

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
December 12, 2016 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney,  
Kathleen Benevento*

**7:01 PM PLEDGE OF ALLEGIANCE**

**7:02 PM ANNOUNCEMENTS**

- **Grand Illumination:** Selectman Vaz announced that the Grand Illumination will take place in the East Village on Sunday, December 18, beginning at 5PM.
- **Christmas Carol Singalong:** Selectman Cargill announced that the First Church is holding a Christmas carol singalong at the Family Life Center, before the Grand Illumination, on December 18, at 3:15PM.
- **Recycling Center Holiday Hours:** Selectwoman Nay announced that the Recycling Center will be closed on Saturday, December 24. It will reopen on Saturday, December 31. Also, Christmas trees will be accepted at the Recycling Center starting Saturday, December 31.
- **Barn Inspections:** Selectman Perkins announced that barn inspections will take place on a random basis between December 15 and December 31.
- **Recycling Bins Announcement:** Selectman Perkins announced that as of January 1, recycling bins will no longer be sold at Town Hall, noting that there is a small inventory of bins available at the Tax Office for \$10. Town Hall will continue to provide recycling stickers for residents.
- **J.T. Turner as Charles Dickens in A Christmas Carol:** Selectman Cargill announced that the Boxford Library and the West Boxford Improvement Society present J.T. Turner as Charles Dickens in A Christmas Carol on Sunday, December 18, at 7:30PM at Lincoln Hall.
- **COA Annual Holiday Luncheon:** Selectwoman Nay announced that the COA will be hosting their annual holiday luncheon on Wednesday, December 14, at 11:30AM. Call the COA for reservations.
- **BTA BOLT Make the Connection Auction:** Selectwoman Nay reported that BTA BOLT held an auction to benefit the Make the Connection project on Saturday, December 10 at Lincoln Hall, which was very well attended.
- **Caravan of Wreaths Across America:** Selectman Costello reported that he and Selectwoman Nay attended the ceremony for the caravan of Wreaths Across America earlier today at the Topsfield Fairgrounds and were given a wreath for the town, which will be given to the Melvin Post to place appropriately.

**7:12 PM MEETING WITH THE DIRECTOR OF MUNICIPAL FINANCE:** Kathleen Benevento, Director of Municipal Finance, met with the Board to review the following:

- **Revenue Sources:** Benevento reviewed the sources of revenue from which the Town funds its operating budget, which includes real estate and personal property taxes, State aid, motor vehicle excise tax, local receipts, and non-operating budget revenue. Benevento provided a handout for the Board to view as she made her brief presentation.
- **Finance Committee Guidelines for FY18:** Benevento provided the Board with an update on the last Finance Committee meeting where the committee set the budget guidelines to no more than 2% increase for their FY18 budgets.
- **Revenue & Expense Projections:** Benevento reviewed the Revenue/Expense Projection spreadsheet she prepared with the Board. She noted that the FinCom may decrease the yearly amount budgeted to replenish free cash. Costello added that it may be needed for the new roof at the Spofford Pond School. Benevento will pass that along to the FinCom.
- **Update on OPEB Trust Fund:** Benevento explained the letter from Odyssey included in the packet, noting that the accrued liability somewhat decreased, but she does not expect that to be the norm. She added that the Town has about \$1.5M in the OPEB Trust Fund and that 95% of municipalities have not funded OPEB at all.
- **Next FinCom Meeting:** Benevento advised she will get preliminary budgets from the departments in January and the FinCom will begin their meetings with the departments, typically, in February.

**7:45 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, provided the Board with updates and information on the following:

- **Consider iFarm Horse & Carriage Route:** Benson advised the Board that Christine Barenfeld, owner of iFarm, has requested that the Board of Selectmen review and approve the proposed route for carriage rides, noting that the Police Chief has already approved it. A brief discussion ensued regarding insurance and liability. Benson advised the iFarm is insured, and Cargill requested that the Town be listed as an additional insured. After discussion, the Board took the following action:  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the route as submitted, with the addition of naming the Town of Boxford as an additional insured.
- **Leonard Property Conservation Restriction:** Benson advised that the Board needs to sign an additional Conservation Restriction for the Leonard Property. He explained that the property is in two towns and each town should have two copies.

**7:51 PM      ROUTINES**

- **Approval of Minutes:** After a brief review of available draft minutes:
  - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of December 5, 2016, as submitted.
- **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** unanimously to approve Payroll Warrant #17-12, for non-school payroll in the amount of \$177,905.34, school payroll in the amount of \$371,093.43, for a total payroll of \$548,998.77. **Perkins abstained.**
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-24, in the amount of \$107,257.91.
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-24S, in the amount of \$89,637.24.

**7:54 PM      OTHER BUSINESS**

- **Union Negotiations:** Town Administrator Benson advised that the negotiations for AFSCME are off until sometime in February.
- **Snow Removal Issue at Spofford:** Cargill advised he got a call from a constituent about snow removal issue at Spofford Pond School. He spoke with John Dold about it and it was taken care of.
- **Facilities Task Force Meeting Postponed:** Vaz advised that the meeting that was originally scheduled for this week has been rescheduled for January 4.
- **Merry Christmas and Happy New Year:** Selectwoman Nay wished everyone a Merry Christmas, Happy Holidays, and Happy New Year.

**7:56 PM      ADJOURN**

With no further business, on a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 7:56PM.

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 12, 2016
2. Announcement: Grand Illumination
3. Announcement: Recycling Center Holiday Hours
4. Announcement: Recycling Bins
5. Announcement: Barn Inspections

6. Announcement: J.T. Turner as Charles Dickens
7. Municipal Revenue
8. Revenue/Expense Projection FY18
9. Memo from Finance Committee to Town Department Heads/Schools Re: Budget Guidelines FY18
10. Copy of Letter from Odyssey Advisors to Finance Director, Re: GASB 45 – Summary of Results, 10/26/16
11. Memo from the Town Administrator to the Board of Selectmen, Re: iFarm Horse & Carriage Route Approval, 12/8/16
12. Map of Proposed Carriage Route
13. Minutes:
  - December 5, 2016