

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
July 13, 2015 7:00PM**

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

Others Present: Town Administrator Alan Benson, Steve Merriam, Rick Rivers, Brad Sweet, Charlie Killam, Susan Inman, Ross Povenmire, Natasha Grigg, and others

7:00 PM PLEDGE OF ALLEGIANCE

7:01 PM ANNOUNCEMENTS

- **BTA BOLT Horse Show Sponsorships Wanted:** Selectman Cargill announced that BTA BOLT is holding their annual horse show on July 25 and looking for sponsors.
- **Sunday Night Concerts:** Selectman Vaz announced the West Boxford Improvement Society is sponsoring a series of free concerts on Sunday nights at the gazebo in the West Village, from 6PM-8PM.
- **Forrest Woodman House Fire Fund:** Selectwoman Nay announced that a fire fund has been set up for the Forrest Woodman family at Eastern Bank. Gift cards are also welcome.
- **Andrews Farm Fire Safety Concerns:** Selectman Chair Perkins provided an update to the Board on a meeting he, Selectman Costello, and Fire Chief Geiger had with the treasurer of the Andrews Farm Association, regarding his concerns with the availability of water to fight house fires.

7:08 PM CONSIDERATION OF TOWN-WIDE WIRELESS REVIEW: Steve Merriam met with the Board of Selectmen to discuss the possibility of forming an Ad-Hoc committee to study and report on the wireless communications services' needs and issues. Merriam made a brief presentation on his proposal. The Board had several questions and comments on the proposal. At the conclusion of the presentation, the Board allowed questions and comments from those in attendance. Charlie Killam urged the Board to consider the creation of the study committee.

7:48 PM MEETING WITH CABLE ADVISORY COMMITTEE: Brad Sweet and Rick Rivers, members of the Cable Advisory Committee, met with the Board of Selectmen to advise the Board that the issues with the contract have been resolved and they are ready for the Board to accept and sign the contract with Comcast.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to adopt the recommendations of the Cable Committee and execute the license agreement between Comcast and the Town of Boxford, dated July 1, 2015.

Town Administrator Alan Benson provided copies of the contract for the Board members to sign and the Board thanked the Cable Committee for all their efforts with negotiations.

7:58PM UPDATE ON ENHANCEMENTS TO THE TOWN WEBSITE: Susan Inman, Assistant to the Town Administrator, and Ross Povenmire, Director of Conservation/Planning, met with the Board to provide information on enhancements, upgrades and changes that have been made to the town's website at <http://www.town.boxford.ma.us/>. Inman provided a slide show for the Board to view, as she made her presentation. Ross Povenmire provided information on the Conservation Commission and Planning Board materials that are available to the public on the website. The Board had questions and comments about the website and thanked Inman and Povenmire for their work on the website upgrades.

8:23 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 **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint the following:

John Antczak, I95 Salt Study Committee, 1 year

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

Laura Sapienza Grabski, Agricultural Commission, 3 years

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint Joe Callahan and Bill Brown as representatives to the Permanent Building Committee for the Housing Partnership Committee, for a 1 year term.

Selectman Costello advised that he spoke with Bob Fanning, who indicated that he had requested to be appointed to the Capital Budgeting Committee. Chair Perkins requested that the Town Administrator follow-up on that.

8:30 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Remote Participation Policy:** Benson provided the Board with information on the Open Meeting Law, with regards to remote participation, referring to a video from the State Attorney General's website. He also provided the Board with a policy for the Board to review. Board members asked questions and provided comments on the policy and asked the Town Administrator to follow-up with the boards and committees to see if there is a need for this policy.

- **Legal Expenses Year End Report:** Benson provided the Board with a year-end report for FY2015 legal expenses.
- **Greenbelt Bike Ride:** Benson advised the Board that Greenbelt is requesting approval to allow their bike ride to go through Boxford on Sunday, September 13. On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Greenbelt bike ride for Sunday, September 13, as requested.
- **BTA-BOLT Sign Request:** Natasha Grigg of BTA-BOLT briefly met with the Board to request sign approvals for four events they are holding between July 25, 2015 and June 4, 2016. On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the BTA-BOLT signs, as described, no more than 7, for the four annual events, through June 2016.
- **Boxford Village Garden Club Request:** Benson provided the Board with a notification from the Boxford Village Garden Club that they will be providing plantings and gardens at the Town Hall.
- **Net Metering Cap:** Benson provided the Board with information on the Net Metering Cap and our local legislators' efforts to remove the cap, which is hindering the completion of the solar field project. A brief discussion ensued.
- **Local Aid Update:** Benson provided the Board with an update on Local Aid increases and a brief discussion ensued.
- **August Meeting Calendar:** Benson provided the Board with a meeting schedule for August.
- **Building Inspector's Monthly Report:** The Board briefly reviewed the monthly report of June from the Building Inspector, including comparison figures from last year. A brief discussion ensued.

9:17 PM ROUTINES

- **Correspondence:**
 - **Masconomet Excess and Deficiency Fund Expenditure:** The Board briefly reviewed the notification from Masconomet regarding their expenditure from the Excess and Deficiency Fund.
 - **Masconomet Regional Scholarship Fund:** The Board briefly reviewed the thank you letter from the Recreation Committee which included updates to their programs.
 - **Letter from Resident Re: Recreational Fields:** Benson provided the Board with a letter from Charlie Killam, regarding the town's recreational fields.
 - **Letter from Land Committee Re: Land for Sale:** The Board briefly reviewed a letter from the Land Committee regarding a land acquisition opportunity. Benson advised that the Land Committee will be coming in to discuss it at an Executive Session.
 - **Executive Session on July 16:** Benson advised the Board he will be posting a meeting for July 16, with the ZBA, to discuss the Varsity Wireless case.
 - **Letter to TD Bank:** Benson advised he received a phone call from TD Bank regarding the Board's letter requesting that they not close the bank in the

East Village. The bank thanked the Board for their comments and advised it was a difficult decision, but they will be moving out at the end of July.

- **Minutes:** After a 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 29, 2015, as amended.

9:34PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Cable Advisory Committee P&L:** Selectman Costello requested that the Board be provided with a Profit & Loss Statement from the Cable Advisory Committee at the end of the year. He suggested that the Finance Director get the P&L from them.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to request that the Cable Advisory Committee have their accountant prepare and submit a Profit & Loss Statement for FY2015.
- **Town Audit:** Selectman Costello inquired if the town's audit had been done yet. Benson provided information on the audit for the Board and a brief discussion ensued.
- **Open Space and Recreation Plan Report:** Selectwoman Nay advised the Board that Natasha Grigg of the Open Space and Recreation Committee had requested that the Board of Selectmen provide a letter of support to the State Environmental Agency regarding their Open Space and Recreation Plan. Benson will draft a letter for the Board's approval.
- **188 Washington Street Use:** Selectman Cargill requested clarification on the library's use of 188 Washington Street. Benson provided information on what needs to take place before they can use it, with regards to board approvals, etc.
- **Fire Chief's Car:** Selectman Cargill reported to the Board that the fire chief's car has been painted with all markings removed. Costello advised he spoke with the Chief about it and the Chief has magnetic seals to put on the car when he's in town.

9:47PM ROUTINES (continued)

- **Treasury Bills:**
After Selectman Chairman Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant #16-1, for non-school payroll, in the amount of \$262,139.63, School payroll of \$57,897.47, for a total payroll of \$320,037.10. **Perkins Abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #15-54, for non-school payroll, in the amount of \$64,997.17.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-2, in the amount of \$441,696.38, of that \$172,043.00 is for Health Insurance.

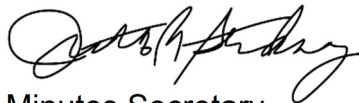
9:50 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD (Continued)

- **Mowing:** Selectman Perkins provided a brief update to the Board on the DPW's mowing efforts, which are ongoing.
- **Recognition of Neighboring Fire Departments:** Selectman Vaz publicly acknowledged the outstanding efforts of our own Fire Department, as well as the mutual aid assistance provided by our neighboring towns on the recent house fire.
- **Happy Birthday, Peter!** Selectman Cargill wished a happy belated birthday to Selectman Chair Peter Perkins.

9:53 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 9:53PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: July 13, 2015
2. E-Mail from BTA-BOLT to Board of Selectmen, Re: BTA-BOLT Horse Show, 7/8/15
3. Announcement: Forrest-Woodman Fire Fund
4. E-Mail from Steve Merriam to Board of Selectmen, Re: Wireless Study Ad-Hoc Committee, 5/5/15
5. E-Mail from Cable TV Advisory Committee to Board of Selectmen, Re: Renewal License, 7/9/15
6. Cable Television Renewal License
7. Appointment Schedule FY2016
8. E-Mail from Haynes Land Committee to Board of Selectmen, Re: Liaisons to the Permanent Building Committee, 7/9/15
9. Letter from Agricultural Commission to Board of Selectmen Re: Reappointment of Laura Sapienza Grabski, 7/1/15
10. E-Mail from John Antczak to Board of Selectmen Re: Reappointment to I95 Salt Study Task Force, 6/25/15

11. Letter from Geoffrey Buswick to Board of Selectmen, Re: Resignation from FinCom, 6/29/15
12. Remote Participation Policy
13. FY2015 Legal Expenses for Year, Year End Report
14. Letter from Greenbelt to Board of Selectmen, Re: Road Bike Event, 5/20/15
15. E-Mail from BTA-BOLT to Board of Selectmen, Re: Sign Request, 6/25/15
16. Letter from Boxford Village Garden Club to Board of Selectmen, Re: Civic Beautification, 6/22/15
17. Memo from Town Administrator to Board of Selectmen, Re: Net-Metering Increase, 7/10/15
18. Article: Legislature's FY16 State Budget Boosts Local Aid, 7/9/15
19. Board of Selectmen Meeting Schedule for August 2015
20. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 7/1/15
21. Letter from Masconomet Regional School District to Board of Selectmen, Re: Excess and Deficiency Fund Expenditure, 6/25/15
22. Letter from Masconomet Regional Scholarship Foundation to Board of Selectmen, Re: Town of Boxford Scholarship Awards, 7/1/15
23. Letter from Charles E. Killam to Board of Selectmen, Re: Town Recreational Fields, 7/1/15
24. E-Mail from Land Committee to Board of Selectmen, Re: Land For Sale, 7/8/15
25. Meeting Minutes:
 - June 29, 2015