

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
September 29, 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, Treasurer/Collector Ellen Guerin, Town Clerk Robin Phelan, Inspector of Buildings Robert Aldenberg, John Goldrosen*

**7:00PM 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.

**7:01PM ANNOUNCEMENTS**

- **Large Metal Item Pick-Up Day:** Selectman Costello announced that the Large Metal Item Pick-Up Day will take place on October 20 and October 21, same day as your trash pick-up day.

**7:03PM MEETING WITH TREASURER:** Town Treasurer/Tax Collector Ellen Guerin met with the Board with requests and information on the following:

- **Approval of Bond Anticipation Notes:** Guerin advised the bond anticipation notes are for the Nason Property, Library Design and Fire Station Floor Drains, at a cost of \$615,000, at 0.45% interest, with Century Bank the winning bidder. After her brief presentation, the Board took the following action:

On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the sale of a \$615,000, 0.45% General Obligation Bond Anticipation Note (the "Note") of the Town dated October 3, 2014, and payable October 2, 2015, to Century Bank at par and accrued interest.

Guerin provided documents for the Board members to sign and certify, which were sealed by the Town Clerk, who was also present.

**7:15PM COMMENCEMENT OF FIRE CHIEF RECRUITMENT PROCESS:**

- **Draft Charge to Screening Committee:** Benson provided a brief review of the draft charge for the Board. After a brief discussion, the Board took the following action:  
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Charge to the Screening Committee, with December 15 as the date for the Screening Committee to report back to the Board with their finalist list.

- **Draft Job Description:** Benson provided a brief review of the draft Fire Chief Job Description. After a brief discussion, where Board members made suggested changes to the job description, the Board took the following actions:

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to amend the Job Description to insert “Boxford” on line 1, before “Fire Department”; and to add “pressurized” to “town water” in line 3.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to add, under “Operations” on page 2, “Acts as building manager of the fire stations, responsible to advise the Town Building Committee for recommendations on building maintenance.”

On a **MOTION** made by **Cargill**, second by **Killam**, the Board of Selectmen **VOTED 4-1 (NO: Perkins)** to change, under Education and Experience, under the first bullet, “minimum of five years with an organized fire department” to “minimum of 7 years” and changing the next line to “minimum of 3 years in a command capacity.”

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to add a bullet under Education and Experience to read: “Possesses Firefighter I and Firefighter II certification from the Massachusetts Firefighter Academy or be willing to obtain certification within 1 year.”

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to add, under Education and Experience, the following, “Possesses a working knowledge of the NFPA Life Safety Code.”

- **Draft Job Advertisement:** Benson provided a brief review of the draft Fire Chief job advertisement. After a brief discussion, where Board members made suggested changes to the ad, the Board took the following actions:

On a **MOTION** made by **Killam**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to change the minimum of five years to read as follows: minimum of 7 years with an organized fire department with a demonstrated leadership proficiency at a lieutenant level or higher for three years or more.”

On a **MOTION** made by **Cargill**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to insert after “solid background” the

following: “in firefighting practices and procedures, and in developing community partnerships.”

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to add the following: “candidates with experience in a combination department is preferred.”

- **Draft Questionnaire for Fire Department Employees:** Benson provided the Board with draft copy of the survey, which was drafted after input from the Fire Department members. After discussion, the Board took the following action:
  - On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED 4-1 (NO: Killam)** to remove Fire Officer I and II Certification from the survey.

After discussion concluded, Benson advised the Board that he met with the evaluation consultants, MMA Consulting and BadgeQuest, and he will provide a report to the Board on each firm.

#### **8:06PM REPORT OF THE TOWN ADMINISTRATOR:**

- **Request to Lift Hiring Freeze:** Benson advised the Board that the Library Director is requesting they lift the hiring freeze so she can hire a replacement library assistant.
  - On a **MOTION** made by **Perkins**, second by **Killam**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze, as requested by the Library Director.
- **Victualler’s License:** Benson provided the license for the Board to review for the Boxford Community Store.
  - On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Common Victualler’s License for the Boxford Community Store.
- **Relocation Plan for Christmas Tree:** Benson asked the Board to defer on this until a later meeting. He needs to get more information before the Board can vote on it.
- **Request for Approval for Purchase:** Benson advised Lincoln Hall needs six new folding tables, which would be funded by the revolving rental fund.
  - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the purchase, as requested.
- **Boy Scouts Popcorn and Fudge Sales:** Benson advised that the Boy Scouts are requesting permission to sell popcorn and fudge at the soccer games on 10/4, 10/18 and 10/25 at Chadwick and Boy Scout Park fields. After a lengthy discussion, the Board decided to approve it this year, but discuss further at a later meeting.

On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the request of the Boy Scouts to sell popcorn and fudge at soccer games, as requested.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to instruct the Town Administrator to discuss with Town Counsel and/or the town's insurance carrier, and the Boy Scouts, to determine if there is a way for the town to approve these in the future.

- **Surplus Materials List:** Benson advised the Board that there are additional items of surplus to be disposed of.

On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to declare the surplus materials be declared Surplus, to be disposed of according to the Town's Disposition of Surplus policy.

#### **8:17PM ROUTINES:**

- **Review Correspondence:** The Board briefly reviewed correspondence as follows:
  - **HAWC Letter:** The Board briefly reviewed the thank you letter from HAWC.
  - **Letter from Executive Office of Health and Human Services:** The Board briefly reviewed the letter from the Executive Office of Health and Human Services and will discuss at a later date, after they've had an opportunity to review more thoroughly.
- **Board Openings:** The Board briefly reviewed the list of board openings.
- **Finance Committee Appointment:** Benson advised the Board that the Finance Committee has requested that Joyce Ricklefs be appointed to the Finance Committee.
  - On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Joyce Ricklefs to the Finance Committee for a term ending June 30, 2015.
- **Election Officers Appointments:** Benson advised the Board that the Town Clerk has requested that Linda Shea and Cynthia Middleton be appointed as Election Clerks.
  - On a **MOTION** made by **Costello**, second by **Killam**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Linda Shea and Cynthia Middleton as Election Clerks for terms ending August 15, 2015.
- **Warrant for State Election:** The Board briefly reviewed the warrant for the State Election, scheduled for Tuesday, November 4, 2014.
- **Approval of Minutes:** The Board reviewed the minutes available and took the following action:
  - On a **MOTION** made by **Cargill** second by **Costello**, the Board of Selectmen **VOTED** unanimously to accept the minutes of September 15, 2014 as submitted.

- **Treasury Bills:**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-13, in the amount of \$1,493,755.37.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-13S, in the amount of \$221,952.73.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-13S, in the amount of \$60,702.67.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 15-363, in the amount of \$5,469.60.

**8:22PM OTHER BUSINESS:**

- **Tribute to Bob MacKay:** Selectman Perkins acknowledged the recent passing of Bob MacKay, a former Constable for the East Parish for many years. The Board briefly acknowledged MacKay's contributions to the Town.

**8:26PM EXECUTIVE SESSION:**

On a **MOTION** made by **Costello**, 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 litigation: Town vs. Darhammouda and Town vs. Greenwood Emergency Vehicles, Inc. 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.

**9:37PM ADJOURN**

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to return to open session and adjourn at 9:37PM.

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: Large Metal Item Pick-Up Day
3. Packet of Information from Town Treasurer Re: General Obligation Bond Anticipation Note
4. Charge to the Fire Chief Screening Committee
5. Town of Boxford Fire Chief Job Description
6. Town of Boxford Fire Chief Classified Ad
7. Fire Department Employee Survey
8. E-Mail from Library Director to Board of Selectmen, Re: Request to Lift Hiring Freeze, 9/23/14
9. Common Victualler's License: Boxford Community Store, Inc.
10. Memo from Superintendent of Public Works/Town Engineer to Town Administrator, Re: Location of New Christmas Tree, 9/24/14
11. E-Mail from COA Board Chair to Board of Selectmen, Re: Senior Needs Assessment, 9/11/14
12. Copy of E-Mail from DPW Superintendent/Town Engineer to Finance Director, Re: Tables at Lincoln Hall, 9/18/14
13. E-Mail from Boy Scout Troop 51 to Board of Selectmen, Re: Boy Scout Troop 51 Fundraising, 9/22/14
14. Memo from Administrative Assistant to Town Administrator to Board of Selectmen, Re: Surplus Equipment, 9/25/14
15. Letter from HAWC to Town Administrator, Re: Thank You, 8/15/14
16. Packet of Information from The Commonwealth of Massachusetts Executive Office of Health and Human Services, Department of Public Health, Bureau of Environmental Health to Town Administrator, Re: Indoor Air Quality Assessment Boxford Town Library, 9/17/14
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/25/14
18. E-Mail from Director of Finance to Board of Selectmen, Re: Finance Committee Member Recommendation, 9/24/14
19. E-Mail from Town Clerk to Board of Selectmen, Re: New Election Officers, 9/16/14
20. Commonwealth of Massachusetts Warrant for State Election, 11/4/14
21. Meeting Minutes:
  - September 15, 2014