

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD POLICE STATION  
May 19, 2014 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathy O'Brien, Ross Povenmire, Nancy Merrill, Vanessa Johnson, Lance Cluster*

**7:01PM Meeting Called to Order**

With a quorum present, Chairman Davis called the meeting to order at 7:01PM.

**7:01PM ANNOUNCEMENTS**

- **Memorial Day Parade:** Selectman Perkins announced the annual Memorial Day Parade will be held on Monday, May 26, through the West Village to the Brookside Cemetery.
- **Relay for Life:** Selectman Costello announced the American Cancer Society will hold their annual Relay for Life on Friday, June 13-June 14 at Masconomet Regional High School football field.

**7:05PM MEETING WITH ESSEX COUNTY GREENBELT:** Vanessa Johnson of Essex County Greenbelt met with the Board of Selectmen to discuss the following, regarding the sale of the Nason Property:

- **Update on Grant:** Johnson advised the National Park Service Land and Water Conservation Fund grant has not been finalized yet and Essex County Greenbelt has been paying \$100 day in interest while the grant is finalized. Benson provided additional information on the grant issues.
- **Request to Execute Quitclaim Deed:** Benson provided information on the Quitclaim Deed needed to complete the purchase of the Nason Property and taking over the \$100 day payment until the grant is finalized and the purchase is complete.
- **Request to Execute First Extension of P&S:** Benson advised they need to extend the Purchase and Sale Agreement for at least one month, to June 30, 2014, to provide additional time for the grant to be finalized.
- **Request to Execute Limited Power of Attorney:** Benson advised the Board that the Power of Attorney is needed to complete the closing on the property.

The Board members signed all documents, which were notarized by the Conservation Administrator, Ross Povenmire, and returned to Ms. Johnson.

**7:25PM EVALUATION AND SALARY OFFER FOR TOWN ADMINISTRATOR FOR FY2015:**

- **Report on Evaluation and Objectives Setting:** Costello provided a brief report on the evaluation and objectives, as well as the Job Description of the Town Administrator. There was a lengthy discussion on the job description. After discussion, the Board took the following action:
  - 7:37PM** On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to adopt the 2015 objectives and include one other possible objective, "The Week in Review" e-mail, as suggested by Costello.
- **Proposed Salary for the Town Administrator:** Costello advised they are offering a salary compensation of \$131,500, a 2.7% increase over the FY2014 salary.
  - 7:38PM** On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to adopt the 2015 salary of \$131,500 for FY2015 for the Town Administrator.
- **Employment Agreement: Town Administrator:** Costello briefly reviewed the Employment Agreement of the Town Administrator, noting possible changes in the language of some sections. He asked the Board to continue reviewing the language after the term of the agreement is up.

**7:43PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan Benson reviewed the following items with the Board:

- **Update on State Budget:** Benson provided an update on the State Budget and its effect on local aid.
- **Common Victualler License Request: Ingaldsby Farm:** Benson advised the Board that Ingaldsby Farm has applied for a Common Victualler License.
  - 7:45PM** On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to issue a Common Victualler's License to Ingaldsby Farm, 14 Washington Street, expiring December 31, 2014.
- **Request for Signs:** Benson advised the Board that BTA BOLT has requested to place three signs in town advertising their annual dog show at the East Fire Station.
  - 7:46PM** On a **MOTION** made by **Nay**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to approve the signs, as requested.

**7:48PM ROUTINES**

- **Correspondence:** The Board reviewed correspondence as follows:
  - **Resident Letter Re: Sayward Road:** The Board acknowledged a letter from Sayward Road residents requesting the road be accepted as a town road. The Board discussed the issue at length and requested that the Town Administrator provide them with a list of all subdivision roads that are not yet accepted.

- **Invitation to Masconomet's Graduation:** The Board acknowledged an invitation from the Principal of Masconomet, inviting them to the Graduation Commencement on June 6. Benson advised any interested Board members to contact the Administrative Assistant for tickets.
- **Invitation to Tri-Town Council Annual Reception:** The Board acknowledged an invitation from the Tri-Town Council, inviting them to their annual reception on May 29. Benson advised any interested Board members to contact the Administrative Assistant with their RSVPs.
- **Resident Letter Re: Thank You:** The Board briefly reviewed a thank you note from a resident regarding the recent R.A.D. System of Self-Defense program offered by the Boxford and Middleton Police Departments.
- **Outstanding Appointments:** The Board briefly reviewed the outstanding appointments.
- **Minutes:** The Board reviewed the minutes of May 5, 2014 and, after an amendment proposed by Nay, took the following action:
  - On a **MOTION** made by **Nay**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to accept the minutes of May 5, 2014 as amended.
  - On a **MOTION** made by **Nay**, second by **Davis**, the Board of Selectmen **VOTED** unanimously to accept the minutes of May 5, 2014 Executive Session, as printed.
- **Treasury Bills:**
  - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-47, in the amount of \$864,476.54.
  - On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1423, for non-school payroll, in the amount of \$137,876.41.
  - After Selectmen Costello removed himself from the meeting, on a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1424, for school payroll, in the amount of \$363,512.32. **Costello abstained.**

#### **8:06PM ADJOURN**

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 8:06PM.

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: Relay for Life
3. Announcement: Memorial Day Parade
4. E-Mail from Town Counsel to Town Administrator, Re: Essex County Greenbelt to Boxford, 5/14/14
5. Quitclaim Deed
6. First Extension to Purchase and Sale Agreement By and Between Town of Boxford and Essex County Greenbelt Association, Inc., 5/19/14
7. Limited Power of Attorney, 5/19/14
8. Preliminary Sale Closing Agenda, 5/14/14
9. Packet of information on the Purchase of the Nason Land and Associated Grant
10. Performance Evaluation: Alan J. Benson, Town Administrator, 4/17/14
11. Draft Letter from the Board of Selectmen to the Town Administrator, Re: FY2015 Salary Proposal, 5/19/14
12. Town Administrator Job Description
13. Town of Boxford Employment Agreement: Town Administrator, 8/20/13
14. Article: Senate budget bill would increase key local aid accounts in FY15, 5/14/14
15. Common Victualler's License: Ingaldsby Farm, 5/19/14
16. E-Mail from BTA-BOLT to Board of Selectmen, Re: Sign Request, 5/12/14
17. Letter from Sayward Road Residents to Board of Selectmen, Re: Road Acceptance, 5/1/14
18. Invitation to Masconomet Class of 2014 Graduation
19. Invitation to Tri-Town Council Annual Reception
20. Letter from Resident to Board of Selectmen, Re: Kudos for Boxford Police and R.A.D. Program, 5/5/14
21. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 5/15/14
22. Meeting Minutes:
  - May 5, 2014
  - May 5, 2014 Executive Session