

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

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

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Police Chief Michael Murphy, John Jennings, Brian Leathe, Robert Aldenberg,

7:00PM Meeting Called to Order

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

7:00PM ANNOUNCEMENTS

- **Recent Housebreaks:** Chief Murphy provided a statement on the recent housebreaks in town and the arrest of two individuals involved and are in the process of arresting two others. Chief Murphy encouraged residents to be vigilant and report anything suspicious. He added that doors should be locked and alarms set when not at home.
- **Grand Illumination:** Selectman Costello announced the Boxford Historical Society is sponsoring a caroling event through the East Village on December 15 at 5PM, meeting at the Christmas tree in the East Village.
- **Cyclical Property Inspection Project:** Selectman Davis announced that inspections will be conducted on Saturdays by the town's assessors, beginning December 1.
- **Wreaths Across America:** Selectman Perkins announced that he and Selectwoman Nay attended the Wreaths Across America event recently and added that the wreaths are now headed to Arlington National Cemetery. Selectwoman Nay added that the wreaths are being placed in national cemeteries all over the country and it is a great way to thank veterans. Perkins added that the wreath he brought tonight will be placed on the Melvin Green.

7:10PM MEETING WITH CANDIDATES FOR INSPECTOR OF BUILDINGS:

Selectman Davis announced that they will be interviewing the three finalist candidates tonight for the position of Inspector of Buildings. The candidates included:

- **Brian M. Leathe:** Mr. Leathe introduced himself to the Board and advised he is a Building Inspector in North Andover. He fielded questions from the Board members, as well as the Town Administrator, and added that he is looking for a full-time Building Commissioner position.

- **John J. Jennings III:** Mr. Jennings introduced himself to the Board and added that he has over 20 years experience as a Building Inspector in Beverly and Salem. He is currently a construction supervisor for UTS of Massachusetts. He fielded questions from the Board and the Town Administrator.
- **Robert M. Aldenberg:** Mr. Aldenberg introduced himself to the Board and provided the Board with some information on his background and experience. He fielded questions from the Board and the Town Administrator.

After the interviews, Selectman Perkins, Selectman Killam and the Town Administrator – all members of the Inspector of Buildings Search Committee – commented on the selection process and how the search committee came to their decision on recommending the three finalists for the Board’s review. After discussion, the Board took the following action:

8:00PM On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to recommend that the Town Administrator enter into negotiations with Robert Aldenberg to fill the position of Inspector of Buildings for Boxford.

8:03PM APPOINTMENTS: Selectman Davis introduced Stephanie Moody to the Board:

- **Stephanie J. Moody, candidate, Personnel Board:** Ms. Moody introduced herself to the Board and provided a background on her experience and qualifications and why she was interested in volunteering on the Personnel Board. She fielded the Board’s questions.

8:11PM On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to appoint Stephanie J. Moody to the Personnel Board for a term ending June 30, 2016.

8:12PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, discussed the following with the Board:

- **Sign Request:** Benson advised the Board they have a sign request for the Masconomet Mattress Fundraiser Sale.

8:12PM On a **MOTION** made by **Davis**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

- **Report of the Fire Chief:** The Board briefly reviewed the e-mail provided by Benson provided by the Fire Chief regarding the new library construction on Elm Street.
- **Building Permit Report:** Benson provided the Board with a report from acting Building Inspector, Robert Aldenberg on the permits issued for the month of November.
- **Recent Financial Information from BCATv:** Benson provided a financial report from BCATv for the Board’s review.

8:21PM ROUTINES:

- **Letter from Dick Alm:** The Board briefly reviewed the letter from Dick Alm regarding the use of the Cummings House.
- **Anonymous Letter:** The Board acknowledged receipt of an anonymous letter regarding the use of the Cummings House. A brief discussion ensued about whether the Board should acknowledge communications from anonymous sources. They will review the policy at a future meeting.
- **Treasury Bills:**
 - 8:24PM** On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-24S in the amount of \$3,477.32.
 - 8:24PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-24 in the amount of \$138,232.76.

8:25PM OTHER BUSINESS

Road Treatments: Costello asked what was decided on road treatments today. A brief discussion ensued on how the roads were treated. The consensus was that the roads were in good shape today.

8:27PM EXECUTIVE SESSION

On a **MOTION** made by **Davis**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on litigation: Boxford v. MassDOT, and declared that an Executive Session is 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.

8:49PM ADJOURN

Upon completion of the Executive Session, with no further business before them, the Board took the following action:

On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn at **8:49PM**.

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: Grand Illumination
3. Announcement: Cyclical Property Inspection Report
4. Letter from Brian Leathe to Board of Selectmen, Re: Inspector of Buildings Position, 10/02/13
5. Letter from John Jennings III to Board of Selectmen, Re: Inspector of Buildings Position, 10/07/13
6. Letter from Robert Aldenberg to Board of Selectmen, Re: Inspector of Buildings Position, 10/21/13
7. Inspector of Buildings Scenario Evaluation #1
8. Inspector of Buildings Scenario Evaluation of Brian Leathe
9. Inspector of Buildings Scenario Evaluation of John Jennings III
10. Inspector of Buildings Scenario Evaluation of Robert Aldenberg
11. Position Description: Inspector of Buildings
12. E-Mail from Tim Feeney to Susan Inman, Re: Personnel Board Applicant, 11/17/13
13. Resume of Stephanie J. Moody
14. E-Mail from Tristan Cluster to Town Administrator, Re: Fundraiser Sign Request, 12/04/13
15. E-Mail from Fire Chief to Town Administrator, Re: New Library Construction at Elm Street, 11/27/13
16. Memo from Robert Aldenberg to Board of Selectmen, Re: Report of Permits Issued in November, 12/02/13
17. E-Mail and attachments from Brad Sweet, BCATv, to Town Administrator, Re: Financial Reports, 10/30/13
18. Copy of Letter from Richard B. Alm to Board of Selectmen, Re: Cummings House, 11/25/13
19. Anonymous Letter to Board of Selectmen, Re: Cummings House
20. Motion for Executive Session