

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
June 29, 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, Library Director Kevin Bourque, Brad Sweet, Richard Rivers, Matt Ellis, Peter Epstein, and others*

**7:00 PM PLEDGE OF ALLEGIANCE**

**7:01 PM ANNOUNCEMENTS**

- **4<sup>th</sup> of July Recycling Center Hours:** Selectman Cargill announced that the recycling center will be open on the 4<sup>th</sup> of July from 8AM-3PM.
- **4<sup>th</sup> of July Events:** Selectman Costello announced the events planned for the 4<sup>th</sup> of July, including a parade from Boy Scout Park to the East Village, beginning at 9:30AM, followed by activities, live music and refreshments at the East Station.

**7:03 PM MEETING WITH THE LIBRARY DIRECTOR:** Kevin Bourque, Library Director, met with the Board of Selectmen to introduce himself to the Board and to provide information to the Board on the following:

- **Summer Reading Programs:** Bourque provided the Board with information on the library's summer reading programs for young children, teens, and adults.
- **Expanded Access to Collection:** Bourque advised the Board they will be using the West Library for storage, with patrons being able to request any book in storage, which will be gathered daily, with a 24-48 hour turnaround time.
- **Digital & Electronic Resources:** Bourque advised they have purchased five paper-white Kindles, which are pre-loaded with about 8-9 books.
- **PLAYAWAY Launch Pads:** Bourque provided the Board with information on the PLAYAWAY Launch Pads, preloaded with learning activities. They have purchased 14 units, with varying games for various age-levels and he expects they will be available for check-out sometime during the summer.

There followed a brief discussion where the Board asked questions and provided comments to Bourque and Bourque thanked the Board for their involvement with the library.

**7:29 PM MEETING WITH CABLE ADVISORY COMMITTEE:** Members of the Cable Advisory Committee, including Brad Sweet, Rick Rivers, and Matt Ellis, met with the Board of Selectmen to discuss the following:

- **Contract Negotiations:** Sweet advised they do not yet have a signed contract with Comcast, due to late changes in the negotiating process. Attorney Peter Epstein provided additional information on the issues they've had with the contract negotiations with Comcast. After a brief discussion, the Cable Advisory Committee requested that the Board make a motion to issue a preliminary

assessment of denial. Epstein advised he will provide the Board with the required statement of reasons for denial for the Board's signature.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to, in its role as statutory Issuing Authority for the Town of Boxford, to hereby issue a preliminary assessment of denial of Comcast of Massachusetts 1's cable television renewal proposal to the Town of Boxford, dated February 25, 2015. The Board of Selectmen will also issue a written statement of reasons, in accordance with 207 CMR 3.06(2), detailing the reasons for its preliminary assessment of denial.

There followed a brief discussion regarding both (Comcast and Verizon) cable companies' contracts with the Town. The Cable Advisory Committee will be back to meet with the Board in two weeks, hopefully with a contract.

**7:54PM PERSONNEL COMPENSATION ACTIONS FY 2016:**

Benson provided the Board with pending personnel compensation information for FY2016, as follows:

**Fulltime Lieutenant:** \$25.47/hour

**Fulltime Firefighter:** \$22.00/hour

**Fulltime Firefighter – EMT Annual Stipend:** \$1,433.00/year

**Fulltime Firefighter – Uniform Allowance:** \$1,123.00/year

**Call: Entry Firefighter:** \$13.59/hour

**Call Firefighter (Private):** \$15.71/hour

**Call Lieutenant:** \$17.32/hour

**Call Captain:** \$18.10/hour

**Call Deputy Chief:** \$20.77/hour

**Call Personnel – EMT Annual Stipend:** \$566/year

**Call Lieutenants (4) Annual Stipend:** \$365.00/year

**Call Captains (2) Annual Stipend:** \$805.00/year

**Maintenance Director (2) Annual Stipend:** \$440.00/year

**Call Deputy Chief (1) Annual Stipend:** \$2,540.00/year

The Board took the following action:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to set the FY2016 Fire Department pay rates, as outlined in the Finance Director's memo dated June 22, 2015.

Benson provided the Board with updated pay rates for the following part-time and occasional employees:

**Assistant Conservation Administrator:** \$22.61/hour

**DPW Clerical Associate II:** \$15.52/hour

**Sealer of Weights and Measures:** \$430/yearly stipend

The Board took the following action:

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to set the pay rates for the part-time and occasional employees, as outlined in the Finance Director's memo, dated June 22, 2015.

Benson provided the Board with information and approved pay rates for the following employee positions in the Inspector Buildings department:

**Inspector of Buildings:** \$35,510

**Alternate Building Inspector:** \$25.41/hour, as needed

**Electrical Inspector:** \$315.00 weekly stipend/\$26.00/hour for add'l work as needed

**Alternate Electrical Inspector:** \$26.00/hour, as needed

**Plumbing/Gas Inspector:** \$315 weekly stipend/\$26.00/hour for add'l work as needed

**Alternate Plumbing/Gas Inspector:** \$26.00/hour as needed

The Board took the following action:

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to set the FY2016 Inspectional Services Department pay rates, as outlined in the Finance Director's memo of June 22, 2015.

Benson provided the Board with information and approved FY2016 pay rate for Animal Control Officer, as follows:

**Animal Control Officer:** \$\$29.00/hour or \$522.00 per 18 hours/week

The Board took the following action:

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to set the Animal Control Officer FY2016 pay rates, as outlined in the Finance Director's memo.

Benson provided the Board with information and approved FY2016 pay rate for the Director of Conservation/Planning Board Administrator, as follows:

**Director of Conservation/Planning Board Administrator:** \$71,797

The Board took the following action:

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to set the Director of Conservation/Planning Board Administrator FY2016 pay rates, as outlined in the Finance Director's memo dated June 29, 2015.

## **8:07 PM APPOINTMENTS**

- **FY 2016 Appointment Schedule:** Benson advised that additional volunteers have responded with requests to be reappointed. The Board reviewed the list of those ready to be reappointed and took the following action:

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

**Reed Wilson, Animal Control Officer, 1 year**

**David Harris, Building Inspector, 1 year**

**Douglas Small, Electrical Inspector, 1 year**

**Allan Paduchowski, Electrical Inspector (Alternate), 1 year**

**Stephen Galinsky, Plumbing/Gas Inspector, 1 year**

**Ray Abbott, Plumbing/Gas Inspector (Alternate), 1 year**

**Robert Cronin, Sealer of Weights & Measures, 1 year**

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

**Anna Barbieri, Boxford Cultural Arts, 3 years**  
**Joseph C. Hill, Boxford Housing Partnership Committee, 1 year**  
**James Barnes, Cable Television Advisory Committee, 1 year**  
**Matt Ellis, Cable Television Advisory Committee, 1 year**

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** 4-1 by roll call vote to reappoint Peter Delaney to the Housing Partnership Committee for a 1 year term.

**Roll Call:**  
**Vaz: Yes**  
**Cargill: No**  
**Nay: Yes**  
**Costello: Abstain**  
**Perkins: Yes**

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

**Barbara Jessel, Community Preservation Act Committee, 1 year**  
**Gerard Papin, Community Preservation Act Committee, 1 year**  
**Paris Beckett, Conservation Commission, 3 years**  
**Peter Delaney, Haynes Land Advisory Committee, 1 year**  
**Howie Emmons, Haynes Land Advisory Committee, 1 year**  
**Jon Schwartz, Haynes Land Advisory Committee, 1 year**  
**Brooks Tingle, Lakes, Ponds Streams Committee, 2 years**

**Roll Call:**  
**Vaz: Yes**  
**Cargill: No**  
**Nay: Yes**  
**Costello: Abstain**  
**Perkins: Yes**

The above **MOTION** was subsequently adjusted (**Motion: Nay; Second: Cargill**), to not include Barbara Jessel and Peter Delaney.

**Roll Call:**  
**Vaz: Yes**  
**Cargill: No**  
**Nay: Yes**  
**Costello: Abstain**  
**Perkins: Yes**

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** by a majority roll call vote to reappoint Barbara Jessel to a 1 year term on the Community Preservation Act Committee.

**Roll Call:**  
**Vaz: No**  
**Cargill: No**  
**Nay: Yes**  
**Costello: Yes**  
**Perkins: Yes**

A **MOTION** was made by **Nay**, seconded by **Cargill**, to reappoint Peter Delaney to the Haynes Land Advisory Committee for a 1 year term. The **MOTION** was **DEFEATED** on a 3-2 roll call.

**Roll Call:**  
**Vaz: No**  
**Cargill: No**  
**Nay: Yes**  
**Costello: No**  
**Perkins: Yes**

On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint the following:  
**Margaret Chow-Menzer, Permanent Building Committee, 1 year**  
**Robert Hazelwood, Permanent Building Committee, 1 year**  
**Miika Ebbrell, Permanent Building Committee, 1 year**  
**F. Richard Shaw, Permanent Building Committee for Community Center COA Building Project, 1 year**  
**Judith A. Andersen, Permanent Building Committee for Community Center COA Building Project, 1 year**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote, to reappoint the following:  
**Anne C. Mannheim, Registrar of Voters, 3 years**  
**Joseph C. Hill, Sustainability Committee, 1 year**  
**Marc Aronson, Sustainability Committee, 1 year**  
**Lauren Laplante Rottman, Sustainability Committee, 1 year**  
**Keith Sampson, Sustainability Committee, 1 year**  
**Thomas Thomassen, Town Forest Committee, 3 years**

**8:34 PM**      **REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Haynes Land Project Update:** Benson advised the Board that there was an informational meeting for contractors that was well-attended. The bid opening is scheduled for July 9. There was another informational meeting for residents on June 23 which is available on Video on Demand. Bid spec documents are available at Town Hall and on the town's web site.

- **Kopelman & Paige Receipt of Court Costs:** Benson advised the Board that the Town received a check for \$14,892.42 for court costs in the case of Nissenbaum, et al v. Town of Boxford Zoning Board of Appeals, et al.
- **Ring & Ride Service:** Benson advised the Board that the MVRTA's Ring & Ride service for Boxford residents will be fare-free for those over age 60 and/or disabled, beginning July 1. Brochures are available at the COA or online.
- **FEMA Meetings on Mapping Efforts:** Benson advised the Board that FEMA will be conducting discovery meetings for the Merrimack Watershed on July 7 in Manchester NH and Concord NH. The Planning/Conservation Administrator will be attending.
- **Update on State Budget:** Benson provided the Board with a brief update on the State Budget, noting that, due to all the discussions on the 2024 Olympics bid, they met for five minutes today and did not come up with a budget. There is no likelihood that they will have a budget by July 1.

#### **8:51 PM      ROUTINES**

- **Correspondence:**
  - **Thank You from National Grid:** The Board briefly reviewed the thank you note from National Grid, thanking the Town Administrator for hosting their annual emergency response meeting at Town Hall. Benson reminded viewers to call National Grid when there is a power outage.
  - **Letter from Recreation Committee:** The Board briefly reviewed the letter from the Recreation Committee which included updates to their programs.
  - **Letter from Resident Re: Town Facilities Planning Committee:** Benson provided the Board with a letter from Richard Shaw, which was also sent to the Tri-Town Transcript, regarding the Town Facilities Planning Committee.
- **Minutes:** After a brief review and discussion on amendments, the Board took the following action:
  - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of June 8, 2015, as amended.
- **Treasury Bills:**
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant #15-26S, for school summer payroll, in the amount of \$900,810.22.
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Payroll Accounts Payable Warrant #15-26, for non-school payroll, in the amount of \$147,393.36 and for school payroll, in the amount of \$92,570.96, for a total payroll of \$239,964.32.
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-52, in the amount of \$357,501.59.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-52/52S, in the amount of \$51,952.80.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-52S, in the amount of \$2,508.90.

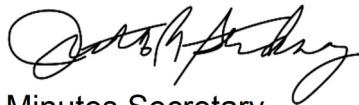
**9:06 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Fence Viewers:** Selectwoman Nay provided the Board with a brief history on the appointment of the Board of Selectmen as Fence Viewers and asked the Town Administrator if that now falls into the Building Inspector's field of responsibility. Benson provided information to the Board on when the Board might be required to view fences.
- **Eagle Scout Court of Honor:** Selectman Costello provided a brief report on his and Selectwoman Nay's attendance at the recent Eagle Scout Court of Honor.
- **Tour of Haynes Property:** Selectman Perkins suggested that the Board make arrangements to meet at the Haynes Property and tour it, along with any other boards who might be interested. Benson advised they do not need to post a meeting for that, as it's considered a site walk.
- **Available Property for Sale:** Selectman Perkins suggested that there may be some additional large tracts of land coming up for sale that they might want the Land Committee to look into. He requested that the Land Committee be scheduled to attend a future Selectmen's meeting to discuss it.

**9:17 PM ADJOURN:** With no further business before the Board:

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:17PM.

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 29, 2015
2. Announcement: Recycling Center Hours for July 4th
3. Announcement: July 4<sup>th</sup> Town Events
4. Letter from Mass. Dept. of Telecommunications and Cable to Board of Selectmen, Re: Cable Television License, 5/8/15
5. Letter from Board of Selectmen to Director of Municipal Finance, Re: Fire Department Compensation Actions FY2016, 6/22/15

6. Letter from Board of Selectmen to Director of Municipal Finance, Re: Compensation Actions FY2016, 6/22/15
7. Letter from Board of Selectmen to Director of Municipal Finance, Re: Inspectional Services Department Compensation Actions FY2016, 6/22/15
8. Letter from Board of Selectmen to Animal Control Officer, Re: FY2016 Compensation, 6/29/15
9. Letter from Board of Selectmen to Director of Conservation/Planning Board Administrator, Re: FY2016 Compensation, 6/29/15
10. Appointment Schedule FY2016
11. Town of Boxford Appointed Town Officials/Elected Town Officials, Committees, Ad Hoc Committees Boards & Commissions, 6/22/15
12. Letter from Kopelman & Paige to Board of Selectmen Re: Attorney's Fees Reimbursement, 6/8/15
13. Letter from MVRTA to Town Administrator, Re: Ring & Ride Service, 6/16/15
14. Letter from FEMA to Board of Selectmen, Re: Risk Mapping, Assessment and Planning Discovery Meeting, 6/10/15
15. Thank You Note from National Grid to Town Administrator, Re: Thanks for Hosting, 5/29/15
16. Meeting Minutes:
  - Final: May 18, 2015
  - Draft: June 8, 2015
17. Letter from Richard Shaw to Board of Selectmen, Re: Resurrection of the Town Facilities Planning Committee, 6/13/15
18. E-Mail from Recreation Committee to Assistant to the Town Administrator, Re: Rec Comm Meeting Update, 6/25/15
19. Motion Regarding the Cable Television Renewal Process in Boxford
20. Packet of Library Current Programming Materials