

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 20, 2017 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Barbara Jessel, Chief Brian Geiger, Communications Director Warren Gould, Director of Municipal Finance Kathy Benevento

7:00 P.M. PLEDGE OF ALLEGIANCE

7:01 PM ANNOUNCEMENTS

- **Burning Permits:** Selectman Perkins announced that burning season has begun in Boxford. Open burning allowed from January 15-May 1. Permits may be obtained online or at the East Fire Station. Cost is \$20 and is good for the season.
- **Scouting for Food 2017:** Selectman Cargill announced that Yankee Clipper Council of the Boy Scouts of America will be collecting non-perishable food items in your neighborhood on Saturday, April 1, 2017. If your food is not picked up by 10:30AM, bring it to the Boxford Community Center before 11AM.
- **Veteran and Family Mobile Food Bank:** Selectman Vaz announced that there is a mobile food bank available every third Wednesday for veterans, their widows and orphans. Contact Veteran Service Officer Gerry Maguire for more information.
- **Life is Sweet Chocolate Talk and Tasting:** Selectwoman Nay announced that the Friends of the Boxford Town Library are sponsoring a chocolate talk and tasting on Saturday March 25 at Lincoln Hall. Tickets are available at the library.
- **Nomination Papers Available:** Selectwoman Nay announced that nomination papers are still available for the annual Town Election in May. Nomination papers are available until Friday, March 24 and must be turned in by Tuesday, March 27.
- **Museum of World War II Field Trip:** Selectman Costello announced that the North Andover/Boxford Veterans Service is sponsoring a field trip to the World War II Museum in Natick on Saturday, April 15. Cal 978-688-9525 for bus reservations.
- **Letters from Home Show:** Selectman Costello announced that Honor Flight New England is hosting a benefit on Saturday, April 22, at Relief In of Lawrence. Courtney Groves and Erinn Diaz will perform in Letters from Home. Tickets are \$20 and available www.vfwma.eventbrite.com.

7:05 PM ANNUAL TOWN MEETING WARRANT FOR MAY 9, 2017: Kathy J. Benevento, Municipal Finance Director, was in attendance to address any questions the Board may have on the discussions with the following Departments:

- **Brian D. Geiger, Fire Chief:** Chief Geiger met with the Board of Selectmen to discuss the following:
 - **Fire Department Operating Budget:** Geiger provided the Board with information on the increases in his budget, which were mostly due to the increase in EMT training. He added that they have a grant application pending, which, if awarded, will offset the training budget. At Selectman Perkins request, Geiger reviewed the Callmen response line item increase, noting that the projected budget is higher at this time. The Callmen were provided with an increase in hourly rate. He is hopeful that the change to still alarms during the weekday daytime hours should help keep the line item increase to a minimum by the end of the year.
 - **Replacement Jaws of Life \$40,000:** Geiger noted that this has been on the capital request 5-year plan for several years, noting that the current system is 20 years old. At Selectman Nay's request, Geiger confirmed that the new Jaws would be housed at the West station. At Selectman Costello's request, Geiger advised that the new unit will be equal to the one at East station.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the warrant article for the capital purchase of the Jaws of Life at a cost of \$40,000.
 - **Replacement SCBA Masks \$29,116:** Geiger advised the grant they received for the new SCBA equipment did not cover the face pieces and the new SCBA equipment is not compatible with the existing masks.

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the warrant article for the capital purchase of replacement SCBA masks at a cost of \$29,116.
 - **East Fire Station Painting:** Geiger advised that he was of the understanding that the painting project would be grouped with other painting of town buildings. Selectman Perkins advised that after his site visit, they felt the ceiling needed to be painted. Costello added that he agreed, and that the rest of the interior could be washed/cleaned.
 - **Fire Department Replacement Rescue Vehicle \$215,000:** Geiger advised that this vehicle is the most used piece of apparatus, and is now the most unreliable vehicle, noting that repairs are becoming more frequent. He added that the box on the back is from 1988 and, in his opinion, it is time to replace the vehicle. With the Board voicing their dissent on the need for a replacement vehicle at this time, preferring to wait a year. Geiger advised he could wait a year to replace the vehicle, with the Board's understanding that it may be out of service with major repairs, or it may not. Geiger added that his officers determined that the chief's vehicle could wait another year for replacement.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to defer discussion on new rescue vehicle until FY2019.
- **Police Department Cruiser Replacement:**

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to support a warrant article for the capital purchase of a replacement police cruiser at a cost of \$36,000.

- **Warren E. Gould, Director of Communications:**
 - **Replacement Communication Receivers \$20,000:** Gould advised the police and fire receivers at the East fire station are on the plan to be replaced this year.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor a warrant article for the capital purchase of replacement communications receivers at a cost of \$20,000.
 - **Any Others Late Arising Business with the Communications Director:** At Selectman Perkins request, Gould advised that there have been no problems with the Georgetown tower and that the issue with the generator not starting during the last snowstorm was due to low coolant, noting that the generator is serviced twice each year to check all the fluids. He added that there are other issues with the generator that he is working to correct.
- **Animal Control:**
 - **Replacement ACO Vehicle:** Town Administrator Benson advised that the repairs on the current vehicle are exceeding the budget for maintaining the vehicle. Benson added that they are getting additional quotes on a used vehicle and will have a firmer number at a later date.
- **Town Building Painting Requests:** Benson advised that the Permanent Building Committee discussed alternative methods to decrease the cost of painting, noting that DPW Superintendent John Dold is looking into the possibility of using prisoners to paint the buildings.
- **Forest Management Plan for Wildcat:** Benson advised there is a \$4000 request for a management plan for Wildcat. Finance Director Benevento added that the Finance Committee is meeting tomorrow night and will be getting more information on this request.
- **Elementary School Science Curriculum and Technology: \$107,200 and \$110,496:** Benevento advised the Finance Committee will be meeting with the Elementary School Committee tomorrow night to discuss these items.
- **Warrant Article Sponsors:** Benson reviewed the following warrant articles with the Board, noting sponsorships as follows:
 1. **Receive Reports: Board of Selectmen**
 2. **Revolving Accounts: Board of Selectmen**
 3. **Ratify Collective Bargaining Agreements: Board of Selectmen:**

Benson advised three union contracts are outstanding and collective bargaining is ongoing, Only those for which there are signed contracts will be presented for a vote at Town Meeting.
 4. **Classification & Compensation Plan: Board of Selectmen:** Benson provided the Board with information on the employees this plan covers.

There ensued a brief discussion on a pay grade change for the Director of Finance.

5. **Operating Budget: Finance Committee:** Benevento advised the final Masconomet numbers are included in the budget. Benson added information on the school budgets, noting that the Elementary School budget has not yet been finalized. Benevento added that the Snow/Ice budget is already over the projected budget and she is going to request that the Finance Committee take the overage out of the FinCom Reserve Fund. She noted that Excluded Debt is rolling off the budget, as there have been no big projects to pay for. She added that the Town can absorb the Masco and Elementary school budgets without increasing taxes. Benson provided information on the increase to the Legal Counsel line items. Benevento added that the Finance Committee had no issues with the other line items and suggested that the Board of Selectmen vote to use excess funds to pay debt service and provided the Board with information on the excess funds to apply.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to apply the following to pay debt service in FY18 thereby reducing amount raised for debt service in FY 18 Operating Budget:

Fire Truck ATM 5/12: \$5,486.75
DPW Truck ATM: 5/12: \$503.37
Haynes: \$18,333.48
Cole School Roof FY11: \$14,441.02
Spofford Replace Ventilators/Expand Water Treatment Plant: \$38,933.78
Sawyer Richardson Purchase: \$3,133.21
Anvil Farms: \$17,312.99
Fire Tigt Tanks ATM 5/13: \$1,714.08

for a total amount of \$99,858.68.

6. **Elementary School Override:** Benson advised that number is not yet available, adding they are meeting with the FinCom tomorrow night.
7. **Omnibus Capital Article:** Benson advised the Board already voted on the individual capital items.
8. **Senses of Town: Proposed Non-School Facilities Plan:** Benson advised that the Facilities Task Force will take a final vote this Wednesday and he expects that they will not have a plan in place for Town Meeting.
9. **Additional Funding for Facility Study of Facilities Plan:** Benson advised if they don't have a plan in place, will they need more funding. Selectman Vaz added that they have used \$9,000 and held back \$9,000, noting that they may have enough to continue, but will be discussing it Wednesday night at their meeting.
10. **Funding for Partial Demolition 10 Elm Street:** Vaz advised the Historic Districts Commission will be meeting Wednesday night to discuss the proposed demolition of the new addition to the library building, in an effort to preserve the historical Cummings House. Costello suggested that they

look into recycling any demo material that may be of value to offset the cost of the demolition. Benson added that he has proposed that partial funding come from the CPC.

- 11. Debt for Replacement Spofford School Roof/Windows:** Benson advised that the project is estimated to be a little under \$5M. A firmer number will be available just before Town Meeting. Discussion turned to using Free Cash to pay for part of the project not covered by grants.
- 12. Highland Road Culvert Easements**
- 13. Middleton Road Culvert:**
- 14. Masco Three-Town Security Improvements**
- 15. Funding Sick Leave: \$19,363**

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to sponsor and support the warrant article funding sick leave buyback long term retirees at a cost of \$19,363. **Perkins abstained.**
- 16. Reappropriate Funds Re: Prior Articles:** Already voted on earlier in the meeting.
- 17. Trash Sticker \$2.50:** Benson advised they are leaving it at \$2.50.
- 18. CPC: Annual Appropriation and Reserve**
- 19. CPC: Signage for Trails (4)**
- 20. CPC: Homes Pond Hydrology Study**
- 21. CPC: Trail Steps at Hemlock/Kelsey**
- 22. CPC: Ackerman Playground \$40,956**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sponsor and support the Article to fund the Ackerman Playground for \$40,958 to be added to the Town Meeting Warrant.
- 23. Muni Act: Revolving Funds Bylaw**
- 24. Muni Act: Adopt Special Ed Revolving Account**
- 25. Muni Act: Increase Senior Work-Off Cap to \$1,500**
- 26. Muni Act: Readopt OPEB Fund**

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to sponsor and support Articles 23, 24, 25, and 26.
- 27. Zoning: Marijuana Moratorium**
- 28. Zoning: Wireless Bylaw**

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to sponsor and support the marijuana moratorium and the wireless bylaw to be placed on the Town Meeting Warrant in May.

8:49 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided the Board with information and updates on the following:

- **Call Annual Town Meeting:**

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to open the warrant and call for the annual town

meeting to be held on May 19, 2017 at the Masconomet District High School, Endicott Road, at 7PM.

- **Call Annual Town Election:**
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to call for the annual town election to be held on May 16, 2017 at the Boxford Library Town Hall, polls open from 7AM to 8PM.
- **Adopt Active Employee Health Insurance Rates for FY18:** Benson provided the Board with information on the health insurance rate increase for FY18.
- **Consider Approval for Tour de Cure Ride on May 21, 2017:** After a brief discussion:
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Tour de Cure Ride on May 21, 2017, as presented.
- **Consider Approval of Coast to Cure Ride on September 9, 2017:** After a brief discussion:
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Coast to Cure Ride on September 9, 2017, as presented.
- **Susan Inman Certification:** Benson advised the Board that Susan Inman has completed the certification for Certified Public Purchasing Officer.
- **Solar Fields Update:** Benson advised that the electrical poles have been installed, adding that the DPW Superintendent was present and on top of the unexpected installation and did a great job.

8:54 PM ROUTINES

- **Review Correspondence**
 - **Zoning Board Resignation:** The Board accepted with regret the resignation of David Peterson from the Zoning Board of Appeals, but welcomed his desire to remain on the Board as an alternate. After a brief discussion with Barbara Jessel, also of the ZBA, the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint David Peterson to the Zoning Board of Appeals, as an alternate, for a term ending June 30, 2017.
- **Upcoming Events:** Benson provided the Board with information on the following:
 - **Legislative Meeting:** Benson advised he will be attending an hour-long presentation tomorrow morning at 9AM at Ipswich Ale Brewers Table on Transportation, hosted by Senator Bruce Tarr.
 - **Boxford Common Tractor:** Benson advised the Board that they will need to make a decision on the Boxford Common tractor. The Finance Committee is meeting tomorrow night on it.
- **Approval of Minutes:**
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of February 27, 2017, as written.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 6, 2017, as printed.

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

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-38 in the amount of \$342,115.73.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-38S, in the amount of \$47,309.83.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve payroll warrant #17-19, in the amount of \$504,257.73

9:04 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Council on Aging St. Patrick's Day Luncheon:** Selectwoman Nay provided a brief report on the St. Patrick's Day luncheon held on Thursday, noting that it was a great success, despite having had to postpone it a day, due to the snowstorm.

9:06 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with Represented Employees, and to discuss strategy on litigation: Varsity v. ZBA 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.

9:14 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn at 9:14 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: March 20, 2017
2. Announcement: Scouting for Food 2017
3. Announcement: Burning Permits

4. Announcement: Veteran and Family Mobile Food Bank
5. Announcement: Chocolate Talk and Tasting
6. Announcement: Museum of World War II Field Trip
7. Announcement: Letter from Home
8. Annual Town Meeting Article List
9. Town of Boxford Capital Project Request: Police Department: Police Cruiser: \$36,000
10. Fire Department Operating Budget FY14-FY18 Draft
11. Town of Boxford Capital Project Request: Fire Department: New Jaws of Life for West: \$40,000
12. Town of Boxford Capital Project Request: Fire Department: New Rescue 2: \$215,000
13. Town of Boxford Capital Project Request: Fire Department: SCBA Equipment to Supplement Grant: \$29,116
14. Town of Boxford Capital Project Request: Fire Department: Paint Interior and Exterior of East Fire Station: \$87,782
15. Town of Boxford Capital Project Request: Communications: Replace East Police and Fire Receivers: \$20,000
16. Letter from Liberty Chevrolet to DPW, Re: 2015 Chevy Suburban, 3/26/15
17. Town of Boxford Capital Project Request: Board of Selectmen: Preservation and Partial Demolition 10 Elm Street: \$200,000
18. Revenue/Expense Projections: FY14-FY18 Draft
19. Town of Boxford Draft Budget FY18
20. Motion to apply excess funds to pay debt service
21. Motions to open town meeting warrant and to call for the annual town election
22. MIIA Health Benefits Trust Renewal Proposal 7/1/17-6/30/18
23. Letter from North Shore Tour de Cure to Administrative Assistant to the Town Administrator, Re: Tour de Cure Bicycle Ride, 3/6/17
24. E-Mail from Neurofibromatosis Northeast to Town Administrator, Re: Coast to the Cure Bicycle Ride, 3/9/17
25. Certificate: Susan Inman, Massachusetts Certified Public Purchasing Officer, 12/31/16
26. E-Mail from David Peterson to Town Administrator, Re: Zoning Board of Appeals Membership, 3/16/17
27. Memo from the Town Administrator to the Board of Selectmen, Re: Outstanding Appointments FY 2017, 3/17/17
28. Minutes: 2/27/17
29. Minutes: 3/6/17