

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
July 28, 2014 7:00PM**

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

*Others Present: Town Administrator's Administrative Assistant, Susan Inman, Kathy O'Brien, Samantha Holt, DPW Superintendent/Town Engineer John Dold, Vanessa Johnson, David Outman, and others.*

**7:01PM 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.

**7:02PM ANNOUNCEMENTS**

- **Recent Thunderstorm Damage:** Selectwoman Nay provided an update on the recent thunderstorm and damage the town sustained from it. She thanked all involved departments for their cooperation and action to contain the damage and clear the roads.
- **Call to Honor Triathlon Registration:** Selectman Perkins announced that registration is open for the Call to Honor Triathlon scheduled for Sunday, September 7.
- **Real Estate and Personal Property Tax Bills:** Selectman Cargill announced that real estate and personal property taxes are due August 4.
- **Birthday Barbecue Lunch at the COA:** Selectwoman Nay announced there will be a birthday barbecue lunch on Wednesday, July 30, on the lawn at the Council on Aging. Call the Council on Aging for reservations.

**7:07PM MEETING WITH THE DEPARTMENT OF PUBLIC WORKS:** The Board of Selectmen met with John Dold, DPW Superintendent/Town Engineer, to discuss the following:

- **Report on Winter Snow Plowing Procedures and Routes:** Dold provided a presentation with information for the Board to review on the current snow plowing procedures his department follows.
- **Report on Status of Repairs to Stiles Pond Dam:** Dold advised they are proceeding with repairs. Weston & Sampson met with the Conservation Commission with the plans, which were approved. Work was started last fall, removing trees and stumps. He provided information on additional work they've been doing to prepare the site and the work that still needs to be done, before they can dig out the dam area and replace it with special fill. Heavy equipment will be there on Monday to begin their work.

- **Report on Status of Replacement of Main Street Culvert (at Glendale Road):** Dold advised there is a meeting scheduled tomorrow to finalize the detour details and assure that the contractor is ready to go on August 8.
- **Report on Remaining Road Repair Projects for Year:** Dold reviewed the roads completed and provided information on the roads left to pave this season.
- **Update on Training/Licensure of DPW Staff Boom Operators:** Dold advised that the State has come out with new regulations for licensing requirements for boom operators. Boom operators need a 4G license. He's got three employees, who currently operate the brush cutter, taking the course immediately and they should be licensed within three weeks. The remaining employees will take the course when available and will be licensed later.
- **Recommendation of Stormwater Advisory Committee to Execute Memorandum of Understanding through Merrimack Valley Planning Commission for Regional Assistance in Development of Management Plan:** Dold provided information to the Board on why the Memorandum of Understanding to establish the Merrimack Valley Stormwater Management Collaborative is needed. He added that there is no cost to the Town and it is a collaborative effort with surrounding cities and towns.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to sign the Memorandum of Understanding, as recommended by the Stormwater Advisory Committee.
- **Update on Status of ADA Maintenance of Outdoor Public Facilities:** Dold provided a list to the Board with work that's been completed to comply with the Americans with Disabilities Act.
- **Update on Building Repair Projects and Work Order System:** Dold provided the Board with a brief update on work orders, noting that they've completed 70 of the 97 work orders they've received this year to date.
- **Update on Department Clerical Support Needs:** Dold advised they are looking for a permanent replacement, noting that Samantha Hoyt has been helping out for the summer, but she's going off to college in the fall. He added that the permanent 18-hour/week position has been posted.
- **Update on Recent Activities:** Dold provided a brief update on the following:
  - **Presentation at Northeastern University:** Dold advised he was invited to speak at Northeastern University recently.
  - **Masconomet Intern:** Dold noted that he had the benefit of having an intern over the summer, Tyler O'Brien, who worked on drawings for lighting at the Community Center.
  - **Engineering Day at Masconomet:** Dold advised he went to Masconomet the last week in May for Engineering Day, noting that this was his 7<sup>th</sup> year participating in the event.
  - **DPW Equipment Day:** Dold advised at the end of the school year, they bring their equipment over to Spofford Pond School for the kids and he provides a half-hour presentation to the kids there.
  - **Arbor Day Ceremony:** Dold provided a brief update on the Arbor Day ceremony they participate in each year at Spofford Pond School. He

provided a baseball cap to Selectman Cargill, who also attended the event.

- **EPA Energy Cost Intensity:** Samantha Holt, temporary clerical worker for the DPW, provided a report on how much the town is spending on energy costs.

**8:17PM MEETING WITH ESSEX COUNTY GREENBELT ASSOCIATION:** The Board met with Vanessa Johnson of Essex County Greenbelt, and David Outman, Community Conservation Specialist, to discuss the following:

- **Nason Property Acquisition:** Johnson congratulated the Town on their acquisition of the Nason property.
- **Proposed Updated Conservation Restriction: Cleaveland Farm:** Johnson provided information on the proposed update to the Conservation Restriction on the property, which they are listing for sale. They are requesting the Board of Selectmen's final approval and signatures. She provided an *Amended and Restated Conservation Restriction* for the Board to review.

On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the *Amended and Restated Conservation Restriction*, as requested.

The Board members proceeded to sign the Conservation Restriction.

**8:27PM FY 2015 PERSONNEL COMPENSATION ACTIONS:** The Board briefly discussed the employment contract for Lt. James Riter and decided they needed more clarification before they can accept the terms of the contract.

**8:32PM REPORT OF THE ADMINISTRATIVE ASSISTANT TO THE TOWN ADMINISTRATOR:**

- **Execution of State Primary Warrant:** Inman provided a copy of the State Primary Warrant for the Board to execute.  
On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to accept the State Primary Warrant.
- **Monthly Report from the Inspector of Buildings:** The Board briefly reviewed the Monthly Report for June from the Inspector of Buildings.
- **Report on Purchase of Nason Land:** Inman provided information to the Board and read aloud a memo from the Town Administrator regarding the purchase of the Nason Land.

**8:37PM ROUTINES:**

- **Correspondence:**
  - **Resignation of Carl Noblitt:** The Board accepted the resignation of Carl Noblitt from the Finance Committee.
- **Appointments:** The Board briefly reviewed the list of reappointments and took the following action:  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Howie

Emmons to the Haynes Land Committee for a 1-year term ending June 30, 2015 and Robert Cronin as the Sealer of Weights and Measures for a 1-year term ending June 30, 2015.

- **Signature Folder:** The Board briefly reviewed the items in the signature folder and provided signatures as required.
- **Minutes:** The Board reviewed the minutes available and took the following actions:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** to amend the minutes as proposed.

On a **MOTION** made by **Costello** second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the minutes of July 14, 2014 as amended.

On a **MOTION** made by **Costello** second by **Nay**, the Board of Selectmen **VOTED** unanimously to accept the minutes of July 14, 2014 Executive Session, as printed.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** to accept the amended Executive Session minutes of 6/30.

- **Treasury Bills:**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-4S, in the amount of \$61,059.86.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-4, in the amount of \$37,761.43.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY15-02, for non-school payroll, in the amount of \$163,012.33.

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 PY15-02, for school payroll, in the amount of \$52,825.35. **Costello abstained.**

**8:48PM ADJOURN**

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to adjourn at 8:48PM.

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: Real Estate and Personal Property Taxes Due
3. Announcement: Call to Honor Triathlon
4. E-Mail from Essex County Greenbelt to Town Administrator, Re: Revised and Amended Cleaveland Farm Conservation Restriction, 7/17/14
5. Amended and Restated Conservation Restriction, 35 Ipswich Road, Boxford
6. Municipal Certification Cleaveland Farm/Murray Amended and Restated Conservation Restriction, 35 Ipswich Road, Boxford
7. Original Conservation Restriction, 35 Ipswich Road, Boxford
8. Boxford Department of Public Works Snow Removal Report
9. Memo from Planning Board Administrator to Town Administrator, Re: Stormwater Management Committee Memorandum of Understanding, 7/17/14
10. Draft Personal Service Employment Agreement: Lt. James Riter
11. Memo from Town Administrator to Municipal Finance Director, Re: Compensation for Superior Officers, 7/18/14
12. Warrant for State Primary
13. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Activity Report, 7/3/14
14. Memo from Town Administrator to Board of Selectmen, Re: Nason Property, 7/24/14
15. Letter from Cardinal O'Malley to Board of Selectmen, Re: Special Mass for Public Safety Personnel, 7/17/14
16. Copy of Memo from Carl Noblitt to Finance Committee, Re: Resignation, 7/15/14
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 7/11/14
18. Meeting Minutes:
  - July 14, 2014
  - July 14, 2014 Executive Session