

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
October 17, 2016 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Finance Director Kathy Benevento, David Benson, Kristin Hanlon, DPW Superintendent/Town Engineer John Dold, Jeremy Donatel (Mrs. Donatel and two little Donatels)

7:00 PM PLEDGE OF ALLEGIANCE

7:00 PM ANNOUNCEMENTS

- **Kudos to Dan Frasier, Local Hero:** Selectman Vaz publicly acknowledged the heroic actions of resident Dan Frasier, who helped save a woman from drowning in her submerged SUV, in Arlington, on Spy Pond.
- **Large Metal Item Pick-Up Day:** Selectman Vaz announced there will be a large metal item pick-up day on Monday & Tuesday, October 17th and 18th, same as your trash pick-up day. Have items out at the curb by 7AM.
- **Family 5K Wild Kitten Run at YMCA Stiles Pond Camp:** Selectman Perkins announced that the Danvers YMCA is holding a Family 5K Run, beginning at the YMCA Stiles Pond Camp on October 23, with registration from 7AM to 8:15AM and the race starting at 8:30AM.
- **Twice-Loved Toy Sale:** Selectwoman Nay announced that the Community Giving Tree is holding their Twice-Loved Toy Sale at the Topsfield Fairgrounds on October 29th and November 5.
- **Boxford Historic Document Center's 40-Year Celebration:** Selectwoman Nay announced that the Historic Document Center is celebrating 40 years on Saturday, October 22, beginning at 3PM with a BBQ at 4:30PM with local homegrown foods.
- **Town-Wide Water Testing Program:** Selectman Costello announced that the Board of Health is coordinating a town-wide water testing program. Test/price list and order form for water testing is posted on the Board of Health website, or you can pick up the form at the Board of Health office during normal open hours.
- **Early Voting:** Selectman Cargill announced that in accordance with a new Massachusetts law, the Town of Boxford will conduct early voting from October 24 through November 3.
- **Dog Rescues:** Selectmen Perkins publicly acknowledged the Department of Public Works, Fire Department and Police Department, as well as the Department of Public Works from Georgetown, for their efforts in saving two dogs from a water pipe. The two dogs were rescued and are safe. He asked the Town Administrator to follow-up with thank you notes to all departments involved.

7:12 PM MEETING WITH BOARD OF ASSESSORS: Kristin Hanlon, Director of Assessment, and David Benson, Chairman Board of Assessors, met with the Board of Selectmen with updates and information on the following:

- **Public Hearing: Setting of Residential Factor for Classification of Property:** Kristin Hanlon noted that the fiscal year evaluations have been approved. Values have increased 3% from last year, with 12.3 million in new growth. The Board of Assessors recommends that the Board of Selectmen vote to set one tax rate for the Town of Boxford, noting that 97% of the town is residential. With no comments from the public, the Board took the following action.

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.

7:16 PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: John Dold, Superintendent of the Department of Public Works/Town Engineer, met with the Board to provide information and updates on the following:

- **Tree Removal:** Dold provided the Board with photos of the six trees he is proposing to remove from town property, the old West Library, at 188 Washington Street. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the marked trees as presented by John Dold, Superintendent of the DPW, as stated on Washington Street, at a cost of approximately \$3700.
- **Report on Town Hall Renovation Project:** Dold advised they have received drawings from Miika Ebbrell and he has worked out a project schedule. He provided the Board with details on the proposed project schedule and noted that the project is on budget, so far.
- **Update on Paving:** Dold advised all paving is on schedule and the costs for the repairs to Main Street are at the expense of the contractor. A brief discussion ensued on various pot holes in town. Dold took note and will take a look at them.
- **Topsfield Road Culvert:** Dold advised they will be paving over the Topsfield Road culvert again before winter.

7:41 PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, provided information and updates to the Board on the following:

- **Sign Warrant for State Election:** Benson provided the Board with the official warrant for the State Election on the 8th of November and asked the Board to sign the warrant.
- **Update on Solar Project:** Benson advised that the Project Manager has provided official notification to the DEP and Town of Boxford that they are ready to commence construction and will mobilize on Thursday, October 20. John Dold advised he met with the contractor and investor. They have walked the site looking for locations for storing materials, etc. Benson provided the Board with information on the lease, noting that the Board needs to add an amendment to the lease. He provided the Board with information on the amendment and

requested that the Board vote on the amendment. After discussion, the Board took the following action:

- On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously authorize the Town Administrator to execute an amendment to the lease between the Town of Boxford and Spofford Road Solar 1, LLC, allowing the Completion Bond and the Payment Bond to expire upon full completion of the construction of the solar facility as defined by the 225 CMR 14.00 Guideline dated August 31, 2016, as ~~Mechanical~~ Completion, and written approval by the Town Engineer, as long as immediately upon expiration a subsequent Completion bond and Payment Bond are provided in an amount no less than \$150,000; to remain in full force and effect, not expiring before the Commercial Operation Date.
- **Consider Sign Request:** Benson provided information to the Board on the sign request from the West Boxford Improvement Society for their Winter Festival. After a brief discussion:

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
 - **Consider Sign Request:** Benson provided information to the Board on the sign request for the Tribal Lacrosse Spring Registration. After a brief discussion:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the signs from November 15-December 15.
 - **Consider Sign Request:** Benson provided information to the Board on the sign request from the Boxford and Topsfield PTO groups for their 2016 Sports Sale. After a brief discussion:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
 - **Declare Surplus Inventory:** Benson provided the Board with a list of the surplus equipment from the Communications Department and requested the Board declare the list as surplus. After a brief discussion:

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to declare this list of Communications Department equipment surplus and authorize the Office of the Board of Selectmen to dispose of these items in accordance with the Town's surplus property disposal policy.

8:03 PM **ROUTINES**

- **Communications:** The Board briefly reviewed the following:
 - **Building Inspector Monthly Report:** Benson provided the Board with the monthly report of the Inspector of Buildings.
 - **Recycling Dividends Program Grant:** Benson advised the Board that the Town has been awarded a Recycling Dividends Program grant in the amount of \$5,550.
- **Approval of Minutes:** After a brief discussion on the minutes of 10/3/16 Executive Session #1, the Board took the following action:

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the minutes of October 3, 2016, as presented.

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes #2, of October 3, 2016, as written.

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

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** to approve Payroll Warrant #17-08, for non-school payroll in the amount of \$159,737.90, school payroll in the amount of \$345,272.88, for a total payroll of \$505,010.78.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-16 in the amount of \$53,223.21.

- **Signature Folder:** Benson presented the Board with documents for their signatures:
 - **State Election Warrant**
 - **Classification of Property**

8:09 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of considering the overall strategy on employment contract negotiations with: represented and non-represented employees and declared that an Executive Session is necessary since an open and 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, and to discuss Varsity v. Town of Boxford.

9:06 PM ADJOURN

On a **MOTION** made by **Cargill**, and seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 9:06 PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: October 17, 2016

2. Announcement: Large Metal Item Pick-Up Day
3. Announcement: Wild Kitten Run at YMCA Stiles Pond Camp
4. Announcement: Early Voting
5. Announcement: Town-Wide Water Testing Program
6. Massachusetts Department of Revenue Classification Tax Allocation FY 2017
7. E-Mail from DPW Superintendent to Town Administrator, Re: West Library Trees, 10/14/16
8. Commonwealth of Massachusetts Warrant for the State Election
9. E-Mail from Spofford Road Solar 1 LLC to the Town Administrator et al, Re: Notification to Commence Construction on Boxford Landfill Solar Power Generating Facility (FMF#39104), 10/12/16
10. Letter from West Boxford Improvement Society to Board of Selectmen, Re: Sign Requests, 10/3/16
11. E-Mail from Tribal Lacrosse to Assistant to the Town Administrator, Re: Sign Request, 10/7/16
12. E-Mail from Topsfield Elementary School Parent Teacher Organization to Assistant to the Town Administrator, Re: Sign Request, 10/5/16
13. Boxford Communications Department Surplus Equipment, 10/6/16
14. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 10/4/16
15. Letter from Governor Baker to Town Administrator, Re: Recycling Dividends Program Grant, 9/7/16
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/13/16
17. Minutes:
 - October 3, 2016
 - October 3, 2016 Executive Session #1
 - October 3, 2016 Executive Session #2