

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
October 6, 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, Paula Fitzsimmons, Peter Delaney, Randy Johnson, Natasha Grigg, DPW Superintendent/Town Engineer John Dold, Lance Cluster, Richard Rivers, James Barnes, Matt Ellis, Alfred Vaz, Peter Fiedler, Deuke Fiedler, Kayla Aikins*

**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 Cargill 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.
- **Flu Clinic:** Selectwoman Nay announced the Boxford Board of Health is sponsoring a flu clinic at the Town Hall on October 22, 2014, 1PM-4PM.

**7:03PM SECOND ASCERTAINMENT HEARING ON PROPOSED COMCAST**

**RENEWAL:** Brad Sweet of the Boxford Cable Advisory Committee met with the Board of Selectmen and provided a report for the Board to view as he discussed the following:

- **Report on Proposed Local Access Fee:** Sweet advised they are not prepared to propose a local access fee tonight but explained what it includes and how the local access fee is determined.
- **Report on the Role of Boxford Cable Access Television Non-Profit:** Sweet provided a lengthy presentation on the role of BCATV and public access, as well as government programming.
  - **Contributions to the Community:** Rick Rivers provided information on BCATV interns.
  - **Capital and Programming Plan:** Lance Cluster provided information on capital costs.
- **Comments from Public:**
  - **Paula Fitzsimmons, 209 Main Street:** As a member of the ZBA, she advised they are very satisfied with BCATV. From a Masco School Committee perspective, she'd like to see BCATV get the school kids more involved.

- **Natasha Grigg, 92 Lakeshore Road:** As president of BTA-BOLT, they are appreciative of BCATV's running of events and information for the public. She added that the ability to view the meetings, as member of a regulatory committee, is invaluable. As a member of the Conservation Commission, she requested they print on both sides of the paper.
- **Doug Dillon, 20 Woodcrest Road:** Just wanted to express his appreciation and support of BCATV. His son is involved in it and is having a successful career in television through BU.
- **Melissa Shirer:** Expressed her support for BCATV and the local programming.
- **Comments Welcome:** Sweet advised that comments from the public are welcome until October 20. Comments should be sent to the Town Administrator.

**7:53PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:**

- **Holiday Tree Location:** Dold provided plans and information he had gathered on replacing the holiday tree in front of the Community Center and relocating it to the Melvin Green. A lengthy discussion ensued and the Board considered planting a new tree in the same proximity of the old tree, at the Community Center and moving an existing tree on Melvin Green to a new location about five feet away. 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: Cargill)** to approve the planting of a new tree at the Community Center.  
Benson advised moving the tree will fall under the Scenic Roads Act and it will have to go through the Planning Board for approval. Dold advised that the removal of the old Christmas tree will also have to go before the Planning Board for approval.
- **Report on Remaining Projects:** Dold provided a report for the Board to view as he discussed the DPW maintenance and repair projects remaining for the fall.
- **Update on Building Repair Projects and Work Order System:** Dold provided the Board with a list of projects they're currently working on, as well as those already completed.
- **Update on Department Clerical Support Needs:** There is a new person starting next week.

**8:30PM INTERVIEWS FOR VOLUNTEER COMMITTEE POSITIONS:**

- **Peter Fiedler, Candidate for Fire Chief Screening Committee:** Fiedler provided the Board with his background and experience.
- **Alfred Vaz, Candidate for Fire Chief Screening Committee:** Vaz provided the Board with his background and experience.

The Board put the appointments on hold and will make a decision at a future meeting, after interviewing additional candidates. There ensued a lengthy discussion on finding

qualified candidates for the screening committee and the qualifications they should have.

- **Kayla Aikins, Candidate for Capital Budgeting Committee:** Aikins provided the Board with her background and experience. Nay advised that the Finance Committee has recommended her for appointment.

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Kayla Aikins to the Finance Committee for a term ending June 30, 2017.

#### **8:48PM REPORT OF THE TOWN ADMINISTRATOR:**

- **Report from Inspector of Buildings for September:** The Board briefly reviewed the Building Inspector's report.
- **Consideration of Consultant for Fire Chief Assessment Center:** Benson provided packets from the two consultants who provided bids on the fire chief assessment center:
  - **BadgeQuest**
  - **MMA Consulting Group**

After a brief discussion, the Board took the following action:

- On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to direct the Town Administrator to enter into negotiations with MMA Consulting Group.
- **Dismissal of Appeal of ZBA Approval of Haynes Project:** Benson provided the Board with information on the dismissal of the ZBA approval of the Haynes project. He also advised the Board that the hearing for the ConsCom case last week was cancelled without notice. He will notify the Board when a new hearing date is set.
- **OPEB Liability:** Benson advised the Board that the actuarial study came in on the town's OPEB liability. He added that the town's OPEB liability has dropped to nearly 1/3 of what it was.

#### **8:53PM ROUTINES:**

- **Board Openings:** Selectman Costello read aloud the current board and committee openings.
- **Approval of Minutes:** The Board reviewed the minutes available and, after amendments proposed, took the following action:

On a **MOTION** made by **Cargill** second by **Killam**, the Board of Selectmen **VOTED** unanimously to accept the minutes of September 29, 2014 as amended, and the Executive Session minutes of September 29, as submitted.

After a brief discussion of the Executive Session minutes, **Cargill** made a **MOTION**, second by **Costello**, to amend his previous motion to approve

the open session minutes only, as amended. The Board will discuss the Executive Session minutes at the next Executive Session.

- **Treasury Bills:**

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 15/14S, in the amount of \$237,865.92.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-14S, in the amount of \$808.38.

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 15-07, for non-school payroll, in the amount of \$168,095.26.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 15-07 for School Payroll, in the amount of \$315,339.18, for a total payroll of \$484,434.44.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 15-14, in the amount of \$90,336.53.

**9:03PM OTHER BUSINESS:**

- **Spofford Road Landowner:** Selectwoman Nay advised she spoke with a landowner from Spofford Road, whose property is included in the Weston & Sampson report compiled for the Permanent Building Committee. She added that the landowners want their property removed from the Weston & Sampson report and removed from consideration for any access to the Spofford Road town-owned land. The land is not available, is private property and they want it to remain private. A lengthy discussion ensued and the Board decided that the homeowners' names should be removed from the report and any accompanying plans, to respect the landowners' privacy. The Town Administrator will follow-up.
- **CDM Smith Report:** Selectman Costello provided the Board with a brief update on the meeting last week regarding the CDM Smith report.
- **Ball Fields Options:** Selectman Killam asked the Board to look into other options for ball fields. He has some ideas, but they need to be discussed with the Land Committee in Executive Session. Benson advised the town's Open Space and Recreation Plan Committee's updated report will be coming out soon and that will include studies on land that could potentially be developed for recreation.

**9:28PM ADJOURN**

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to adjourn at 9:28PM.

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: Flu Clinic
3. Memo from Superintendent of Public Works/Town Engineer to Town Administrator, Re: DPW Activities for Fall of 2014, 10/2/14
4. Site Survey of East Library, 8/30/14
5. E-Mail from Peter Fiedler to Town Administrator, Re: Fire Chief Search Committee, 9/30/14
6. E-Mail from Al Vaz to Town Administrator, Re: Fire Chief Screening Committee, 10/1/14
7. E-Mail from Director of Finance to Town Administrator, Re: Capital Budgeting Committee Applicant, 9/25/14
8. E-Mail from Inspector of Buildings to Board of Selectmen, Re: Permits Issued for the Month of September 2014, 10/1/14
9. Bid Packet from BadgeQuest, Re: Fire Chief Assessment Center, 8/26/14
10. Bid Packet from MMAa Consulting Group, Inc, Re: Fire Chief Assessment Center, 9/3/14
11. Copy of Letter from Kopelman & Paige to Clerk Land Court, Re: Enes, et al. v. Fitzsimmons, et al. (Zoning Board of Appeals and Town of Boxford) Land Court 14 MISC 483304-KCL, 9/26/14
12. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/3/14
13. Meeting Minutes:
  - September 29, 2014