

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
December 15, 2014 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Jim Sterio, Bill Dolan, Damon Dustin, Al Vaz, Robin Phelan, Kathy O'Brien, Mike White, Julian Troake, Patty DiTullio, Bob Hazelwood, Garth Tolman, George Fischer, Jane Moody, Miika Ebbrell, Steve Merriam, Bob Gore, Ellen Nestervich, Barbara Jessel, Laura Sapienza-Grabski 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 stand and recite the Pledge of Allegiance.

**7:00PM ANNOUNCEMENTS**

- **Holiday Craft Fair and Grand Illumination:** Selectwoman Nay announced that there will be a holiday craft fair at the Council on Aging on Sunday, December 21, from 3-5PM at the Community Center, followed by the Grand Illumination which will start in front of the Community Center at 5PM.
- **Chanukah Celebration:** Selectman Cargill announced there will be a community-wide Chanukah celebration, where the menorah will be lit, on Monday, December 22, at 5:30PM, in front of the Community Center.
- **2015 Dog Licenses Available:** Selectman Costello announced that the 2015 dog licenses are available at the Town Clerk's office, or online.

**7:05PM REPORT OF THE FIRE CHIEF SCREENING COMMITTEE:** James Sterio, Chairman of the Fire Chief Screening Committee, introduced the rest of the committee to the Board: Former North Andover Fire Chief Bill Dolan, former Boxford Fire Chief, Damon Dustin, Al Vaz, and current Fire Chief Kerry Stickney, who was unable to attend. Sterio provided a summary of the process the committee took to narrow the field of candidates down to five for the Board of Selectmen's consideration for appointment. Committee member Vaz announced the five candidates and a brief description of their qualifications:

- **Jennifer Collins-Brown, Captain, Topsfield Fire Department**
- **Daniel Fuller, Captain, Minot, North Dakota Fire Department**
- **Brian Geiger, Lieutenant, Boxford Fire Department**
- **John Leary, Lieutenant, Boxford Fire Department**
- **Fred Mitchell, Deputy Chief, North Cumberland, Rhode Island FD**

After announcing the five finalists for the position, there ensued a brief discussion and the Board thanked the committee members for their work. Benson added that the assessment center will take place on Wednesday, after which there will be a reception at the East Station at 7PM for anyone who would like to meet the five candidates.

**7:19PM DISCUSSION OF LIBRARY RELOCATION OPTIONS:** Town Administrator Alan Benson provided the Board with an update on information collected to date, for medium-term and long-term options, including the challenges with each. Discussion turned to moving the library temporarily to Town Hall, referred to as a “pop-up library.” Others who added to this discussion:

- Miika Ebbrell, Permanent Building Committee: Ebbrell advised she has been working with the Town Administrator and the Library Director to review the options and plans to relocate. She provided a brief overview of their meetings and discussions.
- Patty DiTullio, Library Director: DiTullio provided the Board with information on the mold issue, with regards to the collection, and felt that the mold would not be transferred to the Town Hall.

As the discussion concluded, Benson advised they will have more information for next week’s meeting, after the Permanent Building Committee’s meeting on Thursday. After discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the “pop-up library” concept at the Town Hall, to include the six library employees, as presented by the Town Administrator.

After the vote, another discussion ensued regarding the many years of discussion on the library issue, with no resolution. Those contributing to the discussion included:

- Bob Gore
- Laura Sapienza-Grabski
- Robin Phelan
- Jane Moody

**8:13PM REPORT OF THE TOWN ADMINISTRATOR**

- **Legal Expense Report:** The Board briefly discussed the updated legal expenses report, as provided by Benson.
- **Tax Rate Recapitulation:** The Board briefly discussed the updated Department of Revenue Tax Rate report, as provided by Benson.

**8:18PM ROUTINES:**

- **Review Correspondence:**

- **Thank You Notes from Resident:** The Board briefly reviewed copies of thank you notes from a resident to the DPW and Susan Inman, regarding the use of Lincoln Hall for a birthday party.
- **Upcoming Meetings:** Benson advised the Board, they will be meeting next week, 12/22, but he did not think they would need to meet on 12/29.
- **Board Openings:** The Board briefly reviewed the list as Selectman Costello read aloud the outstanding appointments.
- **Approval of Minutes:** The Board reviewed the minutes available and took the following action:
  - On a **MOTION** made by **Killam** second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the minutes of December 1, 2014, as submitted.
- **Treasury Bills:**
  - After Selectmen Perkins removed himself from the meeting, on a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant 15-12, for non-school payroll, in the amount of \$164,203.20. **Perkins abstained.**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 15-12, for school payroll, in the amount of \$318,339.82, for a total payroll of \$482,543.02.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-24, in the amount of \$204,711.34.

#### **8:26PM OTHER BUSINESS**

- **Response to Resident Letter:** Cargill asked the Town Administrator if a response had been drafted yet to a Topsfield Road resident letter. Benson advised there is still time and he will be responding within the time limit.
- **Update on Pending Issues:** Costello asked the Town Administrator if there had been any news on the Rail Trail or MassDOT issues. Benson advised that nothing had transpired on the Rail Trail issue and there has been no response yet from the Senator's office on the MassDOT salt issue.
- **Old Town Hall Repair:** Perkins asked the Town Administrator if the DPW had been notified of the hole at the bottom of the cornice on the old town hall. Benson advised that the DPW has it on their schedule to fix it.
- **Mail Box Vandalism:** Cargill advised he was called several times about mail boxes being ruined by snow plows and residents wanting to know who did it. Costello advised it was the DPW and all five mailboxes that were hit were not in great shape to begin with.

- **Elm Street/Main Street Signs:** Cargill asked for an update on the erection of safety/traffic signs at the Elm/Main intersection. Benson advised that the DPW Superintendent is due in to the next meeting and will provide an update then.
- **Fire Chief Assessment:** Costello asked about the status of appointing a new fire chief. Benson advised the assessments would be completed Wednesday and the Board will be receiving the results. He expects that the interviews will be scheduled for January 5.

**8:30PM      ADJOURN**

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously to adjourn at 8:38PM.

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: Holiday Craft Fair and Grand Illumination
3. Announcement: Chanukah Celebration
4. Announcement: Dog Licenses Available
5. Letter of Interest and Supporting Information from Jennifer Collins-Brown to Town Administrator, 10/31/14
6. Letter of Interest and Supporting Information from Daniel Fuller to Town Administrator, 10/28/14
7. Letter of Interest and Supporting Information from Brian Geiger to Town Administrator, 10/31/14
8. Letter of Interest and Supporting Information from Jack Leary to Town Administrator, 10/23/14
9. Letter of Interest and Supporting Information from Fred A. Mitchell, Jr., to Town Administrator, 10/23/14
10. Charge to the Fire Chief Screening Committee
11. Classified Ad: Fire Chief, Town of Boxford
12. Job Description: Fire Chief
13. Letter from the Town Clerk to the Town Administrator, Re: Meeting Room 2 Use, 12/11/14
14. E-Mail from Treasurer/Tax Collector to Town Administrator, Re: Relocation of Treasurer's Safe, 12/12/14
15. Town of Boxford FY 2015 Legal Expenses for Year
16. Department of Revenue Tax Rate Recapitulation FY 2015

17. Thank You Notes from town resident to Boxford DPW and Administrative Assistant to the Town Administrator, Re: Use of Lincoln Hall, 12/1/14
18. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 12/12/14
19. Meeting Minutes:
  - December 1, 2014
20. Fire Chief Selection Process