

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 7, 2016 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Paula Fitzsimmons, Kathy O'Brien, John Dold, Joyce Ricklefs

7:01PM PLEDGE OF ALLEGIANCE

7:02PM ANNOUNCEMENTS

- **Soup and Chowder Fest:** Selectwoman Nay announced there will be a Soup and Chowder Fest, sponsored by the West Boxford Improvement Society, on Saturday, March 12, at Lincoln Hall, from 5PM-7PM.
- **COA St. Patrick's Day Luncheon:** Selectwoman Nay announced that the COA is hosting a St. Patrick's Day luncheon on March 16, Wednesday, 11:30AM, at the Family Life Center. Call the COA for reservations.
- **Annual Town Election:** Selectman Cargill announced that the annual Town Election will be held on May 27, 2016. He read aloud the list of positions available.

7:05PM MEETING WITH MASCONOMET REGIONAL SCHOOL DISTRICT:

Paula Fitzsimmons of the Masconomet Regional School Committee met with the Board of Selectmen to discuss the following:

- **\$200,000 Telecommunications System:** Fitzsimmons requested support for a warrant article for funding of a new telecommunications system for Masconomet at an estimated cost of \$200,000. Boxford's share is estimated at \$75,360. She provided information for the Board to view, as she made her brief presentation on the system. The Board requested that Fitzsimmons return with a firm number and information on other sources inside the school to report emergencies.

7:26PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:

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

- **Continued Discussion on Middleton Road Culvert:** Dold advised that, at the request of the Board, he contacted the contractor to determine if the job could be completed in less than seven days. They determined they can do it in five 12-hour days, during the week. He added that Dig Safe determined that there is a gas line which will interfere with the culvert construction. He met with National Grid's engineer and it will cost a considerable amount of money to relocate the gas line, which needs to be dealt with before the culvert work can be started. Dold has asked National Grid for a proposal with firm numbers and details. Benson added that this latest glitch has delayed the project beyond Annual Town Meeting, as they cannot advertise for bids until they have a firm proposal from

National Grid. There was a brief discussion on getting assistance from the legislature to help the project move forward. Dold concluded that the project will not be completed this year.

- **Update on Proposal for Design Services for Drainage on Balmoral/Glen Forest:** Dold advised he met with Ross Povenmire and Selectman Costello regarding the drainage issues on Balmoral Road and Glen Forest Drive. He added that since adding Glen Forest into the project, the cost has exceeded the original estimate for the drainage project. As a result, he has asked the engineer for a new proposal to include Glen Forest Drive. He and the engineer are scheduled to visit the effected homeowners tomorrow to get a better understanding of their drainage issues. The Chair advised the Board will be taking a site walk on Glen Forest Drive tomorrow at 12:30PM.
- **Town Energy Saving Report:** Dold provided the Board with a report on the electricity usage in the town's various buildings, from 2009 to 2016. He noted that the Cole and Spofford schools have received Energy Star Awards from the EPA. The Chair advised that the West Fire Station's lights are dirty and there are a lot of bulbs out, resulting in a dark and dreary place. Dold will take a look at it.
- **Update on DPW Activities:**
 - **Snow Removal:** Dold advised it has been a mild winter; they are sanding more than plowing.
 - **Equipment:** Dold thanked the Board for their support in providing updated equipment. He noted that the Department is taking great care of the equipment.
 - **Tree/Brush Trimming:** Dold advised they have been trimming trees and brush on Ipswich Road recently. He added that they've used more than half of the tree trimming budget.
- **Town Line Signs:** Selectwoman Nay advised Dold that the town line signs on Ipswich Road are missing. Dold will look into it.
- **Good Job on the Roads:** Selectman Vaz advised Dold that the maintenance on the roadsides in Boxford is being noticed by his daughter and he thanked Dold for the great job in keeping our roadsides looking good.
- **Highland Road Update:** At the Chair's request, Dold provided a brief update on the plans for Highland Road. He added that if there's a fall town meeting, there may be an article to replace the culvert; and, after that, to repave the road.
- **Nason's Land Parking Lot:** Selectman Costello mentioned that there is some erosion in that parking area at the Nason Conservation Land, possibly due to the septic system installation for the house nearby. He asked Dold to take a look at it to see if there's some cleaning up that the DPW can do there. Benson advised that Dold has the authority to work in that area.
- **Boxford Common:** Dold advised he has been going out there every day, except for today, to check in with the foreman. The foreman advised that if the road gets muddy, it will be swept before they leave for the day. Cargill asked if signs are going to be put up on either end of Middleton Road. Benson advised that new signs are on order.

8:22PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **First Draft Community Compact Best Practices:** Benson provided the Board with some suggestions for community compact best practices to view, advising that Boxford is a little behind schedule in submitting them to the State. He noted that Superintendent Bernie Creeden provided suggestions for Education, Financial Management, and Regionalization/Shared Services. Benson provided a Financial Management/Capital Planning Best Practice. A brief discussion ensued on the information provided.
- **Top Priorities List Wanted:** Benson advised the Board that Sen. Tarr's office called today looking for Boxford's top priorities. Benson suggested that the circuit breaker is important. Costello mentioned the drainage issue. Benson added that the solar cap issue also needs to be resolved.
- **Update: Boxford Common Project:** Benson provided a brief update on the Boxford Common project, noting that he met with some of the abutters regarding additional screening. The engineer has reconfigured the plans to allow for a fence to be erected. He added that the Board of Health is developing a plan to ensure that the crumb rubber that is delivered is the crumb rubber that they have documentation on. They will be discussing that at their next meeting. The Board briefly reviewed the press release announcing that construction is ahead of schedule.
- **Update: Facilities Efficiency Study Committee:** Selectman Vaz provided a brief update on last week's meeting, noting that they are working diligently to get something together for Town Meeting. He will have more information after tomorrow night's meeting.
- **First Draft Town Meeting Article List:** Benson provided the Board with a first draft of the article list for Annual Town Meeting, which he reviewed with the Board.
- **Selectmen's Meeting Room Desk/Table:** Selectman Costello suggested that the table/desk for the Selectmen's meeting room be redesigned so that the Board members can see each other while meeting. Benson will look into the cost of a redesign.
- **Health Insurance Bids:** Benson advised that the health insurance bids have come in at 8.3%, which is better than the 12% he was expecting. He added that the town will be offering a new product, a less expensive plan that will save money for the town and the employees.

9:10PM ROUTINES

- **Correspondence:** The Board briefly reviewed the correspondence.
- **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 Selectman **VOTED** to approve Payroll Warrant #16-18, for non-school payroll in the amount of \$184,799.53, school payroll in the amount of \$320,352.45, for a total payroll in the amount of \$505,152.98. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-36, in the amount of \$358,738.46.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-36S, in the amount of \$131,214.09.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Refund Warrant #16-382, in the amount of \$2,872.71.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-381, in the amount of \$3,835.41.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16/36S, in the amount of \$589.00.

9:16PM OTHER BUSINESS

- **Moving the Historic District Signs:** Selectman Cargill asked if the new Historic District signs would be moved back from the road. Costello advised that his understanding was that only those that had been hit would be moved.

9:18PM 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 adjourned at 9:18PM.

Respectfully submitted,


Minutes Secretary

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

1. Agenda: March 7, 2016
2. Announcement: Annual Town Election
3. Memo from Town Administrator to Board of Selectmen, Re: Masconomet Capital Warrant Article Request, 3/4/16
4. Masconomet Regional School District Budget Development Report, 2/10/16
5. Boxford Buildings Electricity Report
6. Copy of Thank You Note to DPW Superintendent from Main Street Resident, 2/18/16

7. Memo from Town Administrator to Board of Selectmen, Re: Community Compact, 3/4/16
8. Press Release: Boxford Common Construction Ahead of Schedule, 3/7/16
9. Information on Telecommunications System Funding Request for Masconomet Regional School
10. Draft Warrant Article for Telecommunications System Funding for Masconomet
11. Draft Warrant Articles for Annual Town Meeting
12. Memo from Inspector of Buildings to Board of Selectmen, Re: February Monthly Report, 3/1/16
13. Letter from Board of Health to Board of Selectmen, re: Groundwater and Surface Water Drainage at Glen Forest Road and Balmoral Road, 1/5/16
14. Copy of Letter from Board of Health to Boxford Town Counsel, Re: Groundwater and Surface Water Drainage at Glen Forest Road and Balmoral Road, 2/11/16
15. Letter from Verizon Communications to Board of Selectmen, Re: Annual Complaint Filing, 1/31/16
16. Letter from Xfinity to Board of Selectmen, Re: Annual Complaint Filing, 1/27/16
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/4/16
18. Memo from Superintendent of Schools to Board of Selectmen, Re: Adoption of Community Compact Best Practices, 3/7/16