

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
February 3, 2015 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, Kathy O'Brien

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.

Moment of Silence for Don Behrens: Selectman Killam requested a moment of silence in memory of Don Behrens, a former member of the Board of Selectmen, who passed away in Venice, Florida on January 31.

7:01PM ANNOUNCEMENTS

- **2015 Dog Licenses Available:** Selectman Cargill reminded residents that there will be an additional late fee of \$25 for a dog license, which are available at the Town Clerk's office, or online.
- **Winter Weather Tips:** Selectman Costello read an announcement on tips and winter safety information for residents.
- **Burning Permits Available:** Selectman Perkins announced that brush burning season is January 15-May 1. Burning permits are available online at a cost of \$20 for the season.
- **Annual Town Meeting and Election:** Selectwoman Nay announced that the annual Town Meeting will take place on Tuesday, May 12 and the annual town election will take place on Tuesday, May 19. He read aloud all positions which will appear on the ballot.

7:07PM CHANGE IN AGENDA: Selectwoman Nay announced that there were changes to the agenda. Due to the change in meeting night, because of the storm, the Town Clerk is unable to attend the meeting tonight, and the Sustainability Committee is also unable to attend.

7:08PM REPORT OF THE TOWN ADMINISTRATOR:

- **Update on Library Move to Town Hall:** The Town Administrator provided the Board with an update on the library's move to Town Hall, which is going well, so far. The move should be complete by the beginning of March.
- **Common Victualler's License:** Benson provided the Board with a Common Victualler's License for Far Corner Farm Golf Course, Inc.

- On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to renew the Common Victualler's License 15-2 for Far Corner Farm Golf Course, Inc., 5 Barker Road, Boxford.
- **Liquor License for Pasta Night:** Benson provided the Board with a request from the West Boxford Improvement Society to serve alcohol at Lincoln Hall for their All You Can Eat Pasta Night on February 7.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the alcohol distribution permit for the West Boxford Improvement Society, as requested.
 - **Permission to Use the Field Next to 188 Washington Street:** Benson advised the Board they have a request from North Shore Amateur Astronomy Club to use the field next to the West Library at 188 Washington Street on Friday and Saturday nights, from January 1-December 31, 2015.
On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the use of the 188 Washington Street location, as requested, with the addition of insurance.
 - **Request for Fee Waiver for Lincoln Hall:** Benson provided the Board with a request from the Topsfield/Boxford Newcomers & Natives Club to waive the rental fee for Lincoln Hall.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve Lincoln Hall rental fee waiver for the Topsfield/Boxford Newcomers & Natives Club, as requested.
 - **Request for Approval for Boy Scout Scouting for Food Collection Date:** Benson provided the Board with a request from the Boxford Boy Scouts for approval of March 28 as their date for food collection.
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the request of March 28 as the food collection date.
 - **Fire Chief Search:** Benson advised the Board that Captain Jen Collins Brown has withdrawn her application for fire chief. There ensued a lengthy discussion by the Board on how to proceed with selecting a new candidate and how the fire department will be managed in the interim.
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED 4-1 (Killam: NO)** by roll call vote to appoint Chief Stickney to a full time position as the Fire Chief, subject to successful contract negotiations consistent with the retirement board's post-retirement requirements.

Discussion continued on the four remaining candidates for the fire chief position and whether the screening committee should be reactivated if the remaining candidates are no longer interested. The Board instructed the Town Administrator to contact the finalist candidates for their availability and to find out whether or not they are still interested in the position.

7:38PM ROUTINES:

- **Review Correspondence:**
 - **Thank you from Lt. Jack Leary:** The Board briefly reviewed a thank you note from Lt. Jack Leary.
 - **E-Mail from West Boxford Post Office:** The Board received an e-mail from the West Boxford Postmaster, announcing an unlimited number of post office boxes are available for rent at the West Boxford Post Office.
 - **E-Mails from Residents:** Benson provided the Board with several e-mails from residents thanking the Board for their decision on moving the library to Town Hall.
 - **Letter from Richard Tomczyk:** Benson advised the Board he got a letter from Richard Tomczyk regarding his comments about DEP. Benson provide the Board with the apology letter he drafted in response.
- **Appointments:** Benson highlighted a few positions that are available to be filled for the Zoning Board of Appeals and the Personnel Board.
- **Resignation of Library Trustee: Susan Daley:** Benson advised the Board that Susan Daley has resigned from Library Trustees, effective immediately.
- **Appointment Schedule:** Selectman Costello read aloud the complete list of board openings.
- **Other Business:**
 - **Haynes Land Case:** Benson advised the Board that there has been a dismissal of the case of ConsCom's approval of the Haynes property. He added that both cases have now been dismissed and the Board should schedule the Haynes Land Committee to come in to discuss next steps.
- **Approval of Minutes:** The Board briefly reviewed the available minutes and took the following actions:
 - On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 20, 2015, as printed.

 - On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 12, 2015, as printed.
- **Treasury Bills:**
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-31, in the amount of \$359,706.69.

 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-31S, in the amount of \$98,110.74.

8:00PM OTHER BUSINESS:

- **Letter to MassDOT:** Nay asked Benson if there had been any response to their letter to the secretary to MassDOT. Benson advised they have heard nothing so far and he will add his draft letter to them in next week's packet.

8:05PM EXECUTIVE SESSION

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with represented and non-represented employees: AFSCME Town Hall Clerical/Library, Communications Dispatchers, and Fire Chief 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.

ADJOURN

On a **MOTION** duly made and seconded, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn.

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: January 26
2. Agenda: February 2
3. Announcement: Dog Licenses Available
4. Announcement: Annual Town Meeting and Town Elections
5. Announcement: Burning Season
6. Announcement: Winter Message
7. Packet of Information on Solar Array Build Update
8. Lease Agreement: Boxford Spofford Road Landfill
9. Power Purchase Agreement
10. Common Victualler's License: Far Corner Farm Golf Course, Inc.
11. E-Mail and Supporting Information from West Boxford Improvement Society to Board of Selectmen, Re: Alcohol Distribution Permit, 1/15/15

12. E-Mail from Police Chief to Administrative Assistant to Town Administrator, Re: Alcohol Distribution Permit, 1/22/15
13. Application from North Shore Amateur Astronomy Club to Board of Selectmen, Re: Use of Field Next to 188 Washington Street, 1/22/15
14. Letter from Topsfield/Boxford Newcomers & Natives Club to Board of Selectmen, Re: Rental Fee Waiver Request, 1/14/15
15. E-Mail from Boxford Boy Scouts to Administrative Assistant to Town Administrator, Re: Food Collection, 1/14/15
16. Letter from Lt. Jack Leary to Board of Selectmen, Re: Thank You, 1/15/15
17. E-Mail from West Boxford Post Master to Board of Selectmen, Re: Post Office Boxes Available, 1/14/15
18. Letter from Bob Spillman to Board of Selectmen, Re: Library Moving to Town Hall, 1/21/15
19. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 1/22/15
20. E-Mail from Marsha Blythe Brown to Board of Selectmen, Re: Personnel Board Opening, 1/15/15
21. Letter from Susan Daley to Board of Selectmen, Re: Resignation from Library Trustees, 1/20/15
22. Letter from Richard Tomczyk to Town Administrator, Re: Comments Regarding DEP, 1/21/15
23. Letter from Town Administrator to Richard Tomczyk, Re: Comments Regarding DEP, 1/30/15
24. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 1/29/15
25. Meeting Minutes:
 - January 12, 2015
 - January 20, 2015