

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
December 11, 2017 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Jeanette Glesmann, Bob Gore, Wendy Perkins, Rich Shaw, Judy Andersen, Andy Gori, Kevin Bourke, Ross Povenmire, Richard Fahrner, Chris Wakeman, Carol Hubbard, Mike White, Ellen Guerin, Judy Johnson, Will Gatchell, Linda Shea, David Rivers, Doug Locke, Phil McManus, and others

7:00 PM ANNOUNCEMENTS

- **Grand Illumination:** Selectman Costello announced the Boxford Historical Society will be holding their annual Grand Illumination at 5PM on December 17th, beginning in the East Village, concluding at the Holyoke French House with cider and cookies.
- **Council on Aging Holiday Luncheon:** Selectman Costello announced the Council on Aging is hosting their annual holiday luncheon at the Family Life Center on Wednesday, December 13th at 12 noon. Call the COA for reservations.
- **New Drivers:** Selectman Costello advised parents of new drivers to speak with their children about safe driving in winter conditions.
- **Snow Plow Drivers:** Selectman Costello advised snow plow drivers not to plow snow into the roadway.
- **Toys for Tots:** Selectwoman Nay announced that the Fire Department is collecting Toys for Tots through December 16.

7:03 PM MEETING WITH NON-SCHOOL MUNICIPAL FACILITIES TASK

FORCE: The Municipal Facilities Task Force, and Judy Johnson and Will Gatchell, representatives from the Harriman Group, met with the Board of Selectmen with an update and presentation on the progress of the Municipal Facilities Task Force. Bob Gore, chair of the committee, provided a PowerPoint presentation to view as he provided information on the history, scope, and progress of the committee. Highlights of the presentation included:

- **COA, 4 Middleton Road:** Gore noted that a conceptual plan has been approved by the COA, reviewed and accepted by the HDC, septic and well meetings with the Board of Health have been completed, as well as an initial discussion with the ZBA chair regarding setback issues. Selectman Vaz, also a member of the Task Force, contributed to the presentation. A discussion ensued with the Board and attendees on the information presented.
- **DPW, 8 Spofford Road:** Gore explained that a conceptual plan has been approved by the DPW, siting options have been reviewed by the Task Force and reduced to 2 sites, there have been meetings with the Board of Health to work in regulated areas around the landfill, access routes have been discussed and

reduced to three options. There is still substantial scope to complete. Selectman Vaz contributed to the presentation. A discussion ensued with the Board and attendees on the pros and cons of the various sites presented.

- **Library/Town Hall, 7 Spofford Road:** Gore noted that there is a conceptual plan under review by the Task Force and user groups, discussions have taken place around the best expansion options for the first floor, comparisons have been made with the Cohen report and library space needs, initial review with the Town Administration is done. There is still substantial scope to complete. Selectman Vaz contributed to the presentation. A discussion ensued on the expansion options presented.
- **Fire Department:** Gore explained that the plans for the fire department are long-range at this time. He noted that long term needs assessment is being developed, focusing on three major components: vehicles, personnel, and equipment. Harriman will obtain feedback and compile program requirements. There is still significant scope to complete. Vaz noted that he and Selectman Perkins have met with Harriman and the Fire Chief to assess future needs. There is no cost estimate yet, as this is a long-term plan at this point.
- **10 Elm Street: Cummings House & Additional Structures:** Selectman Vaz noted that there is a request to the AG regarding the deed restriction, the AG has requested position from original trustees, the original trustees voted to allow two outcomes for the property: 1) approved use for library, historic, education, or cultural purposes, and 2) sale of property with proceeds to fund current library. The AG requested evidence to determine it was impracticable to maintain/develop the site solely for library purposes. Town Administrator Alan Benson explained that he has heard from the AG's office and the AG has asked what the Town would do to compensate the library if it decided to keep the property for other municipal purposes. Benson recommends the Board offer to have the assessed value of the property, \$940,000, transferred from unrestricted Town Funds to be placed in an account that would be reserved for the use for future library construction costs, noting that our recommendation would be to set up a dedicated stabilization fund. Benson noted that the AG needs an answer as soon as possible. The Board did not take any action.
- **188 Washington Street:** Selectman Vaz noted that the building is in use as a book repository for the library. As part of the library consolidation the library plans to move into Town hall, 188 Washington will be vacated when volumes are returned to the main library. There is still significant scope to complete on this building. The Task Force has not determined a use for the building after the library vacates it.
- **Timeline & Phasing:** Vaz provided information on the timeline and phasing of the various projects presented, as well as identifying funding amounts and timing, developing short and long term financial impact on town finances, and determine taxpayer impact.
- **Community Forum: Scheduled for January 27, 2018:** Vaz announced that the Task Force will be holding a public forum, to be held at Town Hall, Meeting Room #1, to present their findings and proposals to town residents/voters.

8:35 PM CORRESPONDENCE

- **Sign Request: Tribal Lacrosse**

On a **MOTION** made by **Nay** second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

- **Diane Gori, Candidate for Cultural Arts Council:** Benson advised the Board that Diane Gori has expressed interest in serving on the Cultural Arts Council.

On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Diane Gore to the Cultural Arts Council for a term ending June 30, 2020.

8:37 PM REPORT OF THE TOWN ADMINISTRATOR

- **Attorney General's Office Answer:** Town Administrator Alan Benson requested that the Board advise him on how to answer the Attorney General questions regarding the Cummings Building. A lengthy discussion ensued, and the Board supported the Town Administrator's suggestion to set up a dedicated stabilization fund for the assessed value of the property and notify the AG that the town would like to keep the property for other municipal purposes.
- **Update on 41 Kelsey Road:** Town Administrator Alan Benson advised the Board that he has not been able to obtain information for direct contact with the insurance company. He is still going in that direction, but noted that the Town can take action and that it is a long process. He suggested they initiate that process as well, just to get it started, if necessary. After a brief discussion, the Board agreed.
- **National Grid October 29 Storm Issues:** Benson advised the Board that National Grid was required to file a report on its response to the October 29th wind storm with the DPU. Benson advised he has been working with the AG's office to provide Boxford's information in its call for an investigation. He will provide a presentation to the Board and ask the Board to support a letter to National Grid and legislative delegation expressing the Town's direct concerns.
- **Meeting Schedule:** Benson advised there is nothing on the agenda until January 8th. There ensued a discussion on whether the Board should schedule a meeting on 12/18. After discussion, the Board decided to recess until January 8.

8:58 PM ROUTINES

- **Approval of Minutes**

On a **MOTION** made by **Nay** second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Minutes as written for December 4, 2017.

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

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED**

unanimously to approve Payroll Warrant #18-12 in the amount of \$566,186.51. **Perkins abstained.**

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #18-24 in the amount of \$168,534.12.

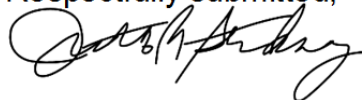
9:01 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Lincoln Hall:** Selectman Perkins requested that the Building Committee look at Lincoln Hall's ceiling, as it needs to be repaired. He requested that they provide a recommendation.
- **Town Hall:** Selectman Costello requested that the Building Committee look at the angle irons on Town Hall, as the angle irons are rusting.

9:03 PM ADJOURN

With no further business, on a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:03PM.

Respectfully submitted,



Minutes Secretary

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

- Agenda: December 11, 2017
- Announcement: Grand Illumination
- Announcement: COA Holiday Luncheon
- E-Mail from Bonni Theriault to Assistant to Town Administrator, Re: Tribal Lacrosse Signs, 12/7/17
- Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 12/8/17
- Minutes:
 - December 4, 2017