

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
August 11, 2014 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, David Outman, Wendy Perkins, Andy Gori, Virginia Havey, Lisa DiLuna, Matthew Juros, Attorney Herbert C. Dike, Town Counsel Katharine Klein, Nancy Merrill

7:02PM 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.

7:03PM ANNOUNCEMENTS

- **Culvert on Main Street/Glendale Road:** Selectwoman Nay provided an update on the recent work on Main Street at Glendale Road to repair the culvert, noting that Main Street was closed for the weekend, but the work has been completed and the road is now open.

7:06PM MEETING WITH TRUSTEES OF RESERVATIONS AND HDC/HC: David Outman of the Trustees of Reservations met with the Board to propose that the Town hold a Historic Preservation Restriction (HPR) agreement on the land at 35 Ipswich Road, known as Cleaveland Farm. Outman provided photos and other visuals for the Board to view while he made his presentation.

Lisa DiLuna and Wendy Perkins (Chairman) of the Historic Districts Commission/Historical Commission (HDC/HC) addressed the Board to advise that their committee discussed and did a good amount of research while considering the possibility of holding the HPR on the Cleaveland Farm property. DiLuna advised that they appointed Matt Juros, an architect on the committee, to be the point person for the HPR on this property. She added that, after they gathered their information, they took a vote on it and voted 4-1 to pursue further the acquisition of the HPR for the Cleaveland Farm property. There ensued a lengthy discussion on the Town holding the HPR. Katharine Klein, Town Counsel, contributed to the discussion, advising the Board on the Town's jurisdiction with the HPR. Andy Gori, the dissenting member of the HDC/HC, addressed the Board to discuss his objections to the HDC/HC holding the HPR. Herbert Dike, the attorney for the prospective buyers of the property, also contributed to the discussion.

At the conclusion of the discussion, the Board of Selectmen took the following action:
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectman **VOTED 3-2 (NO: Killam/Cargill)** to enter into the Historic Preservation Restriction on behalf of the Town.

8:29PM FY 2015 PERSONNEL COMPENSATION ACTIONS: The Town Administrator clarified the questions the Board had at the previous meeting and, after clarification, the Board agreed to sign the Personal Service Employment Agreement for police Lt. James Riter.

8:32PM REPORT OF THE TOWN ADMINISTRATOR:

- **Monthly Report from the Inspector of Buildings:** The Board briefly reviewed the Monthly Report for July from the Inspector of Buildings.
- **North Shore Cyclists Request:** The Board reviewed the request to have a “ride” through Boxford on August 16 and to put up signs for the event.
On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the ride and signs as requested.
- **Request for Free Concert and Gazebo Use:** Benson advised that the free concert that was scheduled for July was rained out and the West Boxford Improvement Society is again requesting to use the gazebo and hold the concert on August 17.
On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the request.

8:36PM ROUTINES:

- **Correspondence:**
 - **Planning Board Response:** Benson advised the Board that the Planning Board has decided to not recommend acceptance of Sayward Road.
 - **Masconomet Address:** The Board briefly reviewed an e-mail from the new Masconomet Superintendent advising the Board that they are working with vendors and stakeholders to advise them of the change of address to Boxford and hope to have the address completely updated by November 1, 2014.
 - **Thank You Note:** The Board briefly reviewed a thank you note from a Great Pond Drive resident, thanking the DPW for cleaning up the storm debris.
- **Appointments:** The Board briefly reviewed the list of openings on various boards and committees and will read them aloud at the next meeting.
- **Appointment of Election Workers:** Selectman Cargill and Selectman Perkins recused themselves from the discussion and voting on the following:

On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint the following election workers, for a one-year term, ending August 15, 2015:

Judith Anderson	Virginia Keilty
Lois Bell	Ann Knight
Mary Bolen	Stephen Knowles
Ruthann Budrewicz	Mary Langer
Thomas Budrewicz	Charlene Mead
Karen Collari-Troake	Robyn Muetterties
Harry Crockett	Beverly Perkins
Michele Delfino	Sandra Pinkham
Patricia Gleason	Janet Silva
Joan Gordon	Jayne Smallman
Judith Gore	Judith Stickney
Leona Gormley	Jayne Theodore
Natasha Grigg	Meredith Zafonte
Anne Gyles	Steven Zafonte
Bernice Kehoe	Joseph Zarysk

- **Approval of Minutes:** The Board reviewed the minutes available and, after amendments proposed by the Chair, took the following action:
 - On a **MOTION** made by **Costello** second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the minutes of July 28, 2014 as amended
- **Treasury Bills:**
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-6, in the amount of \$705,116.59.

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 \$105,608.06.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY15-03, for non-school payroll, in the amount of \$168,022.45.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY15-03, for school payroll, in the amount of \$51,569.33.

8:43PM OTHER BUSINESS:

- **Next Meeting:** Benson advised the Board that they will be meeting on the 18th and not meeting on the two Mondays following that.

- **Lifting of Hiring Freeze:** Benson noted that there was a request from John Dold to lift the hiring freeze so he can replace his secretary.
On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze to replace the DPW secretary.

8:44PM ADJOURN

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to adjourn at 8:44PM.

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. Preservation Restriction Agreement
3. Letter from Kopelman and Paige to Town Administrator, Re: Preservation Restriction Agreement – Cleaveland Farm, 8/6/14
4. Mass. General Laws: Chapter 184, Section 32
5. Copy of Letter from Andrew Gori, HDC/HC to Gwendolen E. Perkins, Chair, HDC/HC, Re: Cleaveland Farm, Historic Preservation Restriction, 6/10/14
6. Draft Personal Service Employment Agreement: Lt. James Riter
7. Memo from Town Administrator to Municipal Finance Director, Re: Compensation for Superior Officers, 7/18/14
8. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Activity Report, 8/4/14
9. E-Mail from North Shore Cyclists to Board of Selectmen, Re: Bicycle Ride and Sign Request, 7/31/14
10. Outdoor Gazebo Reservation Application for 8/17/14
11. E-Mail from Planning Director to Town Administrator, Re: Sayward Road Recommendation, 7/17/14
12. E-Mail from Masconomet Superintendent to Board of Selectmen, Re: Masconomet Address, 8/7/14
13. Copy of Thank You Note from Great Pond Drive Resident to DPW Superintendent, Re: Storm Clean-Up, 7/28/14
14. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/4/14
15. E-Mail from Town Clerk to Town Administrator, Re: Appointment of Election Workers
16. Meeting Minutes:
 - July 28, 2014