

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
June 8, 2015 7:00PM**

Present: Mary Anne Nay, Peter Perkins, Bill Cargill, Chuck Costello, Al Vaz

Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Kathy O'Brien, Andrew James, Joe Callahan, Chris Huntress, Harrison Gray Kent, Mr. Kent, Michael Grant Anderson, Mr. Anderson, Evan Timothy Jones, Mrs. Jones, Peter Delaney, Jon Schwartz, Marty Jessel, Bill Brown, Chief Michael Murphy, Lt. Bob Hazelwood, Officer Kurtis Anderson, Rick Anderson, Mrs. Anderson, Officer Matt Dupont, Officer Dave Barker, Officer Brooke Dechene, Officer Kara Fitzpatrick, and others

7:00 PM PLEDGE OF ALLEGIANCE

7:00 PM ANNOUNCEMENTS

- **Arbor Day:** Selectman Costello announced that Spofford Pond School will hold an Arbor Day ceremony on Friday, June 12, 2PM.
- **Annual COA Barbecue:** Selectwoman Nay announced that the weekly COA barbecues will begin on Wednesday, June 24, at the COA at noon. Call the COA for reservations.
- **Welcome Al Vaz:** Selectman Cargill welcomed Al Vaz to the Board and thanked Charlie Killam for his service to the Town.
- **Pastor Andrew James:** Pastor James of the First Church Congregational addressed the Board and provided information on his background and updates on community outreach activities at the First Church.

7:08 PM EAGLE SCOUT CANDIDATES: Three Eagle Scout candidates met with the Board of Selectmen to describe their Eagle Scout projects to the Board:

- **Harrison Gray Kent:** Harrison is working on a project at the Danvers Y Camp on Stiles Pond, finishing off the area under the main cabin, to make the camp safer for the campers.
- **Michael Grant Anderson:** Michael chose to make improvements to the grounds of the Beverly Congregational Church, by weeding and clearing out old growth, spreading mulch, and installing a bench.
- **Evan Timothy Jones:** Evan led a team of Scouts in creating a series of videos on stormwater management, in cooperation with Conservation Director Ross Povenmire.

After congratulating each of the Eagle Scout candidates, the Selectmen discussed who would attend the Court of Honor on Sunday, at the Family Life Center, where they will present proclamations honoring each Eagle Scout.

7:22 PM REORGANIZATION OF BOARD

- **Election of Chair:**
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to elect Peter Perkins as their Chairman.
- **Election of Clerk:**
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to elect Chuck Costello as their Clerk.

7:26PM OTHER BUSINESS:

- **Pledge of Allegiance:**
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to continue the Pledge of Allegiance to open each meeting of the Board of Selectmen.
- **Roberts Rules of Order:**
Cargill made a **MOTION**, second by **Costello**, that the Board of Selectmen officially adopt the Roberts Rules of Order to conduct their meetings.

After discussion, Cargill withdrew the motion, pending more information from the Town Administrator.

7:31PM MEETING WITH HAYNES LAND STUDY COMMITTEE: Committee members, Bill Brown, Jon Schwartz, Joe Callahan, Peter Delaney and Marty Jessel, along with Chris Huntress, of Huntress Sports, engineer for the project, met with the Board of Selectmen to provide an update to the Board on the following:

- **Update on Plan to Present the Project at Fall Town Meeting:**
 - **Fundraising:** Jon Schwartz provided information on fundraising for the artificial turf. He advised that they are on track in their fundraising goals, which consists mainly of pledges, at this point.
 - **RFP Timing:** Joe Callahan advised that they have accelerated their bidding process to have bids back in time for CPC applications and the Fall Town Meeting. A lengthy discussion ensued on the bidding process and methods to use to entice more bidders.
 - **Final Design:** Chris Huntress, Huntress Associates, provided the Board with an overview of the project, a bidding and construction schedule, and scope of work.
 - **Financing:** Joe Callahan advised that CPC funds would be used to fund the project, with the exception of the synthetic turf, which they are raising funds for.
 - **Boxford Common:** Jon Schwartz provided information on the Boxford Common proposal, at the request of Selectman Costello.
 - **Public Forum – June 23rd:** Jon Schwartz provided information to the Board on all the methods they are using to inform the public on the project, as well as additional fundraising efforts they are considering, including family memorials, purchased name rights, etc.

The Board continued to discuss various aspects of the project with the Haynes Land Committee and, at the end of the discussion, took the following action:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to instruct the Haynes Land Committee to move forward with the bidding process to meet the dates, as proposed.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to instruct the Haynes Land Committee to complete their application to CPC for funding.

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to authorize the Haynes Land Committee to move forward with the naming rights proposal for the Haynes Field.

Bill Brown advised the Board that there may be additional costs to come before Town Meeting, and they may need to come before the Selectmen and the Finance Committee to request the additional funds. They will provide the Board with all information, prior to requesting funding. Callahan advised they have \$3300 left in their budget at this time.

8:20 PM MEETING WITH POLICE DEPARTMENT: Michael J. Murphy, Chief of Police, met with the Board to discuss the following:

- **Request to Appoint Reserve Officer Kurtis Anderson as Probationary Full Time Patrol Officer – Term Ending June 30, 2016:** Chief Murphy made a brief presentation in favor of appointing Kurtis Anderson a full time officer. After a brief discussion, where Officer Anderson provided the Board with his background, the Board took the following action:
 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Kurtis Anderson as a probationary full time patrol officer, for a term ending June 30, 2016.The Chief advised that he expects there will be 2-3 additional vacancies coming up over the next few years. He is hopeful that he will be able to increase his staff by one student police officer, so that he will be able to have someone move into a full-time position seamlessly.
- **Update on Police Department Activities:**
 - **Thank You Notes:** The Chief advised he provided the Board with a packet of letters and thank you notes from various citizens.
 - **National Guard Helicopters:** The Chief advised that the National Guard will be flying helicopters over Boxford over the next few weeks.
 - **End of School Activities:** The Chief advised that the Prom, Graduation, and All-Night Party, all went off without a hitch.
 - **Junior Prom Mock Accident:** At the request of Selectman Chair Perkins, the Chief advised that they conducted a mock accident before the Junior Prom, in conjunction with Topsfield Fire, Boxford Fire, and Lyons Ambulance. The students indicated it was a moving experience for them.
 - **RAD Training:** The Chief provided information on the RAD training the Police Department is conducting for high school seniors and their mothers, in conjunction with Middleton PD.

- **Crime Update:** The Chief advised there has been a rash of mailbox vandalism recently. He added there continues to be a problem with telephone scams.
- **NARCAN Use:** The Chief advised they have employed NARCAN twice, since it has been approved. He added that in both cases, the victims survived.
- **Reserves Update:** The Chief advised that Reserve Officer Garry Abraham has resigned. Benson advised that with the appointment of Reserve Officer Anderson to a full-time position, and the resignation of Reserve Officer Abraham, there are two reserve vacancies.

8:47 PM **FY 2016 PERSONNEL COMPENSATION ACTIONS:** Benson advised the Board that he has made some offers, based on the Board's authorization and he presented the Board with five letters for the Board to sign, in accordance with authorizations at May 12, 2015 Annual Town Meeting, Article#3, and other statutory authority:

- **Assistant to the Town Administrator, Susan Inman:** \$28.30/hour
- **Director of Communications, Warren Gould:** \$64,106 annual salary
- **Treasurer/Collector of Taxes, Ellen Guerin:** \$81,606 annual salary
- **DPW Superintendent/Town Engineer, John Dold:** \$99,302 annual salary/\$2,500 per year stipend for Tree Warden
- **Director of Municipal Finance, Kathleen Benevento:** \$102,015 annual salary and Employment Agreement
- **Police Lieutenant, James B. Riter:** \$83,964 annual salary
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Employment Agreement for the Director of Municipal Finance for the period of July 1, 2015 to June 30, 2018.

8:58 PM **APPOINTMENTS**

- **FY 2016 Appointment Schedule:** Benson advised that many volunteers have responded with requests to be reappointed and that at each meeting, for the next few weeks, the Board will review and act upon the master reappointment list of various Town official positions and volunteer committee members pursuant to their appointment authority. The Board reviewed the list of those ready to be reappointed and took the following action:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint the following:

- Brian Geiger, Forest Warden, 3 years**
- Kathleen Benevento, Municipal Finance Director, 3 years**
- Ellen Guerin, Parking Clerk, 1 year**

On a **MOTION** made by **Vaz**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint the following:

- David Peterson, Appeals Board Alternate, 3 years,**
- Stephen Davis, Border to Boston Trail Committee, 1 year**

Nancy Merrill, Border to Boston Trail Committee, 1 year
Carole Davis, Border to Boston Trail Committee, 1 year
Mark Phelan, Border to Boston Trail Committee, 1 year
Anthony Brogna, Border to Boston Trail Committee, 1 year
Peter Perkins, Border to Boston Trail Committee, 1 year
Sarah Arrigo, Boxford Cultural Arts, 3 years
Denise Galligan, Boxford Cultural Arts, 1 year
Peter Delaney, Boxford Housing Partnership Committee, 1 year
Barbara Jessel, Boxford I95 Salt Study, 1 year
Bradley Sweet, Cable Television Advisory Committee, 1 year
Richard Rivers, Cable Television Advisory Committee, 1 year

The **MOTION** was subsequently amended to appoint **David Peterson** to a permanent position on the Appeals Board for a three-year term.

The **MOTION** was further amended to table the appointment of **Peter Delaney** to the Boxford Housing Partnership Committee until Costello has a discussion with him.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint the following:

Barbara Jessel, Community Preservation Act Committee, 1 year
F. Richard Shaw, Community Preservation Act Committee, 1 year
David Manzi, Computer Management Committee, 3 years
Lana Spillman, Conservation Commission, 3 years
Richard F. Taylor, Council on Aging, 4 years
Stephen A. Harvey, Council on Aging, 4 years
Suzanne Cox, Council on Aging, 2 years
Joyce Ricklefs, Finance Committee, 3 years
Peter Delaney, Haynes Land Advisory Committee, 1 year
Joseph Callahan, Haynes Land Advisory Committee, 1 year
Martin Jessel, Haynes Land Advisory Committee, 1 year
William Brown, Haynes Land Advisory Committee, 1 year
R. Lisa DiLuna, Historic District Commission, 3 years
Karen Melanson, Lakes Ponds & Streams Committee, 2 years

The **MOTION** was subsequently amended (Motion: Cargill; Second: Vaz), on a 4-1 (NO: Costello) vote, to table the appointment of **Barbara Jessel** to the Community Preservation Act Committee.

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint the following:

Diane E. Gori, Masconomet Regional Scholarship, 1 year
Andrew Gori, Masconomet Regional Scholarship, 1 year
Garth G. Tolman, Permanent Building Committee, 1 year
Tim Feeney, Personnel Board, 3 years

Attilio Paglia, Reserve Officer, 1 year
Peter Cheverie, Reserve Officer, 1 year
Tyler Dechene, Reserve Officer, 1 year
Michelle Nowak, Reserve Officer, 1 year
Brian Hertel, Reserve Officer, 1 year
Brooke Dechene, Reserve Officer, 1 year
Michael Ferraro, Reserve Officer, 1 year
Eric Renda, Jr., Reserve Officer, 1 year
Jamie Johnson, Reserve Officer, 1 year
Christina Eckert, Recreation Committee, 3 years
Jim Gikas, Recreation Committee, 3 years

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote, to reappoint the following:

Nancy Woolford, Recycling Committee, 3 years
Linda H. Shea, Recycling Committee, 3 years
Patty Hojnowski-Diaz, Recycling Committee, 2 years
Gregory Netland, Sustainability Committee, 1 year
Thomas Nentwig Weigher of Commodities, 1 year
Brian Williams, Weigher of Commodities, 1 year
Robert Corliss, Weigher of Commodities 1 year

9:24 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Letter from Federal Highway Administration – Massachusetts Division:** Benson advised that the Federal Highway Administration appreciates the Board's action to rescind its intentions on 20 Kelsey Road. They would like to meet with the Board to see if there is further action that can be taken. A lengthy discussion ensued. After discussion, the Town Administrator was directed to contact the Federal Highway Administration to request a meeting.
- **Report of Inspector of Buildings for May:** The Board briefly reviewed the report of the Building Inspector.
- **Update on State Budget for FY 2016:** Benson provided a brief update on the state budget for the Board's information.
- **Hot Water Issue:** Benson advised the Board that the Town Hall's hot water heater failed and the plumber is presently working on replacing it.
- **Fire Captain's Surgery:** Benson advised the Fire Captain's surgery went well and added that he will continue to be in our thoughts and prayers. Cargill advised that a lieutenant was in a motorcycle accident over the weekend as well.

9:49 PM ROUTINES

- **Correspondence:** Al Vaz advised that he completed a Disclosure to file with the Town Clerk disclosing that he is married to Heather Vaz, a member of the Elementary School Committee.

- **Approval of Minutes:** The Board briefly reviewed the available minutes and, after amendments, took the following action:
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve the minutes of May 18, 2015, as amended. **Vaz abstained.**
- **Treasury Bills:**
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-49S, in the amount of \$1,190.05.

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-49, in the amount of \$140,188.01.

9:55 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Boxford Public Library Sign:** Costello suggested that the Boxford Public Library sign be removed from in front of the Elm Street location and moved to the Town Hall location.
- **Letter to TD Bank:** Costello suggested that the Board of Selectmen send a letter to TD Bank expressing displeasure, on behalf of the residents of Boxford, on losing the branch at Elm Street.
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to direct the Town Administrator to draft a letter to Mr. Crandall, Ms. Palumbo, and Mr. Sayotte, on behalf of the Board, to be signed by all Board members.
- **Congratulations to Tufts University LaCrosse Team:** Costello expressed congratulations to Tucker Mathers and the Tufts University Lacrosse team on their National Championship win.

10:01 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 10:01PM.

Respectfully submitted,



Minutes Secretary

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

1. Agenda: June 8, 2015
2. Announcement: Reminder: Arbor Day

3. Announcement: Annual COA Cookout
4. E-Mail from Town Administrator to Pastor Andrew James, Re: Invitation
5. Letter from Boy Scout Troop 57 to Board of Selectmen, Re: Eagle Scout Proclamations, 5/18/15
6. Eagle Scout Proclamation
7. Letter from Police Chief to Board of Selectmen, Re: Agenda, 6/4/15
8. Packet of Letters from various people thanking the Police Department for various services
9. Scam Alert: Police Telephone Numbers Spoofed
10. Letter from Board of Selectmen to Assistant to the Town Administrator, Re: FY2016 Compensation, 6/8/15
11. Letter from Board of Selectmen to Director of Communications, Re: FY2016 Compensation, 6/8/15
12. Letter from Board of Selectmen to Treasurer/Tax Collector, Re: FY2016 Compensation, 6/8/15
13. Letter from Board of Selectmen to DPW Superintendent/Town Engineer, Re: FY2016 Compensation, 6/8/15
14. Town of Boxford Employment Agreement between Kathleen Benevento and the Town of Boxford
15. Letter from Board of Selectmen to Police Lieutenant Riter, Re: FY2016 Compensation, 6/8/15
16. Appointment Schedule FY2016
17. Letter from David E Peterson to Board of Selectmen, Re: Zoning Board of Appeals Vacancy, 6/1/15
18. Letter from US Department of Transportation to Town Administrator, Re: Border to Boston Multi-modal Trail, 5/11/15
19. Memo from Inspector of Buildings to Board of Selectmen, Re: May Monthly Report, 6/3/15
20. Disclosure of Appearance of Conflict of Interest: Alfred Vaz, Jr., 5/28/15
21. Meeting Minutes:
 - May 18, 2015
22. Revised Appointment Schedule – FY2016