

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
August 26, 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, DPW Superintendent/Town Engineer John Dold, Peter Delaney, Tony Brogna*

**7:00PM Meeting Called to Order**

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

**7:00PM ANNOUNCEMENTS:**

- **Apple Festival:** Selectwoman Nay 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.
- **Community Giving Tree Looking for School Supplies:** Selectwoman Nay announced the Community Giving Tree is accepting donations of backpacks and other school supplies until the end of this month.
- **Congressman Tierney to Award Federal Grant:** Selectman Perkins announced that Congressman Tierney will be awarding a federal grant to the Town of Boxford at the East Fire Station on Friday, August 30.

**7:03PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:** John Dold, DPW Superintendent, met with the Board of Selectmen to discuss the following:

- **Update on Chapter 90 Road Work:** Dold reported that the state will be increasing the Chapter 90 funds and he will now be able to complete the original section of Ipswich Road paving. There will be some additional money available to complete some of the work started last year. BidCom will be doing the paving around the end of September/early October.
- **Continued Discussion on Main Street/Ipswich Road Intersection:** Dold advised that he met with the Police Chief and the Fire Chief today and Chief Murphy advised that there is a tree that needs to be removed before work can commence on rearranging the intersection. The Board discussed the plan and asked that a yield sign be added on Main Street. Perkins advised he is concerned about speeding motorists on the one-way section. Dold advised he hopes to start the project by the end of October.

- 7:16PM** On a **MOTION** made by **Davis**, second by **Killam**, the Board of Selectmen **VOTED** 3-1 (**Nay: NO**) to approve the intersection plans, as amended by the addition of a yield sign on Main Street.
- **Update on Library Remediation and Temporary Relocation Project:** Dold advised that the engineer, Covino Environmental, has signed the contract and sent it back and they are ready to go. He contacted the Building Committee today and they are trying to organize a meeting to move forward with advertising to get a contractor to do the remediation work. Davis asked about the mold in the West Library and what would be done about it before relocating the East Library to the West building. Dold advised it will be cleaned before the relocation. He added that he will meet with the new Library Director for her input on the move.
  - **Update on Colby Property Parking Area Construction:** Dold advised that he visited the site today and it appears the contractor did what he was supposed to do. The building is gone and the basement has been partially filled. He added that five trees will need to be removed before they can begin constructing the parking area. He will have Mayer Tree Service come down this week or next week to provide an estimate on the cost to remove the trees. He is shooting for a date in September to have the trees removed.
  - **Mowing Roadsides:** Killam asked Dold why the roadsides are not being mowed. Dold will get back to the Board with a schedule on roadside mowing. Benson suggested that the Board instruct Dold to provide a report on what's been done over the past few weeks and the future schedule for roadside mowing.

**7:38PM MEETING WITH BtoB TRAIL COMMITTEE AND LAND COMMITTEE:** Peter Delaney, of the Land Committee, and Tony Brogna, of the Border to Boston Committee, met with the Board of Selectmen to discuss the following:

- **Update on Easement Issues:** Delaney advised he got an estimate for the appraisals of 20 Kelsey Road and 256 Georgetown Road and asked the Board for permission to move forward with the appraisals. There was also a brief discussion on the temporary easement duration and a possible alternate parking area on Georgetown Road.

On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to allow the Land Committee to move forward with the appraisals, as requested.
- **Vacancy on the Border to Boston Committee:** Davis advised the Border to Boston Committee that Peter Perkins is interested in serving on the committee and the Board took the following action:

On a **MOTION** made by **Nay**, second by **Davis**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Peter Perkins to the Border to Boston Committee for a term ending June 30, 2014.

**7:46PM FY 2014 PERSONAL COMPENSATION ACTIONS:** Benson provided a brief review of the collective bargaining agreements and personal service contracts of the following:

- **AFSCME DPW Employees: July 1, 2013-June 30, 2016:**  
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the tentative agreement between the AFSCME Council #93, Local 939, Boxford Public Works Employees and the Town of Boxford as printed.
- **Reserve Police Officers Association: July 1, 2013-June 30, 2016:**  
On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to ratify the collective bargaining agreement between the Reserve Police Officers Association and the Town of Boxford, as printed.
- **Personal Service Contract for FY 2014 for Fire Chief:** Davis advised they need a full board to vote on the Fire Chief's contract. The Board took no action.
- **Personal Service Contract for FY 2014 for Town Administrator:**  
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the agreement between Alan Benson and the Town of Boxford.
- **Implementation of the Personnel Board's Recommendation for Employee Performance Reviews and Objective Setting:** Benson provided information to the Board on the implementation of the performance reviews and objective setting. The Board discussed assignments for reviews and decided on the following:
  - Robert F. Camacho, Inspector of Buildings: Peter Perkins
  - Warren E. Gould, Director of Communications: Mary Anne Nay
  - John C. Dold, DPW Superintendent/Town Engineer: Charlie Killam
  - Kerry C. Stickney, Fire Chief: Peter Perkins
  - Michael J. Murphy, Police Chief: Charlie Killam
  - Kathleen J. Benevento, Director of Municipal Finance: Steve Davis
  - Alan J. Benson, Town Administrator: Chuck Costello

**7:58PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan Benson brought the following items to the Board's attention:

- **Approval of Apple Festival Event:** Benson advised the Board that they have received the formal request from the Historical Society for the annual Apple Festival.  
On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to permit the Boxford Historical Society to hold its annual Apple Festival on Saturday September 21, 2013 from 10:00AM until 3:30PM with a rain date of Sunday, September 22, 2013; also to permit the erection of a temporary banner as requested and placement of flags in brackets on telephone poles along Elm Street, subject to the conditions of the Historic District Commission; further that the Selectmen approve the same

- traffic and parking plans as in prior years subject to the approval of the police chief ; and instruct the various town departments to assist the Historical Society as appropriate; and further offer our support and best wishes to the Boxford Historical Society for a successful Apple Festival.
- **Final Plan of Land on Nason Purchase:** Benson advised the Board that the Planning Board approved the final plan last week. Benson provided a plan of land for the Board to review.

**8:18PM ROUTINES:**

- **Letter from Rowley Fire Department:** Davis advised the Board they received a letter from the Rowley Fire Department, thanking the Boxford Fire Department for their assistance at a recent fire.
- **Outstanding Appointments:** The Board reviewed the list of committee vacancies.
- **Minutes:** After a brief review of the Minutes, the Board took the following actions:
  - On a **MOTION** made by **Nay**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of August 12, 2013, as printed.
  - On a **MOTION** made by **Nay**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes of August 12, 2013, as printed.
- **Treasury Bills:**
  - On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1404, for non-school payroll in the amount of \$142,478.46, and for school payroll in the amount of \$254,443.22.
  - On a **MOTION** made by **Killam**, seconded by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-9, in the amount of \$2,072,195.08, for Masconomet assessment.

**8:22PM OTHER BUSINESS:**

**Update on Apartments:** Perkins asked for an update on permitting and fees coming in for apartments in town. Benson advised he will put together a report for the Board to review at an upcoming meeting.

**8:25PM ADJOURN**

With no further business, on a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:25PM.

Respectfully submitted,

Judith A. Stickney

*Boxford Board of Selectmen  
August 26, 2013*

*Meeting Minutes  
Page 4*

## Minutes Secretary

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

1. Agenda
2. Announcement: Apple Festival
3. Announcement: Tierney With Federal Grant Award
4. Press Release: MMA Statement Calls for Governor to Release Full \$300 Million for Chapter 90
5. Letter from Border to Boston Committee to Board of Selectmen, Re: Issues on the Boxford Rail Trail Corridor, July 18, 2013
6. Tentative Agreement between AFSCME Council #93, Local 939, Boxford Public Works Employees and Town of Boxford
7. Collective Bargaining Agreement between the Town of Boxford and the Boxford Police Reserve Association
8. Town of Boxford Employment Contract: Fire Chief
9. Town of Boxford Employment Agreement: Town Administrator
10. Memo from Town Administrator to Board of Selectmen, Re: Evaluations, 8/22/13
11. Letter from Boxford Historical Society to Board of Selectmen, Re: Request to Hold Apple Festival, 8/9/13
12. Motion to approve Apple Festival
13. Plan of Land in Boxford, Mass. Property of James H. Nason, Trustee of The Stone House Farm Realty Trust #1 and The Stone House Farm Realty Trust #3, June 19, 2013
14. Copy of Letter from Rowley Fire Department to Chief Kerry Stickney, Re: Thank You for Assistance, 7/5/13
15. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/23/13
16. Meeting Minutes:
  - a. August 12, 2013
  - b. August 12, 2013 Executive Session