

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
August 10, 2015 7:00PM**

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

Others Present: Assistant to the Town Administrator Susan Inman, Minutes Sec'y Judi Stickney, Ross Povenmire, Peter Delaney, Barbara Jessel, Bob Hazelwood, Charlie Killam, Bill Brown, Joe Callahan, Jon Schwartz, Margaret Chow-Menzer, Nancy Merrill, Samantha Mercier, Marc Mercier, John Adams, Ellen Guerin, Kathy Benevento, Kathy O'Brien, Mike White, Joyce Ricklefs, Marty Jessel, Howie Emmons, Bob Gore, Chris Huntress, Chief Michael Murphy, Peter Bernardin, Carole Davis, Virginia Havey, Kayla Aikins, Officer Tom Nentwig, Stuart Saginor, Keith Bovardi, Barbara Grant, and others

7:01 PM PLEDGE OF ALLEGIANCE

7:02 PM ANNOUNCEMENTS

- **Passing of Betty Bolen:** Selectman Perkins announced with great sadness the passing of long-time Boxford resident and dedicated public servant, Mary Elizabeth "Betty" Bolen. Selectman Costello added his comments about Betty and provided information on calling hours and funeral arrangements.
- **Facilities Master Plan Meeting:** Selectwoman Nay announced that she and Selectman Perkins attended the Planning Board meeting on the Facilities Master Plan. She provided a brief summary of the meeting and added that the consultant was very responsive. The next meeting is scheduled for September 2.

7:07 PM CONSIDERATION OF HAYNES RECREATION PROJECT: Members of the Haynes Committee, present Members of the Permanent Building Committee, present Members of the Finance Committee, and Members of the Community Preservation Committee were in attendance, along with some abutters and members of the community at large.

- **Presentation by Haynes Committee:** Bill Brown, Chair of the Haynes Land Committee, provided an overview of the presentation, and introduced Chris Huntress, landscape architect at Huntress Associates, who began the presentation with a slide show including plans and photos of the proposed fields, as well as bid results.
- **Presentation of Budget Options by PBC:** Margaret Chow-Menzer, of the Permanent Building Committee, provided information on the bids, including contingencies, debt acquisition costs, and designer construction oversight, outside environmental monitoring, testing expenses, and independent engineering oversight for each of the three options of the project.
- **CPC Funds for Athletic Uses:** Bill Brown provided the Board with information on other athletic projects in the state that have used CPC funds.

- **Private Fundraising Strategies:** Jon Schwartz, of the Haynes Land Committee, provided the Board with information on fundraising campaigns he has initiated, as well as a timeline and goals for fundraising.

At the conclusion of this portion of the presentation, the committee members fielded questions and comments from the Board of Selectmen.

7:47 PM DISCUSSION OF FUNDING THE HAYNES RECREATION PROJECT:

Kathy J. Benevento, Director of Municipal Finance, and Ellen Guerin, Treasurer/Collector of Taxes, met with the Board to discuss the following:

- **Review of Funds Available for Transfer in CPA Fund:** Benevento provided the Board with information on the use of Community Preservation funds, as well as CPA funding sources. She included projects in town that are currently using CPA funds. Current CPA undesignated fund balance is \$2,471,854, and there is a \$28,750 balance remaining from the purchase of the land.
- **Consideration of Funding Options for Potential Budget Options:** Guerin provided information and her recommendations on funding options, including borrowing \$1.5 million, but added that the town would not be able to borrow future CPA funds until the May 2019 meeting. She reminded Jon Schwartz that all donations would need to be in the Treasurer's office by October 20, one week before Special Town Meeting.

At the conclusion of this portion of the presentation, there was a brief question/answer period between the Board members and the Director of Municipal Finance and Treasurer/Tax Collector. The Chair asked those in attendance if there were any questions.

- **Mr. St. John, 55 Depot Road:** St. John asked what the rate would be for bonding. Guerin advised they were advised to use the 5% rate she mentioned earlier.
- **Tim Harmon, Washington Street:** Harmon noted that the undesignated fund would be available in May 2019, which is four years, not five, as stated earlier. Guerin clarified her information.
- **Charlie Killam, 357 Ipswich Road:** Killam asked if the Board was ready to decide on whether to have a Special Town Meeting yet, as he had comments for the Board's consideration. The Chair advised that the Board will continue to discuss further tonight to determine if they are ready for a recommendation. Killam provided the Board with his recommendations on the project, stating that the area is wet and not suitable for ball fields. He recommends that the Board of Selectmen put this project on hold until they've had the opportunity to fully consider the Ingaldsby property, which is high and dry and appropriate for recreational fields.
- **Peter Delaney, Land Committee/CPC:** Delaney advised that he visited the Ingaldsby property with Killam a few weeks ago and added that the Land Committee is discussing where to go with it, as Prices have not yet put a price on the property. They are still investigating their options. He added that the CPC has been holding the undesignated funds specifically for the Haynes fields, since it was purchased.

- **Chris Huntress, Huntress Associates:** Huntress provided information on soil studies, drainage studies, and their meetings with the Conservation Commission, Zoning Board, and Planning Board. He added that they are only building on the driest parts of the property.
- **Joyce Ricklefs, Capital Budgeting/Finance Committee:** Ricklefs advised they have not yet met with the Haynes Land Committee, but added that both committees have several questions, which she provided to the Board members and Haynes Committee members.

The Board briefly reviewed the questions and Selectman Vaz read aloud the questions regarding the maintenance of the fields for the Haynes Land Committee to answer. Huntress answered most of the maintenance questions on the synthetic turf field. Jon Schwartz contributed to the discussion on his meeting with John Dold and the DPW's anticipated increase in field maintenance costs. Huntress answered questions on the safety of the synthetic turf and the maintenance of the stabilization plantings. Joe Callahan, Haynes Land Committee, added information on the town account established at the behest of Natural Heritage to provide funding for maintenance of the native plantings and turtle habitat.

- **Dale Enes, 12 Georgetown Road:** Enes asked what the composition of the synthetic turf is that they are proposing to use. Huntress advised it consists of polyethylene fiber, crumb rubber from car tires, and silica sand. The abutter provided data on the danger of using crumb rubber in the area of residential wells. The abutter urged the Board to consider the health risks of using crumb rubber in the area of wells. Vaz suggested that the information be provided to the Board of Health to investigate before Town Meeting. Huntress advised that the Conservation Commission has reviewed the product and added that there are alternatives they could use without incurring additional costs.
- **Ross Povenmire, Conservation Agent:** Povenmire advised that the Conservation Commission's Order of Conditions was issued for turf fields and not artificial fields, adding that some members of the Commission would require an amendment to the Order of Conditions if artificial turf is to be used. He recommended to the Board that they bring that question back to the Conservation Commission to determine if an amendment would be needed.
- **Michael Enes, 12 Georgetown Road:** Enes suggested that this project has been planned backwards, suggesting that there should have been a conceptual plan presented to the town before the plan was allowed to move forward without resident input. He had questions on the qualifications of the bidders, the integrity of Huntress Sports, and the general process of how this project got this far. Huntress provided information on the bidding process and the Chair thanked Mr. Enes for his comments and asked that he bring any further questions to Town Meeting.

The Board continued to discuss the project amongst themselves, with the Chair asking for input from each Board member. A lengthy discussion ensued. In summary:

- **Selectman Cargill:** Opposed to depleting the undesignated CPA funds for the project and added that it belongs in the hands of the voters and should be brought up at the Annual Town Meeting.

- **Selectman Costello:** He will let the voters decide, citing his obligation to the voters to allow them the opportunity to debate the project and vote on it at Town Meeting.
- **Selectman Vaz:** He has a problem with using all the undesignated funds for the project, as well as the potential for cost overruns, adding more for the residents to fund. He also has an issue with the variability of \$1M between the three options.
- **Selectwoman Nay:** Noted that we have put over \$300,000 into the plans and purchased the land for \$3M for fields as well as recreational use. She feels an obligation to the voters to bring it to Town Meeting. She read aloud the Charge of the Haynes Land Committee, noting that the Board of Selectmen approved the Charge, which charges the Haynes Land Committee to bring a plan to Town Meeting for approval. She thinks it's time for the Town to move on and vote on it.
- **Selectman Perkins:** He also feels that the Board should let the Town decide on the project at a Town Meeting.
- **Selectman Vaz:** Suggested that the Board not vote on this tonight, but wait until they have definitive answers from the CPC, the Board of Health, the DPW, and other boards, so they can be better informed to make a decision.

At the conclusion of the lengthy discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED 3-2 (Cargill/Vaz: NO)** to schedule a Special Town Meeting on October 27th and to place the Haynes Recreational project on the Special Town Meeting warrant.

9:30 PM 5 MINUTE RECESS: At the request of Selectman Cargill, the Board recessed for five minutes.

9:36 PM OTHER BUSINESS

- **West Village Improvement Society Free Concerts:** Selectman Chair Perkins noted that there was a free concert at the West Boxford gazebo on Sunday night and added that there will three more scheduled on 8/16, 23, and 30.

9:38 PM MEETING WITH CANDIDATE FOR FINANCE COMMITTEE: Kayla R. Aikins, currently a member of the Capital Budgeting Committee, met with the Board of Selectmen to express her desire to volunteer on the Finance Committee and provided the Board with her qualifications. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED unanimously by roll call vote** to appoint **Kayla Aikins** to the Finance Committee for a three year term ending June 30, 2018.

9:42 PM MEETING WITH POLICE DEPARTMENT: Michael J. Murphy, Chief of Police, met with the Board to present the following:

- **Consideration of Signage Changes: Intersection of Main St. and Maple Ave.:** The Chief provided the Board with information on the issues with the current signage on Main Street, at Maple Avenue, accompanied by Safety Officer Tom Nentwig. A brief discussion ensued, with Barbara Grant, 363 Main Street, contributing to the discussion. Nentwig suggested that the original double arrow sign be put back and the new Main Street sign removed. Nentwig also suggested a warning sign to warn drivers of Stiles Pond Road. The Board agreed with the suggestions.
- **Update on Department Activities:**
 - **Barehill Road Resident Requesting “Children At Play” Sign:** Nentwig advised that, although there was a resident request for the sign, MassDOT advises against those types of signs and he suggested a yellow SLOW warning sign and a 20MPH sign, instead. The Board agreed.
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Barehill Road sign and the Main Street signs, as discussed.
 - **Ongoing Opioid Problem:** The Chief provided the Board with information on the Police Department’s ongoing issues with the town’s opioid problem and their responses to it. The Board suggested the information from the District Attorney’s office be made available on the Department’s website.
 - **New Patrol Car:** The Chief advised their new SUV is coming any day now.
 - **New Patrol Rifles:** The Chief provided the Board with information on their recent purchase of new M4-223 patrol rifles and added that they were purchased at a small cost to the town, due to the sale of the old rifles.
 - **Domestic and Elder Abuse Case:** The Chief provided the Board with limited information regarding a recent elder abuse case and added that the investigation is ongoing.
 - **New Safety Software:** The Chief advised the Board that Masconomet will have new software in place for the school’s opening that will put the school in direct contact with the Communications Department in the event of an emergency.
 - **Surplus Declaration:** Selectman Perkins asked if there was a surplus cruiser they needed to dispose of. Assistant to the Town Administrator, Susan Inman, provided the Board with information on the surplus vehicle:
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to declare the 2008 Ford Crown Victoria as surplus, to be disposed of according to the Town’s Disposition of Surplus policy.
 - **Officer Acknowledgements:** The Chief provided letters from people they have assisted recently. Costello commented on the letters, noting how lives have been impacted in a positive way by our police force.

- o **Brooke Dechene, Police Academy:** The Chief advised the Board that Officer Brooke Dechene is going to the Police Academy in September, on her own dime and without pay. He is going to look into ways of supporting her endeavor.
- o **Officer Michele Nowak, DARE Officer:** Chief Murphy advised the Board that Officer Nowak recently attended the International DARE convention in New Orleans, LA, representing the Massachusetts chapter, of which she is President.

10:20 PM REPORT OF THE ASSISTANT TO THE TOWN

ADMINISTRATOR: Susan L. Inman, Assistant to the Town Administrator, provided the Board with information on the following:

- **Bike Ride: Tour de Greenbelt:** Inman provided the Board with updated information on the ride and Chief Murphy advised he spoke with the organizers and all is in order.

10:23 PM ROUTINES

- **Correspondence:**
 - **Building Inspector Monthly Report:** The Board briefly reviewed the monthly report of the Inspector of Buildings.
 - **Letter to Susan Fallon:** Selectman Chair Perkins provided the Board with information on the letter he will sign and send to Susan Fallon, in response to her letter and comments at the last meeting.
 - **Notification of Free Cash:** The Board briefly reviewed the e-mail from the Department of Revenue on the Free Cash Approval for Boxford: \$3,017,426.
 - **Institution for Savings Opening a Branch in Boxford:** Selectmen Cargill announced that the Institution for Savings is opening a branch later this fall at the Boxford Community Store.
 - **Letter from Masconomet Re: Appropriation for Lighting:** The Board briefly reviewed the letter from Masconomet.
 - **Letter and Report from HAWC:** The Board briefly reviewed the letter and annual report from HAWC.
 - **Letter to Inspector of Buildings from Resident:** The Board briefly reviewed a letter from a resident to the Building Inspector regarding a fence on Balmoral Road.
 - **Letter from Department of Telecommunications and Cable: Re: Verizon Contract Expiration:** The Board briefly reviewed the letter from the Department of Telecommunications regarding the upcoming expiration of the contract between Verizon and the Town.
- **Appointments:** The Board briefly reviewed the appointment schedule.
- **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 July 27, 2015, as amended.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of July 27, 2015 Executive Session, as written.

- **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 #16-3, for non-school payroll, in the amount of \$179,946.11, School payroll of \$59,210.79, for a total payroll of \$239,156.90. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-6, in the amount of \$82,516.57.

10:36 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Library Sign Discussion:** Selectman Cargill advised everyone to view the library sign on Ipswich Road, at Spofford Road, just before Rotsko's house, to prepare for the next meeting's discussion.

10:39 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 10:39PM.

Respectfully submitted,


Minutes Secretary

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

1. Agenda: August 10, 2015
2. Announcement: Passing of Betty Bolen
3. Memo from Town Administrator to Board of Selectmen, Re: Update on Haynes Field – BOS Meeting August 10, 2015, 8/3/15
4. Town of Boxford Financing Options – Haynes Recreational Fields, 8/6/15
5. Letter and Resume from Kayla Aikins to Board of Selectmen, Re: Finance Committee Opening, 7/24/15
6. Letter from Chief Michael Murphy to Board of Selectmen, Re: August 10 Meeting, 8/6/15

7. Copy of Letter from Barbara and Robert Grant to Chief Michael Murphy, Re: Sign on Main Street, 5/7/15
8. Letter from Chief Murphy to Board of Selectmen, Re: Sign on Main Street, 7/6/15
9. Packet of Photos of Main Street/Stiles Pond Road Area
10. Letter from Greenbelt to Board of Selectmen, Re: Bicycle Ride Event, 5/20/15
11. E-Mail from Lt. Hazelwood to Assistant to the Town Administrator, re: Surplus Cruiser, 5/13/15
12. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 8/5/15
13. E-Mail from Department of Revenue to Town Administrator, Re: Freecash Approval Notification for Boxford, 8/7/15
14. Press Release: Institution for Savings to Open Branches in Hamilton, Boxford, 8/6/15
15. Letter from Masconomet CFO to Board of Selectmen, Re: Additional Appropriation for Exterior Lighting, 7/28/15
16. Letter from HAWC to Town Administrator, Re: Thank You and Annual Report, 7/28/15
17. Copy of Letter from Glen Forest Drive Resident to Inspector of Buildings, Re: 41 Glen Forest Drive, 8/1/15
18. Letter from Department of Telecommunications and Cable to Board of Selectmen, Re: License Expiration Notice, 8/4/15
19. Copy of Letter from Wyndmere Drive Resident to Selectmen Cargill, Re: Essex Regional Retirement System Complaint, 7/27/15
20. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/4/15
21. Meeting Minutes:
 - July 27, 2015
 - July 27, 2015 Executive Session
22. Town of Boxford Debt Service Schedule
23. Community Preservation Fund State Matching Funds FY2003-FY2015
24. Haynes Recreational Field Project Budget Options
25. Community Preservation Fund Tax Surcharge
26. Charge to the Haynes Land Advisory Committee