

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1**

July 30, 2012 7:00PM

Present: Chairman Perkins, Mary Anne Nay, Steve Davis, Charlie Killam, Chuck Costello

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Katie Klein, Town Counsel; Bob Gore, Peter Delaney, DPW Superintendent John Dold,

7:02PM Meeting Called to Order

Chairman Perkins called the meeting to order at 7:02PM.

7:03PM MEETING WITH TOWN COUNSEL – SPOFFORD ROAD: Katie Klein, Town Counsel, met with the Board of Selectmen to discuss the Order of Taking for the Spofford Road property. Klein reviewed the process that was involved for the Town to get to the point of the Order of Taking. She reviewed the Order of Taking for the Board to sign and provided information on the process involved after the Order is signed. The Board had questions or comments on the following:

- **Reason for the Order of Taking:** Costello reviewed the reason the Town has decided on the Order of Taking, citing that the Town thought it owned the land all along, but could never find any documentation to prove that.
- **Known Stakeholders:** Killam asked if there were any known stakeholders who may contest the taking and asked if the taking had been advertised. Town Counsel advised that the Taking had not been advertised, but they do not expect anyone will contest. Benson added that all eight known stakeholders are on board.
 - **7:11PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to proceed with the Order of Taking.

Executive Session Opened at 7:20PM

On a **MOTION** duly made by **Costello**, seconded by **Killam**, the Board of Selectmen **VOTED** 4-1 (Perkins: No) to go into Executive Session for the purpose of discussing strategy on land acquisition negotiations on:

- Land Willow Road
- Easement 20 Kelsey Road
- Easement 256 Georgetown Road
- Small unbuildable parcel Bare Hill Road

46 and declared that an Executive Session is necessary since an open public discussion
48 may have a detrimental effect on the negotiation, bargaining or litigating position of The
50 Board of Selectmen, and upon completion of the Executive Session to return to open
52 session to conduct any further business.

The Board went into Executive Session at 7:20PM

54 **Meeting Reopened**

56 **7:55PM** On a **MOTION** made by **Killam**, seconded by **Davis**, the Board of Selectmen
58 **VOTED** unanimously to end Executive Session and return to open session.

58 **7:57PM ANNOUNCEMENTS:**

- 60 • **Cyclical Property Inspection Project:** Selectman Davis announced that the
62 Assessor's Office will be conducting a cyclical inspection program on selected
64 streets in town of residential homes beginning this week.
- 66 • **Taxes Due:** Selectman Perkins announced that real estate taxes are due on
68 August 1, 2012

66 **7:58PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:** John Dold, DPW
68 Superintendent, met with the Board of Selectmen to review the following:

- 70 • **Additional Parking for the Community Center:** Dold advised the Board that
72 there was no drawing available of the septic system which was installed in 1980.
74 Dold dug test pits and located the system and the leach field. Proposed parking
76 spaces will not interfere with the septic system or leach field. Dold advised that
78 the work will be done by the DPW, with the exception of any trees that may need
80 to be removed that the DPW cannot handle. He will need to get permits from the
82 Zoning Board and is hopeful that the work can be done before winter.
 - 84 ○ **8:05PM** On a **MOTION** made by **Davis**, seconded by **Nay**, the Board of
86 Selectmen **VOTED** unanimously to move forward with the project.
- 88 • **New Playground at Johnson Field:** Dold advised the Board that the playground
at Johnson Field is in need of replacement. Dold provided the Board with a price
of \$3500 from Donohoe and Parkhurst to provide a drawing of the area, which he
will provide to the regulatory boards to move forward with the project. Killam
suggested that the Recreation Committee should be involved with the project, as
there may be some money remaining of the original donations collected to build
the playground. Davis asked where the money would come from for the
drawings. Dold suggested it may come from the DPW parks budget. Costello
thought that would work and suggested that the new playground equipment
might be provided through volunteer efforts, fundraising, or the BAA, as they
have helped in the past.

- 90 ○ **8:16PM** On a **MOTION** made by **Killam**, seconded by **Davis**, the Board
of Selectmen **VOTED** unanimously to proceed with the playground project
as proposed.
- 92 • **Energy Savings Report:** Dold reported that the Town has realized an annual
savings of \$63,000 since 2009. Chairman Perkins commended Dold on the
94 savings he's provided to the Town. Costello asked Dold to review the stats for
Cole and Spofford Schools.
- 96 ○ Cole ranked in the top 8% in the US for energy efficiency.
 ○ Spofford Pond ranked in the top 12% in the US for energy efficiency.
98 ○ Both schools have garnered five prestigious Energy Star awards.
- 100 • **Main Street Culvert Design:** Dold advised the Board he has three bids for the
design and repair/replacement of the stone culvert on Main Street. Perkins
reviewed the bids:
- 102 ○ Coughlin Environmental Services, LLC: \$49,380
 ○ Hayley & Ward, Inc.: \$22,800
104 ○ Bayside Engineering, Inc.: \$25,200
- Dold advised the Board that he has only briefly reviewed the bids, but likes that
106 the Bayside proposal provides a liner. He will review all the proposals more
completely and return to the Board with his recommendation.
- 108 • **Route 133 Design Fee Negotiations:** Dold advised the Board that he received
a bid from Bayside for \$473,000. Based on his meetings with the DOT and the
110 Merrimack Valley Planning Commission, he made a counter proposal to Bayside
of \$387,000 for the Phase I design, repair and renovations of Route 133, from
112 the North Andover line to the Colby house. He will report back to the Board when
he hears back from Bayside.
- 114 • **Stiles Pond Dam Repair Design:** Dold advised has contacted three engineering
companies for a quote on the repairs to the Stiles Pond dam. Bids are due
116 August 13. He requested a copy of the original drawings of the dam when it was
built, to provide to the engineering companies. He will report back to the Board
118 when the quotes come in.
- 120 • **Culvert Plan Development:** Dold advised the Board that two culverts were
excluded from the culvert plan. He has since gotten information on the Kelsey
Road culvert, which is undersized and needs to be replaced; and he has limited
122 information on the one at the West Fire Station. He's hired a jetting company to
clean out the pipe at the West Fire Station culvert. He needs to be able to see it
124 before the West Fire Station lot is repaved over it. Nay asked if the dams and
culverts would be categorized in order to be able to address any issues in the
126 future. Dold advised that there is a plan of action for any issues encountered with
the culverts.
- 128 • **Sustainability Committee Draft Charge:** Benson reviewed the proposed draft
charge with the Board and Dold.
- 130 ○ **8:58PM** On a **MOTION** made by **Killam**, seconded by **Costello**, the
Board of Selectmen **VOTED** unanimously to establish the Sustainability
132 Committee, as proposed. **Davis** was not present for the vote.

- 134 • **Request for Chalk Arrows for Bicycle Ride:**
136 ○ **9:00PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to approve the chalk arrows as
proposed by the North Shore Cyclists.
- 138 • **Cultural Exchange of Government Officials:** Dold is interested in representing
140 Boxford at the cultural exchange in Pakistan and would like to suggest that the
officials from Pakistan visit Boxford to see how our town is run. There is a grant
142 from the MMA to participate in the project. Benson advised we haven't yet been
accepted into the program.
- 144 • **Work at Spofford School:** Perkins asked Dold if he had any information on the
work being done on the heating system and water treatment project at Spofford
School. He had limited information. Benson advised the work will not be
146 completed in time for school opening, but opening will not be delayed.
- 148 • **Crosswalks at West Library:** Nay asked if the crosswalks would be repainted at
the West Library. Dold advised they are scheduled to complete all crosswalk
painting before school starts.
- 150 • **Mowing Machine:** Perkins asked for an update on the mowers. Dold advised
that they purchased a used mower to attach to one of the tractors and they now
152 have two tractors in operation making a lot of progress.
- 154 • **Route 97 Paving:** Costello asked for a status report on the paving of Route 97.
Dold advised that the gas pipe out there is corroded and National Grid is in the
process of fixing it. When it's fixed, they can commence with the paving.

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158 **9:17PM** DPW Superintendent Dold left the meeting.

160 **9:17PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson reviewed the
following with the Board:

- 162 • **Salt Study Status Report:** Benson provided a brief update on the salt study
project, as being conducted by MassDOT and CDM Smith. He reported that the
164 Legislature is discussing the language for the House version and the Senate
version. The language that is going forward is the language which was discussed
166 by the Board of Health. The first step in the study is the collection of data and the
data is voluminous. Everything the Town has on file has been provided in both
168 hard copy and digital form. The Salt Study Task Force and Dick Taylor of the
Board of Health met with them last Thursday and they will be meeting again in
170 late August or early September.

172
174 **9:22PM** Selectman Davis left the meeting.

176 **9:22PM ROUTINES AND CORRESPONDENCE:** The Board reviewed the following
items of correspondence:

- 178 • Letter from the Board to the Agricultural Commission re: Reappointment of Laura Sapienza-Grabski
- 180 • Letter from the Board to Mr. Stephanis Chen re: Stormwater drainage on Stone Road
- 182 • Press Release from MIIA Re: Boxford Earns Insurance Premium Credits Through MIIA Rewards Program
- 184 • Letter from T. Frank Pierce to Susan Inman re: Thank you for photo album return
- 186 • Letter from Matt Thomas to the Board of Selectmen: Re: Thank you for Town of Boxford scholarship
- 188 • **Outstanding Appointments:** Benson advised all appointments have been completed. There are only vacancies left and suggested that the Board may want to appoint some of the vacancies.
 - 190 ○ **9:28PM** On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Barbara Jessel as an Alternate to the Zoning Board of Appeals for a term ending June 30, 2015.
 - 192 ○ **9:29PM** On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Robyn Kotarski as an Alternate to the Zoning Board of Appeals for a term ending June 30, 2014.
 - 194 ○ Benson advised the Board that he received a request from a resident to serve on the Agricultural Commission. He will invite him to attend a future meeting.
 - 196 ○ Benson advised the Board that he received a request from a resident to serve on the Agricultural Commission. He will invite him to attend a future meeting.
- 200 • **Minutes Approval:**
 - 202 ○ **9:34PM** After an amendment to the minutes proposed by Selectman Costello, on a **MOTION** made by **Nay**, seconded by **Killam**, the Board **VOTED** unanimously to accept the Minutes of July 16, 2012, as amended.
- 204 • **Treasury Bills:**
 - 206 ○ **9:35PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve payroll warrant #PY1304, for non-school payroll, in the amount of \$66,787.29.
 - 208 ○ **9:35PM** After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Nay**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously to approve school payroll warrant in the amount of \$42,336.09. **Costello** abstained.
 - 210 ○ **9:36PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-5, in the amount of \$52,046.61.
 - 212 ○ **9:36PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-5S, in the amount of \$76,307.43.
 - 214 ○ **9:36PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-5S, in the amount of \$76,307.43.
 - 216 ○ **9:36PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-5S, in the amount of \$76,307.43.
 - 218 ○ **9:36PM** On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #13-5S, in the amount of \$76,307.43.

220 **Update on Spofford School Projects:** Selectman Chairman Perkins asked the Town
222 Administrator to have Steve Clifford attend a Selectmen's meeting sometime before
224 school starts to provide an update on the construction projects at the Spofford Pond
School.

226 **Warrants Assignment:** Selectman Costello asked why the most recently elected
228 Selectman isn't doing the warrants? Killam suggested that Nay is doing a great job with
them and he would like to leave it at that.

230 **9:38PM Meeting Adjourned**

- 232 • On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen
VOTED unanimously to adjourn at 9:38PM.

234 Respectfully submitted,

236 *Judith A. Stickney*
238 Minutes Secretary

240 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:

- 242 1. Agenda
- 244 2. Announcement: Cyclical Property Inspection Project
- 246 3. Plan of Land, 07/25/2012, Donohoe & Parkhurst
- 248 4. Memo from John Dold to Board of Selectmen, 7/25/12, Re: New Parking at the
Community Center
- 250 5. Memo from John Dold to Board of Selectmen, 7/25/12, Re: New Johnson Field
Playground
- 252 6. Memo from John Dold to Board of Selectmen, 7/15/12, Re: Boxford Energy
Savings Summary Report
- 254 7. Memo from Town Administrator to Board of Selectmen, 7/27/12, Re: Main Street
Culvert
- 256 8. Coughlin Environmental Services, LLC, Qualifications & Technical Proposal,
7/11/12
- 258 9. Haley and Ward, Inc., Engineering Proposal, 7/11/12
- 260 10. Bayside Engineering, Engineering Services Proposal, 7/10/12
- 262 11. Draft Charge to the Boxford Sustainability Committee
- 264 12. Sustainability Committee information from Concord, Sudbury and Dedham
13. Memo from John Dold to Alan Benson Re: North Shore Cyclists, 7/23/12
14. Letter to Agricultural Commission Re: Reappointment of Laura Sapienza
Grabski, 7/25/12
15. Letter to Robert Stephanischen Re: Stone Road drainage, 7/25/12
16. Press Release from MIIA Re: Boxford Earns Insurance Premium Credits Through
MIIA Rewards Program

- 266 17. Letter from T. Frank Pierce Re: Thank you for return of photo album, 7/12/12
- 18. Letter from Matt Thomas Re: Thank you for scholarship, 5/15/12
- 19. Town of Boxford Outstanding Appointments and Committee Vacancies
- 268 20. Letter of Interest from Barbara Jessel Re: Alternate for Zoning Board of Appeals
Opening
- 270 21. Letter of Interest from Robyn Kotarski Re: Alternate for Zoning Board of Appeals
Opening
- 272 22. Letter of Interest from Robert Fanning: Re: Alternate for Zoning Board of Appeals
Opening
- 274 23. Letter of Interest from Nancy Rohlfs Re: Alternate for Zoning Board of Appeals
Opening
- 276 24. Memo from Zoning Board of Appeals Re: Alternate for Zoning Board of Appeals
Openings
- 278 25. Board of Selectmen Meeting Minutes
 - a. July 16, 2012