

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 10, 2014 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathryn O'Brien, Chief Kerry Stickney, Deputy Chief Mike Madden, Chief Michael Murphy, Communications Director Warren Gould

7:03PM Meeting Called to Order

Chairman Steve Davis called the meeting to order at 7:03PM.

7:03PM ANNOUNCEMENTS

- **Burning Permits:** Selectman Perkins announced that burning permits are available online and burning season is January 15-May 1.
- **Nomination Papers:** Selectman Costello announced that nomination papers are available at the Town Clerk's office and he read the list of open positions.
- **Soup & Chowder Fest:** Selectwoman Nay announced there will be a Soup & Chowder Fest at Lincoln Hall on Saturday, March 15.
- **St. Patrick's Day Luncheon:** Selectwoman Nay announced the Council on Aging is having a St. Patrick's Day Luncheon on Wednesday, March 12 at 11:30PM. Call the COA for reservations.

7:06PM MEETING WITH FIRE DEPARTMENT: Kerry Stickney, Fire Chief, and Mike Madden, Deputy Fire Chief, met with the Board of Selectmen to discuss the following:

- **Update on New Pumper/Tanker:** Stickney announced that the new pumper/tanker is in service and ready to go.
- **Capital Budget Requests for FY2015:**
 - **Additional Funding to Refurbish Engine 2:** Stickney advised that the additional funding needed to refurbish Engine 2 is \$16,327, due to updated bid. The FinCom is meeting Monday to vote on a FinCom transfer.
 - **SCBA Unit & Bottles:** Stickney advised he has requested new SCBA unit and bottles for \$36,000 to replace the equipment that was removed from Engine 2 for the new truck.
 - **Two Thermal Imagers:** Stickney advised he is requesting \$25,000 to replace thermal imagers that are outdated.

After discussion, the Board took the following action:

On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support the \$16,327 capital budget request to retro-fit the retired pumper as LDH pumper.

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase of an SCBA unit and bottles, and two thermal imagers, pending the outcome of a grant.

- **Various Citizen Correspondence:** The Board briefly reviewed the two thank you letters to the Fire Department.
- **Disposition of Engine 6:** There was a brief discussion on how the town will dispose of the retired Engine 6 and they will discuss further at a later date, after Engine 2 is refurbished.

7:17PM MEETING WITH COMMUNICATIONS DEPARTMENT: Warren Gould, Director of Communications, met with the Board of Selectmen to discuss the following:

- **Requests for FY2015 Operating Budget:**
 - **4 Additional Hours/Week:** Gould explained he would like to increase the “double dispatching” to a third night, Monday night, and possibly a fourth night, at a cost of \$3,986.
- **Capital Budget Requests for FY2015:**
 - **Replace Central Electronics Bank Equipment:** Gould advised the existing equipment is obsolete and difficult to find parts for when it breaks. The cost to replace it is \$19,000.
 - **Purchase Single Large UPS:** The Board had some questions on the battery back-up system and asked Gould to provide more information to them before they take a vote on the purchase for \$27,858.

After discussion, the Board took the following action:

On a **MOTION** made by **Davis**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the four additional hours and the purchase of the central electronics bank equipment.

7:32PM MEETING WITH THE POLICE DEPARTMENT: Michael Murphy, Police Chief, met with the Board of Selectmen to discuss the following:

- **Capital Budget Requests for FY2015:**
 - **Electro-Muscular Disruption Devices:** Murphy described the taser training and appropriate use program and noted that the cost will probably be more around the \$22,000 level rather than the \$26,910 in the packet.

After discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase of tasers for the Police Department.

- **Annual Replacement of One Vehicle:** Murphy .advised he is requesting \$33,500 for a sedan. There was a lengthy discussion on alternative vehicles

After discussion, the Board took the following action:

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED 4-1 (Davis: NO)** to support the purchase of a sedan, as recommended by the Chief.

- **Consider Change in Department Command Structure:** Murphy advised he would like to add two sergeants to the command structure over the next two years, and provided back-up information to substantiate the request. The Board will continue discussing in Executive Session.
- **Various Citizen Correspondence:** The Board briefly reviewed a thank you note sent to the Police Department.

8:00PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson reviewed the following items with the Board:

- **Updated Capital Budget Request Sheet for FY2015:** Benson advised the Board they have made great progress on the individual requests and he expects they will complete their votes at the March 24 meeting.
- **Evaluations:** Davis requested guidance on completing the evaluations the Board is responsible for. Benson provided information for the Board on how to complete the evaluations.
- **Application for License for Davis Hayfield:** Benson advised there was only one applicant. After discussion, the Board took the following action:
On a **MOTION** made by **Killam**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to approve the license for Davis Hayfield to Mary Van Dusen.
- **Charles River Wheelmen Bike Ride Event:** Benson briefly reviewed the ride event information with the Board and the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the bike ride event, as described in the request.
- **Surplus Property:** Benson provided information to the Board on the surplus items and the Board took the following action:
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to declare the items listed as surplus and instructed that they be disposed of in accordance with the Town's surplus disposition policy.

8:18PM ROUTINES

- **Correspondence:** The Board briefly reviewed correspondence as follows:
 - Monthly Report of Inspector of Buildings
 - Resident Letter Mosquito Opt-Out
 - Thank You Letters from Read Across America Day
 - Thank You Letter from Boxford Friendship Foundation
 - Resident Letter on Animal Control Officer
 - Request from Resident for Interview
 - Outstanding Appointments:
- **Minutes:** The Board briefly reviewed the minutes of March 3, 2014 and, after a correction offered by Nay, took the following action:
 - On a **MOTION** made by **Perkins**, second by Killam, the Board of Selectmen **VOTED** unanimously to accept the minutes of March 3, 2014 as amended.
- **Treasury Bills:**
 - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-37S, in the amount of \$12,286.18.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Refund Warrant 13-353, in the amount of \$2,286.99.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-37, in the amount of \$259,306.74.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1419, for non-school payroll, in the amount of \$169,382.35.

After Selectman Costello removed himself from the discussion, on a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1419, for school payroll, in the amount of \$289,910.13. **Costello abstained.**

8:30PM OTHER BUSINESS:

Upcoming Meetings: Benson advised the Board that there will be no regular meeting next week, but they will be attending the Finance Committee meeting on Monday night.

Chapter 90 Funding Release Request: Costello suggested, that due to the severity of the winter and the toll it has taken on our roads, the Town should contact the Governor and ask him to release the Chapter 90 funding for road repairs and to also contact MIIA to see if other towns will join Boxford in their request to the Governor.

8:33PM Executive Session

On a **MOTION** duly 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 overall strategy on employment contract negotiations with Teamsters Police Patrol Officers 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.

8:45PM ADJOURN

On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourn at 8:45PM.

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: Burning Permits
3. Announcement: Nomination Papers
4. Announcement: Soup & Chowder Fest
5. Proposal: Greenwood Emergency Vehicles, 2/25/14
6. Letter from Fire Department to Finance Director, Re: Capital Budget, 1/7/14
7. Thank You Letter to Fire Department, 1/29/14
8. Thank You Letter to Fire Department, 12/5/13
9. Information from Communications Department, Re: Increase 4 Hours Per Week
10. Capital Project Request: Communications, Replace Voter-Receiver-Comparator, 1/15/14
11. Capital Project Request: Communications, Uninterruptible Power Supply, 3/4/14
12. Letter from Chief Murphy to Finance Committee, Re: 2015 Budget Proposal, 1/16/14
13. Letter from Chief Murphy to Finance Committee, Re: Fleet Maintenance, 1/6/14
14. Thank You Letter to Police Department, 1/29/14
15. Budget Update from Town Administrator
16. Application for Land Lease: 2 Acres of Davis Hayfield, 2/25/14
17. Packet of Information, Re: CRW Event Sunday May 18, 2014, 3/5/14
18. Surplus Goods – BOH and Planning
19. Report of the Building Inspector, 3/3/14
20. Thank You Note re: Opting out of spraying, 3/3/14

21. Thank You Note re: Read Across America Guest Reader, 3/4/14
22. Thank You Note re: Read Across America Guest Reader, 3/4/14
23. Thank You Note re: Read Across America Guest Reader, 3/4/14
24. Letter from Boxford Friendship Foundation, 3/5/14
25. Letter to the Board of Selectmen Re: Animal Control Officer, 2/24/14
26. E-Mail from Mike White, Re: The Have Bike TV Show, 2/26/14
27. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 2/20/14
28. Meeting Minutes:
 - March 3, 2014
29. Motion to go into Executive Session