

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 28, 2016 6:30PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Carol Harvey, Steve Harvey, Jeff Kruck, Bob Gore, Julian Troake, Kerry Stickney, DPW Superintendent/Town Engineer John Dold, Dick Taylor, Steve Merriam, Steve Cecil, Margaret Chow-Menzer, Bob Hazelwood, Heidi Ellard, Tim Feeney, Joyce Ricklefs, Chris Wakeman, Mike White, Jeff Yespy, Judy Anderson, Bruce Anderson, Lt. Mike Soltys, Chief Brian Geiger, Firefighter Ryan Aghoian, Firefighter Kevin Foster, Firefighter Tom Nee, Firefighter Ryan Merrigan, Ian Fitch, Kathy O'Brien, other firefighters

6:31PM PLEDGE OF ALLEGIANCE

6:32PM ANNOUNCEMENTS

- **Community Pot Luck & Karaoke:** Selectman Costello announced there will be a Community Pot Luck and Karaoke night at the Community Center, 4 Middleton Road, Wednesday, April 6, 6PM. Call the COA to make reservations and tell them what you're bringing.

6:34PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW

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

- **Increase in DPW Salary Line Item:** Dold advised that the increase is \$4,532, which includes a longevity stipend of about \$2,400, and an increase from Heavy Equipment Operator I to Heavy Equipment Operator II for one employee. Town Administrator Alan Benson advised that this will bring all of the DPW employees to the HEO II level.
- **Increase in DPW Non-Salary Line Item:** Dold advised that this increase is for the increase in the EPA requirements and permitting, which will include training, community education, etc. He added that they are working and sharing costs with the member communities of the Merrimack Valley Planning Commission, and Boxford's cost is \$3,500.
- **Additional Design Funding for Balmoral Road Drainage Project:** Dold provided photos and drawings for the Board to view as he made his presentation on the proposed drainage improvements for Balmoral Road area. The increase is \$30,913, which will include easements, topographic surveying, wetlands consulting, and engineering. A lengthy discussion ensued between the Board of Selectmen and Dold. At the conclusion of the discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support Article 12: Supplemental \$30,913 for Balmoral Drainage Project.

6:49PM MEETING WITH THE PLANNING BOARD: Members of the Planning Board and Non-School Facilities Efficiency Planning Committee (NSFEPC) met with the Board of Selectmen to discuss the following:

- **Town Meeting Endorsement of Conceptual Comprehensive Facilities Plan for Non-School Municipal Services; and**
- **Funding for Continued Evaluation of Conceptual Plan: Estimate \$100,000:** Jeff Kruck and Bob Gore of the Planning Board provided a presentation on the results of their committee's meetings over the past several weeks, as well as the proposed warrant articles. After the presentation, a lengthy discussion ensued on the components of the resulting warrant articles and the plan, as presented.

Those in attendance, who contributed to the discussion, included:

- **Steve Harvey, COA and Library Trustee**
- **Dick Taylor, COA, Board of Health, NSFEPC**
- **Margaret Chow-Menzer, Permanent Building Committee:** Chow-Menzer presented the Board with an alternative warrant article 2, giving the Permanent Building Committee authorization to work with a town-hired municipal planner for one year, at an estimated cost of \$50,000-\$75,000.
- **Julian Troake, Library Trustees**

At the Chair's request, Selectman Vaz read aloud the proposed alternative warrant article 2, as proposed by Chow-Menzer's committee: To see if the Town will vote to raise and appropriate or transfer from available funds a sum not to exceed (TBD before Town Meeting) to engage a municipal planner for a period not to exceed one (1) year to assist in the planning, preparation of conceptual models, and preparation of a long-range financial plan for a non-school municipal facilities master plan, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon. (Estimated cost: \$50,000 to \$75,000).

Discussion turned to all three articles. At the conclusion of the lengthy discussion:

MOTION by **Costello**, seconded by **Vaz** to support the Planning Board's proposed Article 2: to see if the town will vote to raise and appropriate or transfer from available funds the sum of up to \$100,000 to engage consulting and other professional services to assist in preparing and evaluating a proof of concept and conceptual street elevation drawings and long range financial plan and impacts of a Non-School Municipal Facilities Efficiency Master Plan, said funds to be expended under the direction of the Planning Board, or take any other action thereon.

VOTE: Defeated 2-3 (**NO: Nay, Perkins, Cargill**)

MOTION by **Nay**, seconded by **Cargill** to support the Planning Board's proposed Article 2: to see if the town will vote to raise and appropriate or

transfer from available funds the sum of up to \$100,000 to engage consulting and other professional services to assist in preparing and evaluating a proof of concept and conceptual street elevation drawings and long range financial plan and impacts of a Non-School Municipal Facilities Efficiency Master Plan, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

VOTE: Carried 3-2 (**NO: Costello, Vaz**)

MOTION: By **Cargill**, seconded by **Vaz**, to adopt Article 1, as presented, with the addition of a community education component prior to this Town Meeting. (To see if the Town will vote to endorse a draft conceptual "Comprehensive Non-School Municipal Facilities Efficiency Plan" as proposed by the Planning Board, which proposes in part as follows:

- Relocate town hall administration to a new building at 10 Elm Street and/or at the Community Center.
- Maintain, renovate and expand the library services within the existing town hall building.
- Relocate the Council on Aging Services by renovating and expanding 188 Washington Street.
- Demolish the addition to the Cummings House and renovate the historic portion for library/cultural purposes.
- Re-purpose the Community Center (4 Middleton Road) to be further evaluated.
- Determine and schedule future 10-year facility needs for Fire Department and DPW.
- Comprehensive long-term financial plan to mitigate taxpayer impact.

VOTE: Carried 4-1 (**NO: Costello**)

After a lengthy discussion, Dick Taylor withdrew his alternative warrant article 2 and the Board took the following action:

MOTION: By **Nay**, seconded by **Cargill**, to sponsor and support Article 10: to see if the town will vote to raise and appropriate or transfer from available funds a sum of money, to engage consulting and other professional services to assist in preparing and evaluating a proof of concept and conceptual street elevation drawings and long range financial plan and impacts of a Non-School Municipal Facilities Efficiency Master Plan, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

VOTE: The **MOTION carried** on a 3-2 vote (**NO: Costello, Vaz**)

8:12PM ANNUAL TOWN MEETING, MAY 10, 2016: Town Administrator Alan Benson provided the Board with information on updates to the Town Meeting warrant articles, and the Board voted, as noted below.

Before voting on supporting various articles, Costello proposed that there be an additional warrant article for a \$75,000 placeholder for the expansion of the library in the next year, if it becomes evident that that will take place. Perkins suggested it be

reduced to \$60,000. Benson will add the article to the Town Meeting Warrant and the Board took the following action:

- On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED 4-1 (NO: Vaz)** to include an additional Town Meeting Warrant Article to transfer from Free Cash \$60,000 to fund the expansion of library services at Boxford Town Hall, to be expended under the direction of the Board of Selectmen.
- **Classification & Compensation Plan: Non-Union/Part-Time Employees:**
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sponsor and support **Article 5: Classification Plan and Compensation Plan for FY17**.
- **Proposed Operating Budget Increases:**
 - **Other Insurance \$5,603:** Discussion turned to insuring (or not) 10 Elm Street, and upon the Town Administrator's recommendation, the Board took the following action:
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to authorize the Town Administrator to reduce the insurance coverage on 10 Elm Street, remove full coverage and lower the funds to demolish only.
- **Warrant Articles Not Previously Discussed:**
 - **Design Services: Replacement of Spofford Pond School Roof \$235,000:** After a brief discussion, the Board chose not to take a position on it at this time.

8:53PM MEETING WITH FIRE DEPARTMENT: With the FinCom invited and in attendance, Chief Brian Geiger and Lt. Mike Soltys met with the Board of Selectmen to discuss the following:

- **Continued Discussion of Town Meeting Request to Add Two Additional Full-Time Career Firefighters:** Lt. Soltys and Chief Geiger reiterated their position that the need is for two firefighters and asked the Board for their support on the warrant article. Town Administrator Benson advised that the Finance Committee voted 3-1 to support the hiring of two additional firefighters with an override. After a lengthy discussion, the Board took the following action:
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to sponsor and support Warrant Article 7, to see if the Town will vote to raise and appropriate with a Prop 2 ½ override the sum of \$153,000 for the purposes of additionally funding the Fiscal Year 2017 Town Budget to hire two additional full-time career firefighters.

9:18PM MEETING WITH FINANCE COMMITTEE: The Finance Committee's Chair, Mike White, reported to the Board of Selectmen that the FinCom voted 3-1 to support the school budget override.

9:20PM The Finance Committee left the joint meeting with the Board of Selectmen.

9:20PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Close Town Meeting Warrant:** After a brief discussion:
On a **MOTION** made by **Nay**, seconded by **Cargill**, the Board of Selectmen **VOTED** unanimously to close the warrant for the Annual Town Meeting.
- **Active Member Health Insurance Rates FY17: Up 8.22%:** After a brief discussion:
On a **MOTION** made by **Cargill**, seconded by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the Active Member Health Insurance rates for FY17, as presented.
- **Reappoint Animal Inspector and Alternate Animal Inspector:** After a brief discussion:
On a **MOTION** made by **Costello**, seconded by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Allison Hayes as Animal Inspector and Nancy E. Drago as Alternate Animal Inspector for a term beginning May 1, 2016 and ending April 30, 2017.
- **Consider "Earth Rock Run Half-Marathon" May 1, 2016:** After a brief discussion:
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the half-marathon for May 1, 2016, as requested, with the limitations required by the police chief.
- **Proposed Playground Signs:** Town Administrator provided examples of the proposed signs that will be erected at the town's playgrounds.

9:24PM ROUTINES

- **Minutes Approval:** After a brief discussion:
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 14, 2016, Executive Session, as written.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 21, 2016, as printed.

Vaz had a question on the executive session minutes of March 21, 2016. They will be discussed at the next executive session.

- **Sign School and Non-School Warrants**
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-39S, in the amount of \$476.21.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-39, in the amount of \$765,390.06, which includes \$185,343 for employee withholding, \$177,031 for health insurance, \$20,200 debt service, and \$306,676 for Boxford Common.

9:28PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:28PM.

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 28, 2016
2. Announcement: Community Pot Luck and Karaoke
3. Proposed Budget for Annual Town Meeting
4. Memo from Director of Municipal Finance to the Town Administrator, Re: Town Departmental Budget Increases
5. Memo from DPW Director/Town Engineer to Town Administrator, Re: Engineering Fees for Balmoral Road Drainage, 3/24/16
6. Planning Board Motions from 3/23/16 Meeting
7. Alternative Motion 2 from the Permanent Building Committee
8. E-Mail from Dick Taylor to Board of Selectmen, etal, Re: Facilities Planning Warrant Article, 3/23/16
9. Memo from Town Administrator to Board of Selectmen, Re: Taxpayer Impact of FY17 Budget, 3/25/16
10. Draft Warrant Articles, 3/25/16
11. Draft FY17 Budget for Town Meeting, 3/25/16
12. Draft Town Meeting Warrant, 3/25/16
13. E-Mail from Sen. Bruce Tarr's Office to Town Administrator, Re: Boxford HRP Request 4 Mile Village, 3/14/16
14. Memo from Boxford Friendship Foundation to Board of Selectmen, Re: Warrant Article for Home Rule Petition re: CPA Exemptions, 3/17/16
15. MIIA Health Benefits Trust Renewal Proposal 7/1/16-6/30/17
16. Informational Booklet: Introducing MIIA'S CUSTOM NETWORK (Comprehensive benefits with an attractive, Custom Network that delivers lower costs)
17. Informational Brochure: What is Telehealth? (Introducing Telehealth – a powerful benefit brought to you by Blue Cross Blue Shield of Massachusetts)
18. Operation Plan: Earth Rock Run Half Marathon
19. Letter from Department of Agricultural Resources to Board of Selectmen, Re: Nomination of Inspector of Animals, 3/1/16
20. Estimate from Dawn's Sign Tech, Inc. to Town of Boxford, Re: 7 Playground Signs, 2/24/16
21. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/24/16

22. Minutes:

- February 14, 2016, Executive Session
- March 21, 2016
- March 21, 2016, Executive Session