

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
June 16, 2014 7:00PM**

Present: Mary Anne Nay, Chuck Costello, Peter Perkins, Charlie Killam, Bill Cargill

Others Present: Town Administrator Alan Benson, Brad Sweet, Rick Rivers, Dick Taylor, Richard Shaw, Lana Spillman, Margaret Chow-Menzer, Bob Hazelwood, Keith Sampson, and others

Meeting Called to Order/Pledge of Allegiance

With a quorum present, Selectwoman Nay called the meeting to order and requested all in attendance to recite the Pledge of Allegiance.

ANNOUNCEMENTS

- **Passing of Paul French:** Selectman Perkins announced the recent passing of Paul French, a longtime resident of Boxford and member of the Town Forest Committee and former member of the Conservation Commission.
- **Boxford Community Blood Drive:** Selectman Cargill announced there will be a blood drive, sponsored by the Fire Department on Thursday, June 19, 2PM-7PM, First Congregational Church.
- **Boxford Park Program:** Selectman Killam announced that registration is now open for the Boxford Park Program. Visit www.town.boxford.ma.us for information and payment.
- **Jennifer Tinney Road Race:** Selectman Perkins announced that registration is now open for the Jennifer Tinney Road Race on July 4. Visit www.town.boxford.ma.us for a registration link.
- **Recycling Center Hours:** Selectman Costello announced that the Recycling Center will be closed on July 5 and will resume normal hours on July 12.
- **COA Annual Barbecue:** Selectwoman Nay announced that the COA will hold their first barbecue of the season on Wednesday, June 18 and each Wednesday thereafter for the summer season.

ASCERTAINMENT HEARING ON PROPOSED COMCAST RENEWAL: The Board of Selectmen met with the Cable TV Committee members Brad Sweet and Rick Rivers to discuss the following:

- **Report on Customer Satisfaction Survey Results:** Sweet reported that they received 1200 responses to the survey, split almost evenly between Comcast and Verizon customers. The main issues were cost and program offerings. Sweet and Rivers presented highlights of the survey to the Board.

- **Comments from Public:**
 - **Comcast vs. Verizon?** One resident in attendance asked if the hearing was to determine whether Comcast or Verizon would cover the town. Benson answered that both Comcast and Verizon are offered in town.
- **Next Steps in License Renewal Process:** Benson provided information on the next steps in the license renewal process.

MEETING WITH PERMANENT BUILDING COMMITTEE: Permanent Building Committee members Margaret Chow-Menzer (Chair) and Bob Hazelwood met with the Board of Selectmen to discuss the following:

- **Maintenance Issues with Library Building:** Chow-Menzer reported on the maintenance issues with the library building, which were discussed at a recent Library Trustees meeting. Some of the issues noted:
 - **Exterior Issues:** There is considerable rot of the exterior, and one area where the carpenter was able to put his hand through the rotted exterior siding to the interior sheet rock. Siding needs to be replaced.
 - **Window Frames Rotted:** Cummings Building windows need to be replaced.
 - **Barn Storage:** Two of the three windows and frames are rotted and need to be replaced and possibly a third. Door needs to be rebuilt and roof shingles need to be replaced.
 - **Compliance with Building Codes and ADA Accessibility:** Chow-Menzer noted that the entire building may need to be ADA compliant. Her committee will be meeting with the Building Inspector and she will report back to the Board with more information on what will be involved. Benson will arrange a site walk for Board members interested in seeing the work needed on the buildings.
- **Feasibility Study on Spofford Road Land:** Richard Taylor and Richard Shaw of the Council on Aging joined the discussion on the feasibility study. Chow-Menzer explained that the Permanent Building Committee sent out an RFQ to further study the sites and Weston and Sampson was the only firm who responded. They are recommending that the town award the contract to Weston and Sampson, so they can get more information on costs and all possible options for building. Chow-Menzer provided information on the various areas noted on the maps/plans provided to the Board.
- **Private Property Access to Site:** Chow-Menzer noted that, according to a previous Weston and Sampson study, there may be private property access available. Nay added that the property is not for sale right now and reminded everyone to be respectful of that.

APPOINTMENTS: The Board of Selectmen considered the following appointments:

- **Candidate for Sustainability Committee Position:** Keith Sampson appeared before the Board to discuss his interest in volunteering for the Sustainability

Committee. After the Board reviewed his qualifications, they took the following action:

- On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Keith Sampson to the Sustainability Committee for a 1-year term ending June 30, 2015.
- **Reappointments:** Benson provided information on the various appointments the Board can act on and the Board took the following actions:

On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Robert Aldenberg as the Inspector of Buildings for a 3-year term ending June 30, 2017.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint the following:

- **Nancy Merrill**, Border to Boston Trail Committee, 1 year term, ending June 30, 2015
- **Andrzej Plucinski**, Border to Boston Trail Committee, 1 year term, ending June 30, 2015
- **Diane Annunziato**, Boxford Cultural Arts Committee, 3 year term, ending June 30, 2017
- **Joseph C. Hill**, Boxford Housing Partnership Committee, 1 year term, ending June 30, 2015
- **Peter Delaney**, Boxford Housing Partnership Committee, 1 year term, ending June 15, 2015
- **John Antczak**, Boxford I95 Salt Study Committee, 1 year term, ending June 30, 2015
- **Bradley Sweet**, Cable Television Advisory Committee, 1 year term, ending June 30, 2015
- **Richard Rivers**, Cable Television Advisory Committee, 1 year term, ending June 30, 2015
- **James Barnes**, Cable Television Advisory Committee, 1 year term, ending June 30, 2015
- **Matt Ellis**, Cable Television Advisory Committee, 1 year term, ending June 30, 2015

The Board discussed the reappointment of Louise Kress to the Boxford Housing Partnership Committee and took the following action:

- **Nay** made a **MOTION**, second by **Killam**, to appoint Louise Kress to a 1 year term on the Boxford Housing Partnership Committee.
The motion failed on a 4-1 roll call vote:
NO: Cargill, Perkins, Killam, Costello
YES: Nay

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint the following:

- **Francis DiLuna**, Conservation Commission, 3 year term, ending June 30, 2017
- **Peter Delaney**, Conservation Commission, 3 year term, ending June 30, 2017
- **Peter Delaney**, Haynes Land Advisory Committee, 1 year term, ending June 30, 2015
- **Joseph Callahan**, Haynes Land Advisory Committee, 1 year term, ending June 30, 2015
- **Virginia Havey**, Border to Boston Trail Committee, 1 year term, ending June 30, 2015
- **Carole Davis**, Historic District Commission, 3 year term, ending June 30, 2017

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint the following:

- **Martha Maysek**, Masconomet Regional Scholarship Committee, 1 year term, ending June 30, 2015
- **James Riter**, Police Department Lieutenant, 3 year term, ending June 30, 2017
- **John Rowen**, Recreation Committee, 3 year term, ending June 30, 2017

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint the following:

- **Joseph C. Hill**, Sustainability Committee, 1 year term, ending June 30, 2015

PERSONNEL EVALUATION REPORTS: The Board reviewed the evaluation reports and objectives, as presented by their reviewers:

- **Kathy L. Benevento, Director of Finance:** Selectman Perkins provided the Board with his review of the Director of Finance and the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to accept the evaluation of Kathy Benevento as submitted.
- **Robert M. Aldenberg, Inspector of Buildings:** Selectman Killam provided the Board with his review of the Building Inspector and the Board took the following action:
On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the evaluation of Robert Aldenberg as submitted.
- **Warren Gould, Director of Communications:** Selectwoman Nay provided the Board with her review of the Director of Communications and the Board took the following action:

- On a **MOTION** made by **Nay**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to accept the evaluation of Warren Gould, as submitted.
- **Kerry Stickney, Fire Chief:** Selectwoman Nay provided the Board with the review of Fire Chief Kerry Stickney, noting that the reviewer was Selectman Steve Davis. The Board took the following action:
On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to accept the evaluation of Kerry Stickney, as submitted.
 - **Michael J. Murphy, Chief of Police:** Selectman Costello provided the Board with his review of the Police Chief and the Board took the following action:
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the evaluation of Michael Murphy, as submitted.

EAGLE SCOUT PROJECT PROPOSAL: Boy Scout Colin Mahoney requested to meet with the Board of Selectmen to discuss his Eagle Scout project proposal and the Chair agreed to allow him to speak. Mahoney advised the Board that his project involves improvements to the outdoor classrooms at the Spofford Pond School with signs and markers and cleaning up the trails. He provided the Board with a brief presentation on his project. After the presentation, the Board asked Mahoney to get in touch with the DPW Superintendent as well as the Principal of the Spofford Pond School and report back to the Board of Selectmen for approval. He was advised to contact Town Administrator Benson to get on the agenda.

FY2015 PERSONNEL COMPENSATION ACTIONS: The Board reviewed the proposed FY2015 compensation rates and took the following action:

- **FY2015 Fire Department Rates:**
On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the proposed rates as printed on the June 16 memo.
- **FY2015 Inspectional Service Department Rates:**
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the proposed rates as printed on the June 16 memo.
- **Administrative Assistant to Town Administrator:** Benson advised a vote was not needed, as the rates have been approved.
- **FY2015 Personal Service Contracts:**
 - **Director of Communications:**
On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve the proposed rates as recommended.

- **Town Treasurer/Collector of Taxes:**
On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** to approve the proposed rates as recommended.
During discussion, Cargill disclosed that Mike Guerin is his electrician.
During the vote, **Cargill abstained**.
- **Director of Municipal Finance:**
On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the rates as agreed.
- **Police Chief:**
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the rates as agreed.

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

- **Lift Hiring Freeze for Two Positions:** Benson advised the Board that they have received a request from the fire chief to lift the hiring freeze to replace Sean Merrigan and from the Council on Aging to replace Joan Rollins.
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze for the two positions.
- **Common Victualler's License: Boxford Athletic Association:** Benson provided a copy of the Victualler's License for the BAA to sell hot dogs at the Town Beach.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Common Victualler's License for the BAA.
- **Request for Blanket Sign Request:** Benson advised the Board that BTA-BOLT has requested a "blanket" sign request to allow them to erect signs promoting several events held each year. After discussion, the Board took the following action:
Killam made a **MOTION**, seconded by **Cargill**, to approve the request, as submitted.
The motion **FAILED** on a **3-2 VOTE**. (**NO: Perkins, Nay, Costello**)

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED 4-1 (NO: Killam)** to approve the posting of signs for their annual meeting, dog show, horse show, the trail ride, and the pumpkin hunt, and that they make an individual request for all other events.
- **Request to Post a Sign:** Benson provided the Board with a request from the Library Trustees to post a sign promoting the "Walking Tour Group".
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the sign, as requested.
- **Draft Letter to Masconomet School Committee:** Benson advised there is an ongoing issue with Masconomet using the incorrect address and the town's

public safety officials are requesting that the address be corrected. He provided a draft of a letter to Masconomet School Committee and invited any interested selectman to attend the meeting tentatively scheduled for June 25.

- On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to send the letter as drafted.
- **Vacation Carryover Request:** Benson requested that the Board allow him to carry over two weeks of vacation. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Killam**, second by **Cargill**, the Board **VOTED** unanimously to approve the request.
 - **Police Officer Injury:** Benson provided the Board with information on a recent injury to Officer Corliss at the firing range, a burn to the arm.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to declare that Officer Corliss' injuries were incurred in the line of duty, as per Chief Michael Murphy's memo.

ROUTINES

- **Correspondence:** The Board reviewed correspondence as follows:
 - **Thank You:** The Board acknowledged a thank you letter from the Boxford Village Garden Club to the DPW Superintendent regarding the Community Center grounds maintenance.
 - **Invitation to Spofford School Moving on Ceremony:** The Board acknowledged the invitation to the Spofford Pond School Moving On ceremony.
 - **Letter to Masconomet School Committee:** The Board briefly reviewed the letter from Town Administrator Benson to the Masconomet School Committee concerning his election by his peers to represent the towns in collective bargaining negotiations.
 - **Thank You Letter from Fire Department to Resident:** The Board briefly reviewed a thank you letter from the Fire Department to a resident who donated hydraulic tools to be used with the JAWS.
- **Minutes:** The Board reviewed the minutes of June 2, 2014 and took the following action:

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the minutes of June 2, 2014 as presented.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the minutes of June 2, 2014 Executive Session, as presented.
- **Treasury Bills:**

On a **MOTION** made by **Cargill**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1426, for non-school payroll, in the amount of \$158,955.63.

After Selectmen Costello removed himself from the meeting, on a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1426, for school payroll, in the amount of \$300,007.78. **Costello abstained.**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-51S, in the amount of \$124,944.14.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-51, in the amount of \$143,958.65.

EXECUTIVE SESSION

On a **MOTION** made by **Nay**, second by **Perkins**, 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 non-represented employees 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.

ADJOURN

On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn.

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: Boxford Community Blood Drive
3. Announcement: Boxford Park Program
4. Announcement: Jennifer Tinney Road Race
5. Announcement: Recycling Center Hours
6. Letter from Department of Telecommunications and Cable to Board of Selectmen, Re: License Expiration Notice, 6/3/14
7. Town of Boxford ALL Cable Survey Results

8. Town of Boxford Comcast Cable Survey Results
9. Town of Boxford Verizon Cable Survey Results
10. Packet of information from Keith Sampson to Board of Selectmen, Re: Sustainability Committee, 5/29/14
11. FY2015 Appointment Schedule
12. Director of Municipal Finance Performance Evaluation
13. Inspector of Buildings Performance Evaluation
14. Director of Communications Performance Evaluation
15. Chief of Police Performance Evaluation
16. Fire Chief Performance Evaluation
17. Fire Department Pay Rates
18. Letter from the Board of Selectmen to the Director of Municipal Finance, Re: Employee Pay Rates, 6/16/14
19. Letter from the Board of Selectmen to the Administrative Assistant to the Town Administrator, Re: FY2015 Compensation, 6/16/14
20. Letter from the Board of Selectmen to the Director of Communications, Re: FY2015 Salary, 6/16/14
21. Employment Agreement: Treasurer/Collector of Taxes
22. Letter from the Board of Selectmen to the Director of Municipal Finance, Re: FY2015 Salary, 6/17/14
23. Letter from the Board of Selectmen to the Chief of Police, Re: FY2015 Salary, 6/17/14
24. Copy of Letter from Sean Merrigan to Chief Stickney, Re: Resignation
25. E-Mail from COA Director to Town Administrator, Re: Resignation of Outreach Worker, 6/10/14
26. Common Victualler's License, Boxford Athletic Association
27. E-Mail from BTA-BOLT to the Board of Selectmen, Re: Sign Request, 5/14/14
28. E-Mail from the Trustees of the Boxford Library to the Board of Selectmen, Re: Sign Request, 6/6/14
29. Letter from the Board of Selectmen to the Masconomet School Committee, Re: Physical Street Address, 6/17/14
30. Memo from Town Administrator to Board of Selectmen, Re: Vacation Time Carry Over Request, 6/5/14
31. Thank You Note from Boxford Village Garden Club to DPW Superintendent, Re: Community Center Grounds Maintenance, 5/23/14
32. Invitation: Spofford Pond School 50th Anniversary and Moving On Ceremony
33. Letter from Town Administrator to Masconomet School Committee, Re: Collective Bargaining Negotiations Representative, 6/10/14
34. Copy of Thank You Letter from Boxford Fire Department to Resident, 6/2/14
35. Meeting Minutes:
 - June 2, 2014
 - June 2, 2014 Executive Session
36. Motion for Executive Session