

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
July 27, 2015 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, John Dold, Kathy O'Brien, Nancy Merrill, Al Nierenberg, Natasha Grigg, Susan Fallon, Peter Delaney, Jan Silva, Peter Bernardin, Bob Gore, Stuart Saginor, and others*

**7:00 PM PLEDGE OF ALLEGIANCE**

**7:01 PM ANNOUNCEMENTS**

- **Unsung Heroine:** Selectwoman Nay announced that Pamela Blaquire, Boxford's Council on Aging Director, was recently recognized as an Unsung Heroine by the Massachusetts Commission on the Status of Women.
- **ADA 25 Years Anniversary:** Selectwoman Nay announced that she attended the 25<sup>th</sup> anniversary celebration of the ADA equal access law in Massachusetts. She provided a brief report on her meeting with State Attorney General Maura Healey, who has been a proponent of the ADA.
- **Semifinalist for Teacher of the Year:** Selectman Costello announced that Pam Dalton, Cole School's Art teacher, has been recognized as a semifinalist for the 2016 Teacher of the Year.
- **Registration Open for Call to Honor Triathlon:** Selectman Vaz announced that registration is open for the Call to Honor Triathlon to be held on Sunday, September 13 at the Boxford Town Beach at Keith Koster Park. Local businesses are invited to sponsor the event. Contact event organizers if you are interested in supporting the Triathlon.

**7:05 PM MEETING WITH BORDER TO BOSTON TRAIL COMMITTEE:** Nancy Merrill of the Border to Boston Trail Committee met with the Board of Selectmen to discuss the following:

- **Request for Funds:** Merrill advised that they are requesting a small budget of \$150 for a Border to Boston booth at the Apple Festival. She added that their group has funded it privately in the past, but she feels that the Town should fund it moving forward. It was clarified that they are requesting \$50 for printing of materials for the Apple Festival, \$50 for the booth, and \$50 to pay for town gasoline.  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to provide funds of \$100 -- \$50 for printing and \$50 for the booth, as requested.
- **Parking for Trails Use:** Merrill requested permission to provide parking on the road shoulders, at the entrance of the trails on Georgetown Road, Pond Street, and Hemlock Road. Costello advised her that there are no laws prohibiting

parking on Boxford's roadsides. The Board suggested she discuss it with Officer Nentwig, the town's safety officer.

- **Crosswalks and Signage:** Merrill requested permission to install crosswalks and traffic signage on Georgetown Road and Kelsey Road, at the Arboretum. A lengthy discussion ensued, with the Board suggesting that Merrill discuss with the DPW Superintendent and Officer Nentwig.
- **Request to Install Informational Kiosks:** Merrill advised they are considering building informational kiosks on the road shoulder on Pond Street and Georgetown Road. They have received a grant from Natural Heritage for the kiosks and they will be asking Town Meeting for \$3000 to complete the financing.
- **Al Nierenberg to Fill Vacancy:** Selectman Perkins advised the Board that Al Nierenberg has volunteered to fill the vacancy on the Border to Boston Committee. The Board asked him a few questions 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 appoint **Al Nierenberg** to the Border to Boston Trail Committee for the remainder of the one-year term, ending June 30, 2016.

**7:23 PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:** John Dold, DPW Superintendent/Town Engineer, met with the Board of Selectmen to discuss the following:

- **Update on Current DPW Activities:** Dold provided the Board with information on the projects they've been working on:
  - ADA Request at Stiles Pond and Proper Signage
  - Paving
  - Mowing
  - Brush-Cutting
  - Painting
  - T-basing the Road Shoulders
  - Painting Crosswalks.
- **Update on Plans for Fall Projects:** Dold provided details on upcoming projects:
  - Guardrail Replacement
  - Crack Sealing
  - Catch Basin Cleaning
  - Line Painting
  - Culvert Work: Adams Road & Topsfield Road
  - Paving: Main Street, from Ipswich Road to Lawrence Road
  - Paving Parking Areas
  - Moving East Library Contents to West Library
- **Building Maintenance Issues:** Dold provided details on the following:
  - LED Lighting: Ongoing
  - HVAC Contract: Out to bid at this time
  - Town Hall Water Infiltration: Study revealed there is no flashing installed on the second floor. Consultant will meet with the Permanent Building Committee on August 13 with his recommendations.

- **Any Other Business with the DPW Superintendent:**
  - **Brush Cutting on Endicott Road:** Selectman Costello advised the flashing caution sign on Endicott Road is obliterated by overgrown brush.
  - **Susan Fallon, 4 Wyndmere Drive:** Fallon was present at the meeting and requested to speak. She thanked John Dold for removing snow from in front of a stone wall on Barehill Road, and for road paving recently. Ms. Fallon also asked Selectman Costello if he was recording her with his phone. He stated that he was not.
  - **Ackerman Playground Maintenance:** Town Administrator Alan Benson advised his office has been getting a lot of calls about the maintenance of Ackerman Playground. He asked Dold to provide an update on the playground maintenance for the Board. Dold advised that Miika Ebbrell of the Permanent Building Committee is looking into getting the playground committee organized again and using a trust fund to pay for maintenance.
  - **Sign at Cargill Memorial Field:** Selectman Cargill advised Dold that the sign at Cargill Memorial Field can be discarded. There will be a new sign made for the field. Benson added that all of the town's recreational fields will have new signs that conform to the rest of the conservation signs going up in town.

**8:03 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Meeting Recordings:** Benson provided Susan Fallon with information on the video and audio recordings of the Selectmen's meetings.
- **Personnel Board Updates:** Benson advised the Board that the Personnel Board has been working on updating personnel policies and he will be bringing them before the Board as they are ready for approval. He started with the following:
  - **Parental Leave Policy**
  - **Family and Medical Leave Policy**
  - **Non-Occupational Sick Leave Policy**
  - **Professional Conduct Policy**

There ensued a lengthy discussion on the policies presented. After discussion, the Board chose to approve the first three and hold on the Professional Conduct Policy until a Code of Conduct is included, as a base document.

On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to adopt the Parental Leave Policy, Family and Medical Leave Policy, and Non-Occupational Sick Leave Policy, as presented.

- **Approval of Construction Sign:** Benson advised the Board that Steve Greenberg of the Tri-Town School Union is requesting permission to display a construction sign and provided a photo of a sample sign for the Board to view. Benson suggested they replace his name on the sign with Bernard Creeden, Superintendent. The Board agreed.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Aaron Wood sign, as amended.

- **Disclosure of Financial Interest:** Benson advised they have a disclosure from Fire Chief Brian Geiger, who indicated his brother is a call firefighter.  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the disclosure as written by Selectmen Perkins.
- **Potential Staff Reorganization Plan:** Benson provided the Board with information on his meeting with Finance Director Kathy Benevento on how best to fill the currently open positions at Town Hall. He presented the Board with their proposal.
- **Apple Festival:** Benson provided the Board with a request from the Boxford Historical Society to hold the Apple Festival on Saturday, September 19. Selectwoman Nay requested that they be required to provide at least one Handicapped Accessible portable toilet. After further brief discussion, the Board took the following action:  
On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously that the Board of Selectmen permit the Boxford Historical Society to hold their annual Apple Festival on Saturday, September 19, 2015 from 10AM until 3:30PM with a rain date of Sunday, September 20, 2015.
- **Sign Request: WBIS Gazebo Concerts:** Benson provided the Board with an update on Local Aid increases and a brief discussion ensued.  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Letter of Support for the Open Space and Recreation Committee:** Benson provided the Board with a letter for the Board to approve and sign. The letter was passed around for review and signed. He added that the report is on the town's web site.

#### 8:42 PM      ROUTINES

- **Correspondence:**
  - **Verizon Wireless:** 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 note from Alyssa Pellegrino.
  - **Outstanding Appointments:** The Board briefly reviewed the outstanding appointments and took the following action:
  - **Veteran's Graves Officer:**
    - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint **Javier Morales**, as the Veteran's Graves Officer, for a term ending June 30 2018.
  - **Finance Committee:** Benson advised the Board that Kayla Aikins is interested in being appointed to the Finance Committee. The Chair requested

- that she be scheduled to come in to a meeting for an interview. Benson will make it happen.
- **Minutes:** After a review and discussion on amendments, the Board took the following action:
    - On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the minutes of July 13, 2015, as amended.
  - **Treasury Bills:**
    - After Selectmen Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant #16-2, for non-school payroll, in the amount of \$187,776.80, School payroll of \$57,810.42, for a total payroll of \$245,587.22. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-4, in the amount of \$50,658.99.

#### 8:51PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Haynes Land Impact on Future Bonding Capacity of CPA Fund:** Selectman Vaz provided the Board with information for a future meeting when they will be discussing the Haynes Land. He added that he worked with Ellen Guerin and Kathleen Benevento to get the figures he presented to the Board.
- **Letter from Susan Fallon:** Selectman Cargill advised the Board that he was contacted by Susan Fallon at his office earlier today, and Susan Fallon was present at the meeting. She provided the Board with copies of the letter she presented to Cargill. The Chair requested that the Board members read the letter and they will discuss it at the next meeting.
- **Letter from Charles Killam:** Selectman Perkins advised the Board that they have a letter from Charles Killam regarding the purchase of land.
- **Personnel Policies Discussion:** Susan Fallon addressed the Board regarding the personnel policies they discussed tonight. She read a prepared statement regarding the policies. She also requested that Charles Costro immediately provide a disclosure regarding his relationship with MIIA.

#### 9:01PM EXECUTIVE SESSION

On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on land acquisition with the Land Committee: Ingaldsby Property, 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.

**9:32 PM ADJOURN:** With no further business before the Board:  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED**  
unanimously by roll call vote to return to open session and adjourn at 9:32PM.

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. Announcement: Pamela Blaquire Unsung Heroine:
3. Announcement: Pam Dalton Semifinalist for 2016 Teacher of the Year
4. Announcement: Registration Open for Call to Honor Triathlon
5. Agenda: Boxford Border to Boston Rail Trail Committee, 7/27/15
6. Letter from Border to Boston Trail Committee to Board of Selectmen, Re:  
Request for Operating Budget, 7/9/15
7. Town of Boxford Parental Leave Policy
8. Town of Boxford Family and Medical Leave Policy
9. Town of Boxford Non-Occupational Sick Leave Policy
10. Town of Boxford Professional Conduct Policy
11. E-Mail from Steve Greenberg to Town Administrator, Re: Aaron Wood Project  
Sign, 7/2/15
12. Photo of Aaron Wood Project Sign
13. Disclosure by Non-Elected Municipal Employee of Financial Interest and  
Determination by Appointing Authority as Required by G.L. c. 268A, section 19:  
Fire Chief Brian Geiger, 7/15/15
14. Memo from Town Administrator to Board of Selectmen, Re: Potential Staff  
Reorganization Plan, 7/24/15
15. Letter from Boxford Historical Society to Board of Selectmen, Re: Annual Apple  
Festival, 7/14/15
16. E-Mail from West Boxford Improvement Society to Board of Selectmen, Re: Sign  
Request, 7/23/15
17. Letter from Verizon Wireless to Board of Selectmen, Re: Verizon Wireless  
Coverage Need in Boxford, 7/22/15
18. Thank You Note from Alyssa Pellegrino to Board of Selectmen, Re: Thank You  
for Scholarship Award, 7/14/15
19. Memo from Town Administrator to Board of Selectmen, Re: Outstanding  
Appointments, 7/23/15
20. Resume of Kayla R. Aikins
21. Meeting Minutes:
  - July 13, 2015
22. Letter from Susan Fallon

23. Letter from Charles Killam