

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

December 3, 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, Kathryn O'Brien, Chief Kerry Stickney

7:00PM Meeting Called to Order

Chairman Perkins called the meeting to order at 7:00PM.

7:00PM Executive Session Opened

Upon a **MOTION** duly made by **Perkins**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing STEP 3 Grievance contract negotiations with Boxford Communications Dispatchers and Police Secretarial Collective Bargaining Association 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 continue the open meeting.

Open Meeting Called to Order at 7:46PM

Chairman Perkins called the regular meeting of the Board of Selectmen to order at 7:46PM.

ANNOUNCEMENTS

- **7:47PM Winter Fest:** Selectwoman Nay reported on the success of the Winter Fest that was held Saturday.
- **Senior Center Surveys:** Selectwoman Nay reported that 15% of the Senior Center surveys have been returned.
- **Grand Illumination:** Selectwoman Nay announced that the Grand Illumination will take place on Sunday, December 16, where caroling through the East Village will begin at 5PM, around the holiday tree.
- **Draft Resource Management Plan:** Selectman Davis announced that the Department of Conservation and Recreation will hold a public meeting on December 5, 6:30PM at Stevens Memorial Library, North Andover, on the management of nearby forest land.

- 46 • **Wreaths Across America:** Costello announced that the Wreaths Across
America Caravan will be stopping at the Topsfield Fairgrounds on Monday,
December 10 at 1:30PM.
- 48 • **James Nason Fund:** Selectman Killam announced there has been a fund set up
for the Nason family. Donations can be made at TD Bank.

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52 **7:54PM MEETING WITH FIRE CHIEF:**

- 54 • **Bid Opening:** Chief Stickney reported that the bid opening will be Wednesday
for the fire truck.
- 56 • **New Water Tanks:** Stickney reported that two new water tanks have been
installed at two new subdivisions in town.
- 58 • **Truck Repairs:** Stickney noted that there have been many repairs on the fire
trucks over the past few months. He reviewed the various repairs made to the
trucks.
- 60 ▪ **Manpower:** Stickney reported that there are four new firefighters being trained in
Groveland. They are sharing training costs with Groveland. He noted that the
62 department is losing four firefighters – two are retiring due to age and two are
moving out of town.
- 64 ▪ **Training:** Stickney reported that they have been coordinating joint training
sessions with surrounding towns. He briefly reviewed some of the training topics
66 covered recently.
- 68 ▪ **Drains in the Stations:** Stickney reported that they have been working with John
Dold on the drain issues at both stations and that Susan Inman obtained a grant
that will cover some of the work.
- 70 ▪ **Apron on West Station:** Stickney reported that the apron work is complete at
West Station.
- 72 ▪ **Five-Year Plan:** Nay asked Stickney about his 5-year plan and wanted to know
what is included in it. Stickney explained that it's a projection of how they
74 envision the department in five years. He added that it includes a possible
ambulance for the town, at some point, possible additional full-time employees.
- 76 • **Ambulance Contracts:** Perkins asked how the ambulance companies are
working out. Stickney explained that Lyons is working out better than Trinity.
- 78 • **Hydrant Rehab:** Costello asked how the hydrant rehab is going. Stickney
advised they work on about two per year and expect to be completed in about
80 five years.
- 82 • **Concrete Tanks:** Killam asked if they are using concrete tanks anymore.
Stickney explained they are not. They still have one on Burning Bush and one on
Bennett Road.

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86 **7:55PM APPOINTMENT OF DEPARTMENT OF PUBLIC WORKS**

88 **SUPERINTENDENT/TOWN ENGINEER:** Benson provided a copy of the employment
agreement and job description for the Department of Public Works
Superintendent/Town Engineer to the Board members. After a brief review, the Board
90 took the following action:

92 **8:06PM** Davis made a **MOTION**, seconded by **Killam**, to appoint John Dold as
the Public Works Superintendent/Town Manager for a term ending June 30,
2013.

94 **Discussion:** Nay proposed an amendment to the agreement to change the paid
96 personal leave from 24 hours to 32 hours. Perkins reported that he spoke with
John Dold and Dold is happy with the contract and he loves working for the
98 Town. He said he would like to stay through June 30, 2014.

100 **8:11PM** The Board of Selectmen **VOTED** unanimously by roll call vote to make
the appointment.

102 **8:15PM** On a **MOTION** made by **Costello**, seconded by **Davis**, the Board of
104 Selectmen **VOTED** unanimously to offer the contract as printed and amended.

106 **8:16PM REPORT OF THE TOWN ADMINISTRATOR:** Benson reported on the
108 following:

- 110 • **Sandra Rossi Retiring:** Benson reported that Sandra Rossi is retiring at the
112 end of December. Benson asked the Board to lift the hiring freeze, to allow them
to advertise for a Secretary III position for the Town Clerk at the current 32 hours
per week.

114 **8:21PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the Board
of Selectmen **VOTED** unanimously to lift the hiring freeze to fill the
Secretary III position.

- 116 • **Legal Expense Report:** Benson reported they are under-budget for the year on
118 the legal expenses for the year, so far. Grant v. ZBA has been settled. Williams
v. Boxford has been resolved. The appeal was dismissed and the Town
prevailed.

- 120 • **Sustainability Committee Charge:** Benson provided a copy of the Sustainability
122 Committee Charge to the Board. The Board briefly discussed and took the
following action:

124 **8:30PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the
Board of Selectmen **VOTED** unanimously to reduce the number of
126 members from 7 to 5 for the Sustainability Committee.

128 **8:33PM ROUTINES**

- 130 ▪ **Letter to Mass. Board of Library Commissioners:** Benson provided a copy of
a letter he sent to the MBLC requesting an extension of the grant.
- 132 ▪ **Letter from David Daniels Re: Town's Response to Hurricane Sandy:**
Benson provided a copy of a letter from a resident thanking the Town for their
outstanding efforts during Hurricane Sandy.
- 134 ▪ **Letter from Jan Silva Re: RAD Self Defense Program:** Benson provided a
136 copy of a letter sent to the police department by Jan Silva thanking the
department for providing the RAD class.

- 138 ▪ **OPEB Opinion of Counsel Letter:** Benson provided a copy of a letter from
Town Counsel re: OPEB.
- 140 ▪ **Low Pond Dam Report:** Benson provided a copy of a report from the Lakes,
Ponds and Streams Committee on the condition of Lowe Pond. He explained that
142 the Board has to decide whether the Town needs to take any action. Killam
suggested that the Board members take a look at the dam before taking any
144 action. He added that the dam has not been maintained, but the Town should be
responsible for cleaning out the sluice. Costello suggested that the Board invite
146 the Lakes, Ponds and Streams Committee to a future Selectmen's meeting to
discuss the report.
- 148 ▪ **Outstanding Appointments:** Selectman Davis read the list of current committee
vacancies.
- 150 ▪ **Future Meetings:** Benson reported that the Board will be meeting on the
following upcoming dates: 12/10, 12/17. There will be no meetings on 12/24 or
152 12/31. The next meeting will be 1/8.
- 154 ▪ **Mileage Rate Increase:** Benson advised the Board that the IRS has increased
the mileage rate.
154 **8:44PM** On a **MOTION** made by **Davis**, seconded by **Costello**, the
Board of Selectmen **VOTED** unanimously to accept the new mileage rate.
- 156 ▪ **Project Status Updates:** Benson provided Board members with updates on
various projects going on in Town.

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160 **8:59PM TREASURY BILLS:**

- 162 • On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to approve accounts payable payroll
warrant #PY1322, for non-school payroll, in the amount of \$96,607.60.
- 164 • After Selectman Costello removed himself from the discussion, **Nay** made
a **MOTION**, seconded by **Davis**, to approve accounts payable payroll
166 warrant #PY1322, for school payroll, in the amount of \$284,441.92. The
motion was approved, with **Costello** abstaining.
- 168 • On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to approve accounts payable warrant
170 #13-23S, in the amount of \$83,488.37.
- 172 • On a **MOTION** made by **Nay**, seconded by **Costello**, the Board of
Selectmen **VOTED** unanimously to approve accounts payable warrant
174 #13-23, in the amount of \$494,817.02.

176 **Meeting Adjourned at 9:00PM**

178 Upon a **MOTION** made by **Costello**, and seconded by **Nay**, the Board of Selectmen
VOTED unanimously to adjourn at 9:00PM.

180 Respectfully Submitted,
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Judith A. Stickney
184 Minutes Secretary

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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:

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1. Agenda
- 190 2. Announcement: Grand Illumination
3. Announcement: James Nason Fund
- 192 4. Announcement: Public Meeting: Harold Parker and Boxford State Forests Draft Resource Management Plan, 12/5/12
- 194 5. Announcement: Wreaths Across America
6. Employment Agreement: Superintendent of Public Works/Town Engineer
- 196 7. Job Description: Superintendent of Public Works/Town Engineer
8. E-Mail from Alan Benson to Board of Selectmen Re: Request to lift hiring freeze, 11/29/12
- 198 9. FY2013 Legal Expenses for Year
- 200 10. Summary Judgment M.R.C.P. 56: Brian Williams vs. Town of Boxford, 11/26/12
11. Charge to the Boxford Sustainability Committee, 7/31/12
- 202 12. E-Mail from Alan Benson to Board of Selectmen Re: Outstanding Appointments
13. Letter from Alan Benson to Mass. Board of Library Commissioners Re: Request for Extension of Grant Award, 11/27/12
- 204 14. Letter from David H. Daniels to Board of Selectmen Re: Outstanding Service During Hurricane Sandy, 11/28/12
- 206 15. Letter from Jan Silva to Police Chief Michael Murphy Re: Thank You for RAD Program, 11/20/12
- 208 16. Letter from Kopelman and Paige to Health Care Security Trust Board Re: Town of Boxford – OPEB Opinion of Counsel, 11/27/12
- 210 17. Letter from Lakes Ponds and Streams Committee to Board of Selectmen Re: Lowe Pond, 11/19/12
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