

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
February 6, 2017 7:00PM**

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

Absent: Al Vaz

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Finance Director Kathy Benevento, Finance Committee members: Jeff Yespy, Peter Bernardin, Joe Callahan, Kathy Trull; Paula Fitzsimmons, Dan Volchuk

7:00 PM PLEDGE OF ALLEGIANCE

7:00 PM ANNOUNCEMENTS

- **February Cookbook Club:** Selectwoman Nay announced that the Boxford Town Library is having their Cookbook Club on Friday, Feb. 10, 12pm, at the library. Registration is required and the book this month is Emeril's Potluck, by Emeril Lagasse.
- **Free Seminar on How to Protect Your Home and Savings:** Selectman Cargill announced that there will be a free seminar on how to protect your home and savings from a prolonged nursing stay. The speaker is Attorney Edward Beasley and will be held on Feb. 16, 3-5pm at the library.
- **Open Burning Season:** Selectman Perkins announced that open burning has begun and runs through May 1. Permits can be obtained online at <http://www.town.boxford.ma.us/>. The one-time permit is \$20 and is good for the season.
- **Perley Parkhurst Cole Memorial Trust Fund News Release:** Selectman Costello announced that the Board of Commissioners of Trust Funds is accepting applications to the Perley Parkhurst Cole Memorial Trust through March 16, 2017. Guidelines are available at the Office of the Selectmen.
- **Nomination Papers are Available:** Selectman Costello announced that nomination papers are available in the Town Clerk's office for residents who wish to run for any of the available positions in the May 16 Annual Election.

7:04 PM JOINT MEETING WITH FINANCE DEPARTMENT: Finance Director Kathleen Benevento and the Finance Committee met with the Board of Selectmen to review the following:

- **FY18 Estimated Revenues/Expenses:** Benevento reviewed the estimated revenues and expenses with the Board, providing handouts for the Board to view as she presented the data. Finance Committee member, Jeff Yespy, contributed to the discussion.
- **Initial Draft List of Appropriation Warrant Article Requests:** Benevento provided the Board with a list of potential warrant articles and a brief discussion

ensued on the proposed additional library part-time position for which the library director has requested a placeholder. After discussion, Benevento continued with the list of potential warrant articles, including capital budget requests. Brief discussions ensued on the following:

- **Spofford Roof/Window Project**
- **Town Hall Paperless Conversion**
- **Painting: Police Station, Community Center, E. Fire (Interior/Exterior)**
- **Fire Department Extraction Tool**
- **Fire Department Rescue 2**
- **ACO Vehicle**
- **Retired Employees Sick Leave Buyback**
- **Repurpose Bond Proceeds for Debt Service FY18:** Benevento advised the Board that they now have the authority to repurpose bond proceeds for debt service. She provided a list of bond proceeds for the Board to view.

8:11 PM MEETING WITH MASCONOMET REGIONAL SCHOOL COMMITTEE:

Paula Fitzsimmons and Dan Volchuk, Boxford representatives of the Masconomet Regional School District Committee, met with the Board of Selectmen to discuss the following:

- **Draft Warrant Article:** Fitzsimmons provided the Board with a draft warrant article for \$667,000 for safety and security items, including:
 - **Installation of VOIP Phone & Paging Systems: \$500,000**
 - **Upgrade of Fire Suppression System Panels: \$85,000**
 - **Installation of Interior Signage: \$30,000**
 - **Replacement/Upgrade Solar Powered Traffic Speed Zone Lights: \$17,000**
 - **Replacement/Upgrade Security System: \$35,000**

Fitzsimmons explained the cost would be divided by the three member towns. A lengthy discussion ensued. Fitzsimmons provided the Board members with a copy of Habeeb & Associates' report on the Masconomet School District Capital Asset Assessment.

8:33 PM Finance Committee left the meeting

8:34 PM ROUTINES

- **Sign School and Non-School Warrants:**
After Selectmen Perkins removed himself from the meeting: On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-18, for non-school payroll in the amount of \$169,579.80, school payroll in the amount of 343,624.04, for a total payroll of 913,203.84. **Perkins abstained and returned to the meeting.**

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17/32S, in the amount of \$146,042.53.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-397, in the amount of \$4,122.76.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-32S, in the amount of \$2,550.91.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-32, in the amount of \$363,139.96.

- **Review Correspondence:** The Board briefly reviewed the following:
 - **MMA Spring Legislative Breakfast Meetings**
 - **Memo from Inspector of Buildings Re: Monthly Report**
- **Unrestricted Government Aid Increased:** Benson advised the Governor announced an increase in unrestricted government aid for Boxford, but we will not receive any additional funding for the schools.
- **Appointments:** Selectman Chair Costello announced the town has several vacancies and encouraged interested viewers to check the website.
- **Approval of Minutes:** After a brief discussion, the Board took the following actions:
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 30, 2017, as submitted.

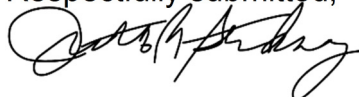
8:40PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Ethics Certification:** Selectmen Chair Costello reminded all town employees and volunteers to complete the state ethics certification by the end of this month.
- **Going Paperless:** Selectman Chair Costello initiated a discussion on the process the town should follow to go paperless and if there are guidelines available on how to proceed. A brief discussion ensued.
- **Municipal Task Force Symposium:** Selectman Perkins provided a brief update on the Municipal Facilities Task Force symposium that was held Saturday.

8:47 PM 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 8:47 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: February 6, 2017
2. Announcement: February Cookbook Club
3. Announcement: Free Financial Seminar
4. Announcement: Burning Season
5. Announcement: Perley Parkhurst Cole Memorial Trust Fund
6. Announcement: Nomination Papers Available
7. Memo from Finance Director to Board of Selectmen, Re: Budget FY18, 2/2/17
8. Revenue/Expense Projection FY18
9. Changes in Budget – FY17 to Draft Budget FY18
10. Memo from Library Director to Finance Director, Re: Warrant Article Placeholder, 1/9/17
11. Packet of Materials: Potential Warrant Articles
12. Repurpose Bond Proceeds for Debt Service FY18
13. Draft: Safety and Security Warrant Article, Masconomet Regional School District
14. Announcement: MMA's Spring Legislative Breakfast Meetings Begin on February 24th
15. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report for January, 2/1/17
16. Memo from Town Treasurer to Board of Selectmen, Re: Town Investment Report as of October 31, 2016, 1/6/17
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 2/2/17
18. Masconomet RSD Safety and Security Warrant Article for Consideration in FY18
19. Habeeb & Associates Architects: Masconomet School District Capital Asset Assessment, 1/31/17
20. Minutes:
 - January 30, 2017