

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
December 16, 2013 7:00PM**

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

Absent: Charlie Killam

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Deputy Fire Chief Mike Madden, Fire Chief Kerry Stickney

7:00PM Meeting Called to Order

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

7:00PM ANNOUNCEMENTS

- **Recent Housebreaks Update:** Selectman Davis announced that the police have been successful in investigating the recent house breaks in town and have made arrests of two separate groups responsible.
- **Cyclical Property Inspection Project:** Selectman Davis announced that inspections will be conducted on Saturdays by the town's assessors, beginning December 1.
- **Boxford v. MassDOT Hearing:** Selectman Costello announced that there is a hearing scheduled in Lawrence Superior Court on Thursday, December 19 at 2PM. He read a public statement on the court case and encouraged residents to attend the hearing.

7:10PM PUBLIC HEARING – STUB POLE – KILLAM HILL ROAD: There was no one present to present the project. The Town Administrator advised that the representative was unable to make it, but he provided a written report on the nature and purpose of the Verizon/National Grid pole petition. The Selectmen had a brief discussion on the installation and took the following action:

7:11PM On a **MOTION** made by Perkins, second by Nay, the Board of Selectmen **VOTED** unanimously to approve the request by Verizon/National Grid for the pole installation on Route 97 at School Street, subject to approval by the DPW.

7:13PM MEETING WITH THE FIRE DEPARTMENT: Chief Stickney introduced Deputy Chief Mike Madden to the Board and they discussed the following:

- **Report on 5-Year Plan:** The Chief provided a 5-Year Plan for the Board to review and answered their questions. There were questions on recruiting, regionalization, contracted ambulance companies, facilities.
- **Update on Refurbishing Engine 2:** The Chief advised they are currently working on the specs for the bid notice.
- **Update on New Brush Truck:** The Chief advised they are currently working on the specs for the bid notice.
- **Report on Grants:** The Chief advised they just received two new grants, one from DCR for \$1,200 and the other is the S.A.F.E. grant for \$4,000.
- **Update on Floor Drain Tight Tank Installations:** The Chief advised there are issues with the contractor moving the materials/soil and advised the Board that the DPW Superintendent will be working with the contractor to get that straightened out.
- **Update on New Personnel:** The Chief provided a brief update on new personnel, including seven new recruits.
- **Letter from Spofford School:** Selectwoman Nay asked the Chief about the CPR training and if they provided training for other departments in town. The Chief advised they would probably do it if requested, but Spofford School was the only one who's requested their assistance to date.
- **Generator at West Station:** Selectman Perkins asked the Chief about the status of the new generator at the West Station. The Chief advised there is an issue with the brand the provider is trying to install. There was a brief discussion on how the specs were written.

7:34PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, discussed the following with the Board:

- **Report on Non-School Labor Counsel Proposals:** Benson provided the Board with information on firms that are interested in providing non-school labor counsel services for the town and a lengthy discussion ensued. The Board requested that Benson schedule some of the responding attorneys to attend a future Selectmen's meeting.
- **Draft Letter of Appointment: Robert Aldenberg, Inspector of Buildings:** Benson provided a draft letter of appointment for the Board to review. The Board approved the draft and took the following action:
 - 7:58PM** On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Robert Aldenberg to the position of Inspector of Buildings for the Town of Boxford for a term ending June 30, 2016.
- **Appointment of Retiree Member of Insurance Advisory Committee:** Benson advised the Board that at the January 6 meeting, he will be presenting the Board with a request to change the health insurance benefits provided to active and retired employees, as well as a candidate willing to serve as the participatory retiree of the Board's designation, which will establish an individual to notify, pursuant to the requirements. The retiree he is recommending is retired police lieutenant, Paul Bates. A lengthy discussion ensued and the Board advised Benson that they would

like to meet with other potential retirees willing to serve. The Board will meet January 2 at 4PM to discuss further and interview other potential candidates.

- **Presentation of New Website Page on Library Project Regulatory Approval Process:** Benson provided a PowerPoint presentation on the new website page created for the library project.

8:34PM ROUTINES:

- **Appointments:** Selectman Costello read aloud the current committee vacancies and encouraged interested citizens to apply.
- **Signature Folder:** Benson provided the Board members with documents needing their signatures:
 - Pole Hearing
 - Appointment Letter
- **Treasury Bills:**
 - 8:41PM** On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant 14-25S in the amount of \$110,357.18.
 - 8:42PM** On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-25 in the amount of \$395,515.02.
 - 8:42PM** On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** to approve Accounts Payable Warrant PY1413 for nonschool payroll in the amount of \$164,449.63.
 - 8:43PM** After Selectman Costello removed himself from the meeting, on a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1413, for school payroll, in the amount of \$301,315.72. Costello abstained.
 - 8:44PM** On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** to approve Accounts Payable Refund Warrant 14-349 in the amount of \$11,982.29.
 - 8:44PM** On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** to approve Accounts Payable Refund Warrant 14-350 in the amount of \$1,076.89.

8:25PM OTHER BUSINESS

Council on Aging Luncheon: Selectwoman Nay reported that the Council on Aging Holiday Luncheon was very well attended and she thanked the COA Director, Pam Blaquiere, for all her hard work in putting the function together.

Grand Illumination: Selectman Perkins reported that about 60 people attended the Grand Illumination Sunday night and that it was a very nice time.

Next Meeting: Benson advised the Board that they will be meeting January 2, for a special meeting, and their regular meeting on Monday, January 6

8:46PM ADJOURN

With no further business, on a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn at **8:46PM**.

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: Remain Vigilant: See Something/Say Something
3. Announcement: Cyclical Property Inspection Project
4. Announcement: Superior Court Hearing Boxford v. MassDOT
5. E-Mail from Verizon Agent to Susan Inman, Re: Killam Hill Road – Stub Pole Petition, 11/26/13
6. Public Notice: Town of Boxford Re: Parcel #26-3-13.2, Cleaveland Farm, Killam Hill Road, Boxford, Massachusetts
7. Town of Boxford Fire Department 5-Year Plan
8. E-Mail from Fire Chief to Susan Inman, Re: MIIR Training, 10/21/13
9. Copy of Letter from Spofford Principal to Fire Lt. Philbin, Re: Thank You for CPR Training, 12/5/13
10. Letter and Packet from Murphy, Hesse, Toomey & Lehane, LLP to Town Administrator, Re: Non-School Labor Counsel Services, 12/11/13
11. Letter and Packet from Mirick O'Connell to Town Administrator, Re: Response to Town of Boxford's Request for Proposals for Non-School Labor Counsel Services, 12/11/13
12. Letter and Pack from Kopelman and Paige, P.C. to Town Administrator, Re: Response to Labor and Employment Legal Representation, 12/10/13
13. Draft Letter to Robert Aldenberg, from Board of Selectmen: Re: Appointment, 12/16/13
14. Commonwealth of Massachusetts The Building Official Certification Committee New Employee Report Form
15. Memo from Town Administrator to Board of Selectmen, Re: Employee Insurance Benefit Plan Design, 12/12/13
16. Report from Boxford Police Department, Re: Update on Recent Housebreaks
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 12/10/13