

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
September 9, 2013 7:00PM**

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

*Absent:*

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Police Chief Michael Murphy*

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

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

**7:00PM ANNOUNCEMENTS:**

- **Apple Festival:** Selectman Costello 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.
- **Poetry Circle:** Selectman Davis announced the library is hosting their monthly Poetry Circle on Tuesday at 7PM, at the Library.
- **Mel Simmons Entertainment:** Selectman Davis announced that the library is hosting Mel Simmons, who will be singing old movie music on September 22, at 3PM, at 4 Mile Village.
- **COA Barbecue:** Selectwoman Nay announced the last barbecue of the season will be held on Wednesday, 9/11, at 11:30. Call the COA for reservations.
- **Passing of Judith Carr:** Selectman Davis announced with sadness the passing of longtime resident Judith Carr, memorial service next Monday, 9/16, at 2PM at the Trinity Episcopal Church in Topsfield.
- **9/11 Ceremony:** Selectman Perkins announced the fire department will be holding a 9/11 ceremony on September 11 at 9:55AM at the East Station.

**7:05PM MEETING WITH POLICE CHIEF MICHAEL MURPHY:** Police Chief Michael Murphy met with the Board of Selectmen to discuss the following:

- **“Molly” or MDMA:** Murphy provided some background information and update on the new drug “Molly” and asked residents to discuss the drug with their children.
- **New Patrol Vehicle:** Murphy advised they ordered a sedan this time, an all-wheel drive Ford police sedan.
- **Building Repairs:** Murphy advised they needed to replace the floor in the sally port. It's made of epoxy over concrete. Reserve Officer Ferraro researched and

donated the material and offered the labor to do the work. A \$2000 job cost the town about \$200, plus the labor of the DPW. The Chief publicly thanked the Garden Club for their gardening and labor to keep the grounds looking nice.

- **Parking at Masconomet Regional High School:** Chief Murphy reported that the parking at Masconomet continues to be a problem during school events, with people parking in the fire lanes. He advised they will begin ticketing and towing vehicles to enforce the parking. Davis advised that erecting a sign with the tow fees might also be a deterrent.
- **School's in Session: Drive Safely:** Murphy reported that the patrols have been putting up signs reminding residents that school is in session and to be aware of children in the streets. He noted that fines for passing a school bus can go up to \$2000. He asked residents to drive safely.
- **Events: Call to Honor, Apple Festival and "Walk to School Day":** Murphy reported that the Call to Honor took place yesterday and it was a great success. As far as the Apple Festival, people should know that they will not be able to drive through the East Village on Saturday, September 21.
  - Selectman Davis asked if the Chief had any thoughts on where people could park if the Haynes Field is not available in the future. Murphy suggested the Masconomet lot would be available. Benson advised that the School Committee is discussing the possibility of parking behind Cole School, between Cole and the Little Red School House.
- **Surplus Property:** Murphy reported that they will have surplus firearms to dispose of to a firearms dealer. He will be asking the Board to declare them as surplus.
- **Consider Acquisitions:** Murphy reported they are considering purchasing federal surplus patrol rifles. They are still looking into it and he'll have more information for another meeting.
- **Discussion on Signage on Town Right-of-Way: "No Spraying Signs":** There was a brief discussion on enforcing the bylaw/policy limit of one sign per property. Nay advised residents need to register with the Town Clerk in order to opt out of spraying on their property. Davis advised the signs will come down after the first frost, when the spraying season ends. Murphy asked the Board if they were in support of enforcing the bylaw and, if so, they will remove the surplus signs and leave a note at the resident's home. Benson suggested the note also advise the resident on how to opt out of spraying. The Board agreed.

**7:38PM SPECIAL TOWN MEETING, OCTOBER 22, 2013:** Town Administrator Benson provided the Board with a tentative draft list of articles for consideration for potential inclusion at a Special Town Meeting. Benson explained the following potential articles to the Board:

1. Supplemental Appropriation for Design Funding of Library Project to Include Design of Cummings House: Estimate: \$10K to \$20K
2. Supplemental Appropriation for Rehab of Fire Department Vehicle: Estimate: Unknown

3. Supplemental Appropriation for Fire Stations Drain Project: Estimate: \$50,000
4. Supplemental Appropriation for Insurance Line Item for Unanticipated Increased Fire/Police Injury Premium: Estimate \$25,000
5. Supplemental Appropriation for Litigation Line Item for Additional Legal and Expert Witness Expenses for MassDOT Case: Estimate: \$50K to \$100K
6. Capital: Construction Funding for Repair of Main Street Culvert (at Glendale): \$150K

Benson advised this will be pulled from the Special Town Meeting Warrant and be included on the Annual Town Meeting Warrant, because the work cannot be done until next year.

7. Capital: Replacement DPW Wide Carriage Mower: Estimate: \$16,000
8. Capital: Consultant Advisory Services for Sustainability Committee to Prepare RFP for Solar Panels at Landfill: Estimate: \$13K
9. Capital: Town's 10% Share of Federal Grant Received to Purchase Replacement Fire Department Brush Truck: Estimate: \$7,000

Benson advised this could be put on the Annual Town Meeting Warrant, as the grant does not need to be spent until the end of the Federal Fiscal Year in September 2014.

10. Authorize Extension of Contract Term for Bank Services to 5 Years

11. CPC: Rehabilitation of Cargill Field and Davis Hay Field: Estimate: Unknown

The Board discussed whether to hold a Special Town Meeting or hold off on some of these items until the Annual Town Meeting. Benson suggested that the FinCom is meeting tomorrow night, where they will or will not agree to transfers to cover some of the articles, and once the FinCom votes, then the Board of Selectmen can decide next week on whether to hold a Special Town Meeting. The Board agreed to wait until the next meeting to vote on whether to hold a Special Town Meeting.

**8:12PM FY 2014 PERSONAL COMPENSATION ACTIONS:** Benson provided a copy of the Fire Chief's personal service contract for the Board to review and the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the agreement between Fire Chief Kerry Stickney and the Town of Boxford.

**8:14PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan Benson brought the following items to the Board's attention:

- **Town Administrator Vacation:** Benson advised the Board that he will be away next week.
- **Contract Language:** Benson advised the Board that this summer, he has spent significant time on the new language that has become prevalent with contracts. He has witnessed an increase in the efforts to limit liability for the engineers and companies the town is contracting with to complete various work in town. There was a brief discussion on the liability language in contracts.

**8:22PM ROUTINES:**

- **Free Cash Certification:** Benson briefly reviewed the letter from Mass. Dept. of Revenue certifying the Town's free cash status.
- **Outstanding Appointments:** Benson provided an updated list of committee vacancies which the Board briefly reviewed.
- **Minutes:** After a review of the Minutes, the Board took the following action:
  - On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of August 26, 2013, as printed. **Costello** abstained.
- **Treasury Bills:**
  - On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1405, for non-school payroll, in the amount of \$147,580.57.
  - After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1405, for school payroll, in the amount of \$268,249.28. **Costello** abstained.
  - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-11, in the amount of \$234,526.47.

**8:27PM EXECUTIVE SESSION:**

On a **MOTION** duly made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with Boxford Dispatchers and Police Secretarial Employee Association and declared that an Executive Session was 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 immediately adjourn without conducting any further business.

**8:40PM ADJOURN**

With no further business, on a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:40PM.

Respectfully submitted,

Judith A. Stickney  
Minutes Secretary

*Boxford Board of Selectmen  
September 9, 2013*

*Meeting Minutes  
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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: Passing of Judith Carr
4. Letter from Lt. Hazelwood to Board of Selectmen, Re: Town Bylaw Enforcement of No Spray Signs, 8/26/13
5. Policy for Approval of Temporary Signs, Approved July 24, 2000
6. Town of Boxford Chapter 129. Peace and Good Order
7. Comments by Massachusetts Attorney General on Town's By-Law regarding posting of signs on public property, dated February 5, 2001
8. Memo from Town Administrator to Board of Selectmen, Re: Special Town Meeting, October 22, 2013, 9/6/13
9. Sample Motion to call and open the warrant for a Special Town Meeting
10. Town of Boxford Employment Contract: Fire Chief
11. E-Mail from Mass. Dept. of Revenue to Town of Boxford, Re: Free Cash Approval Notification, 9/4/13
12. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/6/13
13. Bids for Fire Station Tight Tank Project, 9/4/13
14. Meeting Minutes:
  - a. August 26, 2013