

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
April 4, 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, Director of Municipal Finance, Kathy Benevento; Jon Schwartz, Kathy O'Brien*

**7:04PM PLEDGE OF ALLEGIANCE**

**7:04PM ANNOUNCEMENTS**

- **Healthy Kids Day at Danvers YMCA:** Selectman Vaz announced that the Danvers YMCA is hosting a Healthy Kids Day on April 16, from 1-3PM, at the Danvers YMCA.
- **PTO Las Vegas Night:** Selectwoman Nay announced the Boxford PTO is hosting a Las Vegas Night on Friday, April 8<sup>th</sup>, 7:30-11:30PM
- **Community Pot Luck & Karaoke:** Selectwoman Nay 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.
- **Moderator's Forum:** Selectman Costello that the Moderator's Forum will be held on Tuesday, April 26, at 7:00PM, at Town Hall.
- **Candidates Night:** Selectman Cargill announced that Candidate's Night will be held on Thursday, April 28, at 7:30PM, at Town Hall.

**7:08PM BOY SCOUT PARK BALLFIELD RESURFACING:** Jon Schwartz and Jim Locke of the BAA, met with the Board of Selectmen to advise they have gotten donations for the resurfacing of the infield at Boy Scout Park, but they still need more funding and they are requesting a warrant article to fund the remainder of \$25,000, from free cash. A brief discussion ensued. 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 reopen the annual Town Meeting Warrant and include the following article: To see if the Town, in partnership with the Boxford Athletic Association will vote to transfer from Free Cash, a sum not to exceed \$25,000, to partially fund the design and repair of the baseball field at Boy Scout Park, off Cahoon Road; including contributions of volunteer services and private donations; said funds to be expended under the direction of the Board of Selectmen in conjunction with the Town Engineer, or take any other action thereon.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to close the Town Meeting Warrant.

**7:23PM MEETING WITH DIRECTOR OF MUNICIPAL FINANCE:** Director of Municipal Finance, Kathleen Benevento, met with the Board of Selectmen to discuss the following:

- **Review Estimated Revenues:** Benevento reviewed the estimated revenues and expenses with the Board and noted that the excess levy capacity is just over \$1M.
- **Review Proposed Town Budget:** Benevento briefly reviewed the proposed town budget with the Board and answered their questions or clarified line items. A lengthy discussion ensued on reducing paper document storage. Benevento advised the departments are just starting to get involved with that and she has started scanning and storing documents on the town's secure server. Discussion continued on how to implement paper reduction throughout the departments.
- **Review Proposed Warrant Articles that Require Funding:** Discussion turned to the proposed warrant articles, which the Board reviewed, getting clarification on any articles where there was a question.

**8:13PM WARRANT FOR ANNUAL TOWN MEETING AND ELECTION:**

- **Sequencing:** The Board briefly reviewed the sequence of the warrant articles, as printed. Benson suggested that the ballfields article, which they voted to include in the warrant earlier, fall between Articles 11 and 12. The Board agreed. Benson also suggested that the article for Home Rule Petition for 4-Mile Village be moved to earlier in the meeting. The Board agreed and decided that it should be Article 3.
- **Action on Proposed Proposition 2 ½ Ballot Question:** After a brief discussion: On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to place the following Proposition 2 ½ permanent override ballot question on the May 17, 2016 town ballot:

**QUESTION #1:** Shall the Town of Boxford be allowed to assess an additional \$153,000 in real estate and personal property taxes for the purpose of additionally funding the Fiscal Year 2017 Fire Department Budget to hire two additional full-time career firefighters, for the fiscal year beginning July 1, 2016?

Yes\_\_\_\_\_ No\_\_\_\_\_

- **Execution of Warrant:** On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to execute the Town Meeting Warrant for May 10, 2016, as amended.

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

- **Boxford Common Update:** Selectmen Perkins provided a brief update on the Boxford Common project. Benson provided information on the fence requested by the residents and the action taken by the planners.

- **Consider Approval of Tour de Cure Ride:**  
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Tour de Cure Ride for May 22, 2016, as requested.
- **Common Victualler License for Benson's Homemade Ice Cream, Inc.**  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Common Victualler's license #16-04, and the license to sell on the Lord's Day, license #16-01, to Benson's Ice Cream, Inc., 181 Washington Street, West Boxford.
- **Consider Sign Request for Healthy Kids Day:**  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve signs, as requested.
- **Consider Sign Request for Boxford Homes Tour**  
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the signs, as requested.
- **Consider Sign Request for Village Garden Club Plant Sale**  
On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

#### 8:31PM      **ROUTINES**

- **Correspondence:**
  - **Letter from Pugia's:** Selectmen Perkins noted the letter from the Pugia's, thanking the Fire Department, and specifically Lt. Soltys, for the service provided installing smoke detectors recently.
- **Appointments:** Selectmen Vaz read aloud the list of committee and board vacancies.
- **Minutes Approval:** After a brief discussion on edits proposed by Nay:  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 28, 2016, as amended.

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**  
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 #16-20, for non-school payroll in the amount of \$161,157.23, school payroll in the amount of \$335,613.97, for a total payroll of \$496,771.20. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-40, in the amount of \$64,655.45.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-40s, in the amount of \$113,490.87.

**8:43PM EXECUTIVE SESSION**

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectman **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 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.

**9:28PM 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 9:28PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: April 4, 2016
2. Announcement: Las Vegas Night
3. Announcement: Healthy Kids Day
4. Announcement: Moderator's Forum
5. Announcement: Candidates Night
6. Revenue/Expense Projection
7. Changes FY16 and FY17 in the Town Budget
8. Draft Budget FY17
9. Memo from Town Administrator to Board of Selectmen, Re: Taxpayer impact of FY17 budget, 3/25/16
10. Draft Warrant Articles, 3/30/16
11. Draft Town Meeting Warrant, 3/25/16
12. E-Mail from DPW Superintendent to Assistant to the Town Administrator, Re: North Shore Tour de Cure – Boxford RS, 3/29/16
13. Common Victualler's License: Benson's Homemade Ice Cream, Inc.
14. License for the sale of Frozen Desserts, Ice Cream Mix, Confectionery Soda Water or Fruit on the Lord's Day: Benson's Homemade Ice Cream, Inc.
15. Sign Request: Danvers YMCA, for Healthy Kids Day, 4/16
16. Sign Request: BEST Boxford Homes Tour, 5/7
17. Sign Request: Boxford Village Garden Club Plant Sale, 5/14
18. Copy of a letter from Joseph and Annetta Pugia to the Boxford Fire Department, Re: Lt. Michael Soltys, 3/24/16

19. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 4/1/16

20. Minutes:

- March 28, 2016
- March 21, 2016, Executive Session

21. Motion to go into Executive Session