTOBER 27, 2015 – 7:00PM

- **Review of Latest DRAFT of Warrant with POTENTIAL Articles:** Benson briefly reviewed the draft articles with the Board and provided information on an Initiative Petition for the town to pursue the purchase of Ingaldsby land. He added that it only has 86 signatures and they have until next Monday to get the remaining required signatures.

8:20PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided the Board with updates and information on the following:

- **Update on Police Chief Search Process:** They are expecting bids in the area of \$20,000. He provided information on what the process will entail. The Board discussed the appointment of a screening committee and will discuss further when the Chair is present.
- **Request for Reduction in Fee – Lincoln Hall – “Wide Eyes Theatre”:** Benson advised they gave them a 50% discount last time.
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the request for the reduction in fee to Wide Eyes Theatre, as noted on the rental agreement.
- **Consideration of Remote Participation Policy:** Benson advised the Board that they have the responses from the boards in their packet. It was noted that all boards were in favor, with the exception of the Board of Health. A brief discussion ensued and they will decide on it when they have a full board.

8:31PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following correspondence:
 - **Building Inspector Report for August 2015**
 - **MMA Legislative Breakfast Meetings**
 - **Invitation to Eagle Court of Honor:** Tyler Demetrios Brown, 9/27, Four Mile Village. Selectman Cargill and Selectwoman Nay will attend.

- **Appointments:** Selectman Cargill read aloud the board and committee openings.
- **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 September 14, 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 #16-12, in the amount of \$11,593.83.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant #16-6, for non-school payroll in the amount of \$149,929.04, and school payroll in the amount of \$324,755.25, for a total payroll of \$474,684.29.

8:41PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Cargill**, 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/Library and discussing strategy on litigation: DPW Roof Project, 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 nay further business.

9:08PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 9:08PM.

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 21, 2015
2. Statement from Chief Michael Murphy Re: Scam
3. Announcement: Flu Clinic, October 21, Town Hall
4. Announcement: Flu Clinic, September 23, COA

5. Letter from Archdiocese of Boston, Re: Special Mass for Public Safety Personnel, October 4, 2015
6. Announcement: Household Hazardous Waste Day
7. Announcement: Large Metal Item Pick-Up Day
8. Memo from Town Administrator to Board of Selectmen, Re: Potential Staff Reorganization Plan, 7/24/15
9. Press Release: Boxford Achieves AAA Bond Rating, 9/16/15
10. Memo (and packet of materials) from Town Clerk to Town Administrator, Re: New Voting Equipment, 9/16/15
11. Product Information: Imagecast Precinct Optical Scan Tabulator
12. E-Mail from Planning Administrator to Town Administrator, Re: Municipal Facilities Master Plan Subcommittee, 9/15/15
13. E-Mail from Jason Taylor to Board of Selectmen, Re: Computer Management Committee Interest, 8/14/15
14. Draft Warrant for Special Town Meeting
15. Charge to the Police Chief Screening Committee (9/12/11)
16. Lincoln Hall Rental Agreement: Wide Eyes Theatre, 9/15/15
17. E-Mail from Assistant to the Town Administrator to Boards, Re: Proposed Remote Participation Policy, 8/28/15
18. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 9/1/15
19. Letter from MMA to Board of Selectmen, Re: Fall Legislative Breakfast Meetings, 8/31/15
20. Invitation from Boy Scouts of America Troop 51 to the Board of Selectmen, Re: Eagle Court of Honor: Tyler Demetrios Brown, 9/27/15
21. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/10/15
22. Meeting Minutes
 - September 14, 2015