

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
March 19, 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; Chief Michael Murphy, Lieutenant Jim Riter, Paula Fitzsimmons, Masconomet School Committee; Barbara Jessel, Warren Gould, Communications Director; Kathryn O'Brien, Tri-Town Transcript

Meeting Called to Order at 7:34PM

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

7:34PM ANNOUNCEMENTS:

- **Death of Former DPW Superintendent Tom Greene:** Selectman Chairman Perkins announced the death of former DPW Superintendent Tom Greene over the weekend.
- **May Elections Update:** Selectman Davis announced that there is still one position on the elementary school committee, on the May elections ballot, for which no one is running.

7:36PM MEETING WITH THE POLICE DEPARTMENT: Chief Michael Murphy went over the statistics for the Police Department, with few comments from the Board:

- MV stops up over 30% this year, as compared to the same month last year.
- Two burglaries in the month of February this year; the Chief advised residents to lock their doors when they go out; use burglar alarms, if they have them.

The Chief continued with his proposed budget for FY13:

- Vehicle maintenance budget was low this year and may need to be increased for FY13.
- He will be working with the Town Administrator to increase the training budget.

Chief Murphy reviewed his capital proposals to purchase a replacement cruiser and the purchase of firearms for the department.

- The Chief would like to purchase an SUV type of vehicle, suggesting it would be more appropriate for this department. The Board discussed pros and cons

- 44 of buying an SUV at this time, with the majority of the Board in favor of adding
an SUV to the Police Department.
- 46 ○ **8:02PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board
VOTED 4-1 (**Galarneau** – No) to support the purchase of an SUV.
- 48 • The Chief continued with the proposal to purchase firearms for the
department, with proposals coming in at \$12,750 for 25 firearms and
50 accompanying leather gear.
- 52 ○ **8:09PM** On a **MOTION** made by **Galarneau**, seconded by **Nay**, the
Board **VOTED** unanimously to support the purchase of department-issued
firearms at a cost of \$12,750.
- 54 • The Chief advised the Board of several letters the Police Department has
received from residents thanking the department for various services they've
56 provided recently.

58 **8:12PM MEETING WITH THE COMMUNICATIONS DEPARTMENT:** Warren Gould,
60 Communications Director, met with the Board to review his FY13 proposed budget and
the FY13 proposed capital requests. There were very few comments or questions from
62 the Board regarding the proposed budget, other than commenting on the great job the
director did with preparing his budget.

64 Gould reviewed his capital proposal to replace the DPW base station and the Fire
66 Department VHF radio. The DPW base station is 34 years old and is the primary mode
of contact used. The Fire VHF radio is a back-up system. It is 26 years old. It does not
68 meet FCC mandates and needs to be replaced to maintain FCC licensing. There were
few comments or questions from the Board, regarding the capital proposal.

- 70 • **8:24PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board
72 **VOTED** unanimously to support the capital budget request to replace the Fire
Department VHF radio and DPW base station.

74 The Director advised the Board that he has received a State grant for 911 training,
which was one of two grants for which he had applied. The grant for \$19,969 is a state
76 grant, which will pay for 80% of the Emergency Medical Dispatch mandate, providing
training for the dispatchers and required equipment.

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80 **8:02PM REVIEW 1st DRAFT MAY 8, 2012 ATM WARRANT:**

- 82 • **8:26PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board
VOTED unanimously, by roll call vote, to open the warrant and called for the
annual Town Meeting to be held on May 8, 2012, at the Masconomet
84 Regional District High School auditorium, 20 Endicott Road, at 7PM.
- 86 • **8:26PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board
VOTED unanimously, by roll call vote, to call for the annual town election to

88 be held on May 15, 2012, at the Boxford Town Hall, 7A Spofford Road, polls
90 open from 7AM until 8PM.

91 Town Administrator Alan Benson reviewed the upcoming meeting schedule to review
92 budgets and Town Meeting warrant articles with the Board of Selectmen.

93 Benson reviewed the budget issues and the preliminary list of potential warrant articles
94 with the Board.
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98 **8:52PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:** John Dold, DPW
Superintendent, met with the Board to discuss his capital budget proposals:

- 100 • New 6-Wheel Dump Truck, \$199,916 (includes new sander and wing plow)
 - 102 ○ **9:23PM** On a **MOTION** made by **Nay**, seconded by **Galarneau**, the
Board **VOTED** unanimously to approve the capital purchase of the new 6-
104 wheel dump truck for the Annual Town Meeting warrant.
- 106 • Morbark Wood Chipper, \$51,046
 - 106 ○ **9:25PM Costello** made a **MOTION**, seconded by **Nay**, to support the
capital purchase of a new wood chipper. The Board **VOTED** unanimously
108 to defeat the motion.
- 110 • New Kubota Mower, \$14,700
 - 110 ○ **9:25PM** On a **MOTION** made by **Galarneau**, seconded by **Costello**, the
Board **VOTED** unanimously to support the capital purchase of a new
112 mower for the Annual Town Meeting warrant.
- 114 • Design Services for Stiles Pond Dam, \$25,000 (Westin & Sampson)
 - 114 ○ **9:39PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the
Board **VOTED** unanimously to go out to bid to proceed further with the
116 dam study.
- 118 • Masconomet School Zone Flashing Lights, \$13,640
 - 118 ○ **9:45PM Costello** made a **MOTION**, seconded by **Nay**, to support the
request to repair the flashing lights at Masco. The Board **VOTED** 4-1
120 (**Galarneau: YES**) to defeat the motion.
- 122 • Rehab DPW Bathroom (add shower), \$19,987
 - 122 ○ **9:51PM** On a **MOTION** made by **Galarneau**, seconded by **Costello**, the
Board **VOTED** unanimously to support the request to rehab the DPW
124 bathroom.
- 126 • Repair Community Center Handicap Ramp, \$3,500
 - 126 ○ **9:51PM** On a **MOTION** made by **Costello**, seconded by **Galarneau**, the
Board **VOTED** unanimously to support the request to repair the handicap
128 ramp at the Community Center.
- 130 • Replace Roof and Repaint Wood Trim, West Library, \$35,000
 - 130 ○ **9:55PM Davis** made a **MOTION**, seconded by **Galarneau**, to support the
request to replace the roof and repaint the wood trim at the West Library.
132 The Board **VOTED** 3-2 to defeat the motion. (**Galarneau/Davis: Yes**,
Perkins/Costello/Nay: No)

- 134 • Replace Rotted Wood and Repaint Trim, West Library, \$13,117.50
 - 136 ○ **9:56PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** 4-0 to replace the rotted wood and repaint the trim on the West Library. (**Davis** abstained)
- 138 • Irrigation Shed at Chadwick Field
 - 140 ○ **10:00PM** On a **MOTION** made by **Nay**, seconded by **Galarneau**, the Board **VOTED** unanimously to support the \$6,700 warrant article for the purchase of an irrigation shed for Chadwick Field.
- 142 • Meadowood Drainage Easement
 - 144 ○ **10:01PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the Board **VOTED** unanimously to support the \$500 warrant article to acquire a drainage easement on Meadowood Road.

146 The DPW Superintendent made the Board aware of the new lights overhead in the
148 meeting room, which are energy efficient LED lights. He is also looking into getting LED
lights for the parking lot.

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10:04PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson reviewed the following action items with the Board:

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- 154 • **Draft Disposition of Surplus Property Policy:** Benson advised the Board of various methods of disposing of surplus property and asked the Board to review and adopt the drafted policy.
 - 156 ▪ **10:08PM** After a brief discussion, including changes to the draft policy, on a **MOTION** made by **Davis**, seconded by **Nay**, the Board **VOTED**
158 unanimously, by roll call vote, to adopt the Disposition of Surplus Property Policy.
- 160 • **Potential Zoning Bylaw Changes:** Benson presented a draft of two potential changes to the Zoning Bylaws for the Board to review.
 - 162 ▪ After a brief discussion, the Board decided to table this issue to a later meeting.
- 164 • **Disclosure of Appearance of Conflict of Interest:** Benson advised the Board that he received a copy of a Disclosure of Appearance of Conflict of Interest from
166 Land Committee member Stuart Saginor.

168 **10:20PM ROUTINES:**

- 170 • **Correspondence:** The Board reviewed the following correspondence:
 - 172 • **For Sale Sign Issue:** 18 Rock Brook Way: Benson reviewed the issues with the real estate sign for the 18 Rock Brook Way property.
 - 174 ▪ **10:30PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board **VOTED** unanimously to abide by the sign policy and respectfully reject the request of the homeowner.
 - 176 • **Thank You from Animal Control Officer:** The Animal Control Officer copied the Board on a thank you note she sent to the Ipswich Humane Group for the large animal rescue sled equipment.

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- **Troop 57 Boy Scout Project:** Steve Merriam, Eagle Scout Advisor, sent the Board a letter outlining the troop's work on the trails on the Haynes Land.
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 - **State's Unemployment Insurance Program:** MMA is seeking feedback from municipalities on reform of abused and misused unemployment insurance laws and practices.
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 - **Outstanding Appointments:** Chairman Perkins reviewed the list of outstanding appointments and announced there are three openings on the Zoning Board of Appeals.
 - Benson advised the Board that there are applicants for the Senior Center Study Committee and the Agricultural Commission.
 - **10:34PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** unanimously, by roll call vote, to appoint James Russo to sit on the Senior Center Study Committee for a term ending June 30, 2012.
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 - **Minutes Approval:**
 - **10:36PM** After amendments proposed by Costello and Nay, **Galarneau** made a **MOTION**, seconded by **Costello**, to accept the Minutes of the March 12, 2012 as amended. Approved unanimously.
 - **10:36PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board **VOTED** unanimously to accept the Minutes of March 12, 2012 Executive Session, as printed.
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 - **Treasury Bills:**
 - **10:37PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** unanimously to approve accounts payable warrant 1238S, in the amount of \$24,424.66.
 - **10:37PM** On a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** unanimously to approve accounts payable warrant 12-38, in the amount of \$84,190.83.
 - **10:38PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board **VOTED** unanimously to approve payroll warrant PY1237, for non-school payroll, in the amount of \$67,751.33.
 - **10:38PM** After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Nay**, seconded by **Davis**, the Board **VOTED** 4-0 to approve school payroll in the amount of \$293,531.07. **Costello abstained.**
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EXECUTIVE SESSION

- 224 • **10:43PM** Upon a **MOTION** duly made by **Perkins** and seconded by **Costello**, the
226 Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive
228 Session for the purpose of discussing strategy overall strategy on employment
230 contract negotiations with represented an non-represented employees, 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.

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Executive Session was opened at 10:44PM

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Meeting Adjourned at 11:07PM

238 Upon a **MOTION** made by **Costello**, and seconded by **Nay**, the Board of Selectmen
VOTED unanimously to adjourn at 11:07PM.

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242 Respectfully Submitted,

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Judith A. Stickney

246 Minutes Secretary

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250 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:

- 252 1. Agenda
- 254 2. Update on May Elections
- 256 3. Boxford Police Department Incidents By Type February 2011
- 258 4. Boxford Police Department Incidents By Type February 2012
- 260 5. Boxford Police Department Incidents By Type Year To Date 2012
- 262 6. Boxford Police Department Incidents By Type Year To Date 2011
- 264 7. Commercial Vehicle Enforcement Report
- 266 8. Boxford Police Department Proposed FY13 Budget
9. Boxford Police Department Budget Report
- 10.Boxford Police Department Cruiser Mileages
- 11.Boxford Police Department Capital Project Request: New Vehicle Purchase
Modification
- 12.Boxford Police Department Capital Project Request: Department Issued Firearms
- 13.Thank You Letters to the Boxford Police Department:
 - Betty Wright
 - Royce & Jean Johnston
 - Nicole Scarfo

- 268 14. Town of Boxford Communications Department Proposed FY13 Budget
15. Town of Boxford Communications Department Budget: FY09-FY13
270 16. Town of Boxford Communications Department FY13-FY17 Capital Budget
Proposals
272 17. Motion Wording to Open the Warrant / Motion Wording for the Annual Town
Elections
274 18. Draft Budget Proposal
19. Masconomet Regional School District FY13 Budget
276 20. Draft Warrant Articles List
21. Meeting Calendar for March & April 2012
278 22. Department of Public Works Capital Project Request: New 6-Wheel Dump Truck
23. Department of Public Works Capital Project Request: Morbark Wood Chipper
280 24. Department of Public Works Capital Project Request: New Mower
25. Department of Public Works Capital Project Request: Design Services for Stiles
282 Pond Dam
26. Department of Public Works Capital Project Request: Masco School Zone
284 Flashing Lights
27. Department of Public Works Capital Project Request: Rehab DPW Bathroom --
286 Add Shower
28. Facilities Maintenance - DPW Capital Project Request: Repair of Community
288 Center Handicap Ramp
29. Facilities Maintenance - DPW Capital Project Request: Replace Roof & Paint
290 Wood Trim, West Library
30. Facilities Maintenance - DPW Capital Project Request: Replace Rotted Wood &
292 Paint All Trim
31. Town of Boxford Disposition of Surplus Property Draft
294 32. Potential Zoning Bylaw Changes
33. Disclosure of Appearance of Conflict of Interest: Stuart Saginor
296 34. Letter from Terrie L. Brown Re: For Sale Sign on Rock Brook Way
35. Copy of Letter from Lt. Hazelwood to Terrie L. Brown Re: For Sale Sign
298 36. Copy of Letter from Boxford Animal Control Officer to Ipswich Humane Group
Re: Large Animal Rescue Sled Donation
300 37. Letter from Steve Merriam Re: Work Boy Scouts are Doing on Haynes Land
38. Letter from Mass. Municipal Association Re: Unemployment Insurance Issues
302 39. Outstanding Appointments and Current Committee Vacancies
40. E-Mail from Chang Liu Requesting Consideration for Appointment to the
304 Agricultural Commission
41. Letter from James Russo Requesting Consideration for Appointment to the
306 Senior Center Study Committee
42. Minutes for Review
308 a. March 12, 2012
b. March 12, 2012 Executive Session
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