

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

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, Director of Municipal Finance Kathy Benevento, Steve Greenberg, David Rivers, Carol Hubbard, Christine Bolzan, Mike White, Jeff Yespy, Chief Michael Murphy, and others.

7:30PM PLEDGE OF ALLEGIANCE

7:32PM ANNOUNCEMENTS

- **Holiday Craft Fair & Grand Illumination:** Selectman Vaz announced there will be a holiday craft fair on December 20, at the Council on Aging, from 3PM-5PM and the Grand Illumination will take place at 5PM with caroling through the East Village, sponsored by the Boxford Historical Society.
- **COA Luncheon:** Selectwoman Nay provided a brief report on the COA Luncheon that was held last Wednesday, where the COA served a total of 208 guests.
- **Lt. Riter Endorsement:** Selectwoman Nay advised the Board that Senator Tarr and his Chief of Staff, A.J. Paglia, asked Nay to convey to the Board that they support the appointment of Lt. Riter as the new Chief of Police.
- **Update on Superintendent Search:** Christine Bolzan, of the Elementary School Committee, provided the Board with an update on the school committee's search for a Superintendent to replace Dr. Creeden. Bolzan described the process the Tri-Town Union Committee used to select a candidate. She concluded with the announcement that the Tri-Town School Union unanimously voted to hire Scott Morrison, currently Director of Curriculum at Manchester-Essex.
- **Dog Licenses Available:** Selectman Costello announced that dog licenses for 2016 are available at the Town Clerk's office and online. They are \$20 for spayed and neutered dogs and \$25 for intact dogs. A late fee of \$25 will be assessed for licenses obtained after the January 31, 2016 deadline.
- **Firefighter Foster 20 Year Award:** Selectman Perkins announced that earlier tonight, he, Chief Stickney and Chief Geiger presented Firefighter Kevin Foster with an award for 20 years of service on the Boxford Fire Department.

7:45PM MEETING WITH DIRECTOR OF MUNICIPAL FINANCE: Kathy J. Benevento, Director of Municipal Finance, as well as members of the Finance Committee, met with the Board of Selectman to discuss the following:

- **Discussion of FY17 Projected Revenues:** Benevento provided handouts for the Board to view as she explained the projected revenues and expenses for FY17.

- **Update on Boxford Cable Access Television:** At the request of Selectman Costello, Benevento provided an update on the financial position of the Boxford Cable Access Television Corp., which prompted a brief discussion on the findings in Benevento's memo, particularly that they had purchased a condo. The Chair asked the Town Administrator to put BCAT on the agenda for a meeting in January.
- **Discussion of FY17 Operating Budget Guidelines:** Benevento advised that the Finance Committee voted to set the budget guideline to no more than 2% increase for all departments. Mike White, Chair of the Finance Committee, provided the Board with a brief report on the Committee's vote to keep all department budgets at 0%-2% increase for FY17. A brief discussion ensued on the tax rate.
- **Elementary School Committee FY17 Budget:** David Rivers, Elementary School Committee, provided the Board with information on their budget process for FY17. A discussion ensued between Mike White of the Finance Committee and Rivers. Rivers advised that, aside from union negotiated contracts, the increase in the school budgets are largely due to state-mandated education programs. Rivers concluded by asking the Board to contact our legislators to request more local funding to help defray the costs of annual increases in state mandates for education programs.

8:47PM POLICE DEPARTMENT REPORT ON BURGLARIES: Chief Michael Murphy provided the Board with a report on recent burglaries in town. Chief Murphy commended the actions of the officers in arresting the burglars. Murphy also commented that there was a rash of items being stolen from cars the week before and he strongly encouraged residents to lock their cars and homes.

8:52PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information and updates to the Board on the following:

- **Update on Boxford Commons Project:** Benson provided the Board with information on the Phase 1 activity that has taken place this week and what's expected to take place soon. He added that walkthroughs have taken place, and areas have been marked for the turtle habitat.
- **MMA Annual Meeting:** Selectwoman Nay and Selectman Costello will attend the annual meeting.
- **Legal Expense Update:** Benson provided the Board with a brief update on legal expenses to date. A brief discussion ensued on the expenses for the Small Ox Farm case and the elevator fine.

9:03PM ROUTINES

- **Review Correspondence:**
 - **Sign Request from Masco French Club:**

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

- **Appointments:** The Board briefly reviewed the outstanding appointments.
- **Approval of Minutes:** After a brief discussion on amendments, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of December 7, 2015, as amended.

- **Sign School and Non-School Warrants:**
After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-12, for non-school payroll in the amount of \$188,264.50, school payroll in the amount of \$356,521.64, for a total payroll in the amount of \$544,786.14. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-24S, in the amount of \$63,318.75.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-24, in the amount of \$246,455.76.

9:09PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Merry Christmas from the Board:** Selectwoman Nay wished everyone a Merry Christmas and Happy New Year.
- **Historic District Commission Signs:** Selectman Cargill noted that the HDC signs are up and they look great!

9:10PM EXECUTIVE SESSION

On a **MOTION** duly made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing overall strategy on employment contract negotiations with represented and non-represented employees and to discuss the specifics of an employment testing assessment, which is not a public document pursuant to M.G.L. c4 sec 7 (26) (L) 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.

10:03PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourned at 10:03PM.

Respectfully submitted,


Minutes Secretary

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

1. Agenda: December 14, 2015
2. Announcement: Holiday Craft Fair & Grand Illumination
3. Announcement: Dog Licenses Available
4. Memo from Director of Finance to Board of Selectmen, Re: Budget FY17, 12/10/15
5. Report of the Finance Committee FY17 Budget
6. Revenue/Expense Projection FY17
7. Town of Boxford Average Assessment History
8. Memo from Director of Finance to Board of Selectmen, Re: Boxford Cable Access Television Corp., 9/2/15
9. 2016 Annual Meeting and Trade Show Program Registration Form
10. Boxford Police Press Release for Immediate Release, Re: Recent Burglary
11. Town of Boxford FY2016 Legal Expenses for Year, Month End Report
12. E-Mail from French Club to Assistant to the Town Administrator, Re: French Club Breakfast with Santa Signs Request, 12/10/15
13. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Permit Report, 12/3/15
14. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 12/11/15
15. Meeting Minutes:
 - December 7, 2015
 - November 16, 2015
16. Motion to go into Executive Session
17. Foundation Budget Review Commission Final Report, October 30, 2015
18. Press Release: MTF Report: Municipalities Stuck in Era of Modest Rebound, 12/3/15
19. Massachusetts Department of Elementary and Secondary Education Chapter 70 Trends, 7/31/15

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