

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
November 2, 2015 6:30PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, Dick Taylor, Pam Blaquiere, George Fischer, Steve Harvey, Louise Kress, Kristin Hanlon, Diana Headrick, David Benson, Nina Silverstein, Caitlin Coyle, Kathy Benevento, Bob Gore, Michael Enes, and others*

**6:30PM EXECUTIVE SESSION:**

On a **MOTION** duly made by **Perkins**, 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 contract negotiations with non-represented employees 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 conduct further business.

**7:09PM RETURN TO OPEN SESSION**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectman **VOTED** unanimously by roll call vote to return to open session to conduct further business.

**7:13PM PLEDGE OF ALLEGIANCE**

**7:13PM ANNOUNCEMENTS**

- **Household Hazardous Waste Collection Day:** Selectman Costello announced there will be a household hazardous waste collection day at Masconomet Regional High School on November 14, 2015, from 9AM-1PM.
- **Veteran's Day Parade:** Selectwoman Nay announced there will be a Veteran's Day parade on Wednesday, November 11, starting at the Boxford Community Store, at 10:30AM.
- **Community Giving Tree Toy Sale:** Selectwoman Nay announced the Community Giving Tree's Toy Sale will be held on November 7 and November 14, at the Topsfield Fairgrounds.

**7:15PM MEETING WITH BOARD OF ASSESSORS:** Kristin Hanlon, Director of Assessment, met with the Board of Selectmen to discuss the following:

- **Public Hearing: Setting of Residential Factor for Classification of Property:** Hanlon provided information for the Board to view as she explained that the Board of Assessors voted to set the tax rate to one rate for all classifications, as it has been in the past.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to set one tax rate for the Town of Boxford and for each class of property to maintain 100% of its full value tax share.

**7:20PM MEETING WITH COUNCIL ON AGING:** Richard Taylor, Chair, Council on Aging, along with Nina M. Silverstein and Caitlin E. Coyle, met with the Board of Selectmen to discuss the following:

- **Report: “Aging in Boxford: Planning for an ‘Active and Involved’ Future”:** Nina Silverstein, PhD, and Caitlin E. Coyle, PhD, provided information to the Board, as they made their presentation on their report compiled for the Town of Boxford. After the presentation, the Board and others in attendance had an opportunity to ask questions of the consultants and make comments on the report. Richard Taylor of the Council on Aging, and Bob Gore of the Planning Board, contributed to the discussion.

**8:15PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, provided the Board with updates and information on the following:

- **Board Certification of Town’s Mitigation Hazard Plan:** Benson provided information to the Board on the Town’s mitigation hazard plan  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to adopt the Merrimack Valley Region Multi-Hazard Mitigation Plan Update, as presented.
- **Sign Request: Camp Wakanda:** Benson explained that Camp Wakanda is requesting to place a sign at the front of the property to the right of the entrance to Camp Wakanda, to accompany the sign posted by the Town. After a brief discussion, the Board took the following action:  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the sign, as requested, subject to the DPW’s and Conservation’s approval for location.
- **Temporary Signs and Banners to Advertise Winter Fest:** Benson advised the Board that this is the yearly request from the West Boxford Improvement Society for their Winter Fest.  
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs, as requested.
- **Receipt of Grant Funds:** Benson notified the Board that the Town is in receipt of grant funds for recycling purposes, in the amount of \$5,150, from MassDEP. He added that the Recycling Committee will be in at a future date to discuss the funds.
- **MMA’s Meeting in January:** Benson provided the Board with information on the MMA’s annual meeting in January.
- **MIIA Health Benefits Trust:** After Chairman Perkins and Selectman Costello removed themselves from the discussion, Benson provided the remaining Board members with information on the Town’s retiree health insurance renewal proposal for 1/1/16 - 12/31/16. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to adopt the Town's Retiree Health Insurance renewal proposed by MIIA Health Benefits Trust for the period January 1, 2016 to December 31, 2016. **Perkins and Costello abstained.**

- **Appointments:** Benson advised there will be two residents in at the next meeting, who are interested in volunteering on committees.
- **REMINDER: Personnel Board Meeting:** Benson reminded the Board that they are invited to the Personnel Board meeting on Thursday, November 5, 2015 to discuss survey on potential improvements/changes to personnel evaluation tool.
- **Haynes Land Project Contract:** Benson advised the Board that the contract for the Boxford Commons project was awarded to the low-bidder, RAD Sports. He provided additional information on how the project will be managed and plans carried out. He advised that work is scheduled to begin by the middle of November.

#### **8:39PM ROUTINES**

- **Approval of Minutes:**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of October 19, 2015 minutes as written.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of October 19, 2015 Executive Session minutes as written.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of October 5, 2015 Executive Session minutes as amended.

- **Sign School and Non-School Warrants**

After Selectman Chair Peter Perkins removed himself from the discussion: On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant #16-9, for non-school payroll in the amount of \$173,170.05, school payroll in the amount of \$331,613.73, for a total payroll of \$504,783.78. Perkins abstained.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-18, in the amount of \$430,931.63.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-18S, in the amount of \$51,965.99.

#### **8:46PM OTHER BUSINESS**

- **Cargill and Vaz at COA on 11/17:** Selectman Costello advised that Cargill and Vaz are scheduled for the COA Congregate Lunch on 11/17. He asked the Town

Administrator to post a meeting for the Board of Selectmen for that date and time, as he will also be attending. Selectwoman Nay may also attend.

- **Huntress Contract for Boxford Common:** Michael Enes, Georgetown Road, asked the Board if he could get a copy of the contract with Huntress Associates. Benson will make it happen.

**8:53PM ADJOURN**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourned at 8:53PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: November 2, 2015
2. Announcement: Household Hazardous Waste Day
3. Legal Notice: Tax Classification Hearing FY 2016
4. Massachusetts Department of Revenue Options & Certifications
5. Motion to set the tax rate
6. PowerPoint Presentation: Aging in Boxford: Planning for an "Active and Involved" Future
7. Report: Aging in Boxford
8. Town of Boxford Certificate of Adoption: A Resolution Adopting Merrimack Valley Region Multi-Hazard Mitigation Plan Update 2015
9. Sign Permit: Camp Wakanda
10. Letter from the West Boxford Improvement Society to the Board of Selectmen, Re: Sign Requests, 10/27/15
11. Letter from Department of Environmental Protection to Board of Selectmen, Re: Recycling Dividends Funds/Small Scale Initiative Funds, 9/30/15
12. Letter from the Massachusetts Municipal Association to the Board of Selectmen, Re: MMA's 2016 Annual Meeting and Trade Show, 10/7/15
13. MIIA Health Benefits Trust Renewal Proposal 1/1/16-12/31/16
14. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/28/15
15. Meeting Minutes:
  - October 19, 2015
  - October 19, 2015 Executive Session
  - October 5, 2015 Executive Session

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