

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
July 1, 2013 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Nancy Merrill, Carole Davis, Lana Spillman, Preston Galarneau, Lisa DiLuna, Carl Noblitt, Bob Fanning, Mike White, Susan Fowler, Geoffrey Buswick, David Peterson, Christopher Wakeman, Michele Delfino*

**7:01PM Meeting Called to Order**

Chairman Steve Davis called the meeting to order at 7:01PM.

**7:01PM ANNOUNCEMENTS:**

- **July 4<sup>th</sup> Parade:** Selectman Costello announced there will be a parade on Thursday, July 4, at 10AM. Step-off is at Topsfield Road at Cahoon Road.

**7:03PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW**

Superintendent/Town Engineer John Dold met with the Board of Selectmen to discuss the following:

- **July/August Infrastructure Improvement Schedule:** Dold reviewed the projects he is scheduling for the summer, including repaving a section of Ipswich Road, where there are five culverts that will need to be replaced. There is also a culvert at 380 Main Street that will be replaced, with a permit from the ConsCom. A 36" culvert at West Fire Station will be replaced under another permit from ConsCom, as well as a project to install tight tanks at East and West Stations, under the same permit. He has also scheduled repairs to the Stiles Pond dam, a project that was approved at Town Meeting, and he got a permit from the ConsCom for that project, as well. Weston & Sampson was hired as the engineer for the dam project. The Board had questions on:
  - **Use of Gravel in the Dam:** Killam had concerns with using gravel, rather than another material. Dold advised that he used the word "gravel" in error. The material will be whatever Weston & Sampson recommends. He will get that information before the next meeting.
  - **The Slope of the Dam:** Perkins had questions on the pitch of the area that will be dug out. Dold thinks it is a flat area now and if the engineer

- 44 feels it should be a sloped area, that's what they'll do. He will get the  
embankment slope information for him before the next meeting.
- 46 ○ **Ipswich Road Paving:** Nay asked where the paving would start and end.  
Dold advised they were going to start at Spofford Road and work west, but  
48 they will now start at the North Andover line and work east.
- 50 ○ **Guardrail Plans:** Perkins asked if there would be guardrails installed west  
of Mount Vernon. Dold advised they will be putting in guardrails, but have  
to remove two trees before they can put in the guardrails.

52 Dold continued with ongoing maintenance and noted that they will be painting  
lines, DPW office painting, painting the West Library, and crosswalks will be  
54 repainted before school starts. They will be repainting steps at Lincoln Hall and  
repairing the ceiling there.

- 56 ○ **West Library Painting:** Davis noted that the panels on the doors are  
rotted. Dold advised that those panels will be replaced.
- 58 ○ **Who Will Do the Repair Work?** Perkins wanted to know who would be  
doing the work on Lincoln Hall. Dold advised his department will be doing  
60 the work.
- 62 ○ **Colby House:** Davis wanted to know the status on the Colby House  
demolition. Dold advised the company is finished with the interior of the  
64 building and will be back in a week or two. There are some sections of the  
exterior walls they want to use and the beams. Dold is waiting for him to  
be finished and out of the way before they start on the parking area.

66 Dold continued with plans for upcoming projects and advised they will be working  
on the microbial remediation to be done on the library. Design RFP submittals  
68 are due by July 17. He expects the actual work will start in October.

- 70 ○ **Pedestrian Sign at East Library:** Nay requested that a pedestrian sign  
be put up on Elm Street, as there is at the West Library on Washington  
Street. Dold will ask Ofc. Nentwig to look at it.
- 72 ○ **Mowing Hay on Pond St. at Ipswich Rd.:** Killam asked that the hay be  
mowed on Pond Street at Ipswich Road. Dold noted it and advised it will  
74 be done.

76

78 **7:24PM O-DISTRICT PROJECT REVIEW:** John Dold, DPW Superintendent/Town  
Engineer met with the Board to review the plans for the proposed shed at the  
Community Center. Dold reviewed the drawing he submitted, showing the location of  
80 the proposed shed and additional parking spaces. He reported that he has been to the  
Zoning Board of Appeals and is going to the Planning Board for their recommendation.

- 82 • **What will the shed be sitting on?** Costello was interested in what the shed  
would be placed on. Dold advised it would be on blocks.

84 Benson advised the Board that they need to review the plans and they have three  
weeks to get back to the Planning Board with their comments.

86 **7:32PM** On a **MOTION** made by **Perkins**, seconded by **Killam**, the Board of  
Selectmen **VOTED** unanimously to determine the proposed location, use and  
88 appearance of the proposed new shed at 4 Middleton Road is approved as

presented without any further comment or suggestions, contingent upon any additional comment from the Planning Board.

**7:34PM MEETING WITH CANDIDATES FOR VOLUNTEER POSITIONS:** The Board met with several candidates for vacancies on several committees, as follows:

- **Lisa DiLuna, candidate for HDC/HC:** DiLuna reviewed her background and credentials with the Board and the Board took the following action:
  - On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Lisa DiLuna to the Historic Districts Commission.
- **Preston Galarneau, Candidate for Finance Committee:** Galarneau reviewed his background and credentials with the Board and answered their questions. Bob Fanning, Chairman of the Finance Committee advised the Board that the Finance Committee interviewed three candidates for the vacancy and voted unanimously to recommend Preston Galarneau for the appointment.
- **Christopher Wakeman, Candidate for Finance Committee:** Wakeman reviewed his background and credentials with the Board. Without further discussion, the Board took the following actions:

**Perkins** made a **MOTION**, seconded by **Davis**, to support the appointment of Preston Galarneau to the Finance Committee for a 3-year term ending June 30, 2016. The motion failed on a roll call vote:

**Killam:** NO

**Perkins:** YES

**Nay:** NO

**Costello:** NO

**Davis:** YES

On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Christopher Wakeman to the Finance Committee for a 3-year term ending June 30, 2013.

Davis noted that Susan Fowler has indicated she is interested in being reappointed to the Finance Committee for another term. Without further discussion, the Board took the following action:

On a **MOTION** made by **Nay**, seconded by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint Susan Fowler to the Finance Committee for a 3-year term ending June 30, 2016.

After the vote, Finance Committee chair, Bob Fanning, submitted his verbal resignation effective immediately, due to his extreme disappointment with the Board of Selectmen's vote to appoint Christopher Wakeman, rather than Preston Galarneau, who they unanimously voted to recommend for appointment.

- 134 • **David Peterson, candidate for Zoning Board of Appeals Alternate:** Before  
136 the Board heard Peterson's background and credentials, there was a discussion  
138 on the vacancies of alternates and permanent positions on the ZBA, and the  
people interested in filling the vacancies. The Board heard took the following  
actions:

140 On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of  
142 Selectmen **VOTED** unanimously to interview all candidates for the ZBA  
permanent and alternate positions before making an appointment at a later  
meeting.

144 On a **MOTION** made by **Costello**, seconded by **Perkins**, the Board of  
146 Selectmen **VOTED** 4-1 by roll call vote to appoint Barbara Jessel to the  
permanent position on the ZBA for a 3-year term ending June 30, 2016:

148 **Killam:** NO  
**Perkins:** YES  
**Nay:** YES  
150 **Costello:** YES  
**Davis:** YES  
152

154 **8:18PM FY 2014 PERSONNEL COMPENSATION ACTIONS:** Town Administrator  
Benson reviewed the following with the Board:

- 156 • **Collective Bargaining Agreement with TEAMSTERS Boxford Police Patrol  
Officers, FY2013 through FY2016:** Benson reviewed the changes to the  
158 agreement and the Board took the following action:  
On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen  
160 **VOTED** unanimously by roll call vote to ratify the collective bargaining  
agreement with TEAMSTERS Boxford Police Patrol Officers, FY 2013  
162 through FY2016.
- 164 • **Collective Bargaining Agreement with AFSCME Boxford Clerical/Library  
Employees, FY2013 through FY 2016:** Benson reviewed the agreement with  
the Board and the Board took the following action:  
166 On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of  
Selectmen **VOTED** unanimously by roll call vote to ratify the collective  
168 bargaining agreement with AFSCME Boxford Clerical/Library Employees,  
FY2013 through FY2016.
- 170 • **Collective Bargaining Agreement with AFSCME Boxford DPW Employees,  
FY2013 through FY2016:** Benson advised that the DPW employees that they  
172 failed to ratify the contract. Benson will be discussing the strategy in Executive  
Session.
- 174 • **Personal Service Contracts and/or Amendments for FY2014 compensation  
terms and rates for Chief of Police:** Benson reviewed the personal service  
176 contract for the Chief of Police and the Board took the following action:

178 On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of Selectmen  
180 **VOTED** unanimously by roll call vote to establish a personal service contract  
for Police Chief Michael Murphy for FY2014.

182 **8:28PM APPOINTMENTS:** Selectman Chairman Davis and Town Administrator  
184 Benson advised the Board of the remaining reappointments the Board needs to take  
action on. There was a brief discussion on making appointments before ratifying a  
contract, and the Board took the following actions:

186 On a **MOTION** made by **Killam**, seconded by **Nay**, the Board of Selectmen  
188 **VOTED** by roll call vote to reappoint Robert Hazelwood as the Emergency  
Management Director for a 3-year term ending June 30, 2016:

190 **Killam:** YES  
**Perkins:** YES  
**Nay:** YES  
192 **Costello:** Abstain  
**Davis:** YES

194 On a **MOTION** made by **Davis**, seconded by **Perkins**, the Board of Selectmen  
196 **VOTED** by roll call to appoint Alan Benson as the Town Administrator and Chief  
Procurement Officer for a 3-year term ending June 30, 2016:

198 **Killam:** YES  
**Perkins:** YES  
200 **Nay:** YES  
**Costello:** Abstain  
202 **Davis:** YES

204 On a **MOTION** made by **Killam**, seconded by **Costello**, the Board of Selectmen  
206 **VOTED** unanimously by roll call vote to appoint Gridley Lossee and Joseph  
Callahan to the Boxford Housing Partnership Committee for a one-year term  
ending June 30, 2014.

208 On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen  
210 **VOTED** unanimously by roll call vote to appoint Howie Emmons to the Haynes  
Land Advisory Committee for a one-year term ending June 30, 2014, and Robert  
212 C. Gore to the Land Committee from the Planning Board, for a 3-year term  
ending June 30, 2016.

214 On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen  
216 **VOTED** unanimously by roll call vote to appoint Peter Bernardin to the Library  
Advisory Committee for a one-year term ending June 30, 2014 and Miika Ebbrell  
218 to the Permanent Building Committee for a one-year term ending June 30, 2014.

220 On a **MOTION** made by **Nay**, seconded by **Perkins**, the Board of Selectmen  
222 **VOTED** unanimously by roll call vote to appoint David Smallman to the Senior  
Center Study Committee for a one-year term ending June 30, 2014.

224 Benson reported that Recreation Committee has taken on oversight of the Park  
Program. There are two openings on the Rec Committee that need to be filled.  
226 He added that the Computer Management Committee is in the first third of  
funding plan and on the five member committee there are four openings. They  
228 have about four meetings a year, which are mostly policy meetings.

230

**8:42PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan  
232 Benson brought the following items to the Board's attention:

- 234 • **Common Victualler's License for Boxford Athletic Association:**  
On a **MOTION** made by **Costello**, seconded by **Nay**, the Board of Selectmen  
236 **VOTED** unanimously to issue a Common Victualler's License to the Boxford  
Athletic Association #13-1 for Stiles Pond Beach.
- 238 • **Common Victualler's License for Boxford Community Store:**  
On a **MOTION** made by **Costello**, seconded by **Perkins**, the Board of  
240 Selectmen **VOTED** unanimously to issue a Common Victualler's License to  
the Boxford Community Store, as amended to January 1, 2013.
- 242 • **Legal Budget Status:** Benson advised the Board that the legal budget is over  
budget due to MassDOT case, causing the legal budget to be over by almost  
244 \$50,000.
- 246 • **Request to Lift Hiring Freeze:** Benson advised the Board that the Clerical  
Associate II position for the DPW is open due to a resignation and the Secretary  
248 III position for the Inspections/ZBA is also open due to a resignation.  
On a **MOTION** made by **Costello**, seconded by **Killam**, the Board of  
250 Selectmen **VOTED** unanimously to lift the hiring freeze to fill the positions, as  
requested.
- 252 • **Meeting Schedule:** Benson asked the Board if they would consider meeting July  
8 and July 29. The Board agreed. Benson also discussed a joint Executive  
254 Session with the Board of Health and suggested July 9, 10 and 11 as possible  
dates. There would not be a full board for any of the dates. Benson will discuss  
with the Board of Health to consider alternative dates.

256

**8:59PM ROUTINES:**

- 258 • **Assistance to Firefighters Grant:** Davis noted that the Fire Department was  
awarded a federal grant to purchase a brush truck.
- 260 • **Department of Veterans Services:** Benson advised the Board that the Dept. of  
Veterans Services approved the North Andover-Boxford District.
- 262 • **De-icing of I95:** Benson reviewed the letter from CDM Smith, advising the Town  
they will be installing monitoring wells, so they can see how the salt is hitting  
264 along the corridor. After exhaustive data, they determined locations for shallow

266 monitoring wells and will be appearing before the Board of Health to get their  
267 permits.

- 268 • **New Hires in Treasurer/Tax Collector's Office:** Benson advised the Board that  
269 there are two new employees in the Treasurer/Tax Collector's office – a new  
270 Account Clerk II and new Assistant Treasurer Collector of Taxes.

- 271 • **Letter from Town of Wareham:** Davis noted they are asking for support for  
272 House Bill 15, an act relative to the definition of low and moderate income  
273 housing. The Board briefly discussed the issue and is not in support of the bill.

- 274 • **Resignation of Bill Cargill:** Killam expressed his gratitude for Cargill's service to  
275 the Town for 25 years.

- 276 • **Minutes:** After a brief discussion, the Board took the following action:

277 On a **MOTION** made by **Perkins**, seconded by **Killam**, the Board of  
278 Selectmen **VOTED** unanimously to approve the minutes of June 17, 2013, as  
279 printed.

- 280 • **Treasury Bills:**

281 On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of  
282 Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 13-  
283 53, in the amount of \$148,508.40.

284 On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of  
285 Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-  
286 1, in the amount of \$1,246,531.55.

287 On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of  
288 Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #13-  
289 345, in the amount of \$4,590.32.

290 On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of  
291 Selectmen **VOTED** unanimously to approve Payroll Warrant #PY1352 for  
292 non-school payroll in the amount of \$68,800.17.

293 On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of  
294 Selectmen **VOTED** to approve Payroll Warrant #PY1352, for school payroll, in  
295 the amount of \$80,049.13.

300 **9:12PM OTHER BUSINESS:**

- 301 • **Anderson Drive Wash-Out:** Perkins advised there was a bad washout on  
302 Anderson Drive -- the last section going down to the cul-de-sac. He asked the  
303 Town Administrator to mention it to the DPW Superintendent.

304  
305  
306 **9:14PM EXECUTIVE SESSION:** Upon a **MOTION** duly made by **Davis**, seconded by  
307 **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into  
308 Executive Session for the purpose of discussing overall strategy on employment

310 contract negotiations with represented and non-represented employees: AFSCME  
312 DPW Employees, Fire Chief, Town Administrator, Police Lieutenants, and declared that  
313 an Executive Session is necessary since an open and public discussion may have a  
314 detrimental effect on the negotiating, bargaining or litigating position of the Board of  
315 Selectmen, and upon completion of the Executive Session to return to open session  
316 and immediately adjourn without conducting any further business.

318 Respectfully submitted,

320 Judith A. Stickney  
321 Minutes Secretary

322 Documents either distributed to the Board of Selectmen before the meeting in a packet,  
323 or at the meeting:

- 324 1. Agenda
- 326 2. Announcement: Independence Day Parade
- 328 3. Memo from DPW Superintendent/Town Engineer to Town Administrator Re:  
329 DPW July/August Infrastructure Improvement Schedule, 6/24/13
- 330 4. Memo from Town Administrator to Board of Selectmen Re: "O" District Structure  
331 Review/Approval, 6/28/13
- 332 5. Letter from R. Lisa DiLuna to Board of Selectmen Re: Appointment to the Historic  
333 District Commission, 5/30/13
- 334 6. E-Mail from Preston Galarneau to Board of Selectmen Re: Finance Committee,  
335 6/27/13
- 336 7. Board/Committee Volunteer Form from Christopher Wakeman Re: Finance  
337 Committee, 5/29/13
- 338 8. E-Mail from Ron Dechene to Town Administrator Re: Finance Committee,  
339 6/28/13
- 340 9. Letter from Finance Committee to Board of Selectmen Re:  
341 Reappointments/Appointments to the Finance Committee, 6/6/13
- 342 10. Board/Committee Volunteer Form from David E. Peterson Re: Zoning Board of  
343 Appeals, 5/14/13
- 344 11. Tentative Agreement between Teamsters Local #25, Boxford Police Patrol  
345 Officers and Town of Boxford, 7/1/13
- 346 12. Tentative Agreement between AFSCME Council #93, Local 939, Boxford  
347 Clerical/Library Employees and Town of Boxford, 7/1/13
- 348 13. Draft Letter to Chief of Police from Board of Selectmen Re: FY2014 Salary Offer,  
349 6/21/13
- 350 14. Letter from William R. Cargill, Jr. to Board of Selectmen Re: Resignation, 6/28/13
- 351 15. Memo from Town Administrator to Board of Selectmen Re: Appointment of the  
352 Town Administrator/CPO, 6/28/13
- 353 16. Appointment Schedule FY2014
- 354 17. Common Victualler's Licenses for BAA and Boxford Community Store



- 354 18. Memo from Town Administrator to Board of Selectmen Re: Legal Budget  
Overage, 6/28/13
- 356 19. E-mail from Brian Geiger, Boxford Fire Department, to Town Administrator Re:  
Award Notification for vehicle grant, 6/21/13
- 358 20. Letter from Department of Veterans Services to Town Administrator Re:  
Veterans' Services District, 6/21/13
- 360 21. Letter from CDM Smith to Board of Health and Conservation Commission Re:  
Shallow Monitoring Well Installations, MassDOT #71869 Boxford Salt Study,  
362 6/19/13
- 364 22. Letter from Treasurer/Collector of Taxes to Lisa C. Merithew Re: Offer of  
Employment, 6/21/13
- 366 23. Letter from Treasurer/Collector of Taxes to Kelley Coye Re: Offer of  
Employment, 6/21/13
- 368 24. Letter from Wareham Board of Selectmen to Board of Selectmen Re: House Bill  
15, 6/26/13
- 370 25. Meeting Minutes:  
a. June 17, 2013
- 372 26. Motion to go into Executive Session

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