

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
March 12, 2012 7:30PM**

Present: Chairman Perkins, Stephen Davis, Mary Anne Nay, Chuck Costello, Preston Galarneau

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Stickney; Sean Fennell, Howie Emmons, Joe Callahan, Marty Jessel, Bill Brown, Haynes Land Committee; Steve Merriam, Community Preservation Committee

Meeting Called to Order at 7:34PM

Chairman Perkins called the meeting to order at 7:34PM

7:34PM ANNOUNCEMENTS:

- **Candidates for Office:** Selectman Davis read a list of those who are running for town office.
- **Council on Aging St. Patrick's Day Luncheon:** Selectwoman Nay announced that the Council on Aging is having their annual St. Patrick's Day luncheon on Wednesday.

7:38PM MEETING WITH THE HAYNES LAND COMMITTEE: Sean Fennell, Chairman, and members Joe Callahan and Bill Brown, of the Haynes Land Committee, provided an overview of the proposed projects planned for the Haynes Land, including changes they've made to the plans, since the last meeting:

- Added play structures all around the pathways
- Bike racks and trash barrels removed; not needed
- Added guardrails
- Took lights out, except for safety lighting
- Took out lighted scoreboards; added conduits for future lighted boards

Selectman Costello suggested a change in the wetland crossing area to provide more play area for the children. The Committee will bring his suggestions to the designer. Selectman Galarneau asked if the Haynes Committee is planning on having a public hearing. The committee has plans for a public meeting before going to the regulatory boards.

46 **8:02PM INTERVIEW OF CANDIDATES FOR VARIOUS VOLUNTEER**

COMMITTEES: The following people appeared before the Board to interview for open volunteer positions:

- 48 • Kelly Blanchette, Candidate for Ackerman Playground Committee
- Kim Alberta, Candidate for Ackerman Playground Committee
- 50 • **8:13PM** On a **MOTION** made by **Costello**, and seconded by **Nay**,
52 the Board of Selectman **VOTED** unanimously by roll call vote, to
54 appoint Kelly Blanchette, Kim Alberta, to a term ending June 30, 2013,
and Joe Alberta, to the Ackerman Playground Committee, for a term
ending June 30, 2012.

56 **8:14PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan
58 Benson reviewed the following action items with the Board:

- 60 • **Davis Hayfield Usage:** A request from Maria Van Dusen to use the Davis
Hayfield to grow vegetables, fruits, berries and raising chickens.
 - 62 • **8:32PM** After a brief discussion, on a **MOTION** made by **Costello**, and
seconded by **Galarneau**, the Board of Selectman **VOTED** 4-1 (Nay-no) to
64 table the discussion on the Davis Hayfield.
- 64 • **Outdoor Gazebo Policy:** Benson presented a draft Town of Boxford Outdoor
Gazebo Policy for the Board to review.
 - 66 • After a brief discussion, the Board will look into existing Bylaws, to avoid
68 redundancy in the policy and asked the Town Administrator to draft up a
revised gazebo policy, incorporating their suggestions.
- 70 • **Draft Code of Conduct Policy for Volunteer Board, Commission &**
Committee Members: Benson presented a draft Town of Boxford Personal
Code of Conduct for Volunteer Board, Commission & Committee Members for
72 the Board to review.
 - 74 • **8:57PM** After a brief discussion, on a **MOTION** made by **Nay**, and
76 seconded by **Costello**, the Board **VOTED** unanimously by roll call vote, to
adopt the Personal Code of Conduct for Volunteer Board, Commission &
Committee Members.

78 **8:58PM ROUTINES:**

- 80 • **Correspondence:** The Board reviewed the following correspondence:
 - 82 • Letter from Executive Office of Public Safety and Security Re: FEMA's
denial of Governor Patrick's appeal for public assistance for damage from
the October 29, 2011 snow storm.
 - 84 • Letter from Middleton Finance Committee to Masconomet Administration
and School Committee Re: Masconomet's budget
 - 86 • Sign Request from the Boxford Village Garden Club for their plant sale on
May 12, 2012.

- 88 ▪ **9:08PM** On a **MOTION** made by **Davis** and seconded by **Nay**, the
90 Board of Selectmen **VOTED** unanimously to authorize the Garden
 Club to post their signs, as requested.
- 92 • **Outstanding Appointments:** Chairman Perkins reviewed the list of outstanding
94 appointments and announced there are three openings on the Zoning Board of
 Appeals.
- 96 • **Lincoln Hall Fees:** Selectman Davis asked for new fees to be implemented now
 that the kitchen has been completed in Lincoln Hall. Benson will draft up a new
 fee schedule to be reviewed at a future meeting.
- 98 • **Executive Session Question:** Selectman Davis had a question on a letter that
100 was drafted up in response to last week's Executive Session and is requesting a
 brief Executive Session this evening to review it. The Board agreed to meet in
 Executive Session to review the letter.
- 102 • **Polling and Voting:** Selectwoman Nay asked the Board for their comments on
 the elections that were held at the Town Hall for the first time last week.
- 104 • Perkins: Parking congestion was dangerous at times; weather could play a
106 big part in further parking issues. Have to encourage voters to use the
 DPW lot for parking; suggested possible use of the portable lighting from
 the police department to better light the parking lot.
- 108 • Costello: Good attempt on the signage, but it needs tweaking.
- 110 • Nay: The planned one-way signage needs to be improved. Also, the
112 building exit, at the rear of the building, is a hardship for our seniors and
 disabled voters, to have to walk around the entire building to get back to
 the front.
- 114 • **Signature Folder:** Benson advised the Board that Masconomet has been asked
 to join our Energy Star program. He presented a letter for the Board to sign.
- 116 • **Minutes Approval:**
- 118 • **9:25PM** After a correction proposed by Perkins, on a **MOTION** made by
 Davis and seconded by **Costello**, the Board **VOTED** unanimously to
 accept the minutes of February 13, 2012 Executive Session, as amended.
- 120 • **9:25PM** After a correction proposed by Nay, on a **MOTION** made by
 Davis, seconded by **Nay**, the Board **VOTED** unanimously to accept the
122 minutes of March 1, 2012 Executive Session, as amended.
- 124 • **9:26PM** After a correction proposed by Nay, on a **MOTION** made by
 Davis, seconded by **Nay**, the Board **VOTED** unanimously to accept the
 minutes of March 5, 2012, as amended.
- 126 • **9:27PM** After a missing name was provided by the Town Administrator,
128 on a **MOTION** made by **Davis**, seconded by **Costello**, the Board **VOTED**
 unanimously to accept the minutes of March 5, 2012 Executive Session.

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• **Treasury Bills:**

- **9:28PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** unanimously to approve accounts payable warrant #12-37, in the amount of \$60,773.58.
- **9:28PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** unanimously to approve accounts payable warrant #12-323, in the amount of \$1,275.95.
- **9:29PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** unanimously to approve accounts payable warrant #12-322, in the amount of \$2,771.47.
- **9:29PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** unanimously to approve accounts payable warrant PY1236, for non-school payroll, in the amount of \$75,126.59.
- **9:30PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** unanimously to approve accounts payable warrant #12-37S, in the amount of \$7,378.14.

9:30PM OTHER BUSINESS:

- **Town Web Site:** Selectman Costello reported that he got a call from a resident who wanted him to know that they were looking for information and called the assessor's office who directed them to the Town Web site, where they found everything they wanted and more. They reported that the assessor's office was very helpful and the Web site is great!

Executive Session Opened at 9:32PM

- Upon a **MOTION** duly made by **Costello** and seconded by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing a personnel discipline matter, and declared that an Executive Session is necessary to preserve the 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.

Executive Session was opened at 9:32PM

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Meeting Adjourned at 9:48PM

Upon a **MOTION** made by **Galarneau**, and seconded by **Davis**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:48PM.

Respectfully Submitted,

Judith A. Stickney
Minutes Secretary

Per the New Open Meeting Law, the list of the documents that were either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting:

1. Agenda
2. Update on May Elections
3. Project Notes on Haynes Land Athletic Fields from Huntress Associates
4. PowerPoint Presentation on Haynes Athletic Fields
5. Project Budget for Haynes Athletic Fields
6. Board/Committee Volunteer Form from Kelly Blanchette
7. Request to Use the Davis Hayfield from Maria Van Dusen
8. Memo from Town Administrator Re: Davis Hayfield Discussion
9. Letter from Maria Van Dusen Re: Using the Davis Hayfield
10. Conservation Restriction for the Davis Hayfield
11. Draft Outdoor Gazebo Policy
12. Draft Personal Code of Conduct for Volunteer Board, Commission & Committee Members
13. Letter from Kurt Schwartz Re: FEMA's Denial for Public Assistance
14. Copy of a Letter from John Erickson, Middleton Finance Committee to the Masconomet Administration & School Committee Re: FY2013 Budget
15. Memo from Town Administrator re: Masco's FY2013 Budget
16. Letter from Boxford Village Garden Club Re: Sign Request
17. Outstanding Appointments / Committee Vacancies
18. Minutes for Review
 - a. February 13, 2012 Executive Session
 - b. March 1, 2012 Executive Session
 - c. March 5, 2012
 - d. March 5, 2012 Executive Session