

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
October 28, 2013 7:00PM**

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

Absent: Peter Perkins

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, John Dold

7:00PM Meeting Called to Order

With a quorum present, Chairman Steve Davis called the meeting to order at 7:00PM.

7:00PM ANNOUNCEMENTS:

- **Trick Or Treat Hours:** Selectman Costello announced that Trick or Treat hours in Boxford will be from 5-8PM on Thursday, October 31.
- **State Rep. Lenny Mirra Office Hours:** Selectman Killam announced that State Rep. Lenny Mirra will be holding office hours at Town Hall on Monday, Nov. 4, 10:30AM-11:30AM.
- **Twice Loved Toy Sale:** Selectwoman Nay announced there will be a Twice Loved Toy Sale, sponsored by the Community Giving Tree, at the Topsfield Fairgrounds on November 9, from 9AM-1PM.
- **Household Hazardous Waste Collection Day:** Selectman Davis announced there will be a household hazardous waste collection day on Saturday, November 9, 2013, 9am-1pm at Masconomet Regional High School parking lot.

7:04PM PUBLIC HEARING: VERIZON TELEPHONE POLE: Joseph Gleason of Verizon met with the Board of Selectmen to discuss the following:

- **Request to Install "Stub Pole" on Topsfield Road:** Gleason described the work Verizon is proposing for the placement of a stub pole, a sustaining structure, on Topsfield Road. There were questions or comments, as follows:
Killam asked about the section in the application about digging trenches for cables, as noted on the application provided. Gleason explained that the Board can disregard that section. He added that Verizon uses the same form for many projects.

7:08PM On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the application, providing that the following is stricken from the application: "Also that permission be and hereby is granted to each of said Companies to lay and maintain

underground laterals, cable and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.”

7:08PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: John Dold, DPW Superintendent/Town Engineer, met with the Board of Selectmen to discuss the following:

- **Update on Projects:** Dold provided a document for the Board, listing all projects that the DPW has worked on or is scheduled to work on for the fall of 2013 and explained the status on each, including the following:
 - Stiles Pond Dam Tree Removal
 - Removal of Colby House and Installation of Parking Lot
 - Parking Spaces and New Shed at the Community Center
 - Supervise Installation of New Emergency Generator at West Station
 - Replace Five Defective Culverts on Ipswich Road
 - Replace Culvert on Main Street near Stiles Pond Road
 - Replace 30” Culvert at the West Fire Station
 - Replace Two Culverts Lily Pond Road and Pave
 - Remove Playground Equipment and Grade Area at Cole School
 - Pack and Move East Library to West Library

Dold explained that the Ipswich Road paving project will be delayed until spring. As the lead engineer for the East Library Microbial Remediation Project, he has been working closely with the project engineer. He also notified the Board of a \$12,500 grant the Sustainability Committee got for consulting services for the landfill solar project.

There was a discussion on the Colby parking lot, with suggestions from the Board on how to prevent cars from going through the town-owned land to the private property lot. The Board instructed Dold to block the way with a bollard or other visible obstruction.

7:26PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, discussed the following with the Board:

- **First Quarter Legal Expense Report:** Benson advised the Board there have been some delays in the MassDOT case, which will impact the legal budget when the case continues.
- **New Hire Board of Health:** Benson reported that the Board of Health has hired a new Secretary III, Molly Sorenson, former secretary for the DPW Superintendent.
- **Request to Lift Hiring Freeze:** Benson advised the Board that DPW has requested to lift the hiring freeze, to fill the position vacated by Sorenson.

7:30PM On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen VOTED unanimously to lift the hiring freeze.

- **MMA Annual Meeting:** Benson provided the Board with information on the annual MMA meeting and asked that they get back to him, if they are planning on attending.
- **Purchase of Nason Land:** Benson advised that the sale for the Nason land went through last week and Greenbelt now owns it.

7:52PM ROUTINES:

- **Letter from HAWK:** Davis noted they had a thank you note from HAWK for the Town's donation of \$2,000.
- **Letter from FAA:** Davis noted they had a letter from the FAA updating the Board on the Logan Airport Noise Study.
- **Outstanding Appointments:** The Board briefly reviewed the list of committee vacancies.
- **Minutes:** After an amendment proposed by Selectman Costello, the Board took the following action:
 - 7:34PM** On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of October 21, 2013, as amended.
- **Treasury Bills:**
 - 7:35PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1408S, for supplemental payroll, in the amount of \$323.54.
 - 7:35PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-18, in the amount of \$94,932.76.
 - 7:35PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-18S, in the amount of \$16,473.22.
 - 7:36PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-348, in the amount of \$3,317.27.

7:36PM ADJOURN

With no further business, on a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at **7:36PM**.

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: Trick or Treat Hours, October 31, 2013
3. Announcement: State Rep. Lenny Mirra Office Hours
4. Announcement: Household Hazardous Waste Collection Day
5. Announcement: Twice Loved Toy Sale
6. Public Notice Town of Boxford, Petition of Verizon New England, Inc., 10/9/13
7. Town of Boxford FY2014 Legal Expenses for Year
8. Copy of Letter from Town Administrator to Molly Sorensen, Re: Offer of Employment, 10/21/13
9. MMA's Annual Meeting Notice, 10/1/13
10. Letter to Town of Boxford from HAWC, Re: Thank You, 10/1/13
11. Letter from FAA to Board of Selectmen, Re: Logan Airport Noise Study, 9/26/13
12. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/25/13
13. Meeting Minutes:
 - October 21, 2013
14. Memo from John Dold , Re: DPW Projects Summer and Fall of 2013, 10/28/13