

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
July 29, 2013 7:00PM**

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

*Absent: Chuck Costello*

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, DPW Superintendent/Town Engineer John Dold*

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

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

**7:01PM ANNOUNCEMENTS:**

- **Apple Festival:** Selectwoman Nay announced the Apple Festival will be held on Saturday, September 21, 2013, from 10AM-3PM, sponsored by the Historical Society.

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

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

- **Discussion on Summer Road Projects:** Dold advised that the Chapter 90 funds have been reduced. Benson added that the Governor is withholding the second half release of Chapter 90 funds. It's within his discretion as to what to release and when. Benson added that the legislature is scheduled to vote on it tomorrow. Dold advised they were going to replace guardrails, but with the cuts, they will not be working on replacing guardrails, but will continue with the Ipswich Road paving plan, as discussed previously. He's hopeful that they will get more money and will be able to replace some guardrails later in the year.
- **Discussion on Potential Design Changes / Intersection of Main and Ipswich:** Benson advised that there was a presentation 8 years ago to make some changes to that intersection. When Dold proposed paving, Benson suggested that if any changes were going to be made, they should be made before the road is paved. Dold provided drawings and photos of the intersection while he presented the proposed changes to the Board. He discussed the intersection with Officer Tom Nentwig, the Police Chief and the Fire Chief to get their suggestions on how to improve the intersection. He is proposing making the entrance to Main Street, heading westerly from Ipswich Road, a one-way, with posted one-way signs. He added that Chief Murphy suggested installing Jersey

46 barriers to cut off the one-way. The Board didn't like the Jersey barrier  
48 suggestion and offered suggestions on how to change the intersection to a T  
50 intersection, cutting off the one-way section completely. Dold advised they would  
52 need to have the land surveyed to see what the Town owns and what they would  
54 be able to use to make the intersection safer. Dold advised he was planning on  
paving in September and didn't think there would be enough time to T it off by  
that time. There was another suggestion to put one-way signs up for the time-  
being to see how that worked out. The Board decided to think about it until the  
next meeting and, in the meantime, they will try to get out there to look at the  
intersection.

- 56 • **Tree Issue on Route 97 at Pyebrook Lane:** Benson made Dold aware of a  
letter the Board received from a resident regarding trees blocking the view on  
Route 97, exiting Pyebrook Lane. Davis suggested that Dold and Officer Nentwig  
58 take a look at the situation there and report back to the Board at the next  
meeting.
- 60 • **Mowing:** Killam asked Dold if there were any plans to remove the brush that's  
62 blocking the signs on Ipswich Road at Pond Street. Dold will take a look and  
remove brush, where necessary.

64 **7:38PM APPOINTMENTS:** The Board accepted with regret the resignations of Robyn  
Kotarski as an Alternate on the Zoning Board of Appeals, and Samantha Mercier from  
66 the Ackerman Playground Committee, and made appointments as follows:

- 68 • On a **MOTION** made **Killam**, seconded by **Nay**, the Board of Selectmen **VOTED**  
unanimously by roll call vote to appoint:
  - 70 • Alan Fowler to the Conservation Commission, for a 3-year term ending  
6/30/16;
  - 72 • Kim Alberta, to the Friends of Ackerman Playground, for a 3-year term ending  
6/30/16;
  - 74 • Kerry Stickney, as the Forest Warden, for a term ending 1/31/15;
  - 76 • Heidi Ellard and Pauline Jenkins, to the Permanent Building Committee, for  
the Library Project, for a 1-year term ending 6/30/14.

78 **7:42PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan  
Benson brought the following items to the Board's attention:

- 80 • **Estimated Receipts:** Benson reviewed the estimated receipts from the  
Department of Revenue
- 82 • **Temporary Schedule Change for Administrative Assistant:** Benson advised  
84 the Board that he would like to alter the hours of Susan Inman to accommodate  
her class schedule from September ~~over the winter~~ to May. He added that she is  
86 paying the tuition and traveling at her own expense. After a brief discussion, the  
Board agreed with the proposed schedule change.

88 On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of  
Selectmen **VOTED** unanimously to support the request.

90 **7:50PM ROUTINES:**

- 92 • **Sign Request:** Davis noted that there was a late arriving request from the Cole School Playground committee to move the “thermometer sign” from in front of Cole School to the Melvin Green.  
94 On a **MOTION** made by **Perkins**, seconded by **Nay**, the Board of Selectmen **VOTED** 3-1 (**Killam: NO**) to approve the request.
- 96 • **Letter from Historic Districts Commission:** Benson advised the Board that the Historic Districts Commission sent a letter recommending actions the Board of Selectmen should take with regards to the new library project. The Board took no action.
- 100 • **Masconomet Excess and Deficiency Fund:** Benson reviewed the letter from Masconomet with the Board advising the appropriations the School Committee made at their last meeting.
- 102 • **Thank you from Claire Faddis:** Chairman Davis acknowledged a thank you note received from Claire Faddis, thanking Selectman Costello for attending her Gold Award ceremony and reading the proclamation.
- 104 • **Minutes:** After amendments proposed by Nay to both the open and Executive Session minutes, the Board took the following action:
  - 106 • On a **MOTION** made by **Perkins**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of July 8, 2013, as amended.
  - 108 • On a **MOTION** made by **Perkins**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes of July 8, 2013, as amended.
- 110 • **Treasury Bills:**
  - 112 • On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1402, in the amount of \$225,237.00.
  - 114 • On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-5, in the amount of \$47,796.09.
  - 116 • On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-5S, in the amount of \$12,626.35.

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126 **7:59PM EXECUTIVE SESSION:** Upon a **MOTION** duly made by **Davis**, seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing overall strategy on employment contract negotiations with represented employees: Police Reserve Association and non-represented employees: AFSCME DPW Employees, Fire Chief, Town Administrator, Police Lieutenants, and declared that an Executive Session is necessary since an open and 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

134 Session to return to open session and immediately adjourn without conducting any  
136 further business.

138 The Board went into Executive Session at 8:00PM

140 **8:35PM Meeting Adjourned**

142 On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED**  
144 unanimously to adjourn at 8:35PM.

146 Respectfully submitted,

148 Judith A. Stickney  
Minutes Secretary

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

- 152 1. Agenda
- 154 2. Announcement: Apple Festival
- 156 3. Town of Boxford Cable Television Subscriber Survey
- 158 4. Boxford Cable Advisory Committee Publicity Plan
- 160 5. Epstein & August, LLP, Home Page
- 162 6. E-Mail from Robyn Kotarski to Alan Benson, Re: ZBA Resignation, 7/5/13
- 164 7. E-Mail from Samantha Mercier to Susan Inman, Re: Ackerman Playground  
166 Committee Resignation, 7/9/13
- 168 8. Memo from Town Administrator to Board of Selectmen, Re: Outstanding  
170 Appointments, 7/25/13
- 172 9. Commonwealth of Massachusetts Department of Revenue Notice to Assessors  
174 of Estimated Receipts, FY2014
- 176 10. E-Mail from Susan Inman to Alan Benson, Re: Friday Work Schedule, 7/22/13
- 178 11. Letter from Boxford Historic Districts Commission to Board of Selectmen, Re:  
New Library Project, 6/26/13
12. Letter from James O'Malley to Board of Selectmen, Re: Unsafe Road Conditions  
– Route 97 and Pyebrook Lane, 7/23/13
13. Letter from Masconomet to Board of Selectmen, Re: Excess and Deficiency  
Fund, 6/27/13
14. Thank You Note from Claire Faddis to Selectman Costello
15. Meeting Minutes:
  - a. July 8, 2013
  - b. July 8, 2013 Executive Session
16. Motion to go into Executive Session
17. E-Mail from Matt & Jen Leidner to Susan Inman, Re: Thermometer Sign  
Relocation Request, 7/27/13
18. Aerial Photo of Main/Ipswich Intersection