

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
August 12, 2013 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Council on Aging Director Pam Blaquiere, Kathryn O'Brien, Judy Anderson, Louise Kress, Dick Taylor, Richie Shaw, Jim Russo, Miika Ebbrell, Elizabeth Murphy

7:00PM Meeting Called to Order

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

7:00PM ANNOUNCEMENTS:

- **Zip Trip:** Selectman Costello announced that Fox 25 will be in Boxford for their weekly Zip Trip on August 23, setting up at the Boxford Community Center Lawn, at 4 Middleton Road.
- **Apple Festival:** Selectman Perkins announced the Apple Festival will take place on Saturday, September 21, in the East Village, from 10AM-3:30PM, with a rain date on Sunday, September 22.

7:02PM MEETING WITH SENIOR CENTER STUDY COMMITTEE: Senior Center Study Committee Chair, James Russo, and the committee, met with the Board of Selectmen to discuss the following:

- **Presentation of Committee Report:** Miika Ebbrell, member of the Committee, made the presentation, in the form of PowerPoint slides. There were questions or comments, as follows:
 - **Report on Town Web Site:** Nay asked Benson if the report could be put on the Town web site. Benson advised he will put it on the front page.
 - **Comment from Council on Aging:** Perkins asked if Dick Taylor or Rich Shaw of the Council on Aging (in attendance) had any comments on the report. Taylor advised they have just seen the report and have not yet met as a committee to discuss it, so there are no comments at this time.
 - **Existing Facilities Study:** Costello asked if the committee could take another look at the local elementary schools and their projected enrollments, as a possible site, for a senior center.

- **Communities where Seniors Age in Place:** Costello asked if there were any data on communities where seniors age in place, as opposed to seniors who move out and go to senior complexes. Nay suggested that more seniors are staying home and staying in their communities. Killam suggested that the study is on a senior center, not senior housing.

A discussion ensued about the housing market and student enrollment projections, as related to senior services and a senior center location.

- **Survey Answers:** Perkins asked if the survey answers were all from Boxford residents. Pam Blaquiere, Director of Council on Aging, advised they were mostly from Boxford residents, but noted they got questions from residents outside of Boxford, who have elderly family in Boxford.

7:36PM MEETING WITH CABLE ADVISORY COMMITTEE: Brad Sweet and Rick Rivers of the Cable Advisory Committee met with the Board of Selectmen to discuss the following:

- **Peter Epstein, Special Town Counsel:** Brad Sweet advised that the committee is recommending the Town hire Peter Epstein, of Epstein & August, LLP, as Special Town Counsel for the Cable Committee, to assist with the upcoming negotiations with Comcast.

On a **MOTION** made by **Costello**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to hire Peter Epstein of Epstein & August, as Special Town Counsel for the Cable Committee.

- **Subscriber Survey and Publicity Plan:** Sweet provided a copy of the survey they'd like residents to complete for the Board of Selectmen to review. Sweet also reviewed the publicity plan, including:
 - Board of Selectmen Meeting Announcements
 - Link on Town Website
 - Tri-Town Transcript
 - BCAT-TV
 - **School Announcements:** Killam suggested the committee look into publicizing the survey in the local school newsletters.

7:55PM APPOINTMENTS: Benson advised there is only one appointment and that is to appoint Ellen Guerin as Parking Clerk.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Ellen Guerin as Parking Clerk for a term ending June 30, 2016.

7:59PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson brought the following items to the Board's attention:

- **Chapter 90 Update:** Benson advised the Board that the Governor decided to meet last year's allotment. The town will pick up \$90,000 to \$100,000 more, allowing the DPW to complete paving Ipswich Road to Spofford Road.
- **Interim Report on MassDOT on Salt Study:** Benson advised the Board that the report, by CDM Smith, is on the website and noted that the study is not going as quickly as they'd like it to go, but it is progressing. Benson noted that the study would be greatly improved if residents would allow CDM Smith to take water samples from residences in the area. Benson added that the focus areas are the salt shed, the old salt shed, and the Rowley Court/Rowley Road area.
- **Request to Lift Hiring Freeze:** Benson advised they have a request from the Communications Director to lift the hiring freeze, allowing him to hire one non-benefit eligible position.
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze to allow the Communications Department to hire a part-time employee.
- **Fox 25 Zip Trip to Boxford:** Benson advised Fox will be setting up early on August 23 and he encouraged residents to drop by the Community Center lawn at 4 Middleton Road.

8:09PM ROUTINES:

- **Letter to Merrimack Valley Metropolitan Planning Organization (MVMPO):** Davis advised they sent a letter to the MVMPO requesting that they include the cost of construction of the Boxford portion of the Borders to Boston Rail Trail in its FY 2015-2017 Transportation Improvement Program (TIP). Davis advised they are now on the list to get an award for construction.
- **Minutes:** After amendments proposed by Nay, the Board took the following actions:
 - On a **MOTION** made by **Nay**, seconded by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the minutes of July 29, 2013, as amended.
 - On a **MOTION** made by **Nay**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes of July 29, 2013, as written.
- **Treasury Bills:**
 - On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1403, in the amount of \$45,760.96, for school payroll.
 - On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1403, in the amount of \$154,335.25, for non-school payroll.
 - On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant #14-347, in the amount of \$4,286.03.

- On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant #14-346, in the amount of \$5,018.64.
- On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-7, in the amount of \$685,552.33.

8:17PM OTHER BUSINESS:

Border to Boston Committee: Perkins advised the Board that he would like to volunteer to be on the Border to Boston Committee. They will discuss further at the next meeting.

8:18PM 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, and strategy on litigation: Boxford vs. Darhammouda, and strategy on land acquisition, 20 Kelsey Road, 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 Session to return to open session and immediately adjourn without conducting any further business.

The Board went into Executive Session at 8:19PM

Respectfully submitted,

Judith A. Stickney
Minutes Secretary

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

1. Agenda
2. Announcement: Zip Trip
3. Announcement: Apple Festival
4. Town of Boxford Senior Center Study Committee Final Report
5. Town of Boxford Cable Television Subscriber Survey
6. Boxford Cable Advisory Committee Publicity Plan
7. Epstein & August, LLP, Home Page
8. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/8/13

9. Letter from MassDOT to Alan Benson, Re: Chapter 90 Update, 7/30/13
10. Letter from MassDOT to House & Senate Clerk's Office, Re: Interim Report on Boxford Salt Study, 7/31/13
11. Letter from Boxford Board of Selectmen to Merrimack Valley Metropolitan Planning Organization, Re: Request to include construction of the Boxford portion of the Borders to Boston Rail Trail in the Merrimack Valley FY 2015-2017 Transportation Improvement Program (TIP), 7/31/13
12. Meeting Minutes:
 - a. July 29, 2013
 - b. July 29, 2013 Executive Session
13. Motion to go into Executive Session