

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

Present: Chuck Costello, Al Vaz, Mary Anne Nay, Barbara Jessel

Absent: Peter Perkins

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Municipal Finance Director Kathleen Benevento, Director of Assessment Kristen Hanlon, Assessor David Benson, Wendall Waters

7:00 PM ANNOUNCEMENTS

- **Town of Boxford Community Compact Signing:** Selectman Costello announced that Boxford will be signing a Community Compact with Lt. Governor Karyn Polito on Tuesday, November 7th, at 3:15PM at the Boxford Town Hall.
- **Veterans Day Observance:** Selectman Costello announced that Veteran's Day services will be held on Saturday, November 11, at the Melvin Green, at 11am.
- **10th Annual Barn Dance:** Selectman Costello announced the Boxford Democratic Town Committee is sponsoring their 10th annual barn dance on Saturday, November 18, from 7pm-10pm, at Lincoln Hall. Tickets are \$25 per person, \$40 per couple.

7:03 PM TAX CLASSIFICATION HEARING: Kristen Hanlon, Director of Assessment, met with the Board of Selectmen to discuss the following:

- **Vote to Set One Tax Rate for All Classifications:** Hanlon provided information for the Board to view as she updated the Board on the classification tax allocation for the town and recommended that the Town set one tax rate for all classifications. After discussion, the Board took the following action:
On a **MOTION** made by **Nay**, second by **Vaz**, 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.

7:10 PM MEETING WITH MUNICIPAL FINANCE DIRECTOR: Kathy Benevento, Director of Municipal Finance, met with the Board to discuss the following:

- **Year End FY2017:** Benevento provided the Board with information to view as she reported on the expenses and revenues for FY2017, noting that the Town is in very sound condition and that Free Cash has been certified, the annual Schedule A has been approved, and another successful audit has been completed.
- **Free Cash Recap:** Benevento provided a report for the Board to view as she discussed the Free Cash Recap, noting that over \$2M is available under policy FY18.

- **FY19 Budget Kickoff:** Benevento provided reports for the Board to view as she presented a very preliminary draft budget for FY2019. A very lengthy discussion ensued on post-employment benefits.
- **Master/Capital Plan Discussion:** Benevento advised the Board that with the updating of the Master Plan and the development of a Capital Improvement Plan, she reminded the Board that taxes will be going up with anticipated new buildings and capital improvements.
- **Open Warrant Articles:** Benevento reviewed the open warrant articles with the Board, which prompted a discussion on why some of the funds have not yet been used – some since 2013. Benevento will discuss the open warrant articles with the designated department heads and get back to the Town Administrator.

7:50 PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, provided the Board with updates and information on the following:

- **National Grid Update:** Benson advised the Board that some areas didn't get their power back until Friday. National Grid continues with clean up in town. Benson will follow-up with written reports from the LEPC and local media. A lengthy discussion ensued on National Grid's response and various issues that residents endured.
- **Meeting Schedule:** Benson provided the Board with a proposed meeting schedule through January 2018, noting various groups and committees that are scheduled to come in.

8:17 PM PASSING OF LONG-TIME BOXFORD RESIDENTS: Selectman Costello announced the recent passing of three long-time Boxford residents: Frank Fierman, Bruce Anderson, and Peter Dineen.

8:18 PM ROUTINES

- **Board/Committee Openings:** Selectman Costello read aloud the list of committee and board openings.
- **Sign School and Non-School Warrants**
 - On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Refund Warrant #18-413 in the amount of \$3,032.71.
 - On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-19S, in the amount of \$79,170.03.
 - On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Vendor Warrant 18-19, in the amount of \$362,000.46.

8:22 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **ADA Training:** Selectwoman Nay provided a report on the ADA training that the Town employees took last Thursday. Nay noted that the training focused on ADA compliance within the town and disability awareness.
- **Trick-or-Treating:** Selectman Vaz advised he got some feedback from some residents regarding having Trick-or-Treating on Saturday night going forward, noting that many towns have changed to having Trick-or-Treating on Saturday permanently.

8:28 PM ADJOURN

With no further business, on a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: November 6, 2017
2. Announcement: Community Compact Signing
3. Announcement: Veterans Day Observance
4. Announcement: 10th Annual Barn Dance
5. Classification Tax Allocation Fiscal Year 2018
6. Memo from Municipal Finance Director to Board of Selectmen, Re: Year-end Report FY2017, 11/1/17
7. Revenue/Expense Projection
8. Expense Report/Open Warrant Articles
9. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 11/3/17
10. Meeting Schedule