

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
August 31, 2015 7:00PM**

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

*Absent: Chuck Costello*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, John Dold, Jeannette Glessman, Kevin Bourque, Kimberly and Andrew Putney, Suzanne Malach, Fire Chief Brian Geiger, Nolan Houston, Karen Sheridan, Paula Fitzsimmons, Frank Quackenbush, Liam Quackenbush, Heidi Ellard, Richard Taylor, Louise Kress, Richard Fahrner, Hans Jeppeson, and others*

**7:00 PM PLEDGE OF ALLEGIANCE**

**7:01 PM ANNOUNCEMENTS**

- **Recycling Center Closed Labor Day Weekend:** Selectman Cargill announced that the Recycling Center will be closed Saturday, Sept. 5 and open for motor oil on Saturday Sept. 12.
- **Town Hall Closed:** Selectwoman Nay announced that Town Hall offices will be closed on the morning of Wednesday, September 9 and will open at 1PM, for training.
- **Summer Barbecue for Veterans:** Selectwoman Nay reported that she recently attended a summer barbecue for veterans from the Outreach Center in Haverhill, hosted by Boxford's James Melvin American Legion Post 379. She thanked the veterans for their service.
- **Trash Disposal and Recycling Holiday Schedule:** Selectman Vaz announced that due to the Labor Day holiday, the trash and recycling residential collection will be delayed one day.
- **School Opening Tomorrow:** Selectman Vaz announced that school will be opening tomorrow and reminded everyone to drive with caution and watch for students near the roadways.

**7:04 PM MEETING WITH FIRE DEPARTMENT:** Fire Chief Brian Geiger met with the Board of Selectmen to discuss the following:

- **Professional Development Goals for FY '16:** Chief Geiger provided the Board with his professional development goals for the coming year, including Fire Chief Officer Course, Fire Instructor II, and NIMS 400.
- **Update on Fire Department Activities:**
  - **Grant Award:** Chief Geiger advised the Board that Lt. Soltys was awarded a grant to work with the COA and VNA to better address the needs of the senior community.

- **New Recruits:** Chief Geiger advised they have trained six new recruits, bringing the total number of firefighters to 53.
- **Potential Warrant Articles for Town Meeting:**
  - **Increase in Rate of Pay for Firefighters:** Chief Geiger provided the Board with information on his proposals to raise the rate of pay for the firefighters. The Board discussed briefly and agreed with Geiger that a task force might be formed to study the pay rates of surrounding communities in order to be better prepared with a warrant article for the Annual Town Meeting in May. Selectwoman Nay suggested that the Personnel Board should also be involved. Selectman Perkins suggested that Geiger contact the Fire Chief's Association, as they have pay rates for all the participating departments.
  - **Additional Full-Time Firefighters:** Chief Geiger proposed adding two new full-time career firefighters to the department. Geiger added that the additional firefighters would provide more coverage for the Town with firefighters available throughout the weekend to respond to calls, schedule inspections, and handle telephone calls. Geiger suggested this be on the Special Fall Town Meeting warrant. The Board discussed at length and felt that this needed to be studied more, after current resources are assessed, and would be more appropriate for the Annual Town Meeting in May.

**7:51 PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:** John Dold, DPW Superintendent/Town Engineer, met with the Board to discuss the following:

- **Discussion of Proposed Children's Community Garden:** Suzanne Malach, President of the Friends of the Boxford Library, provided information on the community garden project that is being funded by the Friends and a grant from New England BioLabs. She added that the Eagle Scouts will also be helping with the project, building a 20'x30' elevated space where they can work with children to teach them how to grow edibles. Life Scout Nolan Houston provided the Board with plans for the garden, including the fences they will be installing in the field behind Town Hall. Liam Quackenbush, another Life Scout, provided the Board with information on the sustainable water collection system he is building for the project.
- **Discussion of Proposed Drainage Project: Balmoral Road:** Dold advised the DPW is currently working on the Balmoral Road drainage project to improve drainage in the area. He added that work began in July with the engineers who are working on the project. Dold also provided information on a neighborhood issue that has arisen, in part, due to the drainage problems on Balmoral Road and Glen Forest Drive. He provided the Board with an estimate from Paul Donohoe for \$2300 to provide additional survey plans of the area, which would come out of the DPW budget.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve \$2300 for the survey fee as quoted for the drainage project on Balmoral Road, to be paid out of the DPW budget.
- **Paving Update:** Dold advised the Board that they will be paving Main Street, from Ipswich Road to Lawrence Road, scheduled for the last week in September.

- **Discussion of Improved Security at Recycling Center:** Dold provided the Board with information on the current situation with the damaged security swing gate at the recycling center. After meeting with the Board of Health, he got a quote from Parker Fence for a 6' tall fence and an 8' tall chain link fence, with swing gate and slide gate prices. He provided the Board with information on the various prices for the several options, but noted his choice was the chain link fence with jersey barriers, at a cost of between \$7,230 and \$10,280. After talking with Lt. Hazelwood, he also got a quote of \$4,000 for a security camera. Dick Taylor of the Board of Health provided additional supporting information on the need for more security at the recycling center. The Board discussed at length, rejecting the proposed costs, suggesting that there are other measures that could be taken to provide additional security at a lower cost. Karen Sheridan of the Recycling Committee, and Louise Kress and Richard Fahrner of the Board of Health, also provided input on the need for added security and possible alternative solutions. After discussion, the Board directed Dold to get a quote for just the jersey barriers and an electronic gate.
- **Discussion of Library Guide Signs on Ipswich Road:** Kevin Bourque, Library Director, provided information on the library guide sign that's been installed on a telephone pole on Ipswich Road, as well as others that are scheduled to be installed in other areas. There ensued a lengthy discussion with the Board suggesting that smaller, less obtrusive, signs be installed, and looking into returning the larger signs that were purchased. Dold will return to a later meeting with additional information. After discussion, Bourque provided the Board with a brief update on library activities.

**9:22 PM UPDATE ON MASTER FACILITIES PLAN:** Selectman Vaz advised the committee is meeting on Wednesday and he requested to put this off until the next meeting.

**9:23PM OTHER BUSINESS**

- **Masconomet Budget Update:** Paula Fitzsimmons of the Masconomet School Committee, met with the Board to discuss the annual retreat held on Saturday. They will be revamping the budget process this year and they will be meeting September 9, at 7PM, and she invited the Board of Selectmen to join them to provide their comments on the budget process.

**9:27 PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator Alan Benson, provided the Board with information on the following:

- **Review List of Potential Fall Town Meeting Warrant Articles:** Benson reviewed the tentative list of warrant articles with the Board, which included:
  - **Facilities: Town Hall water infiltration repair project**
  - **Facilities: Conceptual design for combined Community Center/Library**
  - **Facilities: Upgraded Police Department video security system**
  - **Facilities: Upgrade fence and security for Recycling Center**
  - **Budget: Town Hall/DPW Personnel reorganization plan**

- **Budget: Two additional career firefighter positions: postponed to ATM**
- **Budget: Increase in firefighter compensation: postponed to ATM**
- **Bylaw: Incorporate Capital Budget into Finance Committee**
- **CPC: Sign Davis Hayfield**
- **CPC: Signs Town Forest**
- **CPC: Two kiosks for BtoB trail**
- **CPC: Haynes Project**
- **Sound Bylaw:** Selectman Cargill requested an update on a sound bylaw proposal. Benson advised they are still looking into what other communities have to deal with noise complaints.
- **Remote Participation Policy:** Selectman Vaz requested an update on the proposed Remote Participation Policy. Benson advised that the committees and boards are discussing it. He will provide an update at a later meeting, after gathering feedback from the other committees.

**9:44 PM      ROUTINES**

- **Correspondence:**
  - **Letter from HAWC:** The Board briefly reviewed the thank you letter from HAWC.
  - **MIIA Grant:** Benson provided the Board with information on a MIIA Loss Control Grant that his assistant, Susan Inman, applied for.
  - **Appointments:** The Board briefly reviewed the current list of openings on the town's boards and committees.
- **Minutes:** After a review and discussion on amendments, the Board took the following action:
  - On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of August 10, 2015, as amended.
- **Treasury Bills:**
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-9, in the amount of \$2,742,101.52. The Masco assessment was \$2,332.857 of that.

**9:52 PM      ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Varsity Wireless vs. ZBA:** Town Administrator Benson requested that the Board go into Executive Session to discuss the Varsity Wireless vs. ZBA case.

**9:53 PM      EXECUTIVE SESSION**

On a **MOTION** duly made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on litigation: Varsity Wireless v. ZBA 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.

**10:05 PM    ADJOURN**

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 10:05PM.

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 31, 2015
2. Announcement: Recycling Center Closed Labor Day Weekend
3. Announcement: Labor Day Trash Disposal and Recycling Information
4. Packet of E-Mails and Statistical Data from Chief Brian Geiger, Re: Meeting 8/31/15
5. Packet of Letters, Plot Plans, and Photos, Re: Neighborhood dispute: Glen Forest and Balmoral Roads
6. E-Mail from DPW Director/Town Engineer to Board of Selectmen, Re: Recycle Area Fence, 7/1/15
7. E-Mail from DPW Director/Town Engineer to Town Administrator, Re: Glen Forest Survey, 8/7/15
8. Letter from HAWC to Town Administrator, Re: Thank You for Support, 8/18/15
9. E-Mail from MIIA Administrative Coordinator to Assistant to the Town Administrator, Re: MIIA Loss Control Grant for Fiscal Year 2016 Town of Boxford, 8/12/15
10. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/27/15
11. Meeting Minutes:
  - August 10, 2015
12. Memo from Town Administrator to Board of Selectmen, Re: Potential Warrant Articles, 8/31/15