



Alan J. Benson

BOARD OF SELECTMEN
MONDAY, NOVEMBER 28, 2016
TOWN HALL MEETING ROOM #1

7:00 P.M. PLEDGE OF ALLEGIANCE

7:03 PM ANNOUNCEMENTS

7:05 PM MEETING WITH PERSONNEL BOARD

Timothy M. Feeney, Chair, *present*

Robert R. Fanning, Jr., *present*

Discussion of improvements to personnel evaluation process

Any other late arising business between the Personnel Board and the Board not reasonably anticipated by the Chair at the time the agenda was posted

**7:45 PM CONSIDERATION OF APPROVAL/RECOMMENDATIONS –
CERTAIN WAGE ADJUSTMENTS**

In accordance with Article #7 of the May 10, 2016 Annual Town Meeting and performance evaluations, FY2017 wage adjustments as recommended by the Personnel Board and the Board of Selectmen will be considered.

8:00 PM REPORT OF THE TOWN ADMINISTRATOR

Alan J. Benson, Town Administrator, *present*

- Update on Solar Project
- Update on Boxford Common
- MMA Annual Meeting – January 20 & 21, 2017
- Proposal to consolidate BCATv equipment and regain storage room

Any other late arising business between the Town Administrator and the Board not reasonably anticipated by the Chair at the time the agenda was posted

8:15 PM ROUTINES

- Appointments

See FY 2017 Appointment Schedule at:

http://www.town.boxford.ma.us/Pages/BoxfordMA_Bcomm/BOS/AppointFY2017.pdf

- Review Correspondence
- Review Items in Signature Folder
- Approval of Minutes
- Sign School and Non-School Warrants

8:30 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Late arising issues not reasonably anticipated by the Chair prior to the required advance posting of the agenda

8:45 PM

EXECUTIVE SESSION

Strategy on negotiations with represented and non-represented personnel.

9:00 PM

ADJOURN

**ALL TIMES ARE APPROXIMATE – AGENDA ITEMS MAY BE DISCUSSED
EARLIER OR LATER THAN SCHEDULED ON THIS AGENDA. ITEMS
MAY ALSO BE TAKEN OUT OF ORDER AT THE SOLE DISCRETION OF THE CHAIR**

Next Regular meeting: Monday, December 5, 2016

Posted by Alan Benson, 5:00 p.m. Wednesday, November 23, 2016

OLD FASHIONED HOLIDAY FUN

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WEST BOXFORD

Rt. 133 and Main Street

WINTER FESTIVAL

Saturday, December 3
9 a.m. to 3 p.m.



Yuletide Marketplace
(Lincoln Hall and Second Church)

Village Hayrides
(Second Church and Gazebo)

Photo Op with Santa & Rudolph's Luncheonette
(Second Church)

Eggnog and Wine Tasting
(West Village Provisions)

Letters to Santa and Raffles
(West Boxford Improvement Society)

Ornament Making
(Paisley's Farm and Greenhouse)

Holiday Ice Cream
(Benson's)

Pet Photos, Teddy Bear Clinic & Sheriff's K-9 Demo
(Boxford Animal Hospital)

B Cheeky Boutique ~ Shopping

RestorDecor ~ Decorative Paint Studio

Sponsor a Child this Holiday Season
(Boxford Library - downstairs at Lincoln Hall)

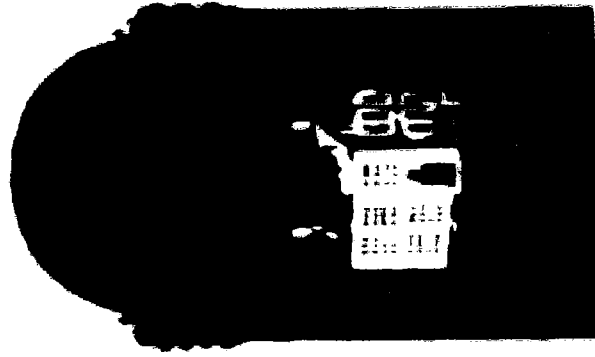
Brought to you by
West Boxford Improvement Society

and
Ladies Charitable Society of
Second Congregational Church
of Boxford UCC.

Dating Houses in Boxford and Essex County

Saturday,
December 3rd, at 11:00
7A Spofford Rd.

Registration is Appreciated



By John Cole, "The Old House Whisperer"

Supported by the Friends of the Boxford Library

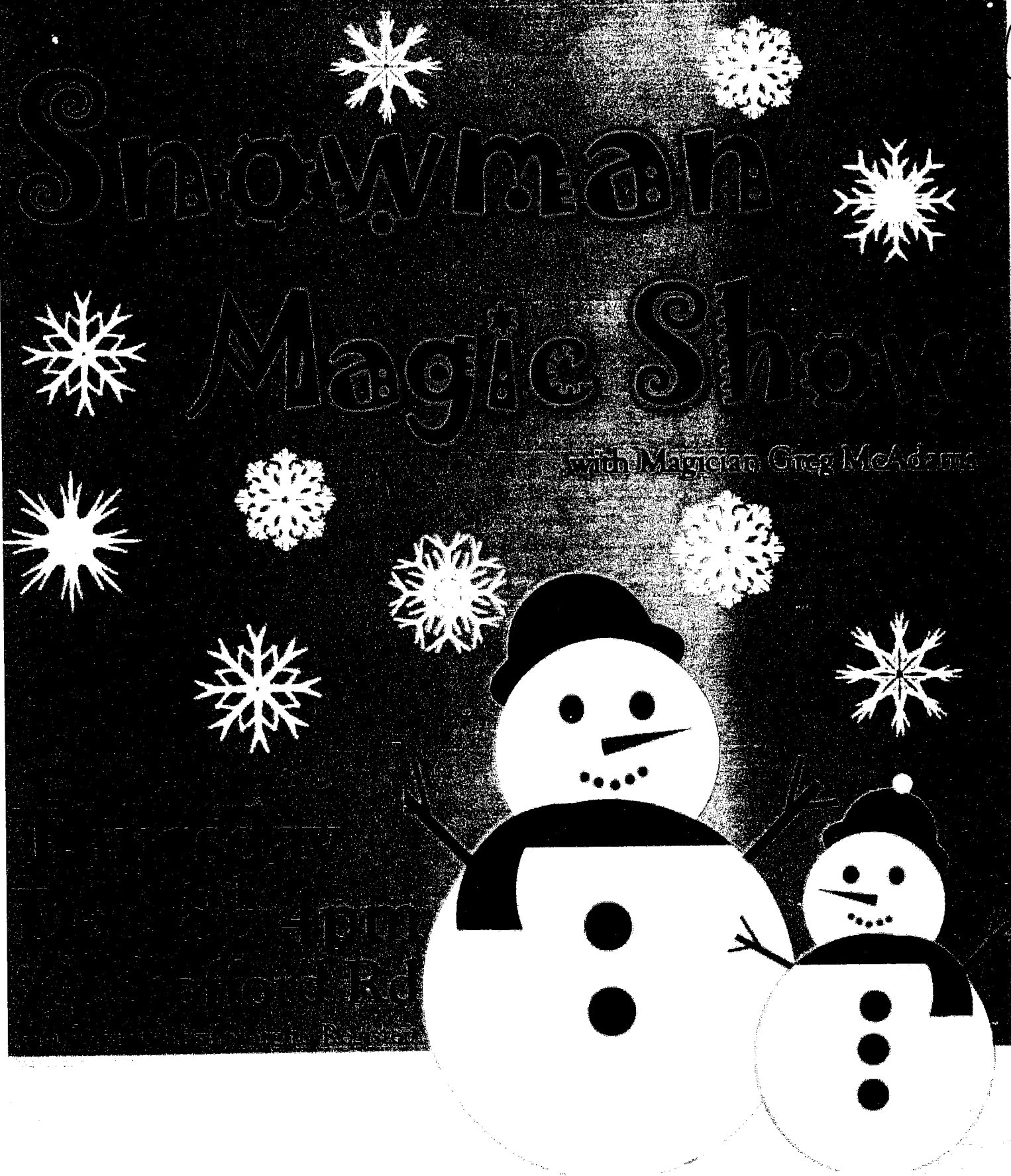


Cultivating Community Since 1796
www.boxfordlibrary.org

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Snowman Magic Show

with Magician Greg McAdams



Sponsored by the Friends of the Library

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MAKE THE CONNECTION

WHAT: Purchase 27 Hemlock Rd, Boxford, opposite Kelsey Arboretum for \$270,000

WHY: This is not just another trail!

The Bay Circuit Trail and the Rail Trail/East Coast Greenway intersect here and are currently interrupted. Purchase of this property allows for continuity of these three major trails and provides a crossroad that could hold parking, picnic tables, bike racks, and an informational kiosk.

You can help **BTA/BOLT** purchase this 1.7 acre property. Your gift is tax deductible and will be matched dollar for dollar up to \$125,000. Mail your donation to: **BTA/BOLT, PO Box 95, Boxford, MA 01921** or online at btabolit.org

Make The Connection Auction

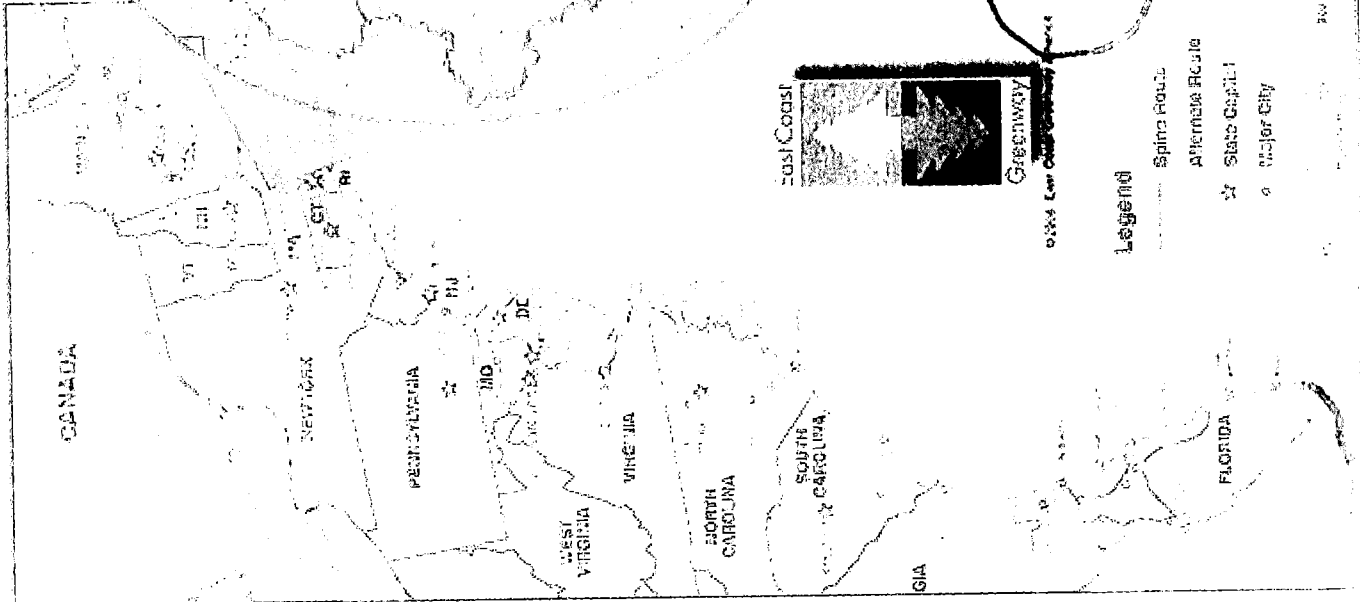
Saturday, December 10, 5:30-7:30 pm
Lincoln Hall, Boxford
Tickets - \$50

Details and tickets: btabolit.org

Benefit Concert
Friday, December 16, 8:00 pm
First Congregational Church, Boxford
Tickets - \$45

Use your employer's Matching Gifts Program to Purchase Tickets
Deadline is the end of 2016. If we do not meet our goal, all funds will be returned.
Questions? Email: info@btabolit.org or call 978-887-7031

Boxford Trails Association/Boxford Open Land Trust

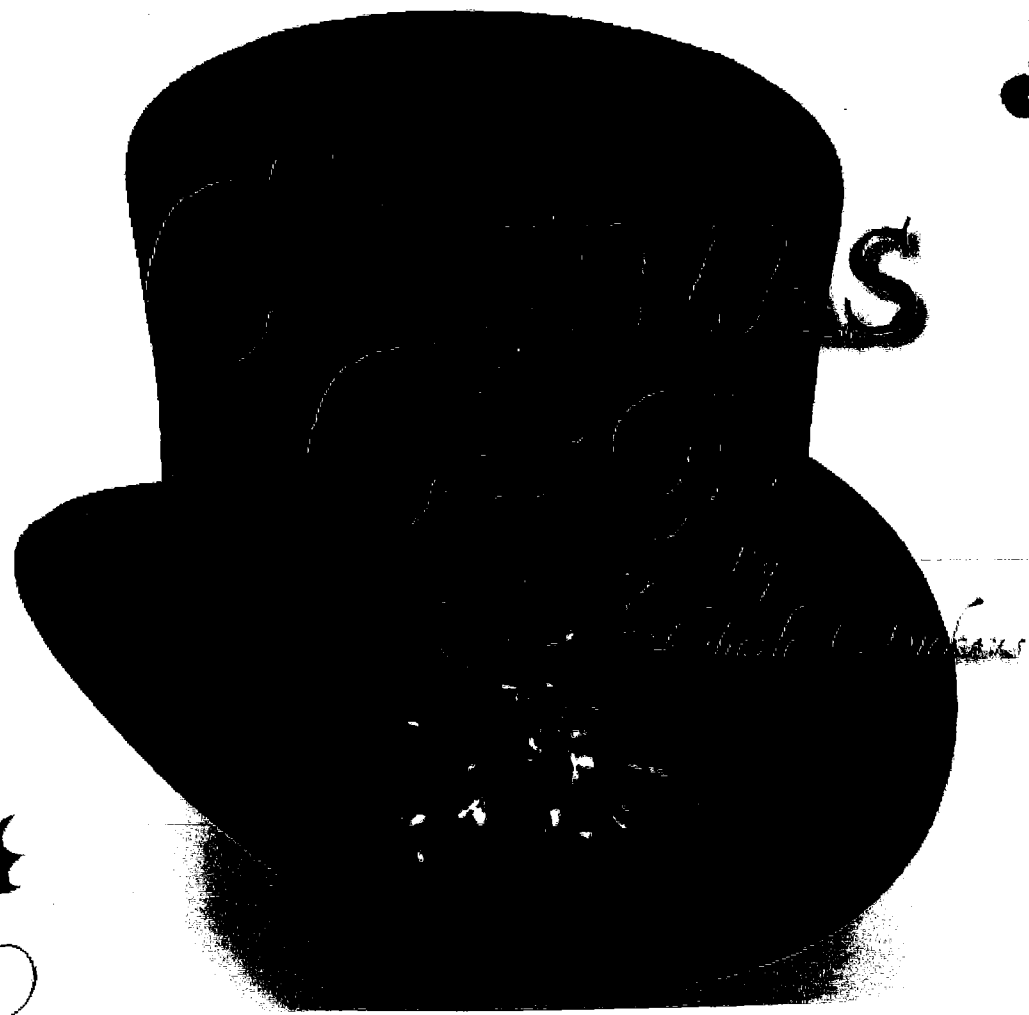


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The Boxford Town Library &
The West Boxford Improvement Society

Present

J.T. Turner as Charles Dickens in



Bring your whole family to this Christmas Classic
performed by J.T. Turner, who has received rave reviews.

SUNDAY, DECEMBER 18 at 7:00 PM

Lincoln Hall

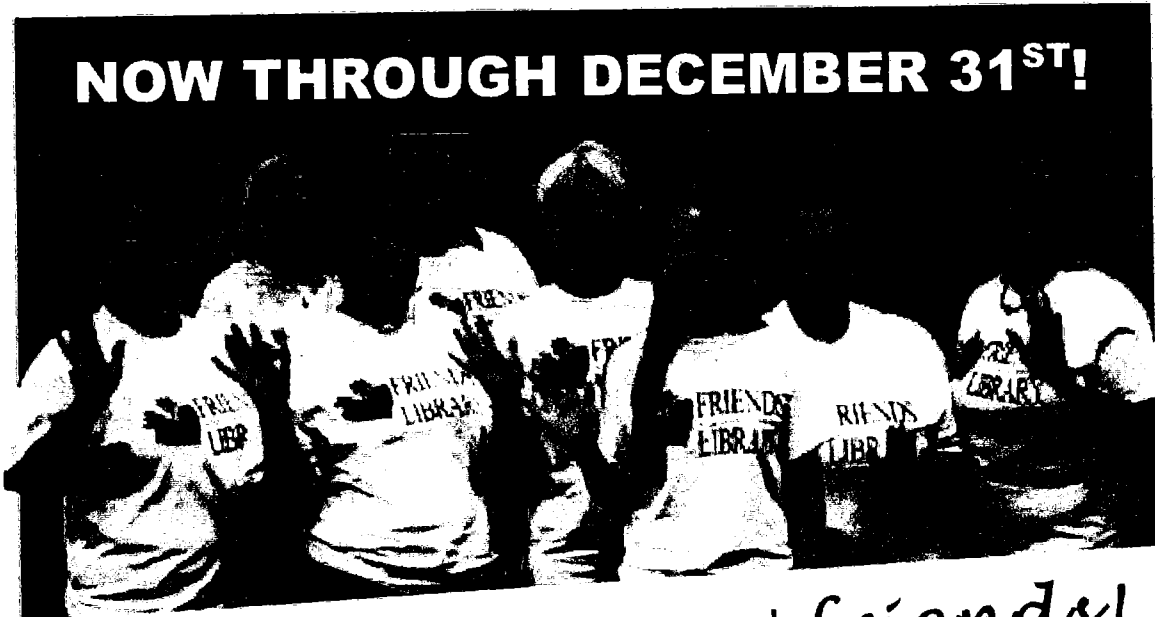
563 Main Street, Boxford, MA 01845

In Kind Donations Accepted at Door

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FRIENDS OF THE LIBRARY
JOIN • RENEW **MEMBERSHIP**
DRIVE

NOW THROUGH DECEMBER 31ST!



We're looking for a few good *friends!*



Help us write a new chapter for the
Boxford Library! Membership
Forms available at the library desk.

PLUS! Become a member by the end of November
and receive a special gift from the Friends.

Funds raised will go towards supporting
Library programs and outfitting the
~~current~~ Library renovation currently
underway.

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Statement by Chair:

“A group of Town employees that are non-union, yet benefit eligible – mainly department heads – have now been evaluated according to a multi-faceted performance evaluation process developed by the Personnel Board several years ago. In accordance with Article #7 of the Annual Town Meeting and after review by the Personnel Board and the Board of Selectmen, it is now proposed to award the Town standard wage adjustment for FY17 of 1.5% to all those employees who were deemed successful in the performance of their duties. In addition, six (6) employees have been awarded additional merit increases for superior, meritorious job performance. Also, four (4) employees are proposed to receive salary adjustments based upon market and longevity factors.

The Board of Selectmen is asked tonight to consider and vote on the Fiscal Year 2017 compensation rates for those positions.”

POTENTIAL DRAFT MOTION:

I move to set the FY2017 wage rates for the following personnel:

Animal Control Officer	\$29.44/hr.
Fire Career Lieutenant	\$26.11/hr.
Career Firefighter	\$22.33/hr.
Assistant to Town Administrator	\$28.87/hr.
Director of Communications	\$65,068/yr.
Director of Council on Aging	\$57,990/yr.
Director of Conservation/Planning	\$74,310/yr.
Director of Public Health	\$74,986/yr.
Library Director	\$72,450/yr.
Inspector of Buildings	\$1,400/biweekly
Police Lieutenant	\$89,310/yr.
Director of Assessment	\$75,535/yr.
Treasurer/Collector of Taxes	\$83,647/yr.
DPW Superintendent/Town Engineer	\$101,785/yr.
Director of Municipal Finance	\$104,565/yr.
Fire Chief	\$90,137/yr.
Town Administrator	\$142,100/yr.

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MEMORANDUM

Tighe&Bond

Boxford Landfill Utility Pole Installation

TO: Duane Himes, Weston & Sampson
FROM: Brian Huntley
COPY: Barrett Bilotta, Kenneth Rubin, Zac Osgood - Spofford Solar 1 LLC.
DATE: November 8, 2016

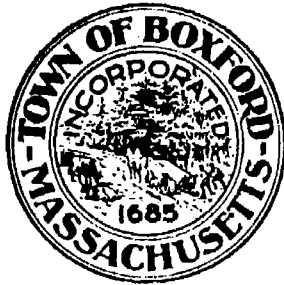
As a follow up to our discussions over the past several weeks, below is the proposal for test pits and installation of the utility poles, underground conduits and equipment pad associated with the solar project on the Spofford Road Landfill in Boxford, MA.

In accordance with the Post Closure Use Permit issued by Massachusetts Department of Environmental Protection on April 30, 2015, Spofford Solar 1 LLC is proposing to excavate test pits in the locations of the proposed utility poles on site prior to installation of these poles. This protocol will also apply to the underground conduit and the excavation required for installation of the equipment pad located off the landfill.

The proposal is to use an excavator to conduct test pits in the location of the proposed utility poles, conduit and pad to the approximate depth of the proposed installation. If waste is encountered, the location will be adjusted in the field and another test pit will be excavated until suitable locations free of waste are encountered. Each test pit will be backfilled with material excavated and stabilized. The excavations will be inspected visually for the presence of MSW, tires or other household wastes, however no soil sampling will be conducted. The excavation contractor will use health and safety protocols as if the site contains a landfill to ensure the safety of the workers.

Once suitable locations are determined, excavations for installation of the utility poles will be undertaken with an auger truck. The spoils from the excavations will be used for backfill of the utility poles, and any remaining spoils will be left adjacent to the utility pole or spread on the ground surrounding the utility pole. Similarly, any excavated material for the installation of the conduits or equipment pad will be used for backfill or spread in the area surrounding the excavation.

No testing or sampling is proposed for any materials encountered for the test pits or installation of the utility poles. No materials are proposed to be removed from site.



Town of Boxford

7A Spofford Road
Boxford, Massachusetts
01921

Board of Health

21 November 2016

By Certified Mail

Spofford Road Solar 1, LLC
c/o SunRaise Investments, LLC
Attn: Patrick Jackson
31 Partridge Street
Portsmouth, NH 03801

Spofford Road Solar 1, LLC
c/o Borrego Solar Systems, Inc.
Attn: William Bush
1115 Westford Street, 2nd Floor
Lowell, MA 01851

Gentlemen:

Pursuant to our Order of 26 September 2016 regarding the proposed installation of several new and replacement utility poles to service the new solar field located off 7A Spofford Road, Boxford, the Board of Health **rescinds** our Order of 26 September 2016 and hereby issues the following Order.

The Board of Health has direct authority over all activities on the landfill site under Massachusetts law including but not limited to MG.L. Chapter 111§150A. This includes placing conditions and requirements before any disturbance of soils is done on the property.

In its approval for constructing the solar field on the larger of the two closed landfills on the site, the DEP required the following:

Prior to the installation of any utility poles the Engineer of Record, or other qualified individual² acting under the direct and responsible supervision of the Engineer of Record, shall determine and appropriately mark the limits of waste of all waste disposal areas on the property in proximity to the pole locations. Appropriate adjustments to the locations of poles shall be made to insure the pole, any brace or anchor (if any), and the excavation for installing the pole, are not located within the limits of waste of any waste disposal area³. Installation of the poles shall be conducted under the supervision of the Engineer of Record or other qualified individual approved by and under the supervision of the Engineer of Record.

Over the past weeks, the BOH has made it known to your representatives that there are many undefined and unknown areas of buried solid waste on the property including tires, MSW, and other materials that are considered hazardous. The BOH has also questioned the proposed location of a number of the proposed new and replacement utility poles because of the potential

that installation will disturb buried solid waste and/or hazardous material.

In consultation with our landfill engineers at Weston & Sampson, and after a review of actions that could trigger mandated 21E activity at the site by the DEP, ***the BOH will allow placement of the proposed poles under the following conditions:***

1. The Board will accept the protocol proposed by Brian Huntley of Tighe & Bond, Engineers, dated 8 November 2016, and attached to this Order, with the following conditions:

(a) the work proposed will be carried out under the direct supervision of the Tighe & Bond Engineer of Record who will be on site during all work carried out under this Order,

(b) the Board reserves the right to have its engineer and Health Agent and/or Board member(s) present during pole placement operations,

(c) on advice from DEP and our landfill engineers, the Board will not require soil testing unless significant and obvious soil contamination, such as oil contamination, is observed during excavation of test pits and utility pole excavations,

(d) any soils requiring testing shall use chemical analysis as defined by the proper disposal facility; if contaminants are discovered, the excavated material will be disposed at an approved waste disposal facility

(e) the Engineer of Record shall be responsible to ensure that the pole installation protocol, attached to this Order, is strictly followed, including any work carried out by National Grid,

(f) any variance from the pole installation protocol will, at the discretion of the Boxford Health Agent and/or member of the Board, result in the immediate termination of all work.

2. Spofford Road Solar 1 LLC will be responsible for all work and costs associated with excavating, testing, and disposal of any contaminated materials; as well as any and all costs associated with any DEP actions resulting from pole installation.

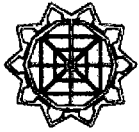
3. Nothing in the attached protocol or its approval by the Board of Health shall relieve the Spofford Road Solar 1, LLC of any of its obligations pursuant to the Lease Agreement entered into between the Town of Boxford and Borrego Solar Systems on March 23, 2015, subsequently amended and assigned to Spofford Road Solar 1, LLC, on June 13, 2016.

A written report by the Engineer of Record describing the excavated material and any test results for each pole location will be submitted to the Board within 10 days of receipt of test results.

By Order of the Board,

Hans Jeppesen, M.D.
Chair

cc: Boxford Board of Selectmen
Boxford Sustainability Committee



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

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ONE WINTHROP SQUARE, BOSTON, MA 02110

617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

November 18, 2016

Dear Municipal Leader,

The MMA's 2017 Annual Meeting and Trade Show is just around the corner! This can't-be-missed conference will take place on **Friday, January 20 & Saturday, January 21**, at the Hynes Convention Center & Sheraton Hotel in Boston. There are so many exciting events and speakers planned that you'll want to **register right now to save your place!**

The 2017 Annual Meeting theme is *United for Strong Communities* – and that's what will happen on January 20 & 21, when 1,200 municipal leaders will unite to network, set policies and learn the latest information on dozens of issues and strategies to build strong cities and towns. With **distinguished speakers** on key municipal issues, **20 educational workshops**, **3 emerging issues forums** and a larger-than-ever **trade show**, this will be an event that no local official can miss. **Please take a moment to review the enclosed conference information, and please register today.**

The Opening Session will begin on Friday morning, Jan. 20 at 9:30 a.m., and will feature award-winning scholar and author **Jonah Berger**, a world-renowned expert on decision-making, social influence, and how products, ideas and behaviors become popular. Later that morning, the WEMO Luncheon will feature **Liz Walker**, an ordained minister and one of New England's most widely recognized news anchor at WBZ-TV, where she held the position for two decades. The Friday dinner speaker will be Hall of Famer and NESN analyst **Dennis "Eck" Eckersley**, one of the greatest relief pitchers in Major League Baseball history. Our Saturday closing session will feature award-winning NPR journalist **Tom Ashbrook**, host of the nationally syndicated "On Point." And our Saturday banquet will feature actor, director and comedian **Mike Birbiglia**, familiar to you from "Orange is the New Black" and many major motion pictures.

Of course, the weekend will also be jam-packed with workshops on key issues, and hours of valuable networking with your peers from across the state. Plus, we will live stream the Presidential Inauguration, which will take place that Friday, so there will be lots and lots to do!

Thanks to your participation last January, our 2016 Annual Meeting was a great success. Over 1,200 local officials gathered together to learn and share ideas. The Trade Show was our largest ever, offering a record number of exhibitors showcasing innovative products and services.

The MMA is working hard to make sure that our 2017 Annual Meeting will surpass even last year's benchmark success. **You can register online at www.mma.org – it's fast and easy!**

Also, please remember to contact the Sheraton Hotel directly to reserve your room, since space is limited. The hotel contact information may be found on our website. And please be sure to check www.mma.org for conference updates, the announcement of additional major speakers, and much more. **We look forward to seeing you at the conference!**

Sincerely,

A handwritten signature in black ink, appearing to read "Geoff Beckwith".

Geoff Beckwith
Executive Director & CEO

Don't miss our great dinner speakers!

Get your dinner tickets today – before they sell out!



Friday Night: Dennis Eckersley

Hall of Fame pitcher and NESN Red Sox analyst

Eckersley, one of the greatest relief pitchers in Major League history, is also known for his colorful personality in the broadcast booth. His “Eck-isms” include “cheese with hair on it” (fastball that moves across the plate), “do-drop-in” (looping curveball), and “got paint” (pitches that just touch the corner of the strike zone). Eckersley is credited with coining the term “walk-off home run.”

Over a 24-year pitching career, Eckersley earned 390 saves – seventh all-time – and 197 wins. Hall of Fame pitcher Rich “Goose” Gossage said of Eckersley, “He could hit a gnat in the butt with a pitch if he wanted to.”

Eckersley is the only Major League pitcher with at least 100 saves and 100 complete games in his career, and one of just two pitchers with a 20-win season and a 50-save season. A six-time All Star, Eckersley won the American League Most Valuable Player and Cy Young awards in 1992.

Saturday Night: Mike Birbiglia

Comedian and “Orange Is the New Black” star

Shrewsbury native Birbiglia has been called a “master of the personal, embarrassing tale” by Time magazine and a “supremely enjoyable monologist” by The New York Times. His unique storytelling style is featured in his contributions to the award-winning NPR program “This American Life.”

Birbiglia can be seen in films including “Trainwreck,” “The Fault in Our Stars,” “Cedar Rapids,” “Going the Distance,” and “Annie.” He won the NEXT Audience Award at the Sundance Film Festival for “Sleepwalk With Me,” which he wrote, directed and starred in. His second foray into writing and directing is the critically acclaimed “Don’t Think Twice.”

His standup show “My Girlfriend’s Boyfriend” was a critic’s pick by The New York Times and New York Magazine and was nominated for a 2014 American Comedy Award. His latest stage show is called “Thank God for Jokes.”



Visit www.mma.org for details and to register and get your tickets!

2017 Annual Meeting & Trade Show

January 20 & 21, 2017 | Hynes Convention Center and Sheraton Boston Hotel, Boston

PROGRAM REGISTRATION FORM

Please fill out form completely

Name (please print or type)

First name or nickname for badge

Title

Municipality, organization or other affiliation

Street address

City or town

State

ZIP

Daytime phone number

Fax number

E-mail address

Guest's first name

Guest's last name

Please note: "Personal guest" registration category is not for use by co-workers or associates within your community, organization or business.

Are you a first-time attendee?

yes no

Your registration fee includes admission to the keynote address, all workshops, your member group business meeting, the trade show, and the opening and president's receptions.

Two weeks prior to the meeting, you will receive a confirmation of your registration, directions and parking information, and other pertinent details.

Cancellations: Refunds will be made in full for registration or meal tickets ONLY if you notify the MMA by a letter on municipal letterhead postmarked no later than Jan. 7, 2017.

Hotel reservations must be made directly with the Sheraton Boston Hotel at (800) 325-3535 or online through the MMA website.

For more information about the hotel, visit www.sheratonbostonhotel.com or www.mma.org.

Please complete this form and return to:
Annual Meeting, Massachusetts Municipal Association
 One Winthrop Square, 2nd floor, Boston, MA 02110
 or fax to (617) 695-1314
 or email to amregistrations@mma.org

For up-to-date info visit
www.mma.org

(617) 426-7272 | (800) 882-1498

- A. Conference Pre-registration Deadline:** January 13, 2017
- Member \$170
 - Business Program Member \$170
 - Other Government Entities \$280

There will be an additional \$50 charge for on-site registration

Subtotal A \$ _____

B. Events

Number of Tickets

Friday Dinner @ \$39 per person \$ _____

Saturday Dinner @ \$45 per person \$ _____

Women Elected Municipal Officials lunch (Friday) @ \$29 per person \$ _____

Inauguration Day boxed lunch @ \$20.70 \$ _____

Subtotal B \$ _____

Total Due A+ B \$ _____

Make check payable to Massachusetts Municipal Association.

Credit Card Information (All Fields Required)

Card Holder's Name

Card Holder's Email Address (receipt will be emailed)

Card Holder's Billing Address

City or town

State

ZIP

Card Number

Exp. Date

Card Holder's Signature

For Office Use Only:

Amount \$ _____

Check # _____

Date: _____

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Susan Inman

From: Brad Sweet <Brad2009@BradSweet.com>
Sent: Wednesday, November 09, 2016 10:32 PM
To: Susan Inman
Cc: Alan Benson; Lance@BoxfordCableTv.com; rickrivers@comcast.net;
Melissa@BoxfordCableTv.com
Subject: BCATv- Broadcast Equipment Rack Move at Town Hall

Susan – Lance has advised the BCATv Board that the Selectmen would like to open up the storage room at the back of the Selectmen’s Chambers for general use.

We believe this makes sense and we can assist in moving our equipment to the Network Server Room adjacent to our control room in the current Children’s portion of the library. The Network Server Room will provide air conditioning, backup power generator, and sound insulation that we currently do not have.

We anticipate that we can consolidate all of our equipment into one of the two racks we now use. We would require a minimum floor space of 68 inches by 22.5 inches (the rack is 22.5 inches wide, the 68 inches comes from rack depth of 25 inches, another 25 inches is required in front to slide in equipment - the version encoders are 24.5 inches deep, and an additional 18 inches to get behind to plug in wires cables etc).

The only location in the server room is along the wall with the ac unit (on right walking in). The empty equipment rack on the immediate right would need to be removed. The servers on the floor would need to be moved further down the wall (approx 4 feet), and the very large rolling rack in there would need to be removed from the room (a smaller shelf unit would be ok but that rack is huge - and is mostly unused). Our soon to be empty second equipment rack could possibly be used to hold these servers and UPS units, if that helps and the geometry works out.

Also due to the location of the electrical outlet and the height of the rack and location of the ac unit on the wall, the rack would need to be pulled about 8 inches off the wall (to allow for plugging things in). The rack would need to be essentially "sideways" essentially located where the servers are currently sitting on the floor now.

We would need to do some re-wiring to connect the equipment in the racks once they are moved to the Network Server Room back to the remote camera control units in our adjacent control room. We would also need to pull an audio feed from the broadcast equipment in the Network Server Room back to the Selectmen’s Chambers PA system amplifier. If we remove both racks from the storage room, we then also need to be able to mount the PA system amplifier somewhere in that room.

Our estimate is that it will take 1 day for HiQ to move the existing Network Server Room equipment as described above. There could/most likely will be a temporary outage while they do that.

It will take us 2 days to pull the necessary cables, as described above.

It will take us a good portion of a day to move our equipment and rack(s) from the storage closet to the Network Server Room, during which time all 3 channels (Public, Government, and Educational) will be offline.

Please let me know how the Selectmen would like us to proceed.

Thanks

Brad Sweet

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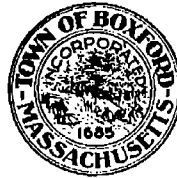
October 4, 2016

To the Boxford Board of Selectmen:

Dear Board members, I would like to inquire as to who or what committee is in charge of proposing to the voters what is going to happen to municipal buildings? It appears that you have passed this responsibility off to your East Village Municipal building committee. The proposal to turn the Town Hall into a library (which building was built as a Town Hall) and to build a new Town Hall in the East Village (on a site that was determined not to be suitable for a Library) is taking a giant step backwards. The Boxford government officials refuse to take steps to build a new central library which is contrary to all the planning which has been done in the past. The development of the central site has proven to be very successful and I do not understand why the Town Officials have decided to go backwards. What is your rationale?

Yours Truly,
Charles Killam *CK*
357 Ipswich Rd
Boxford

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TOWN OF BOXFORD

Office of the Board of Selectmen

7A Spofford Road
Boxford, MA 01921

Tel: (978) 887-6000 Ext. 502
www.town.boxford.ma.us

Fax: (978) 887-5361

DATE: November 18, 2016
TO: Board of Selectmen
FROM: Alan J. Benson, Town Administrator
RE: OUTSTANDING APPOINTMENTS FY 2017

	<u># of vacancies</u>	<u>Incumbent</u>	<u>Term</u>
Current Committee Vacancies:			
Boxford Cultural Arts Council	2		6/30/19
Boxford School Committee	1		5/18/17
Cable Television Advisory Committee	1		6/30/17
Community Preservation Committee	1		6/30/17
Computer Management Committee	1		6/30/19
	1		6/30/18
Finance Committee	2		6/30/18
	1		6/30/19
Friends of the Ackerman Playground	2		6/30/17
Historic Districts/Historic Committee(Architect)	1		6/30/19
Historic Districts/Historic Committee (Alt.)	1		6/30/18
	1		6/30/17
Housing Partnership	1		6/30/17
Lakes Ponds & Streams	2		6/30/17
	1		6/30/18
Maseo Regional Scholarship Committee	1		6/30/17
Personnel Board	1		6/30/19
Recreation Committee	1		6/30/17
	1		6/30/19
	1		6/30/18
Zoning Board of Appeals (Alternate)	1		6/30/18
	1		6/30/17