

**Minutes of the BOXFORD BOARD OF SELECTMEN
Boxford Town Hall Meeting Room #1
March 9, 2020 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Assistant Town Administrator Susan Inman, Minutes Secretary Judi Stickney, DPW Superintendent/Town Engineer Chris Olbrot, Superintendent Mike Harvey, Carolyn Miller, Dan Volchuk, Kristen DeMarco, Bonnie Thornborough, Chris Wakeman, Phil McManus, Mike White, Wendel Waters, and others

With a quorum present, Chair Barbara Jessel called the meeting to order at 7:00 PM.

7:00PM ANNOUNCEMENTS

- **Motor Vehicle Excise Tax Due Monday, March 23, 2020:** Selectwoman Nay announced that motor vehicle excise taxes are due Monday, March 23, 2020.
- **St. Patrick's Day Luncheon:** Selectwoman Nay announced that the COA St. Patrick's Day Luncheon will be held on Wednesday, March 11th, 11:30AM-2PM, Reservations are Required. The is event is held at the Family Life Center at First Church, 4 Georgetown, Rd. Call the COA to make your reservations.
- **Coronavirus Update:** Selectman Perkins announced that the Boxford Board of Health is monitoring developments as the Coronavirus begins to spread throughout New England. We are in contact with the state Department of Public Health and following their suggestions as well as those of Federal agencies. If you want additional information on the past and current status of the Coronavirus, you can access the following website: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

7:05PM MEETING WITH BOXFORD REPRESENTATIVES OF MASCONOMET REGIONAL SCHOOL DISTRICT COMMITTEE: The Masconomet School Committee and Administrators, as well as the Finance Committee, met with the Board of Selectmen to discuss the following:

- **Discussion of Masconomet Partial Funding of School Resource Officer:** Superintendent Mike Harvey advised the Board that they have budgeted \$46,000 in this year's budget for the School Resource Officer. A brief discussion ensued on the terms of the School Resource Officer.
- **Discussion of Masconomet Purchase of Boxford's Excess Solar Credits:** Superintendent Mike Harvey advised they have a \$25,000 place holder for the credits. He expects that they will have more information on a plan within the next four weeks.
- **Further Discussion of Masconomet's Proposed FY21 Operating Budget:** Harvey provided the Board with an overview of their proposed FY21 Operating Budget. The

Board was provided with notes and spreadsheets to view as Harvey made his brief presentation. Harvey focused on critical priorities and changes in the budget since February 5th. There were questions from the Finance Committee and Board of Selectmen on the proposed operating budget. There was an overall total 4.4% increase for the Town of Boxford. They expect the budget to be certified Wednesday. A brief discussion ensued on anticipated enrollment and School Choice.

7:56PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW Superintendent/Town Engineer Chris Olbrot met with the Board of Selectmen to discuss the following:

- **Update on Two HEO I Hires:** Olbrot advised the Board that they have extended job offers to two applicants. He publicly thanked the Assistant Town Administrator for all her help. They are going through pre-screening now and he hopes to have them on board within the next few weeks.
- **Update on Pavement Management Plan:** Olbrot advised that he has screened three vendors and two have provided proposals that were within \$100 of each other. This will come out of the additional Chapter 90 funding. Olbrot provided the Board with details on the program of maintaining roadways that he is going to implement, which will involve a study that utilizes an app that catalogues all roads and everything on the roads – signs, culverts, bridges, guard rails, etc.
- **Further Review of FY21 Budget:** Olbrot provided the Board with additional details on his proposed FY21 budget, noting that he had presented it to the Finance Committee last week. He had provided the Board with notes and spreadsheets to view as he made a brief presentation on the proposed operating budget.
- **Review List of FY21 Capital Requests:** Olbrot provided the Board with details on his capital project requests, including:
 - Culvert Inventory: \$100,000
 - Ipswich, Herrick, Spofford Intersection Improvements: \$85,000
 - Dump Truck Replacement: \$175,000
 - Pick-up Truck Replacement: \$35,000
 - Fabric-Covered Auxiliary Garage: \$250,000
- **Partial Closure on Georgetown Road:** Olbrot advised the Board that this Wednesday and Thursday Georgetown Road will be closed for tree cutting. He asked the Board for permission for the road closure. The Board took the following action:
On a MOTION made by Vaz, second by Nay, the Board of Selectmen VOTED unanimously to approve the road closure on Georgetown Road on Wednesday and Thursday, as presented by the DPW Superintendent/Town Engineer.

8:44PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson provided the Board with updates and information on the following:

- **Budget Report:** As the Finance Committee was still present, Benson provided detailed information on department budget meetings to date, noting that there may be an override for the Masconomet budget overages, adding that they are at a 4.4% increase. At Benson's request, the FinCom provided a summary of the elementary school budgets, noting that they are also above the 2% guideline, at 6.12% increase.

Benson continued with the budget details, noting where the increases were. A brief discussion ensued with the Finance Committee on some of the budget details, most notably the non-salary operating budget increases and if there might be other avenues for funding some of the increases.

- **Sign AFSCME DPW Contract:** Benson provided the Board with a copy of the DPW contract, which had been updated with changes from the last two Memoranda of Understanding. He passed it around for the Board members to sign.

9:21 PM ROUTINES

- **Approval of Minutes:** The Board briefly reviewed the minutes of March 2, 2020, and took the following action:

On a **MOTION** made by **Nay** second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 2, 2020, as amended. **Costello Abstained.**

On a **MOTION** made by **Nay** second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 2, 2020 Executive Session, as presented. **Costello Abstained.**

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

On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Vendor Warrant #20-37, in the amount of \$406,654.27, and Vendor Warrant #20-37S, in the amount of \$88,847.59.

9:26 PM EXECUTIVE SESSION:

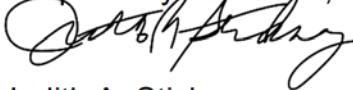
On a **MOTION** made by **Jessel**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on litigation: Varsity vs. Town of Boxford, and declared that an Executive Session is necessary since an open public 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.

9:50 PM ADJOURN

With no further business, on a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 9:50 PM.

NEXT MEETING: MARCH 23, 2020 AT 7PM

Respectfully submitted,



Judith A. Stickney
Minutes Secretary

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

- Agenda: March 9, 2020
- Announcement: Motor Vehicle Excise Tax Due
- Packet Materials for Masconomet School Committee Discussion:
 - FY21 Superintendent's Budget Recommendation: School Committee Presentation, March 4, 2020
 - FY21 Budget: Updates since Last Meeting
 - FY21 Budget: Superintendent's Recommendation
 - FY21 Budget: Critical Priority Details
 - FY21 Budget: Recommendation - Total Assessment Overview
 - FY21 Budget: Assessments By Town
 - MRSD FY21 Operating Budget Calendar
 - Recommended: FY21 Budget Presented to the School Committee on February 5, 2020 (10 pages)
- DPW Operating Budget Highlights
- DPW Town of Boxford |YEAR-TO-DATE BUDGET REPORT
- DPW Capital Project Request: Culvert Inventory: \$100,000
- DPW Capital Project Request: Ipswich, Herrick, Spofford Intersection Improvements: \$85,000
- DPW Capital Project Request: Dump Truck Replacement: \$175,000
- DPW Capital Project Request: Pick-up Truck Replacement: \$35,000
- DPW Capital Project Request: Fabric-Covered Auxiliary Garage: \$250,000
- AGREEMENT BETWEEN TOWN OF BOXFORD AND AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO STATE COUNCIL 93, LOCAL 939
- E-Mail and related material from Town Administrator to Board of Selectmen, FY21 Budgets and Capital DRAFT summary to date, 3/6/20
- Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY2020, 3/6/20
- Draft Minutes: 3/2/20